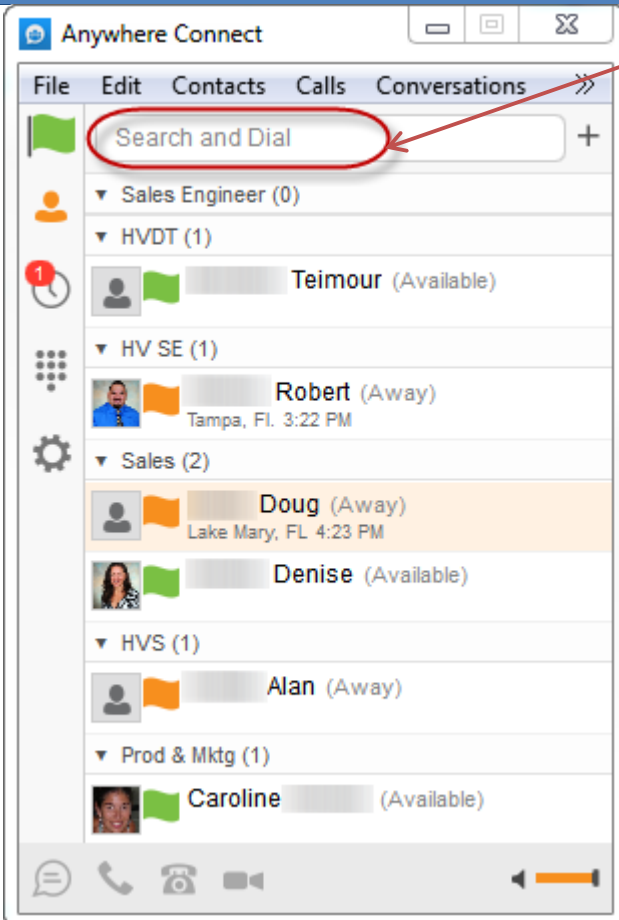
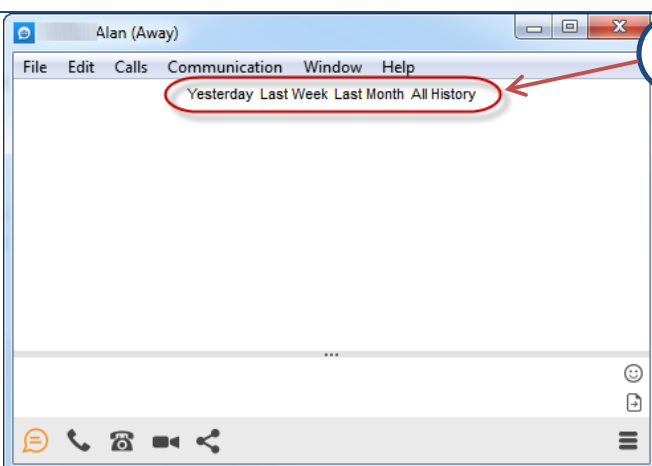


Anywhere Connect



	My Information – View and update your information, for example, your presence, avatar, and location		
	Contacts – View your contacts What do the flags mean on your contacts?		
	Online		On a Call
	Away for 10 minutes		In a meeting
	Busy		On Mobile only
	Offline		
	Communications History – View previous chats and calls		
	Dial Pad – Make calls.		
	Add – Add a contact, group, or conference NOTE: The contact list is empty when you launch for the first time.		
	Preferences – Use for quick access to preferences and call settings such as Call Forwarding		
	Search and Dial – Searches your Enterprise Directory and Outlook Contacts NOTE: To add: Right Click , select ADD Contact		
	Chat History		
	Start a chat session.		
	Make a call using the Desktop client (VoIP call).		
	Make a call using your desk phone.		
	Make a video call.		
	Menu – Open Call Settings, Preferences, and Help		

Main Window






Communication Window

You can manage many of these features and functions utilizing the Hosted Voice User Portal.

