

# allCloud Performance

## Premium Web Portal User Guide

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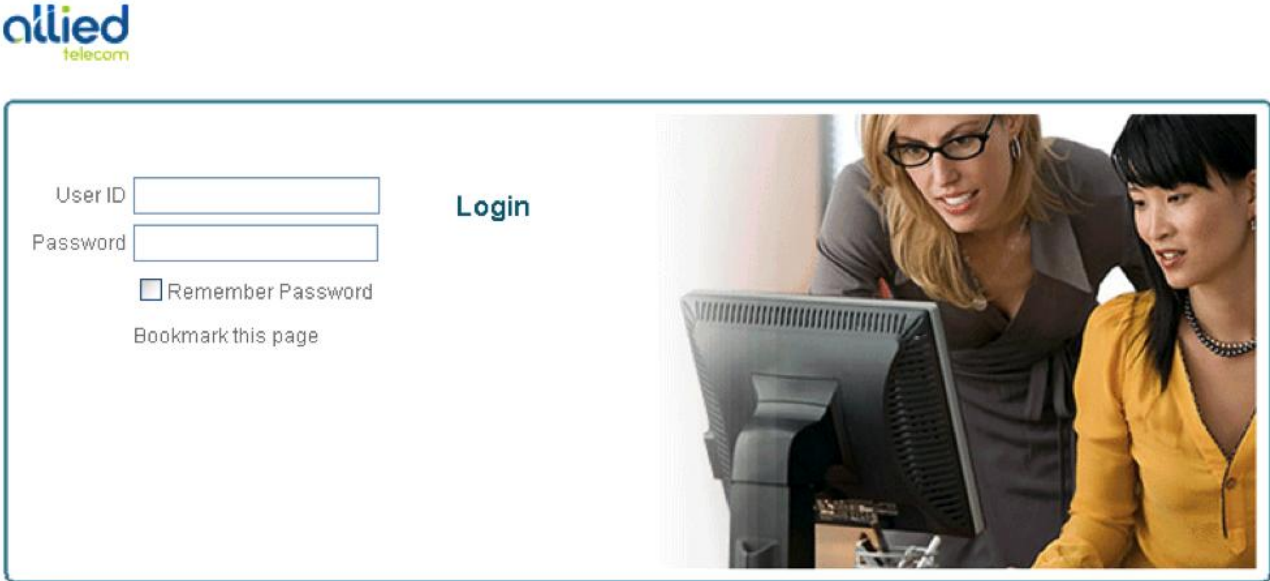


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# Login

To access the web portal, log in to: [myphone.alliedtelecom.net](http://myphone.alliedtelecom.net)



allied  
telecom

User ID

Password

Remember Password

[Bookmark this page](#)

**Login**

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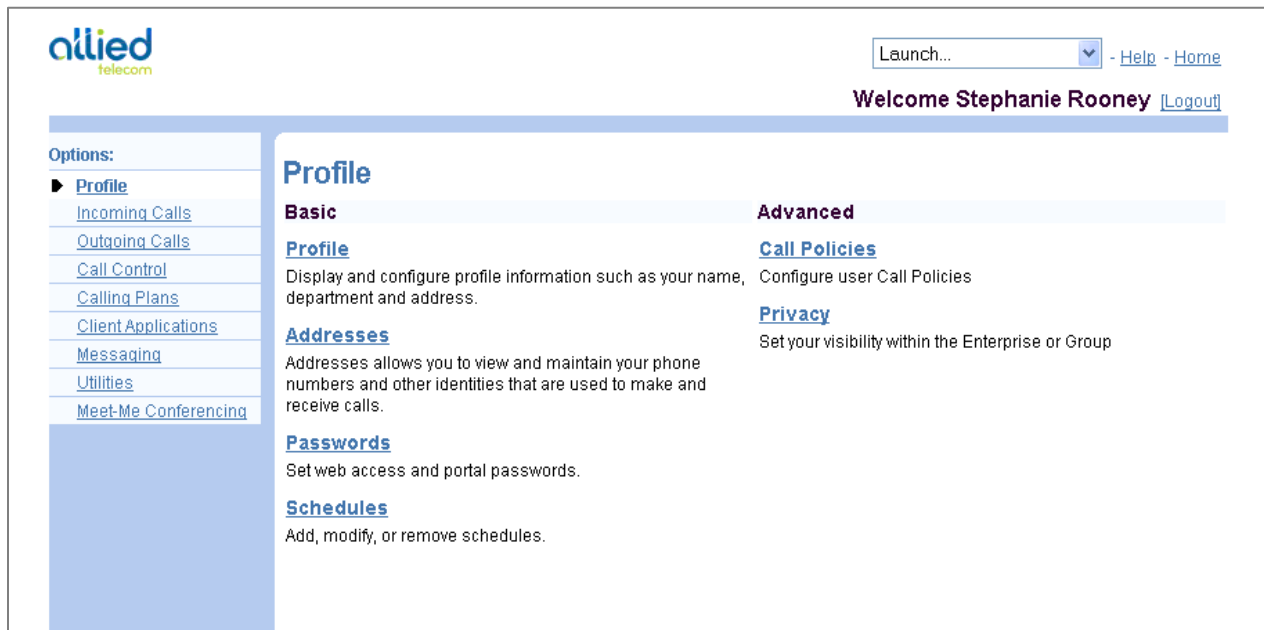
The programs included herein are subject to a restricted use license and can only be used in conjunction with this application.

