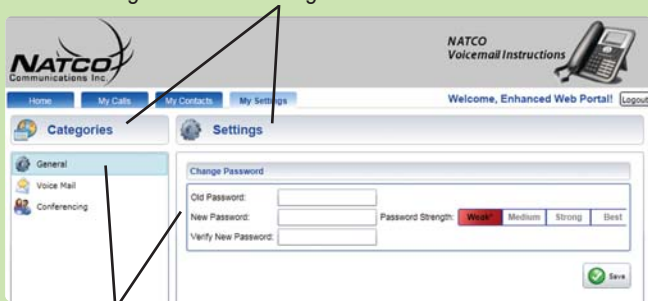


NATCO'S ONLINE VISUAL VOICE MAIL PORTAL

My Settings Tab

Want To See How It Works?
Check out the voice mail portal demo video
online at www.natconet.com/vmportal

Within the “My Settings” tab are two boxes: Categories and Settings. You are asked to select a category from the left to view the settings for that feature, either General, Voice Mail, Conferencing or Phone Management.



General Settings - Click on the “General” icon under the “Categories” heading. Your personal password information will appear in the “Settings” column.

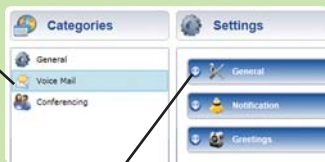
Change Password - To change your password, enter the old password or current password assigned to you. Then enter your new password. Re-enter your new password to confirm and click the “Save” button.

Voice Mail Settings -

Click on the voice mail icon under the categories heading.

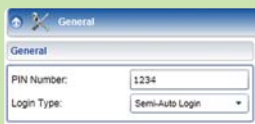
You have three options to select from: General,

Notification and Greetings. Click on the down arrow to the left of each option to expand the option and adjust settings.



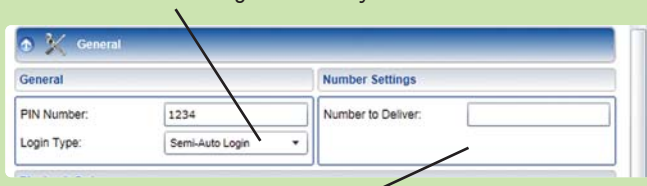
General - You can change your voice mail account pin number. Changing this pin only affects the number you dial into your voice mail account with, not the Portal login. Next choose a Login Type option:

- Auto login - the system goes straight to your messages without requiring your phone or pin number.



(continued inside)

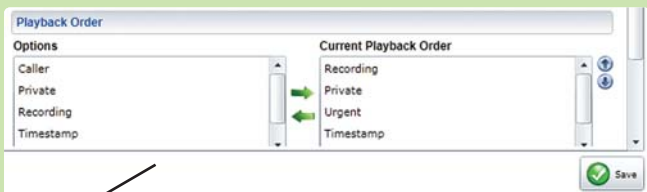
- No auto - you need to enter your mailbox number then your pin number.
- Semi auto - you just enter your password. NATCO suggests the semi auto setting for security reasons.



Number Settings - Allows you to add information for a call forwarding feature.

- Number to Deliver - is the number that you will see on your phone if you have caller ID when a call is forwarded to you from the voice mail system. You can enter whatever number you like, something you will recognize. It only delivers the number to another end user (portal subscriber).
- Dial 0 - is the number that a call will be forwarded to if a caller does not want to leave a voice mail message. At the end of your greeting, you can add a prompt that says "if you would like to talk to Joe Smith, please press 0 now." The call is then routed to whatever number you have saved in the Dial 0 Number entry. This must be a local number only, long distance numbers or cell numbers will not work.

After editing your Voice Mail Settings, click the green Save button (lower right corner) to save your changes.

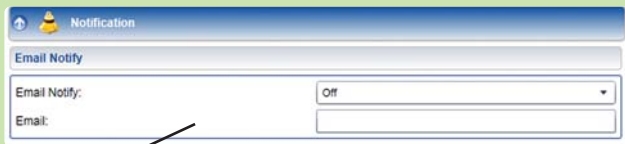


Playback Order - This controls what information/features each message you receive has. For example, when you playback a message, you can choose if the caller and time of the message are played and other information such as if the caller has marked the message as urgent or private.

