

TELEPHONE MESSAGE MANAGEMENT SYSTEM TMS

INSTALLATION AND OPERATING INSTRUCTIONS

*Keep these instructions for reference and training new personnel.

STARTA-SYSTEM® CONTENTS

Package includes 250 or 500 Telephone Message Slips attached to Record of Telephone Message Logs. There are 25 Telephone Message Slips per Message Log.

NOTE: Optional pegboard is available if desired. Order form number WFPR-1-BL.

Recording a Telephone Message

1. Begin at the left by entering the Date, Name of person to receive the message and the Time of the call. (See A on the illustration)
2. Complete the top of the message slip with the caller's Company Name, Contact Name, action to be taken from Code Classifications and Phone Number. (See B on the illustration)
3. In the remarks section, write in any additional comments from the caller. (See C on the illustration)
4. Remove the message slip at the perforation and give to the proper person.
5. When complete, the Message Log may be filed for future reference if desired.

RECORD OF TELEPHONE MESSAGES

DATE	TO	TIME	COMPANY	NAME	AREA CODE	PHONE NO.
4/20/XX	Bob	1:32	Quality Farms	Lisa	P	(123)456-7890

MESSAGE SLIP

CODE CLASSIFICATION

S - STOPPED TO SEE YOU
W - WILL CALL AGAIN
Y - WANTS TO SEE YOU
P - PLEASE CALL
R - RETURNED YOUR CALL
C - CALL BACK AFTER
CALL TAKEN BY

REMARKS: *Regarding price quote you requested.*

A. Record the Date, Name and Time of Call

B. Record the Company Name, Contact Name, Code and Phone Number

C. Note any additional comments.

NOTE: TEAR OFF STUB AT LEFT AFTER ALL MESSAGE SLIPS HAVE BEEN DEPLETED.