Enter your login credentials to proceed with configuration. Once you are logged in to the web portal you should see a screen similar to the one above.

# Profile Menu

The Profile page displays menu items used for user profile management. To access a service, click on the link for that particular service on this Profile Menu page.

<b><u>PROFILE MENU FEATURE LINKS</u></b>	
Profile (Personal Data)**	<i>**The asterisk marks the most used feature links we will cover in this guide.</i>
Addresses	
Passwords**	
Call Policies	
Privacy	
Schedules	



# Personal Data

To edit your Personal Data, click on the PROFILE link. Some information, such the *Service Provider ID*, *Group*, and *User ID*, cannot be changed.

► **NOTE:** You must enter information in a text box that has an asterisk (\*); you have the option to choose whether or not to enter information in a text box that does not have an asterisk.

To move between input boxes, use the TAB key on your keyboard, or use your mouse pointer to click in the text box.

**Options:**

- Profile
- Incoming Calls
- Outgoing Calls
- Call Control
- Calling Plans
- Client Applications
- Messaging
- Utilities
- Meet-Me Conferencing

## Profile

Profile allows you to view and maintain your profile information. The information filled in specifies your primary phone number, extension, and device that are used for handling calls. Filling in the additional information section allows your mobile phone, pager, and other information to be visible to other group members in the group phone list. Some of this information can only be modified by your administrator.

OK Apply Cancel

Enterprise ID: ATG Group: ATGDC1  
 User ID: srooney  
 \* Last Name: Rooney \* First Name: Stephanie  
 Calling Line ID Last Name: Rooney Calling Line ID First Name: Stephanie  
 Department: Language: English  
 Time Zone: (GMT-05:00) (US) Eastern Time Network Class of Service:

**Additional Information**

Title: \_\_\_\_\_  
 Pager: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ YahooID: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: - Select -  
 Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 IM&P ID: srooney@allied.bc.im

OK Apply Cancel

## TASK

Edit your profile information.

## HOW TO DO IT

To edit, highlight the text in the text box and then type over.

Save your changes.

Click **APPLY** or **OK**. (**APPLY** saves your changes. **OK** saves your changes and displays the previous page.)

To exit without saving, select another page or click **CANCEL** to display the previous page.

# Passwords

To reset or change your password, click on the **PASSWORDS** link. You are the only person who knows your password. Although administrators can access your pages, they do not know your password. Administrators can reset your password, which can be done without knowing your current password.

- **NOTE:** Your administrator can set the number of unsuccessful login attempts (for example, three may be set as the maximum number of login attempts). If you reach the limit that the administrator has set, you are blocked from logging in and your administrator must reset your password for you to gain access.

## TASK

Select the password you want to change.

Select the password you want to change (CONTINUED).

## HOW TO DO IT

"Set web access password" changes the password you use to log in to the web portal. This password is comprised of letters and/or numbers.

- **NOTE:** Your web access password must be at least six (6) characters long.

"Set voice portal password" changes the code you use to access your voice portal using your telephone. This password must be comprised of numbers.

INSTRUCTIONS CONTINUE ON NEXT PAGE>>

You can also use your telephone to change your voice portal password. Dial the voice portal phone number and provide your extension and password when prompted. Follow the instructions to change your password.

