

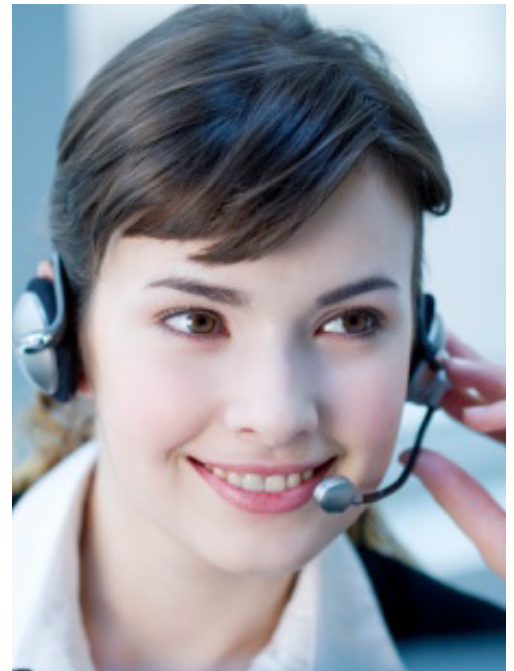
IP Office Receptionist

Efficient and Professional Call Handling

Overview

Receptionists can handle dozens, even hundreds of calls daily, so it's easy to see how important it is to deploy a phone application that allows for efficient call handling. IP Office *Receptionist* offers a visual display of incoming calls and call status throughout the business on an easy-to-use PC interface. With visual access to everyone's phone status – who's busy, on the phone, away from their desk – receptionists can route calls quickly and accurately with a mouse click.

Receptionist is a powerful application that allows a single operator to manage calls for single site offices and even multiple locations to ensure prompt and professional handling of all calls.



Capabilities

Fast, accurate call handling – With its intuitive PC interface *Receptionist* allows for convenient click-and-drag call handling that helps improve the efficiency and effectiveness of the operator, even with large call volumes.

Visual call status – Receptions can see the status and availability of all associates on the network – who's on the phone, away from their desk, not to be disturbed, etc. – helping with speed and accuracy of call routing.

Centralized call management – With *Receptionist*, a single operator can handle calls for multiple offices – transferring calls between locations, adding people to conferences, managing voicemail messages for associates. The result: streamlined operations, consistency of service and cost savings.

Call handling for multiple businesses – When an operator manages calls for multiple businesses (for example, in a shared office environment), *Receptionist* enables the operator to quickly and accurately identify callers, greet them appropriately, and route calls to the right business. Sharing the receptionist resource reduces costs.

Benefits

- **Streamline operations** – Handle large call volumes with just a single receptionist, in standalone or multi-site environments; use a single operator to manage calls for multiple businesses
- **Provide professional service to callers** – Easy-to-use interface means receptionists can see the status of users on the network to quickly and accurately route calls to the right people

Specifications	
Format	IP Office Software Download
System Requirements	IP Office Essential Edition or IP Office Preferred Edition or IP Office Advanced Edition
User Requirements	<ul style="list-style-type: none"> • Any IP Office telephone • Ethernet-attached PC • Pentium II processor 400MHz or higher with 64MB RAM (or higher as specified by Windows version); 1GB of free disk space (plus sound card if audio features required) • Windows XP Professional SP3/Vista Business SP1/ Vista Enterprise SP1/Vista Ultimate SP1 with TCP/IP networking
Feature Detail	<p>IP Office Receptionist solution provides:</p> <ul style="list-style-type: none"> • Inbound & Outbound Call handling • Phone Call Control including Conference Call Control & Conference Rooms; Transfer, Hold, and Park via drag & drop • Up to 16 Park Slots with customized labels • Configuration of Phone Preferences • Receive Caller ID & Name Display (provided by local service provider) • Speed Dial and Busy Lamp Field management of users within and across the enterprise • Local Phone Directory • Separate Call history logs – All, Incoming, Outgoing, Missed Calls, Messages • Ability to create script for incoming call handling • Time on Call display • Door Open Control • Monitoring of up to 8 Queues & ability to answer calls in queue • Simple Outlook contact record creation • Distinctive Ringing using WAV file • Centralized receptionist across connected locations

About Avaya

Avaya is a global leader in enterprise communications systems. The company provides unified communications, contact centers, and related services directly and through its channel partners to leading businesses and organizations around the world. Enterprises of all sizes depend on Avaya for state-of-the-art communications that improve efficiency, collaboration, customer service and competitiveness. For more information please visit www.avaya.com.



INTELLIGENT COMMUNICATIONS

© 2009 Avaya Inc. All Rights Reserved.

Avaya and the Avaya Logo are trademarks of Avaya Inc. and may be registered in certain jurisdictions. All trademarks identified by ®, TM or SM are registered marks, trademarks, and service marks, respectively, of Avaya Inc. All other trademarks are the property of their respective owners.

07/09 • LB4321

[avaya.com](http://www.avaya.com)