

# SimplyVX

Collection of settings to manage call flow and routing

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# Tel Extensions

## Tel Extensions

Shows the status, permissions, and allows you to modify these settings for **all** extensions in the hotel

**Extensions** are categorized and separated by **Guest Room**, **House Phones**, and **Admin Extensions**

- Click **View** to modify an extension
- Select **Add Rate Sheet** to change the calling rate for an extension

### View

Extension: 7100

Name	1	<input type="text" value=""/>
DND	2	<input type="button" value="On"/> <input type="button" value="Off"/>
Status	3	<input type="button" value="Checked In"/> <input type="button" value="Checked Out"/>
Maid Status	4	<input type="text" value="Clean Occupied"/>
Voicemail Email	5	<input type="text" value=""/>

1. **Name:** View or Edit the current Guest name
2. **DND:** Toggle Do Not Disturb on or off
3. **Status:** Toggle the current occupancy status for the room
4. **Maid Status:** Update the Maid Code Status of the room (also done via phone using **\*94+Status Code**)
5. **Voicemail Email:** email address that a copy of the voicemail messages will be sent to



# Feature - IVR

Allows you to see, and modify the IVR (interactive voice response, a.k.a. auto-attendant) for the hotel.

Key	1		3	Destination
IVR	2	Please Select ▼		

Submit

1. **Key:** The key that will be pressed to select the corresponding option (ie. Key 1 would be the same as "Press 1 for Catering")
2. **IVR:** Select the IVR you wish to modify
3. **Destination:** Extension or telephone number the IVR option will route to.