► *NOTE: If your administrator changes your voice portal password, you will be prompted to change your password when you login again to the voice portal.*

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Type your current password.	Type your password exactly as you would when logging in to the system, including capitalization. Your password does not appear as you type on your keyboard; an asterisk (*) displays for each character you type.
Type a new password.	Type your new password exactly as you would when logging in to the system, including capitalization. Your password does not appear as you type on your keyboard; an asterisk (*) displays for each character you type.
Type the new password again.	Again, type your new password exactly as you would when logging in to the system, including capitalization. This is to ensure that you typed the password correctly.
Save your changes.	Click <b>APPLY</b> or <b>OK</b> . <b>APPLY</b> saves your changes. <b>OK</b> saves your changes and displays the previous page. To exit without saving, select another page or click <b>CANCEL</b> to display the previous page.

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# Incoming Calls Menu

This page displays menu items used to handle incoming calls. You can activate or deactivate some of the services by turning them on or off on the page for the service. To access the page for a particular service, click on the link for that service on this page.

**INCOMING CALLS FEATURE LINKS**

<p><a href="#">Anonymous Rejection</a></p> <p><a href="#">Calling Name Delivery</a></p> <p><a href="#">Calling Number Delivery</a></p> <p><a href="#">Call Forwarding Always**</a></p> <p><a href="#">Call Notify</a></p> <p><a href="#">Connected Line Identification Restriction</a></p> <p><a href="#">Do Not Disturb**</a></p> <p><a href="#">External Calling Line Calling ID Delivery – On</a></p> <p><a href="#">Internal Calling Line Calling ID Delivery – On</a></p> <p><a href="#">Alternate Numbers</a></p>	<p><a href="#">Call Forwarding Selective</a></p> <p><a href="#">CommPilot Express</a></p> <p><a href="#">Custom Ringback User</a></p> <p><a href="#">Priority Alert</a></p> <p><a href="#">Selective Acceptance</a></p> <p><a href="#">Selective Rejection</a></p> <p><a href="#">Sequential Ring**</a></p> <p><a href="#">Simultaneous Ring Personal**</a></p>
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\*\*The asterisk marks the most used feature links we will cover in this guide.

<p>Options:</p> <ul style="list-style-type: none"> <li><a href="#">Profile</a></li> <li>▶ <b>Incoming Calls</b></li> <li><a href="#">Outgoing Calls</a></li> <li><a href="#">Call Control</a></li> <li><a href="#">Calling Plans</a></li> <li><a href="#">Client Applications</a></li> <li><a href="#">Messaging</a></li> <li><a href="#">Utilities</a></li> <li><a href="#">Meet-Me Conferencing</a></li> </ul>	<h2 style="margin: 0;">Incoming Calls</h2> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p><b>Basic</b></p> <p><a href="#">Anonymous Rejection - Off</a> Prevent a caller from reaching you when the caller has explicitly restricted his/her number.</p> <p><a href="#">Calling Name Delivery - On</a> Provides Calling Name information for external and internal callers.</p> <p><a href="#">Calling Number Delivery - On</a> Provides Calling Number information for external and internal callers.</p> <p><a href="#">Call Forwarding Always - Off</a> Automatically forward all your incoming calls to a different phone number.</p> <p><a href="#">Call Forwarding No Answer - Off</a> Automatically forward your calls to a different phone number when you do not answer your phone after a certain number of rings.</p> <p><a href="#">Call Notify - Off</a> Send an e-mail with the caller's name and number to a specified e-mail address when pre-defined criteria, such as phone number, time of day or day of week, are met.</p> <p><a href="#">Connected Line Identification Restriction - Off</a> Allows a user to restrict their connected identity when receiving a call.</p> <p><a href="#">Do Not Disturb - Off</a> Automatically forward your calls to your voice messaging service, if configured, otherwise the caller hears a busy tone.</p> <p><a href="#">External Calling Line ID Delivery - On</a> Provides Calling Line ID information of an external caller.</p> <p><a href="#">Internal Calling Line ID Delivery - On</a> Provide Calling Line ID information of group or enterprise member when called.</p> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p><b>Advanced</b></p> <p><a href="#">Alternate Numbers</a> Allow up to ten additional phone numbers and extensions, with each number having a distinctive ringing pattern.</p> <p><a href="#">Call Forwarding Selective - Off</a> Automatically forward your incoming calls to a different phone number when pre-defined criteria, such as the phone number, time of day or day of week, are met.</p> <p><a href="#">CommPilot Express - Off</a> Manage incoming calls based on four pre-configured profiles.</p> <p><a href="#">Custom Ringback User - Off</a> Customize the media ringback to be played to your callers. 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# Call Forwarding Always

This page is used to activate and edit the options for the *Call Forwarding Always* (CFA) service. You can turn this service on or off, or edit the options, at any time.

