

Small Office™ Lite by Comdial

Big Messaging Features
for Small Offices



Small Office Lite offers small businesses a very affordable auto attendant and voice messaging solution with built-in expansion capability. Small Office Lite packs over 60 powerful features into one wall-mountable unit that can be set up over the telephone in just minutes. Small Office Lite is available in two-port/25-mailbox or four-port/50-mailbox configurations. Both provide over 60 hours of messaging storage space. And when you're ready to expand, you can easily upgrade a Small Office Lite system to a full Small Office system, equipping it to use any combination of up to 100 mailboxes, routing boxes, question boxes, and other box types. Small Office Lite paves the way to sophisticated call routing and voice processing capabilities as your company grows.

Feature-rich, Reliable and Affordable

These three important factors come together in one unparalleled voice messaging system from Comdial—Small Office Lite. From Automated Attendant to advanced voice mail capabilities, Comdial's Small Office Lite provides you with the means to conduct business with the professionalism your customers expect. Small Office Lite gives you advanced voice-processing technology in an economically designed, yet very feature-rich system.

COMDIAL[®]
The Rising Star™

Easy Setup, Administration and Training

Small Office Lite was designed with the needs of small businesses in mind. That's why it's so easy to install and use. Clear, concise menus lead system administrators through each function they want to complete, making routine modifications to the system quick and effortless. Changes can even be made right through the telephone. And training your employees is a breeze. An easy-to-follow tutorial walks new users through the steps necessary to set up their mailboxes and record their greetings. Once setup is complete, Small Office Lite voice-prompts users through the features and options, helping them learn the system's powerful capabilities.

Affordability that Fits Your Business

With Small Office Lite, your small business will run with the efficiency and professionalism of a much larger corporation. And yet, this smart system will cost you just a fraction of the price of systems designed for bigger companies. Other systems may force you to pay for excess user capacity—whether you need it or not. With Small Office Lite, you get a system that is tailored to your specific requirements. Small Office Lite manages up to 25 or 50 mailboxes, depending on the configuration you choose. Affordable upgrades make it easy and cost effective to move to Small Office or Corporate Office when your requirements change. All prompts and greetings are portable between systems, so nothing is lost. And users won't have to be re-trained. In fact, they won't even be aware of the change.

Rich Features for Small Businesses

Beyond the standard personal mailboxes, call-screening and call routing functions, Small Office Lite offers many customization features that make your system even more user-friendly.

- Custom Greetings give your employees the capability to store and change up to 10 distinct greetings, so they can address callers with specific information, depending on the situation.
- Mailboxes allow users to manage calls based on their work schedules, so that individual phones can be set to redirect calls or play mailbox greetings automatically during employees' off-hours. The system can even transfer messages to an employee's home after-hours or on weekends.
- Question Boxes automate the task of collecting information from callers, prompting them for specific data and then storing it for later review and processing. It's an easy way to conduct job interviews, survey customers, or collect status reports...all without interrupting other activities.
- Call Handling lets you control exactly how, when and where each call is routed, allowing you to direct calls to the person best-suited to address the caller's needs.
- Automatic Call Distribution (ACD) routes calls to a specific group of extensions to connect your customers with someone who can assist them quickly and efficiently.
- Automated Attendant serves as a backup receptionist, directing callers, queuing on-hold calls, screening calls, and delivering accurate messages when your receptionist is busy or unavailable.

Round-the-clock Reliability

Small Office Lite works for you 24 hours a day, seven days a week...so you don't have to. With the Automated Attendant feature, your callers will receive prompt, professional attention—no matter when they call. Many caller inquiries, such as business hours or location information, can be handled entirely by the Automated Attendant. This cost-effective feature frees employees from handling routine questions, allowing them to spend their time more productively.

Specifications

Ports:	2-4
Storage:	Over 60 hours
Mailboxes:	25 on 2-port 50 on 4-port
Box Types:	5 Routing boxes 5 ACD boxes 5 Account boxes 5 Group boxes 5 Question boxes 1 Directory box

Connect with
the Communication Leader.

Comdial provides integrated communications solutions that address the telecommunications needs of the business environment. We are committed to researching and developing leading-edge, fully integrated computer-telephony solutions and custom applications. With business needs growing increasingly sophisticated, Comdial's communications solutions help you maintain a competitive edge.

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COMDIAL[®]
The Rising Star[™]

Comdial Corporation

P.O. Box 7266

Charlottesville, VA

22906-7266

1-800-COMDIAL

www.comdial.com