



Virtual Receptionist web portal

VirtualReceptionist

Home Directory Schedules **Menu**

In Hours **Out of Hours** Holiday Submenus

To set up the menu, first record the **In Hours Greeting** and then set up the extensions.

In Hours Greeting: RECORD

Ext.	Name	Action
1	Sales	Hunt circular among: 613-699-9727, 613-699-9726, 613-699-9725
2	Support	Hunt least called among: 613-699-9728, 613-699-9729, 613-699-9731
3	Billing	Dial Number: 613-699-9730 ▶ Ring: 30 secs ▶ No Answer: Go to Voicemail
4	Business Hours	Announce RECORD
5	Dial Extension	Dial by Extension ▶ Digits: 4
6	General VM	Go to Voicemail
7	Send a Fax	Go to Voicemail
8		None
9		None
0	Reception	Dial Number: 613-699-9732 ▶ Ring: 30 secs ▶ No Answer: Go to Voicemail

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Be sure every call to your business is answered and routed efficiently, day or night

The Temovi Business Virtual Receptionist can be your organisations primary answering point or supplement a live receptionist; ideal for high-volume call environments or after-hours and overflow call routing.

An intuitive web portal makes it easy to define menu structures and routing selections. Multiple schedule options simplify call management at different times of day, day of the week and during holidays.

The Virtual Receptionist can easily manage large volumes of incoming calls and provide multiple levels of call handling for any business environment.

Features

- Multi-Level Menus
- Schedule-Based Menus & Greetings
- General Voicemail & Fax Box
- User Directory
- User Definable Routing Selections:
 - Dial a Phone Number
 - Transfer to Voicemail
 - Transfer to Account
 - Dial User Extension
 - Go to Submenu
 - Transfer to a Hunt Group
 - Announcement
 - Route to an Operator
 - Dial by Name
- Call Announce
- E-mail, Text, or Phone Call Notifications

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