



# V-Mail Unified Messaging

Velocity Telephone, Inc.

## What is V-Mail Unified Messaging?

### FEATURES AND BENEFITS:

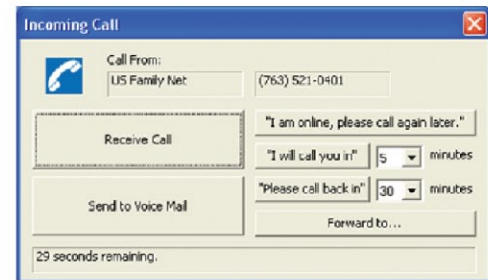
Receive and manage your incoming call, messages and faxes all in one convenient location with Velocity Telephone's V-Mail Unified Messaging:

- Instantly know when someone is calling with a pop-up call alert on your computer screen.
- Online caller ID provides detailed caller information including name and telephone number.
- Screen all incoming calls right from your computer.
- Never miss a call by turning your computer into an online answering machine.
- Listen to your messages with online voicemail.
- Access a list of all the calls received while you were online.
- Choose to answer calls, transfer calls ignore calls, play a response or take a message.
- Send caller to voicemail and play them a custom pre-recorded greeting.
- Handle calls from specific callers, or all callers, automatically if you choose.
- Always-On-Voicemail with electronic notification. Voicemails will be sent as attachments for you to listen to from any place you can check your email.
- A Call Manager program that allows you to notified of incoming calls to your phone number.
- An In Bound Fax service that allows you to receive faxes electronically in PDF format.
- Eliminate the need for other voicemail and call waiting services.
- No need for a second phone line.
- FREE, live telephone support from trained professionals.

### MANAGE YOUR CALLS:

When a call comes in, a call alert window appears on your computer screen. You decide how to handle the call! See who's calling instantly with online caller ID.

- Answer important calls.
- Transfer calls to another line to talk.
- Play a pre-recorded greeting to incoming callers.
- Send incoming calls to voicemail and listen to messages from your computer with online voicemail.



Example of Call Alert Window Pop-Up



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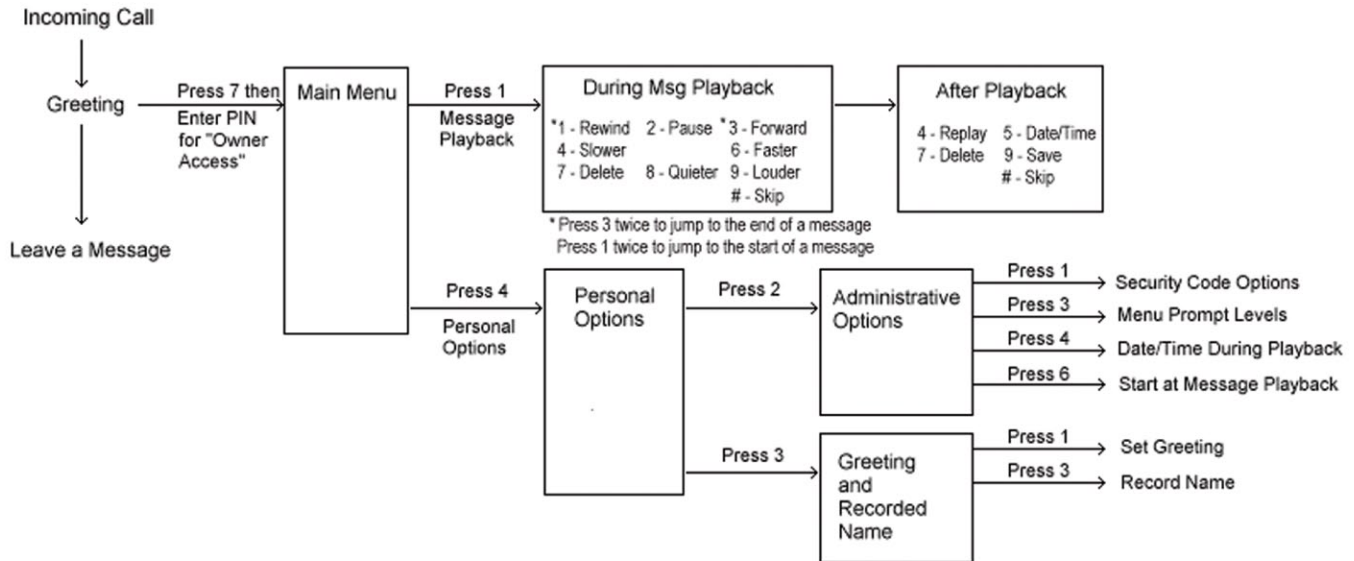


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## V-Mail Set-Up Instructions

### V-MAIL VOICE MAIL STRUCTURE:



### STEP 1:

#### Set-up your Voice Mail Personal Greeting

- Dial the unified messaging number assigned to you in your welcome e-mail.
- Interrupt the greeting by pressing 7. If you are dialing from your direct telephone number, you will automatically be asked to enter your PIN without pressing 7.
- Enter your PIN.
- From the main menu:
  - Select 4 for administrative options
  - Select 3 for greetings and recorded name
  - Select 1 to change your greeting
- Select 1 for a standard greeting with your direct telephone number.
- Select 2 for a standard greeting with your name.
- Select 3 for a personal greeting.

### STEP 2:

#### Install and configure the V-Mail Call Manager software.

- Download the software installer from the Velocity Telephone website. ([www.velocitytelephone.com](http://www.velocitytelephone.com)).
  - Save the installer to a known location on your hard drive (such as your Desktop).
  - Double click on the installer. (Note: If a window is displayed stating your operating system does not know how to open ".msi" files, you will need to install a Windows Installer Engine before proceeding).
  - Download Windows Installer Engine for Windows 95/98/ME
  - Download Windows Installer Engine for Windows NT/2000
- These may be downloaded from the Velocity Telephone website: [www.velocitytelephone.com](http://www.velocitytelephone.com).*
- Proceed through the installation wizard. Before the installer completes the installation process, a Networking Configuration window will be displayed. Enter your unified messaging phone number and PIN provided in your welcome e-mail, and press OK.



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