

CHANGING YOUR "0" KEY

24 HOUR
DOC-ON-DEMAND
SERVICE
303-380-8080

MULTI-LINK
Small Business Telecom & Computing

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Your "0" key allows you to give your callers another option! If your caller needs to speak to a live person, rather than leave a message, you can give them the option to press **0** and be transferred to ANY local or toll free number; YOU CHOOSE THE NUMBER! Change it as often as you like.



For example, your callers can be transferred back to your assistant if they need more information. Simply program your 0-key with your assistant's number.

If you want your customers to reach you on your cell phone, program your 0-key with your cell phone number, instead of giving it out. If you are working from home today, still want to take calls, but don't want to give out your home number, program your 0-key with your home number. Simply instruct callers to press **0** in your outgoing greeting and keep your personal numbers personal!

Hello and thanks for calling. You've reached Doug's voicemail. You now have a choice. You may leave a message at the tone and I will return your call just as soon as I can, or if you need immediate service, you may contact my assistant by pressing **0** now. Thanks again for calling.



0



Hello, this is Mary.
How may I help you?

Programming Your "0" Key

Dial your 10-digit mailbox number
Press **#** when you hear your greeting
Enter your security code
From the main menu...
Press **8** for your Personal Options Menu
Press **5** for your Personal Operator Options
Press **3** to Change your Personal Operator Number
Enter a local or toll-free number
For a local number, use the full 10-digit number
For a toll-free number, enter 1 + the number
Press **#** to log the change

Remember, at anytime you may press ***1** to return to the main menu.