

## **Phone System - All Call Technologies**

All Call Technologies is the official Envision virtual voicemail system. The telephone number to reach Envision is 720-935-2663 (720-WELCOME). When folks call this number, they are given several options to choose from.
Your voicemail extension is
When a client calls you from this number (and enters your extension), they will be put on "hold" while the system calls your phone. If you pick up, it will give you prompts to answer the call (Press 1) – or - you can press 2 during this prompt if you want to send the call through to voicemail.
You will be notified when a message has been left in your voicemail box. At first notifications will only be sent to your email, but you can also receive mobile app notifications or text messages if you prefer.
Checking your voicemail Option 1 – On your Computer Log into All Call: <a href="https://portal.allcalltech.com/login.aspx">https://portal.allcalltech.com/login.aspx</a> Choose "Messages" tab.
Option 2 – Calling your Voicemail box on your phone Call the Envision number (720-935-2663). The system will guide you through how to listen to your messages.
Calling Clients Call the Envision number (720-935-2663). The system will guide you through how to dial a number. (When you call this way, the client will not have access to your cell number.)
<u>Voicemail Script</u> If you change your voicemail greeting, it should still say something like: You've reached the confidential voicemail of Please leave your name, phone number, and a brief message and I'll get back to you within one business

day.