

VoiceMAIL SYSTEMS

SINGLE POINT OF CONTACT FOR ALL YOUR BUSINESS COMMUNICATION NEEDS

ADVANCED VOICE MAIL SYSTEMS DELIVER "BIG COMPANY" TECHNOLOGY FOR SMALL BUSINESS

*Eliminate "telephone tag" and inaccurate "while you were out" slips
with a system that's on the job 24/7!*

Are your customers having trouble reaching you? Do they have to leave detailed messages with your already overloaded receptionist? Do signals get crossed, important telephone numbers misplaced? Consider installing one of today's sophisticated voice mail systems!

Some companies feel it's important for customers to interact with a person, rather than a machine. However, the right voice mail system can enhance, rather than depersonalize, communication. Check these advantages:

- customers can access a specific individual and leave a detailed message
- employees can access voice mail messages from outside the office and respond immediately to important calls
- you can broadcast messages to entire staff or certain departments
- callers can leave messages 24 hours a day, 7 days a week, even if your staff is not available

While you may be aware of the advantages of voice mail, you might think an



Today's advanced voice mail systems make "while you were out" slips a distant memory by offering enhanced communication and efficiency.

effective system is out of your price range. In the past, voice mail systems were limited to top-of-the-line, expensive systems or glorified answering machines. Also, some older systems were difficult to install, program and use. Now, these advanced features are within reach for the smallest businesses:

- customized greetings
- pre-recorded messages route caller to appropriate person or mailbox
- directory lookup by name
- messages can be saved, deleted

- or forwarded to another extension
- private password can protect voice mail mailboxes from illegal entry
- messages can be marked "urgent" or "private"
- calling party has the option of returning to a live operator
- easy to install, program and use

If your voice mail system does not offer these advantages - or if you don't already have a voice mail system - Total Communications can design an effective solution. Whether it's an additional software component or a new telephone system with built-in voice mail, we can show you how to reduce labor time, call-backs and long-distance calls.

*If you are interested in
implementing a voice mail system
for your company, contact:*

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