

TURBO***DIAL**

Overview & How-To Setup

Auto-Attendant

Inbound Call Actions

Select Action Type for +19522223366

None Voice Mail Auto-Attendant
 Queue Find-Me

Number of Rings before Answer:

Greeting (based on Infusionsoft lookup)

Lookup Success:

Lookup Fail:

Configure the Extensions

Number of Digits to be Entered:

Setup each 3 Digit Extension

Enter Extension:

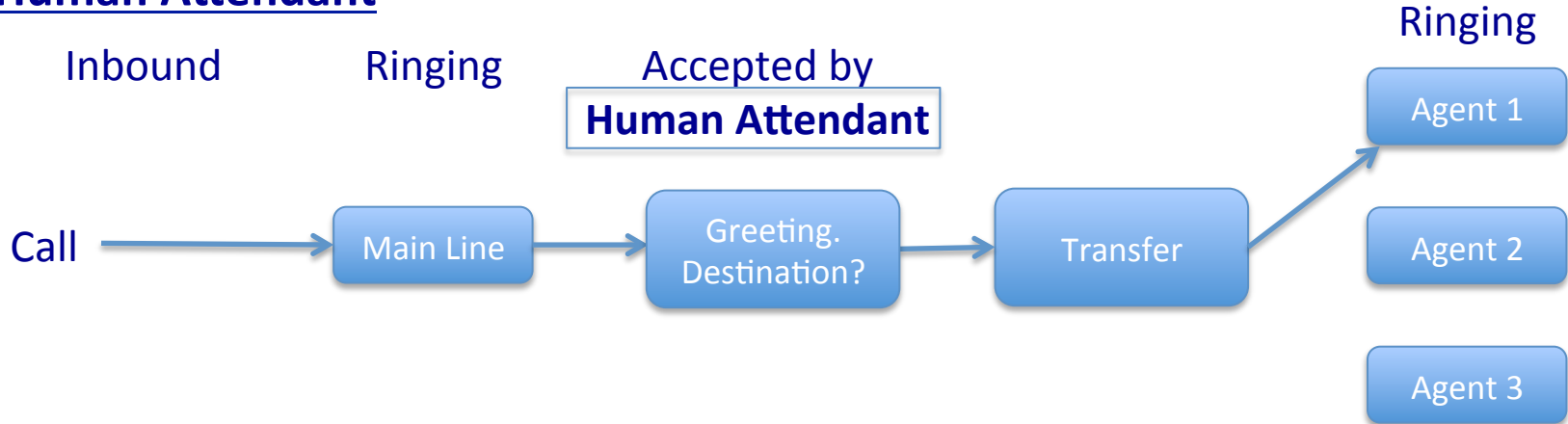
Message:

Goal Call Name:

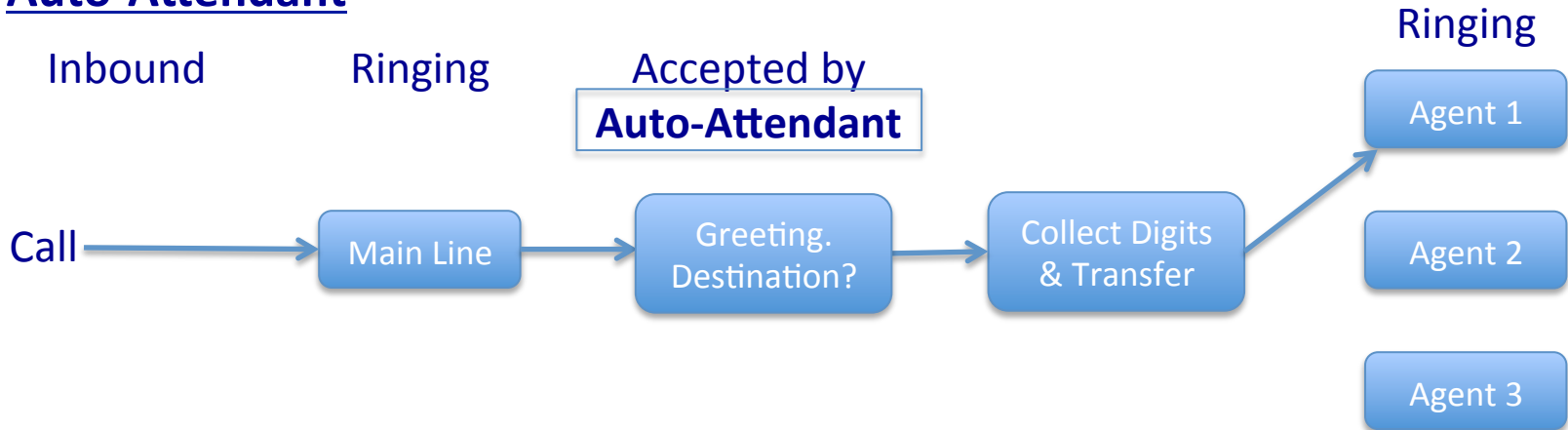
Transfer To #:
Must be a phone number.

