



The Virtual Switchboard:

Understanding your call handling options.



How calls get to Ruby

FROM YOUR OFFICE TO OURS



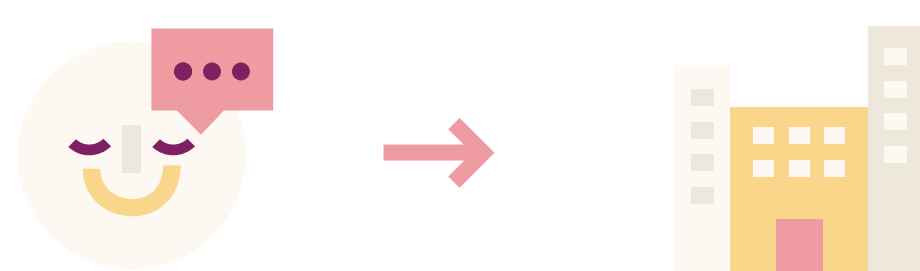
Forward from your office line.

Send calls to Ruby from your landline! Enable directly from your phone hardware by dialing *72 (or 72#).



Forward online (VOIP).

VoIP (Voice Over Internet Protocol) is an online phone service. Typically, you can set up call forwarding via your phone provider's online portal.



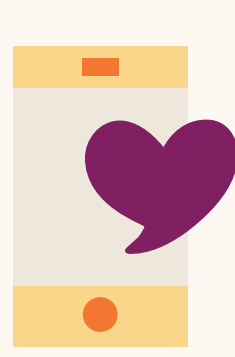
Forward through provider.

Have a more complex setup? We can assist with talking to your phone provider to determine the best way to forward your calls.



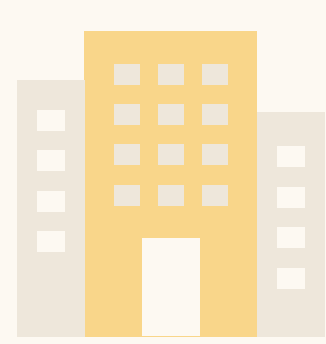
Where does a call go?

ANYWHERE YOU (AND YOUR EMPLOYEES) LIKE!



Your mobile phone.

Away from the office, working from home or constantly on the go? No problem! We can transfer calls directly to your cell phone so you can connect with customers no matter where you are!



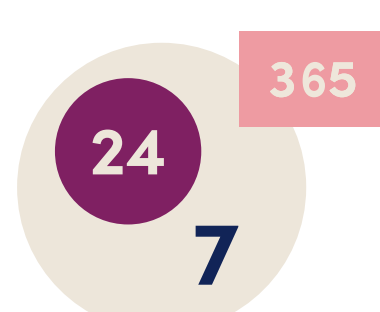
Your office.

Spend most of your time at a desk? Our receptionist can send calls through to a desk phone or extension (and your callers will never know we're not in your office!)



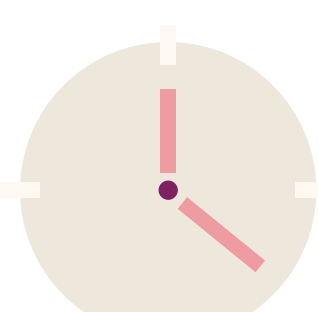
How are my calls handled?

FULL-TIME OR PART-TIME, RUBY HAS YOUR BACK



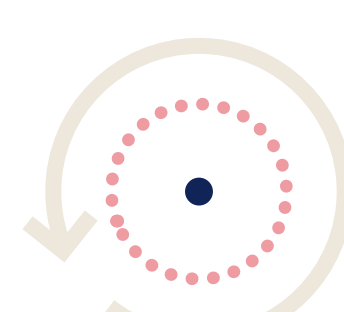
Full-time answering.

Our friendly, 100% US based virtual receptionist are available 24/7/365--we're never sick or on vacation. We're happy to answer all your calls so you can focus on what you do best!



Part-time answering.

Have set office hours or prefer to take calls when you're available? Easily turn Ruby on or off using our desktop and mobile apps. We'll handle calls when you want and you can take the rest!



Rollover answering.

Phone ringing off the hook and you or your in-house receptionist are already on a call? Ruby's receptionist are here to provide backup support to ensure no call goes unanswered.



What more can Ruby do for you?

Download our Ultimate Guide to Virtual Receptionists!



866-611-7829
www.ruby.com

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