

# NATCO'S ONLINE VISUAL VOICE MAIL PORTAL

## Home Tab

***Want To See How It Works?  
Check out the voice mail portal demo video  
online at [www.natconet.com/vmportal](http://www.natconet.com/vmportal)***

The "Home" tab includes a variety of information about your account, allowing you to access the benefits of the address book and real-time call logging.



**Recent Calls** - Ten most recent calls (outgoing and incoming) are listed. Each call box contains the name of the caller or party called (if known) along with phone number, date and time of call. The icon (at right) in the call box displays how the call came in (dialed or voice mail).

Play voice mail message (green arrow).



Move your cursor to the right of the green arrow for added features:

- Send the message to your email
- Download message
- Delete message

If you would like to add information from a recent call as a personal contact in your address book, left-click in the call box. A bubble will appear that allows you to enter contact information for the phone number. Hit save to return back to recent calls.



(continued on reverse)



**Call Manager** - If you click on the number, the Portal will open the Call Manager box and dial the number, or from Home page under contacts, click on the call button. Your phone will ring, answer your phone, and the call is then connected to the contact. Within the call manager box, you can call from the main tab, listen to any message recordings from the recording tab, or review other information about the calls under settings. To close the Call Manager, double-click the arrow next to “Call Manager” at the top of the tab. You can click to call a contact with any of the numbers stored for the contact. If you are already on a call, you can click to call another contact and add them into the call - essentially turning your conversation into a conference call with just a click of the mouse.

You have a record of all incoming and outgoing calls available within the Voice Mail Portal. The Home screen shows the 10 most recent calls (incoming or outgoing) while all calls are shown in the My Calls view. This is great for record-keeping.

**Contacts** - Reference contacts quickly from the Home screen. See “My Contacts” tab for more information on the address book feature.

**Quick Settings** - Reference settings quickly from the “Home” screen. It lists the current voice mail greeting. If you have multiple saved greetings and need to change your message to an out-of-office-message or other alternative greeting, use the scroll down tab and select the greeting you would like to save as the active voice mail greeting. See “My Settings” for more information on other settings.

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