

Feature Overview

For today's travelling worker and telecommuter, extending office phone capabilities to another location is a growing necessity. The Remote Office feature is especially useful for telecommuters and mobile workers, as it enables them to use all of their features while working remotely (for example, extension dialing, transfers, conference calls, directories, and so on). In addition, since calls are still originated from SonicTel PBX, the service provides an easy mechanism for separating personal and business phone expenses, as well as keeping alternate phone numbers private.

To use the service, users simply enter the phone number of their current location and activate the service. When the service is active, all incoming calls to users are redirected to their Remote Office location and are subjected to the user's terminating services. Similarly, users can originate calls from their Remote Office location through the Desktop client's click to dial capability.

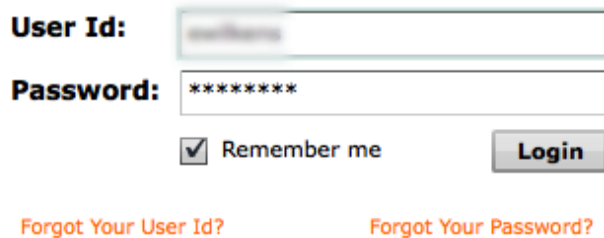
Feature Prerequisites

Before the Remote Office feature can be used the following conditions must be met:

- At least one inbound number must be available to be assigned to a station (Premium, Standard, Hosted Square Key, or Hosted PRI - User)
- The user must have a working number to serve as Remote Office.
- For outbound calling, users require a client with click-to-dial capability enabled.

Feature Setup

Step 1. Log in to My Phone



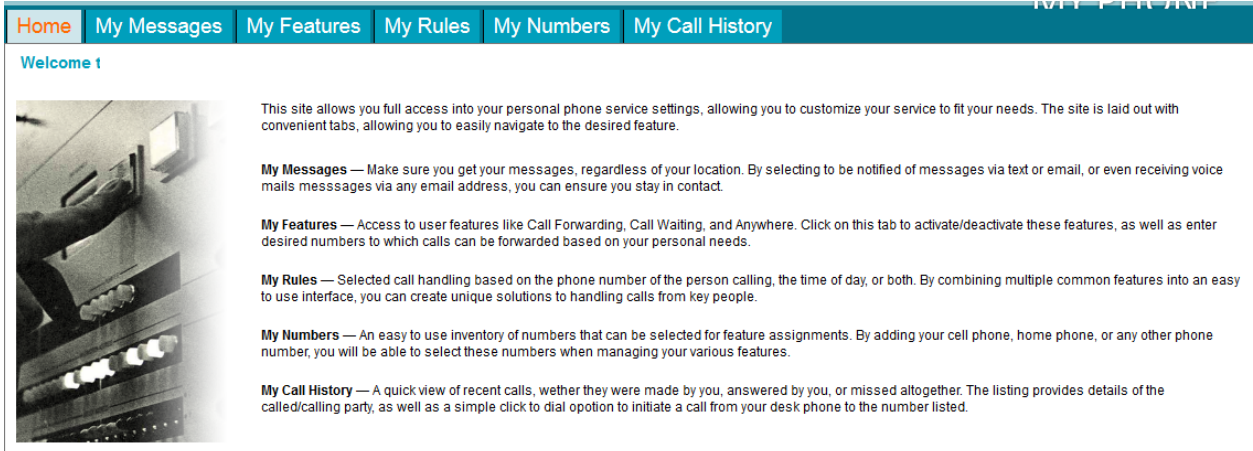
User Id:

Password:

Remember me

[Forgot Your User Id?](#) [Forgot Your Password?](#)

Step 2. Go to the My Features tab



Home My Messages My Features My Rules My Numbers My Call History

Welcome

This site allows you full access into your personal phone service settings, allowing you to customize your service to fit your needs. The site is laid out with convenient tabs, allowing you to easily navigate to the desired feature.

My Messages — Make sure you get your messages, regardless of your location. By selecting to be notified of messages via text or email, or even receiving voice mails messages via any email address, you can ensure you stay in contact.

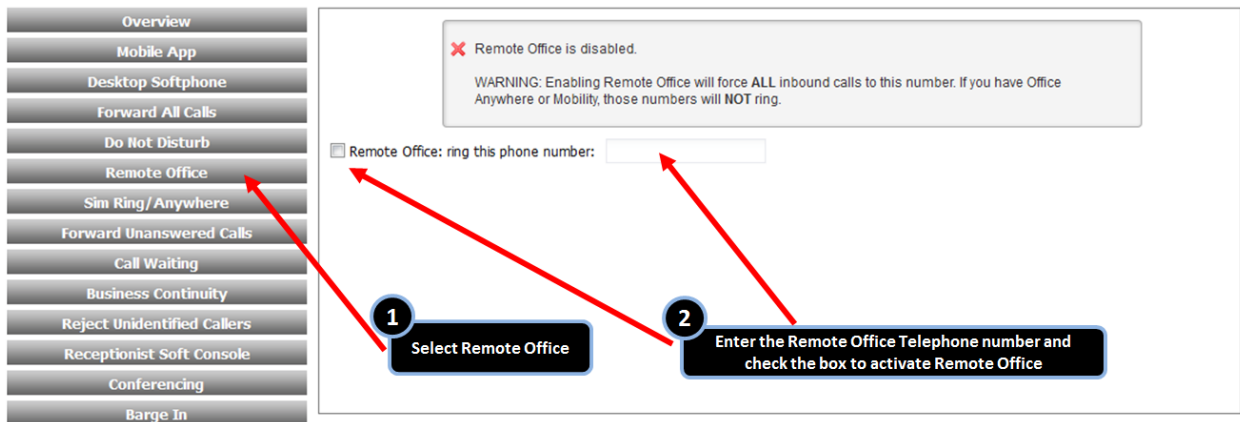
My Features — Access to user features like Call Forwarding, Call Waiting, and Anywhere. Click on this tab to activate/deactivate these features, as well as enter desired numbers to which calls can be forwarded based on your personal needs.

My Rules — Selected call handling based on the phone number of the person calling, the time of day, or both. By combining multiple common features into an easy to use interface, you can create unique solutions to handling calls from key people.

My Numbers — An easy to use inventory of numbers that can be selected for feature assignments. By adding your cell phone, home phone, or any other phone number, you will be able to select these numbers when managing your various features.

My Call History — A quick view of recent calls, wether they were made by you, answered by you, or missed altogether. The listing provides details of the called/calling party, as well as a simple click to dial option to initiate a call from your desk phone to the number listed.

Step 3. Go to the Remote Office feature pane



Overview
Mobile App
Desktop Softphone
Forward All Calls
Do Not Disturb
Remote Office
Sim Ring/Anywhere
Forward Unanswered Calls
Call Waiting
Business Continuity
Reject Unidentified Callers
Receptionist Soft Console
Conferencing
Barge In

Remote Office is disabled.
WARNING: Enabling Remote Office will force ALL inbound calls to this number. If you have Office Anywhere or Mobility, those numbers will NOT ring.

Remote Office: ring this phone number:

1 Select Remote Office

2 Enter the Remote Office Telephone number and check the box to activate Remote Office