

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 Altus Voice, 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.

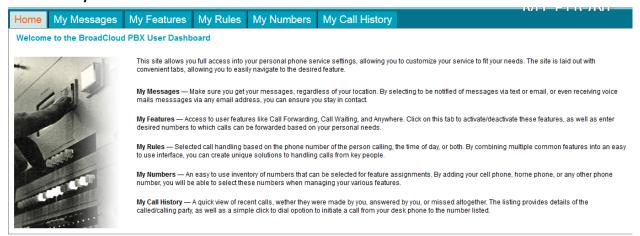
Feature Setup

Step 1. Log in to My Phone

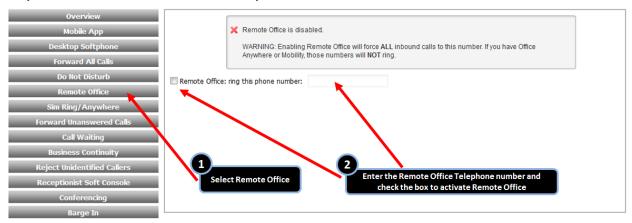
User Id:	ewiters		
Password:	*****		
	▼ Remember	me	Login
Forgot Your User Id?		Forgot Your	Password?



Step 2. Go to the My Features tab



Step 3. Go to the Remote Office feature pane



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