

SETTING UP DIRECT DIAL

To let your callers connect to specific extensions:

1. Ensure your voice prompt features an instructional message, such as:

“ If you know your party’s extension, you may dial it now.”

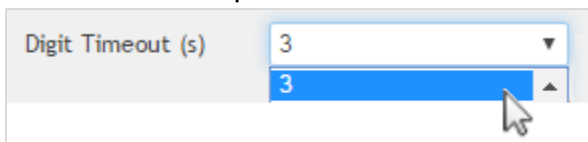
2. Click the Enabled box next to Direct Dial.



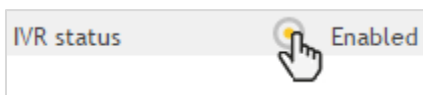
SETTING UP FAILOVER AND TIMEOUT

To set a timeout session and expiration function:

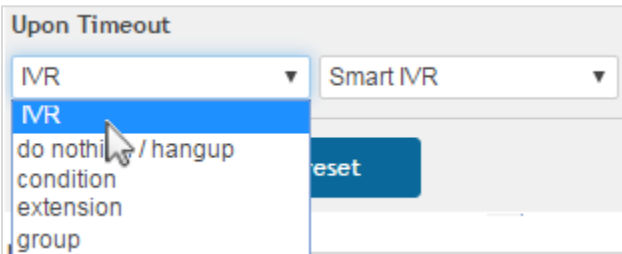
1. Make a selection from the **Digit Timeout** dropdown menu to choose the number of seconds that will pass before the timeout function occurs.



2. Ensure **Enabled** is selected underneath.



3. Make a selection from the first dropdown menu under **Upon Timeout** to designate which function occurs after the Timeout Session expires.



4. If necessary, choose a selection or destination from the second menu, and update your changes.

