

# ALICE Receptionist 3.6 Video Scripts

## 1. PLEASE WAIT

- a. Please wait will I connect you

## 2. THANK YOU

- a. Thank you

## 3. NOT AVAILABLE CANNOT LEAVE A MESSAGE

- a. I'm sorry that person is not available; please try another person or use the receptionist button *[gesture to left]* for additional assistance.

## 4. WAITING MENU

- No speaking – this is 60 second looping video of ALICE standing on screen, using gesture to engage the visitor.

## 5. BUILDING MAP

- a. This map shows your current location and other points of interest

## 6. INFORMATION

- a. Additional Information.

## 7. HELP ME

- a. I'm **ALICE** your Virtual Receptionist. Like any receptionist, I can provide information, notify an employee of your arrival and even connect you with the person you are here to see. To begin, simply choose one of the menu items *[gesture to the left]* by touching it. I'll provide additional information for that screen once you select it.

## 8. INSTRUCTIONS FOR LEAVING A MESSAGE

- a. To leave a video message, touch the Leave Message button, once done, touch the End Message Button.

## 9. NOT AVAILABLE

- a. I'm sorry that person is not available; would you like to leave them a message?

## 10. THANK YOU, MESSAGE SENT

- 1. Thank you, your message has been sent.

## 11. SELECT AN EMPLOYEE TO THE LEFT

- a. Use the employee Directory *[gesture to the left]* to find the person you are here to see. To call them, simply touch their card.

## 12. SELECT AN EMPLOYEE BELOW

- a. Use the employee Directory below to find the person you are here to see. To call them, simply touch their card.

## 13. WELCOME MESSAGE FOR COMPANIES

- a. Hello, I'm **ALICE** your virtual receptionist. I can provide information and connect you with the **company or person** you are here to see. Please select from one of these *[gesture to the left]* menu items.

## 14. SELECT A COMPANY TO THE LEFT

- a. Use this directory *[gesture to the left]* to find the company you are here to meet with. Simply touch the company card to be connected with a representative or if one is available, to see a list of all company contacts.

## 15. SELECT A COMPANY BELOW

- a. Use the directory **below** to find the company you are here to meet with. Simply touch the company card to be connected with a representative or if available, to see a list of all company contacts.

## 16. WELCOME MESSAGE

- a. Hello, I'm **ALICE** your virtual receptionist. I can provide information and connect you with the **person** you are here to see. Please select from one of these *[gesture to the left]* menu items.

## 17. PLEASE WAIT WHILE CALLING

- a. Hello, I'm **ALICE**, your virtual receptionist. Please wait here as I contact a representative to assist you. Once I find an available representative, I'll connect you.

# SCRIPTS FOR FUTURE FEATURES:

## 14. CHECK IN

1. Please complete this form to check in.
2. Please scan your card
3. Please take your badge.

## 15. One word descriptions

1. Hello
2. Weather

3. Traffic
4. News
5. Travel
6. Financials
7. Internet
8. Maps