Auto-Attendant

Human Attendant



Auto-Attendant



Auto-Attendant

Allow your inbound callers to autonomously choose and be connected to the people or resources they need

Features

- Extensions can be 1-4 digits
- Caller lookup in Infusionsoft
- Different Greeting for known vs unknown callers

Each Extension can...

- Play a pre-recorded message
- Transfer to a phone number
- Trigger an Infusionsoft Campaign Goal for known callers

- Available only for Inbound Numbers acquired in turboDial
- Upgrade to include Add-Ons in your account at <https://sd123.customerhub.net>

Setup Overview

Must be a turboDial Account Owner

- Compose your Call Arrival Greetings with Instructions to Callers
- Decide the Extensions you will configure on the Inbound Number
- Compose your digit input acknowledgement Messages
- Configure the Inbound Number for Auto-Attendant
- Create Auto-Attendant Dashboard Reports

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Configure the Extensions

Number of Digits to be Entered:

Setup each 3 Digit Extension

Enter Extension:

Inbound&SMS:

101 - Sales

esGoal

Must be a phone number.

Compose your Greetings

- Unknown callers
 - Greeting might include options for sales
- Known callers
 - Greeting might include options for support, or pre-recorded product information
- The same recording can be used for both Greetings
- Type-up these Greetings and refine the wording for clarity, then read them when making the recordings

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Lookup Success:

Lookup Fail:

Configure the Extensions

Number of Digits to be Entered:

Setup each 3 Digit Extension

Enter Extension: ADD

Message:

Goal Call Name:

Transfer To #:
Must be a phone number.

Update

Decide the Extensions

Choose 1-4 digits

- E.g: 101, 102, 103, 201, 202, 203

Each Extension must include at least one of the following:

- A pre-recorded message to play
 - Confirm the choice they made
 - Provide some audio information
- Or, a phone number to transfer the call to
 - Give your staff or departments their own “extension” off your main line
- Or, an Infusionsoft API Goal to trigger when the caller is known
 - Send Email
 - Assign a Task
 - Apply Tags, etc.
- All are optional, but at least one is required

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Lookup Success:

Lookup Fail:

Configure the Extensions

Number of Digits to be Entered:

Setup each 3 Digit Extension

Enter Extension: ADD

Message:

Goal Call Name:

Transfer To #:
Must be a phone number.

Update

Compose Messages for each Extension

Examples:

- For transferring to a number
 - “You’ll now be connected to Sheldon Cooper”
- For requesting information
 - “Our offices are open Monday through Friday from ...”
- Type-up these messages and refine the wording for clarity, then read them when making the recordings

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Number of Rings before Answer:

Greeting (based on Infusionsoft lookup)

Lookup Success:

Lookup Fail:

Configure the Extensions

Number of Digits to be Entered:

Setup each 3 Digit Extension

Enter Extension: ADD

Message:

Goal Call Name:

Transfer To #:
Must be a phone number.

Update

Configure Auto-Attendant

Must have turboDial Account Owner permissions:

1. Record your **Messages** and **Greetings** using the “Recorded Msg” section of the turboDial panel
 - A. Give each recording a helpful name
2. Choose and Configure an Inbound Number...
 - A. Move to screen 3: Inbound Call Actions
 - B. Choose “Auto-Attendant”
 - C. Choose number of rings ...
 - D. Choose recorded Greetings from step 1
 - E. Choose the number of digits to be dialed for an Extension, 1-4*
 - F. For each Extension
 - a. Type it in and “Add” it
 - b. Set at least 1 field: Message, Goal Call Name, Transfer To number
 - c. Repeat step F for all Extensions
3. Click “Update” to set the configuration

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Lookup Success:

Lookup Fail:

Configure the Extensions

Number of Digits to be Entered:

Setup each 3 Digit Extension

Enter Extension: ADD

Message:

Goal Call Name:

Transfer To #:
Must be a phone number.

Update

Close

*0 is a special case

Special Case: Greet then Transfer

Purpose

1. Intercept an inbound call with an announcement to the caller, then...
2. Immediately transfer to the preset number – no extension input

Setup

- Set “Number of Digits to be Entered” to 0
- Provide Greetings for Lookup Success and Fail
- Click Update

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 Find-Me

Number of Rings before Answer:

Greeting (based on Infusionsoft lookup)

Lookup Success:

Lookup Fail:

Configure the Extensions

Number of Digits to be Entered:

GREET THEN FORWARD
If Number of Digits is 0 then no digits will be collected from the caller. The Lookup Success or Fail Greeting will be played and the call will be forwarded to the Number provided below.

Goal Call Name:

Transfer To #:
Must be a phone number.

