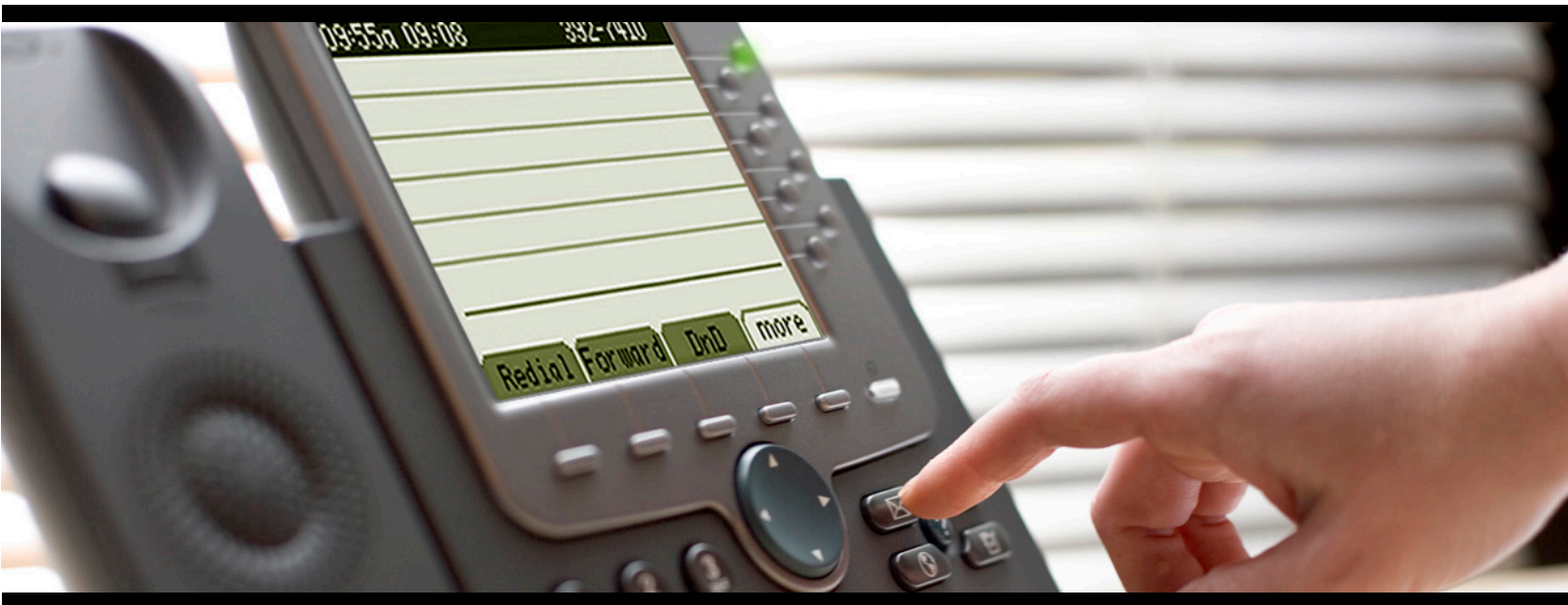
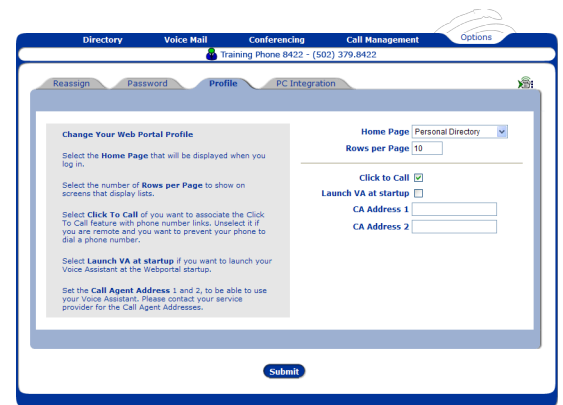


PHONE CONTROL INSTRUCTIONS



INITIAL SETUP


1. Login online at: (_____).
2. Enter your 10-digit Direct Inward Dial (DID) number and your password (_____).
3. Enter your password (_____).
4. To activate features, follow the prompts to install **ActiveX Controls**.
5. Click the **Options** tab.
6. Click the **Profile** tab.
7. Enter (_____) in the **CA address 1** box.
8. Click **Submit**.



