



E-Mail Newsletter

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**Transfer Directly
to your cell phone**

Refer a Client

**Tips to Manage
your Technology**

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Did You Know

Voice mail systems are basically a PC that stores data files. Our normal response to a system failure is a quick restore which takes the system back to a default state. All data must then be re-entered by hand.

If you consider your voice mail system critical to your business and cannot afford to lose the data and messages in the event of a system failure, you should consider backup alternatives that would allow you to recover these data files quickly.

There are several backup alternatives available depending on your system and needs. Contact DOSS Business Systems for more information regarding voice mail backup options.

Note: If you have a Toshiba Telephone System and Voice Mail you can allow callers the option of transferring directly to your cell phone rather than leaving a voice message.

REFERRALS PAY

DOSS will be offering credits for equipment and labor when you refer a new client. So start your list now. Information on this exciting new program will be available soon.

CONVENIENCE OR CURSE

Technology. . . You see it everywhere. It has changed the way we communicate with each other and not always for the best.

We all have our horror stories about inconsiderate cell phone users, pagers going off at the worst possible time and getting lost in voice mail jail.

Here are a few tips that can help you better manage your technology tools in a way that enhances communications rather than interfere with communications.

- Turn It OFF – cell phone users should turn off their phones when engaged in face to face meetings or conversations.
- Set Pagers to Vibrate Mode rather than an audible signal when used in public places such as restaurants, churches, theatres, etc. . . .
- When using Automated Attendants to answer your business calls, always give your callers an option to dial a live person.
- Limit the Number of Choices a caller has to make while using automated attendants.
- When using Voice Mail keep your greetings current and return calls promptly.