

# Memo Lite



## VOICE MAIL

### *Availability at every extension*

#### **Always ready for customers**

Even when you are not at your desk or on the other telephone line, with Memo Lite you can always lend an ear to callers. Instead of hearing continuous ringing or busy signals, callers leave a message in your personal mailbox. If callers prefer not to leave a message, they are transferred to the switchboard or to a representative of your choice, for example, your personal assistant.

#### **Always in the picture**

You are informed about incoming messages quickly and automatically - at your desk, at home, or while travelling. By entering a corresponding telephone number - for example, your mobile phone - Memo Lite will call you when you receive messages.

#### **Quick access from afar**

No matter where in the world you are, you have access to messages and all mailbox functions by remote control. Change your mailbox greeting for each situation, send internal messages, forward commented messages. Memo Lite is your long arm into the office.

#### **Internal communication made easy**

With Memo Lite, you can send spoken messages quickly and easily - at the touch of a key - to colleagues. Forward messages you have received, adding your own comments. This „internal mail“ function is useful for delegating tasks and helps staff members communicate effectively, saving time. Internal messages can be stopped and re-recorded as often as necessary before sending.

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## FEATURES

### Voice Mail

Answering of calls re-routed or diverted from extensions

12 mailboxes (users/extensions)

30 minutes memory

Each mailbox with personal greeting

Answering of calls when „busy“

All messages recorded with date and time stamp

Remote control of all mailbox functions from any touch-tone phone, personal password

Selective playing/erasing/sending/forwarding of individual messages and sending of internal messages to one or more mailbox users

Automatic message notification at extensions (telephone) or by phone call at any number (for example, a mobile phone)

Personal assistant function for each mailbox (forwarding of incoming calls to any extension)

Users can „dial out“ of the mailbox to another extension, when known