The *Call Forwarding Always* service allows you to redirect your incoming phone calls to another number; a mobile phone or another employee, such as an administrative assistant. Variations of *Call Forwarding* exist, such as *Call Forwarding No Answer* or *Call Forwarding Selective*. Unlike those services, *Call Forwarding Always* redirects all of your calls, not just those received when you do not answer.

## FROM YOUR WEB PORTAL

*Call Forwarding Always* can be activated or changed using your web portal.

**Options:**

- Profile
- Incoming Calls**
- Outgoing Calls
- Call Control
- Calling Plans
- Client Applications
- Messaging
- Utilities
- Meet-Me Conferencing

### Call Forwarding Always

Call Forwarding Always allows you to forward all your incoming calls to a different phone number or SIP-URI, such as your home office or cell phone. You can also make your primary phone emit a short ring burst to inform you if you are next to your phone when the call is forwarded by using the Ring Reminder. This is important when you have forgotten the service is turned on and you are at your primary phone waiting to receive calls. Note that the address (phone number or SIP-URI) you forward your calls to must be permitted by your outgoing calling plan. You can also set the phone number or SIP-URI to forward to using the voice portal or on the phone using the feature access code.

OK Apply Cancel

Call Forwarding Always:  On  Off

\* Calls Forward to phone number / SIP-URI:

Play Ring Reminder when a call is forwarded

OK Apply Cancel

## TASK

Turn Call Forwarding Always On.

## HOW TO DO IT

Click the "On" radio button to turn on Call Forwarding Always.

Enter the phone number to forward to.

In the "Calls Forward to phone number" box, type in the 10-digit phone number you wish to forward your business calls to.

Save your changes.

Click **APPLY** to save your changes. Then click **OK** to display the previous page.

---

To turn off Call Forwarding Always.

Click the "Off" radio button. Then click **APPLY** to save your changes.

---

## FROM YOUR PHONE

Call Forwarding Always can also be activated or options can be changed using your voice portal. To activate this service on your telephone, dial **\*72**, followed by the phone number to which your calls are redirected. To deactivate this service, dial **\*73**.

# Do Not Disturb

This feature allows you to prevent your phone from ringing. All incoming calls are sent to your *Voice Messaging* or another specified location, such as a number indicated by the *Call Forwarding Busy* service.

## FROM YOUR WEB PORTAL

*Do Not Disturb* can be activated or changed using your web portal.

### TASK

### HOW TO DO IT

To turn on Do Not Disturb.

Click the “On” radio button to turn on Do Not Disturb.

► **NOTE:** *Once enabled, DND will send all calls directly to your voicemail. Calls cannot be received again until to disable this feature.*

Save your changes.

Click **APPLY** to save your changes.

To turn off Do Not Disturb.

Click the “Off” radio button. Then click **APPLY**.

## FROM YOUR PHONE

The *Do Not Disturb* service can also be activated or options can be changed using your voice portal. To activate this service on your telephone, dial \*78. To deactivate this service, dial \*79.

# Sequential Ring

This feature allows you to sequentially ring up to 5 locations in addition to the base location for a specified number of rings. The 5 locations can be either a phone number or a SIP-URI. The feature applies to calls matching your pre-defined criteria. Use this service to ring calls from your manager, a family member, or an important customer on your cell, alternate business phone, or home phone.

**Options:**

- [Profile](#)
- ▶ Incoming Calls**
- [Outgoing Calls](#)
- [Call Control](#)
- [Calling Plans](#)
- [Client Applications](#)
- [Messaging](#)
- [Utilities](#)
- [Meet-Me Conferencing](#)

## Sequential Ring

Sequential Ring allows you to sequentially ring up to 5 locations in addition to the base location for a specified number of rings. The 5 locations can be either a phone number or a SIP-URI. The feature applies to calls matching your pre-defined criteria. Use this service to ring calls from your manager, a family member, or an important customer on your cell phone, alternate business phone, or home phone. The criteria for each Sequential Ring entry can be a list of up to 12 phone numbers or digit patterns, a specified time schedule, and a specified holiday schedule. All criteria for an entry must be satisfied for the call to enter Sequential Ring (phone number and day of week and time of day). If the criteria do not match, the call continues as if this service was not turned on.