DIRECTORIES

Personal Directory

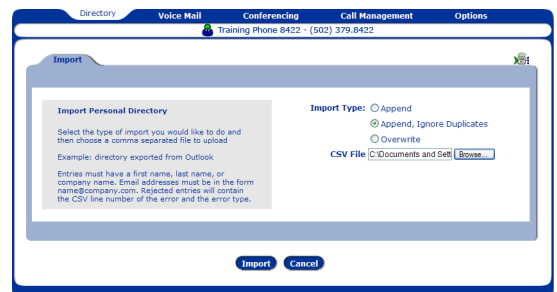
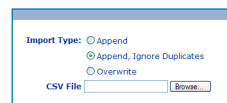
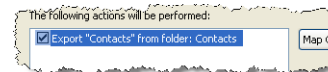
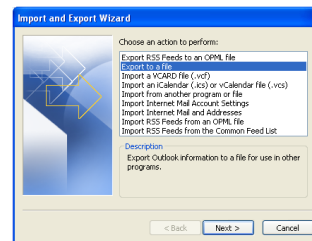
To add personal contacts:

1. Click the **Directory** tab, then the **Personal** tab.
2. Click **Add** and follow the instructions:
 - a. Name and Number now display when contact calls.
 - b. Click contact listing in the **Personal Directory** to place call.
 - c. Click  under **Functions** to email contact (if email added).



Importing contacts from Outlook (or Outlook Express):

1. Export users from Outlook contact list:
 - a. Open Outlook, then click the **File** menu.
 - b. Click **Import and Export**.
 - c. Choose **Export to a file** (click Next).
 - d. Choose **Comma Separated Values (Windows)** (click Next).
 - e. Find and choose **Contacts** from export list (click Next).
 - f. Save file as "**Contacts**"; then click **Browse**.
 - g. Save the file to the Desktop (click **OK**).
 - h. Once back at the Export to a File window, click **Next**.
 - i. Click **Finish** to Export contacts from Contacts folder.
2. Import users into Phone Control Directory
 - a. In Phone Control, click the **Directory** tab.
 - b. Click the **Personal** tab.
 - c. Scroll to bottom of page, then click **Import**.
 - d. Choose **Import Type**, then click **Browse** to locate file.
 - e. **Select "Contacts"**, then click **Open**.
 - f. In **CSV File** box, click **Import** to begin importing users.
3. All files should now be imported into the **Personal Directory**.





Note: After the Import, if there are errors listed in green, the Import occurred, but with the listed errors (the numbers not listed in a standard dial format, for example). Errors listed in red after the Import mean the Import did not occur and the Outlook export file may be damaged and must be exported again.

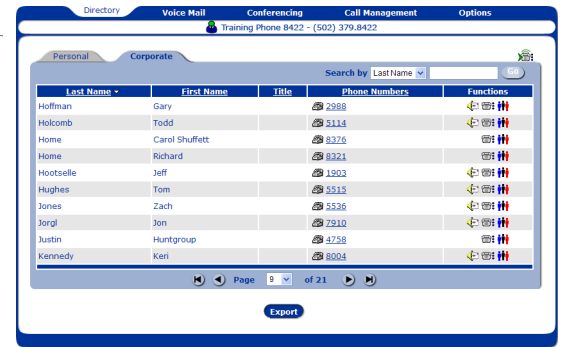
DIRECTORIES (continued)

Corporate Directory

This directory lists all company employees and their 4-digit extension. You may search by first or last name to locate an individual.

Once you've located an employee, you may choose to:

- Leave a voicemail by clicking  under **Functions**.
- Start an Ad-hoc conference call by clicking  under **Functions**.
- Click the employee's number to call without picking up your phone.