Close
✓
Update

Auto-Attendant Note Records

- Attached to the Contact found for the phone number
 - Or remains unattached if no Contact found

The screenshot displays the contact profile for Edward Franks. The contact information includes:

- Name:** Edward Franks
- ID:** 1162
- Email:** Testaf@timefusion.biz
- Phone 1:** (630) 253-8502 (Work)
- Phone 2:** [Redacted]
- Phone 3:** [Redacted]
- Phone 4:** [Redacted]
- Phone 5:** turboDial: <https://turbodial.biz/tf?8Vrp8w4ua9pyn7t...>
- First Name:** Edward
- Last Name:** Franks
- OwnerID:** 1520
- Owner:** Sohan Chotia

 Below the contact details is a toolbar with various icons. The 'Notes' section is visible, featuring an 'Add Note' button and a table of note records. The table has the following structure:

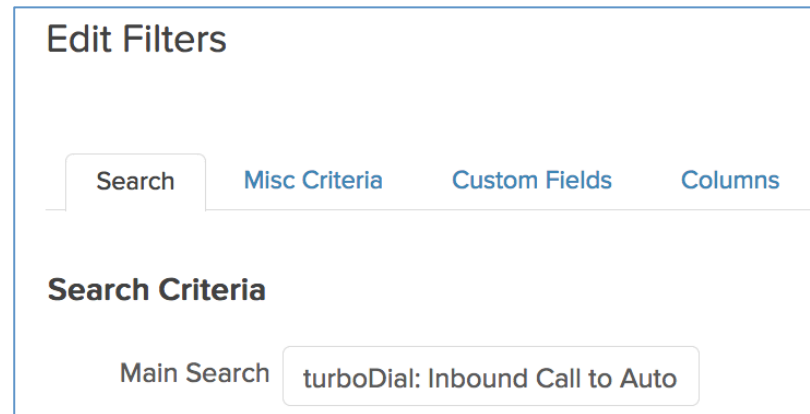
Updated	Assigned User	Description
1/26/2017	Bill Jenkins	turboDial: Inbound Call to Auto-Attendant Auto-Attendant Answered call from JENKINS WILLIAM +16302538502 Lookup: Edward Franks Inbound Call to: +19526495442 te record to the User bill@web-lever.com set as defau...

- If the Inbound Number has an “Assigned User” the Note Record will be assigned to that User
 - Otherwise, it will be unassigned
 - User assignment is on the first screen for modifying the configuration of the number

Dashboard Reports

- Open the Admin->Reports window in Infusionsoft

- Create and Edit a Task-Note Report



Edit Filters

Search Misc Criteria Custom Fields Columns

Search Criteria

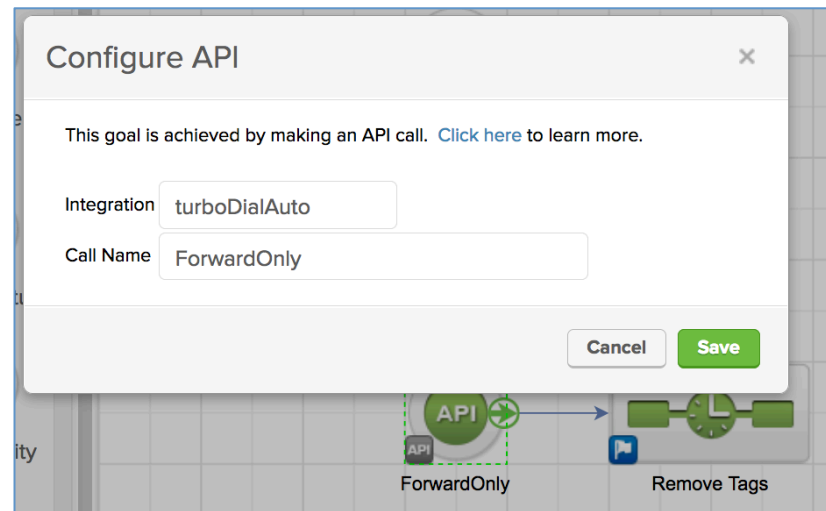
Main Search turboDial: Inbound Call to Auto

- Set Main Search = **turboDial: Inbound Call to Auto-Attendant**
- Adjust the other filters as needed
- Save the Report and choose “Add to User Home...”

Campaign Goal Triggers

- API Goals configured in your Infusionsoft Campaigns can be triggered by callers
 - If the caller was found in your Infusionsoft account, and
 - When the caller chooses an Extension you've configured with a Call Name
- Setup the API Goal "Integration" and "Call Name" fields
 - Integration: "turboDialAuto"
 - Call Name: Specified by you for each Extension

(note that capitalization is critical)



- Example: "Press 5 if you'd like to receive an email with our Insider Specials for October"
 - When they press 5 your campaign will automatically send the email

Items to Note

- A 'Transfer To' destination must be any valid phone number
 - It can be a turboDial Inbound Number that transfers to a turboDial softphone address
- The 'Transfer To' destination cannot be a softphone address; only phone numbers are allowed (but see previous item).
- The choice for Number of Digits to be Entered cannot be modified if any Extensions are configured.
 - To change the “Number of Digits to be Entered” delete all Extensions first
- The “0” Extension is always included and cannot be deleted.
 - You must configure it for callers who use the “0” digit when they are confused
 - You are not required to mention it in the greeting
- You cannot modify a Recorded Msg in use by an Auto-Attendant. Remove it from the Auto-Attendant configuration before modifying/deleting.
- If Caller enters an invalid option the greeting is replayed and the Caller can retry
 - Entering an invalid option 4 times is treated as if the the “0” option was entered



Auto-Attendant

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- Upgrade to include Add-Ons in your account at <https://sd123.customerhub.net>