OK
Apply
Add
Cancel

Use Base Location first  
 Number of rings for Base Location: 3

Continue the search process if the base location is busy.

Enable caller to skip search process. Assumes forwarding or messaging is enabled.

Location	Phone Number / SIP-URI	Number of rings	Answer confirmation required
1	<input style="width: 90%;" type="text"/>	<span style="border: 1px solid #ccc; padding: 2px 5px;">3</span>	<input type="checkbox"/>
2	<input style="width: 90%;" type="text"/>	<span style="border: 1px solid #ccc; padding: 2px 5px;">3</span>	<input type="checkbox"/>
3	<input style="width: 90%;" type="text"/>	<span style="border: 1px solid #ccc; padding: 2px 5px;">3</span>	<input type="checkbox"/>
4	<input style="width: 90%;" type="text"/>	<span style="border: 1px solid #ccc; padding: 2px 5px;">3</span>	<input type="checkbox"/>
5	<input style="width: 90%;" type="text"/>	<span style="border: 1px solid #ccc; padding: 2px 5px;">3</span>	<input type="checkbox"/>

Active	Description	Ring Sequentially	Calls from	Edit
No Entries Present				

OK
Apply
Add
Cancel

## TASK

## HOW TO DO IT

Set the service to ring the base location (or not).

Click in the check box to the left of *Use Base Location First*. A check in the box indicates that the service rings the base location.

Set the number of rings for the base location.

Select one of the values from none to 6 for *Number of Rings for Base Location*.

Set the service to continue the search process (or not, if the base location is busy).

Click in the check box to the left of *Continue the search process if the base location is busy*. A check in the box indicates that the service continues to search.

▶ **NOTE:** In this context, the term *busy* is used as a generic term meaning *unable to alert the location*.

<p>Allow the caller to terminate the call (or not).</p>	<p>Click in the check box to the left of “<i>Enable caller to skip search process</i>”. A check in the box indicates that the caller can end the Sequential Ring service.</p>
<p>Enter up to five locations that establish the ring sequence to which calls that activate Sequential Ring are directed.</p>	<p>In the <i>Phone Number/SIP-URI</i> text boxes, enter up to five destinations to which you want callers to be directed, in the order in which you want the phone numbers to be rung. The destinations can include:</p> <ul style="list-style-type: none"> <li>• Phone numbers (two through 30 digits long, not including dashes and spaces)</li> <li>• Phone Numbers in E.164 format (three through 22 digits long, including the initial "+" but not including dashes and spaces)</li> <li>• Feature access codes (up to five digits long)</li> <li>• Speed codes (one digit or two digits preceded by the number sign)</li> <li>• Extensions defined for your group</li> <li>• SIP-URI addresses (user@domain format)</li> </ul> <p>For each destination you enter:</p> <ul style="list-style-type: none"> <li>• Select the number of rings for that destination from the drop-down menu.</li> </ul> <p>To prompt the answering party to enter a confirmation digit to complete the call, check <i>Answer Confirmation Required</i>.</p>
<p>Activate or deactivate Sequential Ring entries.</p>	<p>To activate an entry, in the list of entries located at the bottom of the page, click the <i>Active</i> check box in the row for the entry. To deactivate it uncheck the box.</p>
<p>Save your changes or exit without saving.</p>	<p>To save your changes, click <b>APPLY</b> or <b>OK</b>. <b>APPLY</b> saves your changes. <b>OK</b> saves your changes and displays the previous page.</p> <p>To exit without saving, select another page or click <b>CANCEL</b> to display the previous page.</p>

# Simultaneous Ring Personal

This page displays allows you to list up to 10 phone numbers or SIP-URI addresses you would like to ring in addition to your primary phone when you receive a call. This feature is helpful when you are not at your phone but you would like your cell phone to ring when you get a call. You can also turn off simultaneous ring when you are at your desk on a call.

## TASK

Enable or disable the service.

