

Configuration

The Configuration tab in the Customer Portal is accessible only by the Admin.

Basic Mode

Basic Mode includes the following necessary configuration sections.

- **Extensions** is divided into 2 parts:
 - **Extensions-Adding** covers adding new extensions, primarily for initial setup.
 - **Extensions Functions/Settings** covers the four tabs of settings available to each extension.
- **Groups** covers ring groups.
- **Receptionist** covers choosing and formatting a receptionist.
- **Schedule** covers creating a company schedule.
- **Hold Music** covers choosing and setting hold music.

Advanced Mode

Advanced Mode opens up additional aspects of configuration for more complex systems.

- **PA Ring Tone** covers setting a ring tone for PA announcement systems.
- **Recordings** covers uploading and management of recordings available for system use and caller playback.
- **Keys** Key Management for [Autoconfig Supported Phones at a Glance](#).
- **Tricks** covers additional advanced features.

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