HOPDIAL
PHONE SYSTEMS

QUICKSTART "CHEAT SHEET"

FOR SUPPORT: 866.305.0407 x3

To Record Greetings Remotely:
- Dial 848-207-2737
- Enter your phone number
- Choose extension, or press # if no extension
- Enter your pin

- Choose 4 for Greetings

To Record Greetings From Your Phone

- Hit the VM button or dial *99

- Enter your pin

- Choose 4 for Greetings, follow the prompts

To Load Greetings to the Portal:
- Go to login.hopdial.com

- Login

- From Extension Manager choose the extension you need to load the greeting for

- Go to Control Panel>Greetings, from the dropdown choose the type of greeting you are loading, upload your Greeting(s)

To Get Messages Remotely:
- Dial 848-207-2737
- Enter your phone number
- Choose extension, or press # if no extension
- Enter your pin

- Choose 1 for Voicemails

To Get Messages From Your Phone:
- Hit the VM button or dial *99
- Enter your pin

- Choose 1 for Voicemails, follow the prompts

To Set Up Notifications Thru the Portal:
- Go to login.hopdial.com
- Login

- From Extension Manager choose the extension you need to load the greeting for.
- Go to Control Panel>Notifications
- Set up VM Email Notifications (choose add attachment), and/or text notifications to your cell

To Set Up Call Routing Thru the Portal:

- Go to login.hopdial.com
- Login

- From Extension Manager choose the extension you need to set up call routing for
- Click on "Add New Route"
- In External Number, add your phone number
- Under Options, choose "Call Announce"

- Set days and times or you can leave it 24/7
- The default timeout is 30 seconds which is about 4 rings, change it if needed
- Click Insert

To Get Messages Or Record Greetings For Another Extension

- Dial *93+ Extension
Enter the Pin for that extension

- Choose 1 for Voicemails or 4 for Greetings