## HOW TO DO IT

Check **ON** or **OFF**. When on, Simultaneous Ring Personal allows you to have calls to your phone number or extension also ring at other phone numbers, extensions, or SIP-URI addresses. The default for this service is **OFF**.

If you checked **ON** and you do not want numbers entered for this service to ring if you are on another phone call, check "Don't ring my Simultaneous Ring phone numbers if I'm already on a call". This is the default for this service. If you want numbers entered for this service to ring under any circumstance, deselect "Don't ring my Simultaneous Ring phone numbers if I'm already on a call". The second call can be answered at another phone or by using call waiting on the in-use phone.

---

Configure your Simultaneous Ring Personal list.	<p>Enter up to ten phone numbers or SIP-URI addresses in the Phone Number / SIP-URI text boxes.</p> <p>To modify or remove an existing number from the list, type over or delete the number.</p> <p>Check "<b>Answer Confirmation Required</b>" to prompt the answering party to enter a confirmation digit to complete the call. Deselect "<b>Answer Confirmation Required</b>" to disable this feature.</p>
Activate or deactivate a criteria entry.	<p>To activate a criteria entry, check the <i>Active</i> box in the row for the entry. Do deactivate it, deselect the box.</p>
Save your changes or exit without saving.	<p>Click <b>APPLY</b> or <b>OK</b>. <b>APPLY</b> saves your changes. <b>OK</b> saves your changes and displays the previous page.</p> <p>To exit without saving, select another page or click <b>CANCEL</b> to display the previous page.</p>
Add a criteria entry.	<p>Click <b>ADD</b>. The <a href="#">Simultaneous Ring Personal Add</a> page appears.</p>
Edit or delete a criteria entry.	<p>Click <b>EDIT</b> for the criteria entry you want to change. The <a href="#">Simultaneous Ring Personal Modify</a> page appears.</p>

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# Outgoing Calls Menu

This page displays menu items used to handle outgoing calls. You can activate or deactivate some of the services by turning them on or off on the page for the service. To access the page for a particular service, click on the link for that service on this page.

## OUTGOING CALLS FEATURE LINKS

[Automatic Callback](#)

[Call Return](#)

[Last Number Redial](#)

[Line ID Blocking](#)

[Speed Dial 100\\*\\*](#)

[Personal Phone List\\*\\*](#)

[Two-Stage Dialing - On](#)

*\*\*The asterisk marks the most used feature links we will cover in this guide.*

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# Speed Dial 100

You use this page to program numbers for *Speed Dial 100*. This service allows you to associate two digit codes to frequently dialed or hard to remember phone numbers or SIP-URI addresses. You can dial a speed dial code instead of the full number to place calls. To use speed dial from the phone: dial **#** first, then enter the speed dial code number. For example, to call the number associated with Speed Dial Code 06, the user should dial **#06**.

## TASK

Add a new Speed Dial.

Enter a name.

Enter the phone number.

## HOW TO DO IT

Click the **ADD** button. Then select a speed dial code number from **00** to **100**.

Type a name or description for the speed dial code. This name does not affect the operation of the speed dial code. It is just a convenience to help you remember why the speed dial code was programmed.

Type a complete phone number, (including a country code if necessary), for dialing on your system.

*INSTRUCTIONS CONTINUE ON NEXT PAGE>>*

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Save your changes.

Click **APPLY** or **OK**. **APPLY** saves your changes. **OK** saves your changes and displays the previous page.

To exit without saving, select another page or click **CANCEL** to display the previous page.

---

# Personal Phone List

You use this page to view your *Personal Phone List*, which is used as a speed dial list from your phone.

Using this page you can:

- Add a new contact
- Modify contact information
- Delete a contact from your list
- Import names and phone numbers from a file

Whenever the list is changed, it is automatically re-sorted in alphabetical order.

## TASK

## HOW TO DO IT

Add a new contact.

Click **ADD**. The *Personal Phone List Add* page appears.

Modify a contact.

Click **EDIT** beside the name or number you want to change. The *Personal Phone List Modify* page appears

Delete a contact

Click **EDIT** beside the name or number you want to delete. The *Personal Phone List Modify* page appears.