In the left column are the different options you can include which give information about each message. On the right column you can add or remove options in the order you would like to hear them for your messages. Arrows for add and remove show how it will play. Up and down arrows on far right change order. Highlight the option you want to include in the left column and click the right-pointing green arrow. If you want to remove an option, highlight it in the right column and click the left-pointing arrow. To change the order in which you

hear the options you have selected, highlight the option in the right column and use the blue up and down arrows to put it where you want in the order of options.

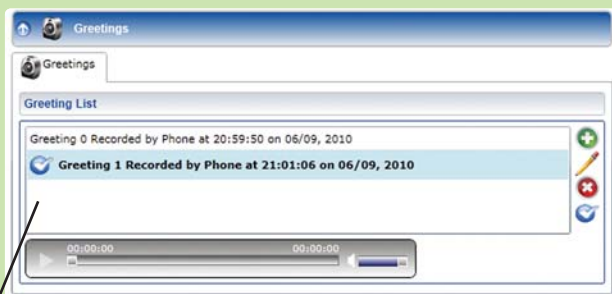
When you are satisfied with your options and playback order, click the green save button in the bottom right of the screen.



Notification - Allows you to set the system to notify you by phone each day at a specific time. You also set your email notification preferences under this tab.

Daily Notify - works like an alarm that reminds you to check your voice mail messages. It will ring whether you have new messages or not. You can use the drop down menu to indicate whether notification is on or off and enter the time you would like to be called.

Email Notify - If you want to receive email notification and a digital file of the voice mail messages that you receive, use the drop-down menu to turn the feature on. Enter the email address at which you would like to receive notification. You can enter multiple addresses.



Greetings - Allows you to manage recorded greetings through the voice mail system. All saved greetings recorded in the phone system show up on this screen. Each greeting will have a number assigned to it. The current active greeting will have a blue check next to it.

To hear the current greeting, highlight it in the list and click play. If you would like to add a prerecorded .wav file from your computer, click the green “+” button and follow the prompts to add the file. To edit the description (name).wav, highlight the greeting and click on the pencil icon. If you would like to delete a greeting, highlight it and click the red “X.” To change which greeting is active, highlight the listing and click the blue check mark icon.

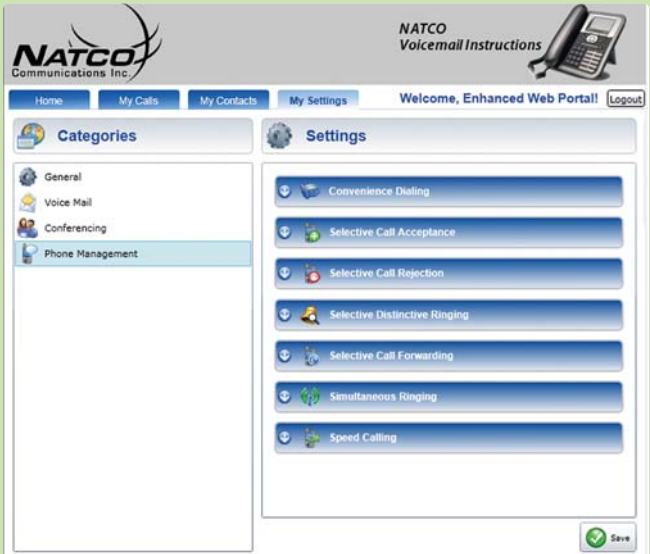
(continued on reverse)

Phone Management - Allows you to control phone features that you are subscribed to through NATCO.

Some of those features include:

- Selective Call Rejection
- Selective Distinctive Ringing/Call Waiting
- Selective Call Forward
- Selective Call Acceptance
- Simultaneous Ringing

See the Phone Management insert for details on these features.



The screenshot shows the NATCO web portal interface. At the top left is the NATCO Communications Inc. logo. To the right, it says "NATCO Voicemail Instructions" with a phone icon. Below the header are navigation tabs: Home, My Calls, My Contacts, and My Settings (which is selected). A welcome message reads "Welcome, Enhanced Web Portal!" with a Logout button. The main content area is split into two columns. The left column, titled "Categories", lists: General, Voice Mail, Conferencing, and Phone Management (which is highlighted). The right column, titled "Settings", lists several features with expandable arrows: Convenience Dialing, Selective Call Acceptance, Selective Call Rejection, Selective Distinctive Ringing, Selective Call Forwarding, Simultaneous Ringing, and Speed Calling. A green "Save" button is located at the bottom right of the settings area.

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