Using Anywhere Connect


Placing a Call

From Main Window select contact

- Click  to dial from application
- Click  to dial with Video
- Click  to call from phone.



(NOTE: You can only video call other Anywhere Connect Users that are online.)

Start a Chat


Select Contact, Click **CHAT**  button. Type your message and press enter.


Dial a Number from Your Directories


Type Name or Number in **SEARCH AND DIAL** box.

Click  to dial from application or  to call from desktop phone

Answer a Call

Press  to accept incoming Video call

Press  to accept incoming Audio call

Press  to decline the call

Placing a Call on Hold

During a call, press the **OPTIONS**  button. Select **HOLD CALL**.

To retrieve the call, press the **OPTIONS**  button. Select **UNHOLD CALL**.


Call Park/Call Park Retrieve

Press **OPTIONS**  button. Press **PARK CALL**. Enter the extension where the call will be parked, then press **PARK**

To retrieve call parked on your extension press **CALLS** at top, Select **RETRIEVE PARKED CALL**, Select device you want to use.


Transferring a Call

Announced Transfer


Press the **OPTIONS**  button; select **TRANSFER TO**, Select **NEW**. Enter the name or number where you want to transfer the call and press **ATTENDED AUDIO**.

Once the third party answers announce the call and press **TRANSFER** on the Communications Window.

Blind Transfer


Press the **OPTIONS**  button; select **TRANSFER TO**, Select **NEW**. Enter the name or number where you want to transfer the call and press **TRANSFER NOW**.

Transfer to Voicemail

Press the **OPTIONS**  button; select **TRANSFER TO**, Select **NEW**. Enter the *55 and the Extension where you want to transfer the call and press **TRANSFER NOW**.


To Mute a Call

Press **MUTE MICROPHONE**  on Communications Window to silence your microphone.

Press **MUTE SPEAKER**  on Communications Window to silence your speakers.



To turn off, press appropriate **MUTE** ( or ) again.

3-Way Conferencing

While on an active call, press the **OPTIONS**  button; Select **CONFERENCE WITH**, Select **NEW**. Enter the name or number you want to conference and click **ADD**



All parties will be disconnected when you exit the call.

Sharing your Desktop



In the Communications Window, press . Press **PLAY** , to invite other Anywhere Connect users to see your desktop

Send a File

You can send a file to other online Anywhere Connect users.


In the Communications Window, press . Select file from your hard drive and press open. Once user accepts the file, you will see the progress bar  until File Transfer is complete

Listening to Voice Mail

Press **COMMUNICATIONS HISTORY**  button. Click on **VOICE MAIL** at the top of screen. Your phone will ring your Voice Portal. Enter your passcode on the **DIALPAD** , followed by #. Follow voice prompts to listen/delete/save messages.

Voice Mail Set Up

First Login and Record Name

1. Press **COMMUNICATIONS HISTORY**  button. Click on **VOICE MAIL** at the top of screen
2. Enter your PIN provided on your "User List and Login Credentials."
(NOTE: Press *, if you need to access another voicemail box)
3. Press #. Follow prompts to set a new **PIN**, and then press #.
4. Follow prompts to verify the new **PIN**, and then press #.
5. Follow prompts to record a name announcement, and then press #.
At the tone, say the name of the group or a brief two or three word description and press #.
(NOTE: this is a name announcement and not one of the two main voice mail greetings supplied with the service.)
5. You will be asked if you are satisfied with your name recording. If yes, press *. If no, follow prompts to re-record.
6. Press **1** to access your Voice Mail box.

Record Busy Greeting

A busy greeting plays when your phone is on **Do Not Disturb**.

1. Press **2**. Then, press **1**. Wait for the tone, and then record your "busy greeting."
2. Press # immediately after finishing.
3. Press **2** to listen to your greeting or press * to get back to the previous menu.

Record No Answer Greeting

1. Press **3**. Then, press **1**. Wait for the tone, and then record your "no answer greeting."
2. Press # immediately after finishing.

3. Press **2** to listen to your greeting or press ***** to get back to the previous menu.