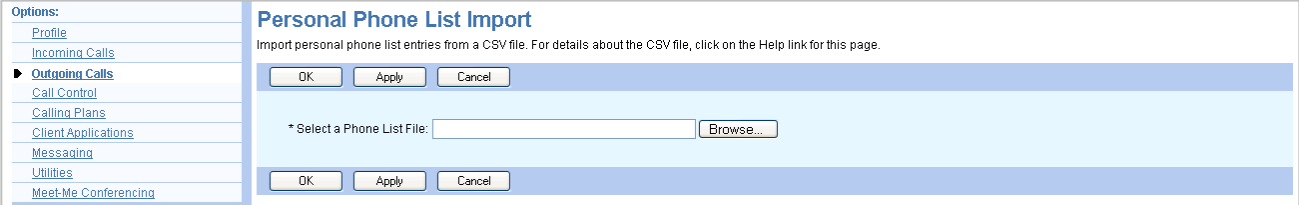
**OR:**

Check the *Delete* check box next to the contact to delete.

Save your changes. Click **APPLY** or **OK**. **APPLY** saves your changes. **OK** saves your changes and displays the previous page.

*INSTRUCTIONS CONTINUE ON NEXT PAGE>>*

Import names and phone numbers from a file. Click on **Import Phone List**. The *Personal Phone List Import* page appears (see image below).



# Messaging Menu

This page displays menu items used to handle *Voice Messaging*. To access the page for a particular service, click on the link for that service on this page.

**INCOMING CALLS FEATURE LINKS**

- [Aliases](#)
- [Distribution Lists](#)
- [Greetings](#)
- [Integrated IM&P – On](#)
- [Voice Management – On\\*\\*](#)
- [Voice Portal](#)

*\*\*The asterisk marks the most used feature links we will cover in this guide.*

<p><b>Options:</b></p> <ul style="list-style-type: none"> <li><a href="#">Profile</a></li> <li><a href="#">Incoming Calls</a></li> <li><a href="#">Outgoing Calls</a></li> <li><a href="#">Call Control</a></li> <li><a href="#">Calling Plans</a></li> <li><a href="#">Client Applications</a></li> <li style="background-color: #e1eef6;"><b>▶ <a href="#">Messaging</a></b></li> <li><a href="#">Utilities</a></li> <li><a href="#">Meet-Me Conferencing</a></li> </ul>	<h2 style="margin: 0;">Messaging</h2> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; border: none;"> <p><b>Basic</b></p> <p><b><u>Aliases</u></b> Directly access your voice messages from other pre-defined numbers.</p> <p><b><u>Distribution Lists</u></b> Create multiple distribution lists to use with voice messaging.</p> <p><b><u>Greetings</u></b> Load or modify your voice messaging greetings.</p> <p><b><u>Integrated IM&amp;P - On</u></b> Allows a user to have IM&amp;P service hosted on a BroadCloud server.</p> <p><b><u>Voice Management - On</u></b> Record messages for calls that are not answered within a specified number of rings or for busy calls.</p> <p><b><u>Voice Portal</u></b> Change voice portal options for the user.</p> </td> <td style="width: 50%; vertical-align: top; border: none;"> <p><b>Advanced</b></p> <p>None of the menu items in this category are enabled.</p> </td> </tr> </table>	<p><b>Basic</b></p> <p><b><u>Aliases</u></b> Directly access your voice messages from other pre-defined numbers.</p> <p><b><u>Distribution Lists</u></b> Create multiple distribution lists to use with voice messaging.</p> <p><b><u>Greetings</u></b> Load or modify your voice messaging greetings.</p> <p><b><u>Integrated IM&amp;P - On</u></b> Allows a user to have IM&amp;P service hosted on a BroadCloud server.</p> <p><b><u>Voice Management - On</u></b> Record messages for calls that are not answered within a specified number of rings or for busy calls.</p> <p><b><u>Voice Portal</u></b> Change voice portal options for the user.</p>	<p><b>Advanced</b></p> <p>None of the menu items in this category are enabled.</p>
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# Voice Management

You use this page to set up your voice messaging options, including Unified Messaging, notification of new voice mails, carbon copies, and allowing callers to press **0** to reach an alternate location.

**Options:**

- Profile
- Incoming Calls
- Outgoing Calls
- Call Control
- Calling Plans
- Client Applications
- **Messaging**
- Utilities
- Meet-Me Conferencing

## Voice Management

Voice Management allows you to specify how to handle your messages. Use Unified messaging if you want to use your phone to retrieve messages. You can also just choose to send the message to your e-mail and not use the phone for messaging. Note that the message settings here also apply to other types of messaging such as fax if enabled.

