

HOW YOUR OFFICE DIRECTOR WILL WORK

Your office answers live and can transfer a caller directly to an individual or if the phone is busy or isn't answered

Hello, this is _____. If you know your parties ext please enter it now. To reach a specific individual by name press 1. To leave a general message for the office press 2 or stay on the line. Thank you.

Extension directory, 71, 72, 73, etc

Names Directory
"Please enter the first 3-6 letters of the persons first or last name"

General message,
Takes a message then delivers to email or notifies a back line.



OFFICE DIRECTOR

Custom designed and built by:

Communication Centers of Atlanta Inc.

770-988-9800

www.comcenters.biz or email services@comcenters.biz