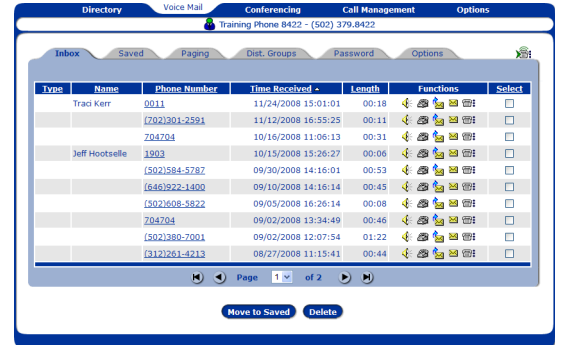
VOICEMAIL

To check your voicemail:





- Click  to hear the message through your computer.

Note: This feature requires you to download and install the Voicemail Player from the Smoothstone website: www.smoothstone.com/support and click the Voicemail Player Installer link.

- Click  to hear the message through your phone.
- Click  to forward the message to another extension.
- Click  to forward messages to your email inbox.
- Under **Select**, check the box to delete or save your voicemails.

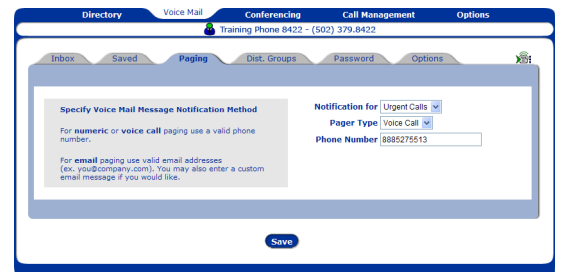


To check saved voicemail:

- Click  to hear the message through your computer.
- Click  to hear the message through your phone.
- Click  to forward the message to another extension.
- Click  to forward messages to your email inbox.
- Under **Select**, check the box to delete or save your voicemails.

Voicemail Paging:

- **Paging** alerts you when you receive a new voicemail.
- Set notification to either **All Calls** or **Urgent Calls**.
- Set pager type to either **Voice Call** or **Email**.
 - **Voice Call** calls the number specified to inform you of new messages and allows you to retrieve them.
 - **Email** sends a text message to your cell phone.



Voicemail Distribution, Password and Options:

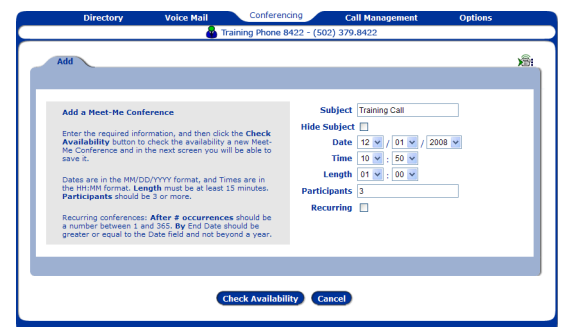
- The **Distribution Group** tab manages voicemail distribution groups.
- The **Password** tab allows you to change your voicemail password.
- The **Options** tab sends voicemails to your email, by simply checking the **Enable Email Forwarding** box and entering your email address.

CONFERENCING

Meet-Me Conference Calling

Note: Please check with your administrator before setup, as there is an additional charge for this feature.

1. Click **Add** to set up a conference bridge.
2. Enter the appropriate information.
3. Click **Check Availability**.
4. Receive your dial-in number, moderator and guest ID.




CONFERENCING (continued)

Dial Out, Find, and Join

- The **Dial Out** tab allows you to select Directory contacts to call and add to an Ad-hoc conference call.
- The **Find** tab allows you to search **Meet-Me Conference by:**
 - Moderator ID
 - Date and time.
- The **Join** tab allows you to join a **Meet-Me Conference** by entering the guest ID. If the moderator joins here, the system will launch the **Conference Controller** application.