OK Apply Cancel

Voice Messaging:  On  Off

- Send All Calls to Voice Mail
- Send Busy Calls to Voice Mail
- Send Unanswered Calls to Voice Mail

When a message arrives...  
Use unified messaging:

- Use Phone Message Waiting Indicator

Additionally...:

- Notify me by e-mail of the new message at this address
- E-mail a carbon copy of the message to
- Transfer on '0' to Phone Number

OK Apply Cancel

## TASK

Indicate whether you want to be notified by email of new messages.

## HOW TO DO IT

If a check mark appears in the "Notify me by e-mail of the new voice message at this address:" box, a short e-mail message informing you about the new caller and date/time of the message is sent.

In the text box, type the e-mail address where you want these notifications to be sent.

This setting also controls whether the system sends you e-mail notifications when you print fax messages from the Voice Portal.

INSTRUCTIONS CONTINUE ON NEXT PAGE>>

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Indicate if you want a carbon copy of your messages.

If you want a carbon copy of your messages to be sent to another e-mail address, check the *"E-mail a carbon copy of the voice message to:"* box, and provide the e-mail address where you want the copy to be sent.

---

Indicate whether callers have the option to transfer to another number in addition to leaving a voice message.

If a check mark appears in the *"Transfer on "0" to Phone Number:"* box, callers can press '0' during your outgoing voice message and be transferred to another number, such as a mobile phone or *Auto Attendant*.

If a caller presses '0' while recording a message, the caller is prompted with the option to send or to cancel the current message before being transferred.

---

Save your changes.

To save your changes, click **APPLY** or **OK**. **APPLY** saves your changes. **OK** saves your changes and displays the previous page.

To exit without saving, select another page or click **CANCEL** to display the previous page.

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# Call Control Menu

This page displays menu items used for call control. You can activate or deactivate some of the services by turning them on or off on the page for the particular service. To access the page for a service, click on the link for that service on this page.

<b><u>INCOMING CALLS FEATURE LINKS</u></b>	
<a href="#">Barge-In Exempt – On</a>	<a href="#">Music/Video On Hold – On</a>
<a href="#">Call Waiting – On</a>	<a href="#">N-Way Call</a>
<a href="#">Customer-Originated Trace</a>	<a href="#">Broadworks Anywhere</a>
<a href="#">Directed Call Pick Up</a>	<a href="#">Hoteling Guest</a>
<a href="#">Diversion Inhibitor</a>	<a href="#">Hoteling Host</a>
<a href="#">Directed Call Pick Up with Barge-In</a>	<a href="#">Push to Talk</a>
<a href="#">First Call Hold</a>	<a href="#">Remote Office**</a>
<a href="#">Call Transfer</a>	<a href="#">Shared Call Appearance</a>
<a href="#">Three-Way Call</a>	

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# Remote Office

This feature allows you to use your home phone, your cell phone or even a hotel phone as your business phone. By using the *CommPilot Call Manager*, you can make phone calls from this remote phone and have them billed to your business. This service also directs all calls coming to your business phone to ring the remote office phone.

## TASK

Turn you Remote Office on or off.

## HOW TO DO IT

Click on **Remote Office** link. Select the option **ON** or **OFF**. When on, the phone number indicated becomes your primary phone, allowing you to dial and receive calls displayed on your web browser. When off, your normal office phone is your primary phone.

Enter the phone number.

Click on **Remote Office** link. Select the option **ON** or **OFF**. When on, the phone number indicated becomes your primary phone, allowing you to dial and receive calls displayed on your web browser. When off, your normal office phone is your primary phone.

Save your changes.

Click **APPLY** or **OK**. **APPLY** saves your changes. **OK** saves your changes and displays the previous page.

# Trouble Shooting & Help

- ▶ For additional questions or assistance,

Please contact ALLIED Telecom Group at:

**202.541.9000**

- ▶ For Support after hours, please call or email:

**202.349.0440 / [support@alliedtelecom.net](mailto:support@alliedtelecom.net)**

- ▶ To upgrade or downgrade service, please call Sales at:

**202.349.0408**

## Allied Corporate Mailing Address:

Allied Telecom Group, LLC

1120 20<sup>th</sup> Street, NW

Suite 500 South

Washington, DC 20036