





Version 1.2 and 1.3 User Guide

The Phone Manager appears as two icons when running on your PC the first is on the right hand side of your screen . If you left click and hold the mouse button down on the icon you can slide this up and down to the position you require. When there is a call in progress the icon will slide across the screen to show the call details as below.



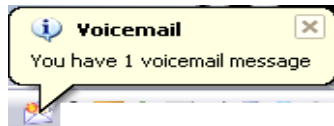
You can also change the width of the fields to show all the text by clicking on the vertical white bars and dragging to the right.

The other icon is in the bottom right of your screen in the system tray . You can right click this icon for various options. If you double click using the left mouse button it will load the Phone Manager window

SLIDING BANNER

If you right click on the sliding banner icon  you can change settings, such as colours, buttons appearance etc.

VOICEMAIL





An envelope icon will display in the system tray showing how many voicemail messages you have waiting



You can right click on the envelope icon to hide the icon or listen to the messages

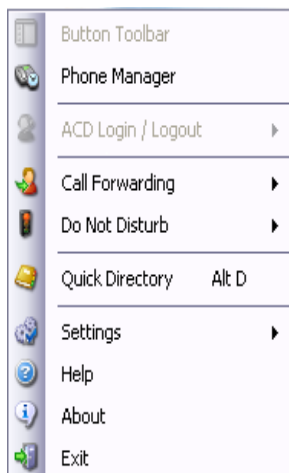
DIALLING FROM SCREEN

If you highlight a number within an application in windows e.g. Outlook, Word, Excel, Company database, website etc. You can then double click the  icon. This should dial the number you have highlighted, if this does not work then when you highlight the number right click the number and select Copy... then double click the  icon.

You do not have to be exact when highlighting if the number includes letters or other symbols these will be stripped out by the software and only the numbers will be dialled

PHONE MANAGER OPTIONS

- Phone Manager – This will bring up the Phone Manager window as below.
- Call Forwarding – You can select if you want to forward your phone on All Calls, When Busy, No Answer or No Answer/Busy or cancel forward with No Forwarding. When you select an option it will bring up a separate box for you to enter the forward destination, if you want to forward to an external number do not include 8 or 9.
- Do Not Disturb – You can set your phone in DND and select the appropriate message.
- Quick Directory – This will bring up a small window in the bottom right of your screen for you to search the Systems



Ocean Telecom
01284 7329869
info@oceantelecom.com



Internal and External directory. This can also be accessed at any time by pressing ALT-D.

CALL FORWARDING

When you select Call Forwarding you will have 4 options

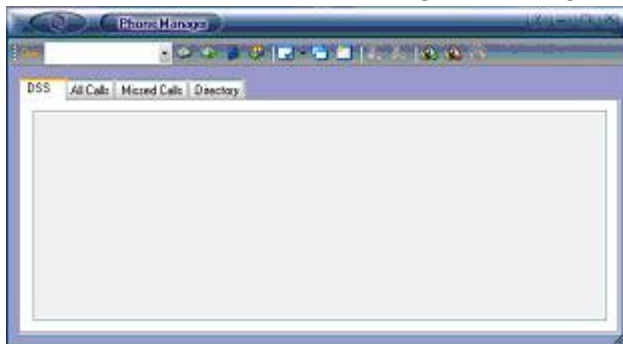
- All Calls
- When Busy
- No Answer
- No Answer and Busy

Once selected you can then enter the destination in the box or choose a recently used number from the drop down box

DO NO DISTURB

When you select Do Not Disturb you will be presented with the 20 DND messages you can select one from the list by left clicking or if you right click you can add additional text to the DND message i.e. you select ON HOLIDAY 'TIL then add 28-09-07 in the additional box that appears.


PHONE MANAGER WINDOW





In the Phone Manager window there are 4 tabs, DSS, All Calls, Missed Calls and Directory.

DSS:

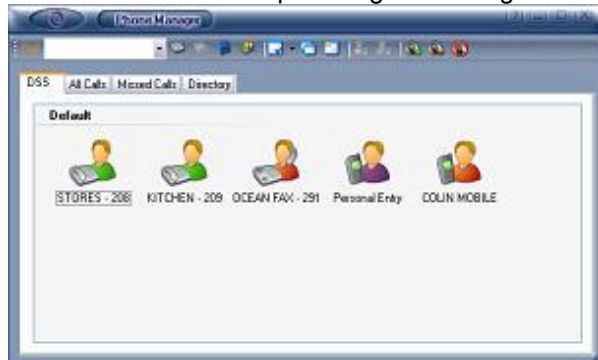
Here you can add and remove icons for extensions and external contacts. Right click in the






DSS window and choose  Add Device.., move across to Extensions or Speed Dials and select the entry. To remove a Device right click on the icon and select

 Remove Device. You can also select  Layout.. to set how the icons will look within the DSS windows, also you can group icons together using the

 Grouping option

The DSS should end up looking something like this, the icons colour coding is as following:



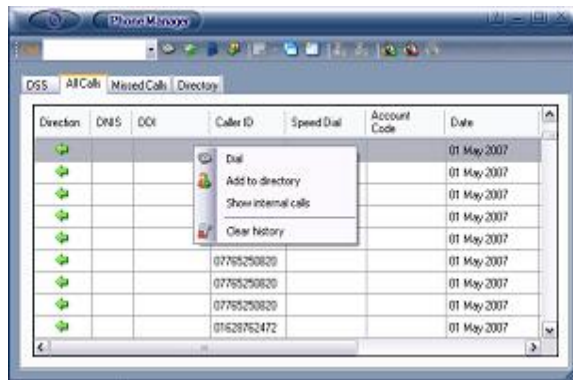
-  Extension is idle
-  Extension is busy
-  Extension is in Do Not Disturb
-  Personal Speed Dial Entry
-  System Speed Dial Entry



You can dial the extension or speed dials simply by double clicking the relevant icon.

All Calls and Missed Calls:

All Calls will show all your received and dialled calls, where as Missed calls will only show the calls you have not answered. If you right click on the list of calls you will have the following options:



- Dial – This will make a call to the number
- Add to Directory – This will bring up a new box where you can add a name and this will add the number to your personal directory
- Show internal calls
- Clear History – Clears the call list

Directory:

From the Directory tab you can search names/numbers within the directory using the Name and Number fields on the left then click Search. The matches will appear on the right hand side. If you right click on an entry in the right hand side you will have the following options:



- Dial – You can select the number to dial from the contact
- Add Personal Entry – You can add your own entries to the Directory
- Edit Personal Entry – if you already have Personal Entries you can edit them
- Delete Personal Entry