

# Virtual Receptionist



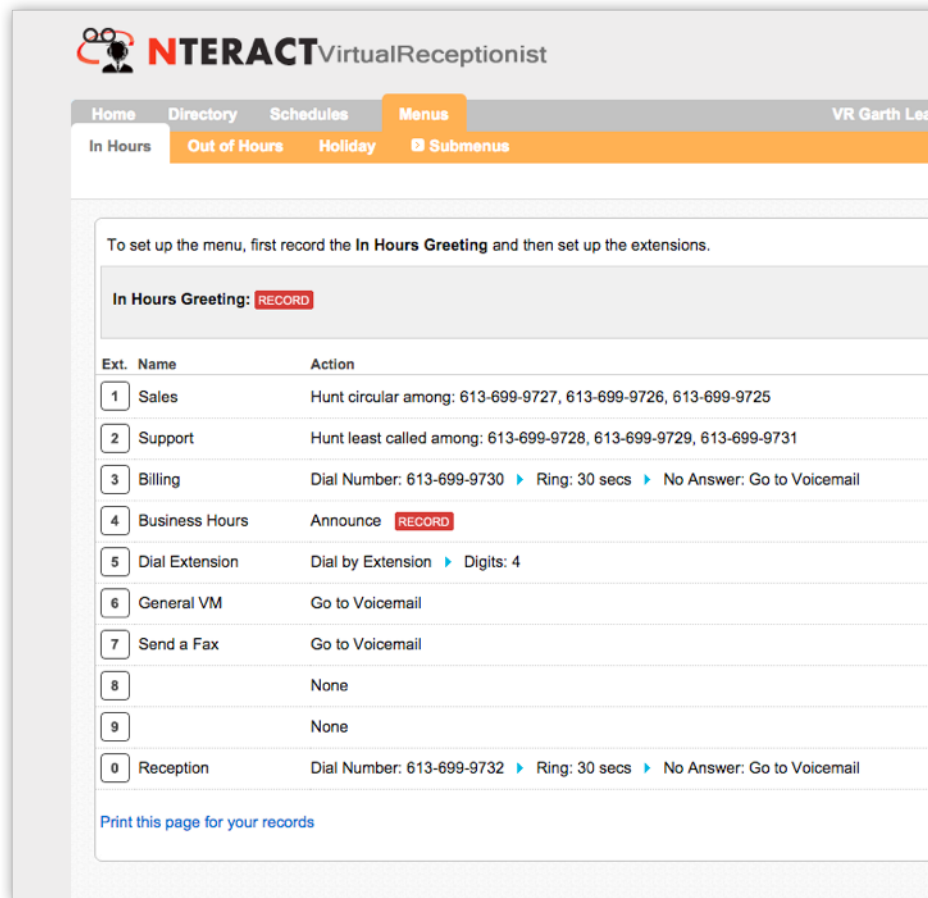
Virtual Receptionist can easily manage large volumes of incoming calls and provide multiple levels of call handling for any business environment.

## 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

Be sure every call to your business is answered and routed efficiently, day or night. Virtual Receptionist can be your organization’s 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 screenshot shows the NTERACT Virtual Receptionist web portal. The navigation bar includes Home, Directory, Schedules, and Menu (selected). Below the navigation bar, there are tabs for In Hours, Out of Hours, Holiday, and Submenus. The main content area displays instructions for setting up the menu, followed by a table of menu items.

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 <b>RECORD</b>
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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