TelNet OfficeEdge℠ Complete

Personal Assitant Toolbar Guide

TELNET

The Personal Assistant Toolbar allows you to control much of your OfficeEdge Complete phone and call management functionality right from your PC through Microsoft Outlook or Microsoft Internet Explorer. You can manage several calling features, view call history and access directories.

First Time Login

Logging in to the Personal Assistant Toolbar connects you to the servers that manage your phone services. This is so you can receive, initiate, and control calls directly from your computer.

When you log in for the first time, you will need to configure your connection settings.

1) Click **Options** icon on the toolbar to view Options.

2) Click **Account**.

3) To configure your account settings, enter the **username** and **initial password** provided by your administrator for your Personal Assistant Toolbar account in the provided fields.

4) First time you login, you'll be prompted to enter a new password. Enter the **initial password**, then your **new password** (in two fields) and click **OK**:

5) Check the **Save Username** and **Save Password** options if you want to avoid being prompted for this information next time you log in. Your password is encrypted for greater security.

6) Click **Apply**, then click **OK**.
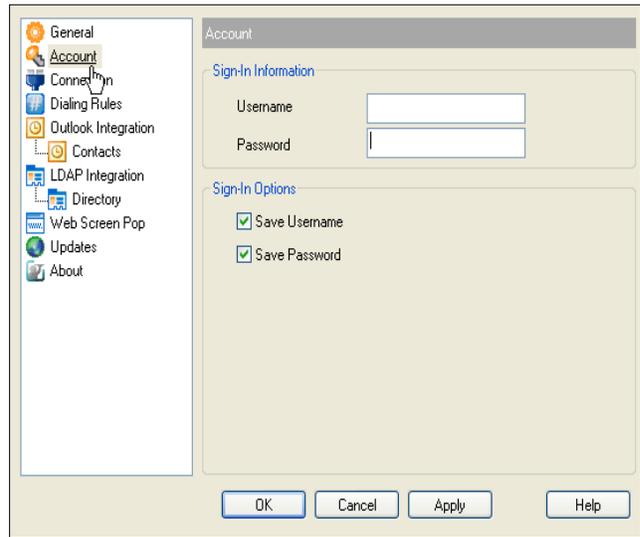
Login Anytime

- Simply click **Login** icon on the toolbar for anytime access.

Personal Assistant Toolbar
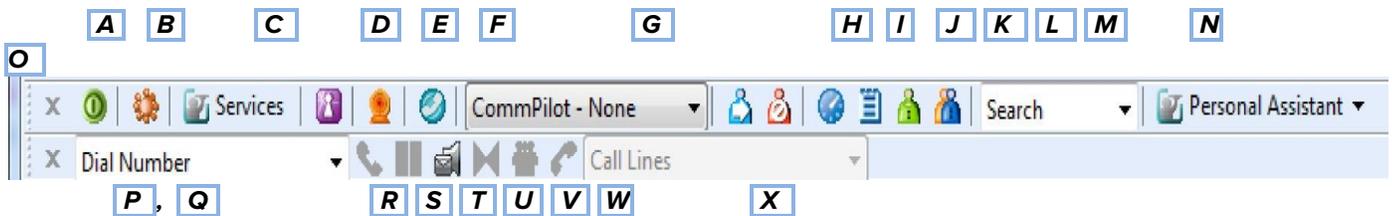
Personal Assistant Toolbar Key							
A	Login	**G**	CommPilot Profile	**M**	Group Directory	**S**	Hold
B	Configure Options	**H**	Call Forward Always	**N**	Search	**T**	Transfer to Voicemail
C	Configure Services	**I**	Do Not Disturb	**O**	Assistant - Web links	**U**	Blind Transfer
D	Portal Auto-Login	**J**	Speed Dial Directory	**P**	Dial Contact - MS Outlook	**V**	Conference Call
E	Remote Office	**K**	Call History	**Q**	Dial Number	**W**	End Call
F	Simultaneous Ring	**L**	Personal Directory	**R**	Answer	**X**	Calling Line Status

Personal Assistant Toolbar Icon Key

Login - log in and out of Assistant. Icon color indicates status. (Grey: Not logged in. Green: Logged in. Red: Login attempt failed. A disabled button: Assistant attempting to log in.)

Configure Options - configure your account and connection settings through this dialog.

Configure Services - configure call management services provided by Personal Assistant. Icon is highlighted when in use.

Portal Auto-Login - log in to your Personal Assistant Portal from Microsoft Internet Explorer. Manage your outbound/inbound call features, messaging, conferencing, call control features, speed dial directories and more. (Not available on MS Outlook.)

Remote Office - when activated, this service allows you to use an alternate phone, such as a mobile, home, or hotel phone, as your main business phone.

Simultaneous Ring - set up a list of up to ten additional phone numbers that ring each time you receive a call.

CommPilot Profile - sets the current CommPilot Express profile, which determines the way incoming calls are handled. (Configure your profile settings in the *Services* dialog.)

Call Forward Always - automatically forwards all incoming calls to a specified phone number.

Do Not Disturb - automatically forward all incoming calls to your Voice Messaging service, or play callers a busy tone if you do not have Voice Messaging configured.

Dial Directory - dial phone numbers saved in your speed dial list by clicking them with your mouse.

Call History - lists most recent received, missed and dialed calls.

Personal Directory - dial phone numbers saved in your personal directory by clicking them.

Group Directory - dial phone numbers in your group directory by clicking them.

Search - searches in the group, personal, Outlook Express, and Lightweight Directory Access Protocol (LDAP) directories for the text you enter.

Personal Assistant - dropdown list of useful URL links (e.g., TelNet Digital Fax portal).
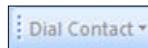
Dial Contact - dials the business, home, or mobile number of a selected contact within Microsoft Outlook.
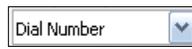
Dial Number - dials a specified number.

Answer - click to answer an incoming call.

Hold - puts current call on hold.

Transfer to Voicemail - transfers current or incoming call to your *Voice Messaging* service.

Blind Transfer - transfers current call to another phone number.

Conference Call - starts a conference; this button is only enabled when you are connected to two other parties at the same time.

End Call - ends current call.
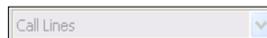
Call Lines - lists phone numbers you are currently connected to