

## Settings Checksheet

To help us set up your answering service features correctly, please complete this checklist and fax it to 1-877-225-9824. Unless a feature specifies a price, there is no added cost.

**The name of my property is:** \_\_\_\_\_

### Call Forwarding:

- I will manually forward and unforward my line to my Apartment Lines number
- I will use automated call forwarding to transfer calls to my Apartment Lines number  
*If you checked automated call forwarding, please check one of these options:*
  - I will contact my phone company to set up automatic call forwarding
  - I want Apartment Lines to contact my phone company to set up automatic call forwarding. **\*\*Apartment Lines will need a copy of your phone bill to set up your automatic call forwarding\*\***
- I'm not sure, please give me a call

### Spanish Language Options:

We can provide callers with the option to switch to Spanish language prompts. If you check the Spanish language option, be prepared to receive voice messages in Spanish.

- I want the Spanish language option with my service **(Extra Cost: \$2 per month)**
- I do not want the Spanish language option with my service

### Daily Call Log:

- I do not want a log of my emergency calls sent to me daily
- I want a log of my emergency calls sent to me daily **(Extra Cost: \$10 per month)**  
*If you do want the daily call log, please check one of these options:*
  - I want the emergency call log emailed to me to \_\_\_\_\_  
(multiple email addresses okay)
  - I want the emergency call log faxed to me to \_\_\_\_\_
- I'm not sure about the emergency call log, please give me a call

### Recorded Leasing Information Option:

We can provide your callers with the option to press 4 to hear recorded leasing & property information

- I want callers to have access to recorded leasing information **(Extra Cost: \$2 per month)**
- I do not want callers to have access to recorded leasing information

### Voicemail Message Retrieval:

- I will retrieve my voicemail messages by phone only
- I will retrieve my voicemail messages by email only (requires sound on your computer)
- I want the option to retrieve my voicemail messages both by phone and by email  
*If you checked both by phone and by email, please check one of these options:*  
Messages should be deleted from my phone retrieval list after...
  - 1 day
  - 2 days
  - 3 days
  - 4 days
  - 5 days
  - 6 days
  - 7 days

If you checked an email option, enter address(es): \_\_\_\_\_