CALL MANAGEMENT

Call Logs

- View your call history in detail:
- Date, time, and length of call
- Type of call—inbound, outbound, missed, or voicemail
- Click  under **Functions** to add number to a Personal Directory
- The logs may be exported into a Excel-based format (.csv file)

Find-Me

The Find-Me feature allows you to forward unanswered calls to multiple lists of different phone numbers. To set up:

1. Click **Add** once, then click **Add** once again.
2. Enter the name and the phone number
 - a. **No Answer Timeout**—the set amount of ring time before the call transfers to the next number on your list (or Voicemail, if last number is reached) .
 - b. **Menu Timeout**—the set amount of time you have to answer the call before it goes to Voicemail.
3. Click **Save**.
4. To enable **Find-Me**, click the **Call Treatment** tab.
5. Click  under **Functions**.
6. On the next screen, select the appropriate Find-Me list in the **Default Action** drop-down menu.

Speed Dials

If you have extra buttons to the right of your phone's LCD screen, you may add the **Speed Dial** feature. Otherwise, **Speed Dials** may be added to soft key options:

- **Set Speed Dial Button** assigns numbers to the speed dial buttons. You will be prompted to press the desired button on the phone during this process.
- **Set Speed Dial** allows you to display a name and number on your soft keys buttons.

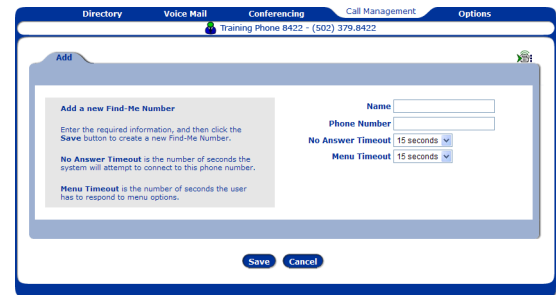
OPTIONS

Password and Profile

- The **Password** tab allows you to change your phone control password at any time.
- The **Profile** tab contains functions for the **Web Portal** application and configuration functions for your IP phone
 - You may select which page the Phone Control web portal displays on startup.
 - You may also select how many rows to display per page.



Direction	Phone Number	Name	Date/Time	Length	Functions	Select
	622		12/01/2008 10:10:36	00:03		<input type="checkbox"/>
	5152	Missy Manuel	11/25/2008 17:25:51	00:17		<input type="checkbox"/>
	5155	Scott Halling	11/25/2008 14:46:30	01:20		<input type="checkbox"/>
	8035	VoiceMail 8035	11/25/2008 13:50:23	00:31		<input type="checkbox"/>
	0011	Trao Kerr	11/24/2008 16:43:12	05:38		<input type="checkbox"/>
	4765	Gary DeMonte	11/24/2008 15:37:40	00:00		<input type="checkbox"/>
	8035	VoiceMail 8035	11/24/2008 15:29:57	00:36		<input type="checkbox"/>
	0011	Trao Kerr	11/24/2008 15:00:31	00:00		<input type="checkbox"/>
	5152	Missy Manuel	11/24/2008 09:13:51	01:12		<input type="checkbox"/>
	5152	Missy Manuel	11/24/2008 09:01:19	00:27		<input type="checkbox"/>



Add a new Find-Me Number

Enter the required information, and then click the Save button to create a new Find-Me Number.

No Answer Timeout is the number of seconds the system will attempt to connect to this phone number.

Menu Timeout is the number of seconds the user has to respond to menu options.

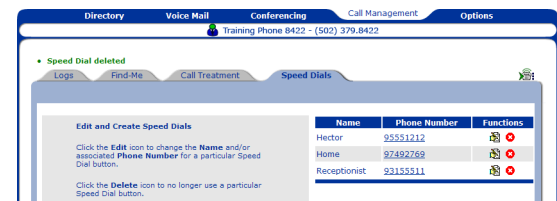
Name:

Phone Number:

No Answer Timeout: 15 seconds

Menu Timeout: 15 seconds

Save Cancel



Name	Phone Number	Functions
Hector	95531212	
Home	97492769	
Receptionist	93135511	