
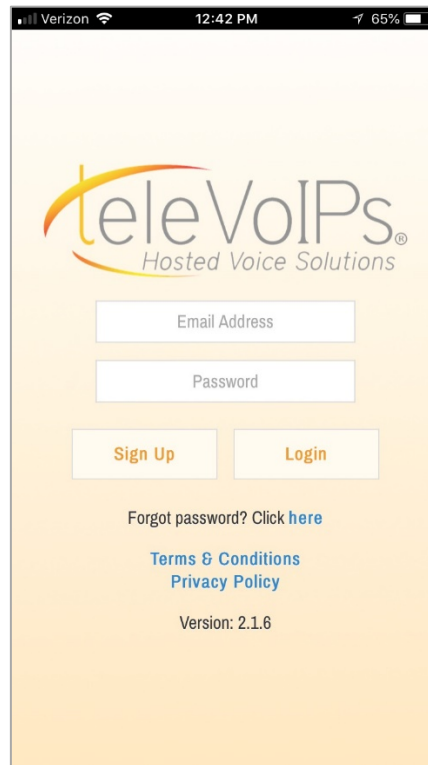


Log-in Screen

Enter your email address and password—you will have to do this every time you log-in.

Click  to access the **Dialer Pad** screen.




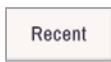
Dialer Pad Screen


Press each number button of the 10-digit phone number you want to call.

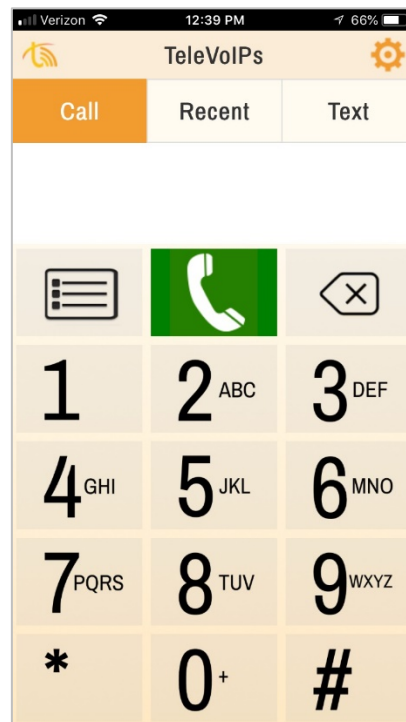
Press  to dial the call.

Press  open **phone contacts**.

Press  to **backspace**.

Press  to access your **Call History**.

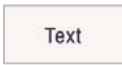
Press  to access the **Follow Me** settings (see page 4).

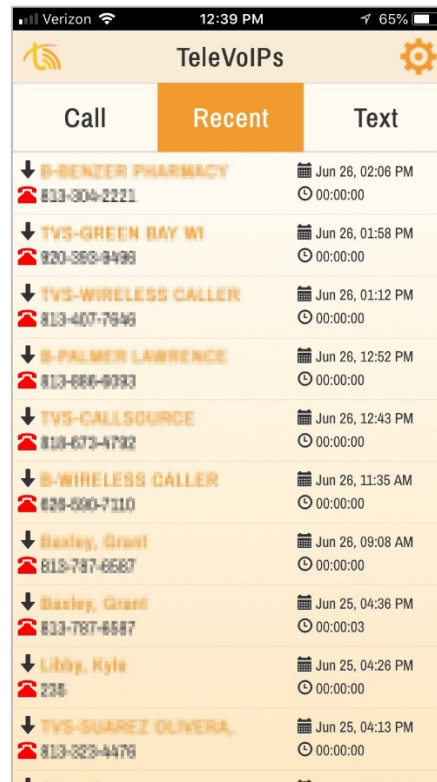


Call History Screen

To call a number back, press the button with the call information



Press  to access the **Texting** screen.

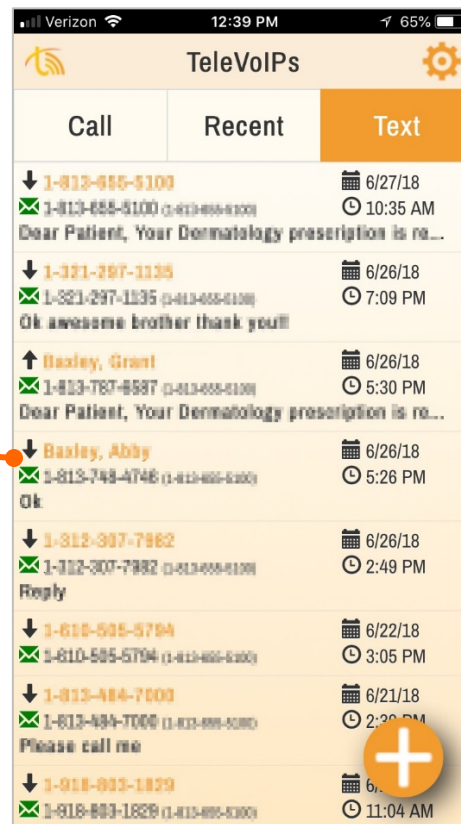


Texting Screen

From this screen you can **send and receive text messages**.

NOTE: *Texting must be enabled on your account.*


To continue a conversation where you already have been texting, click on the message.

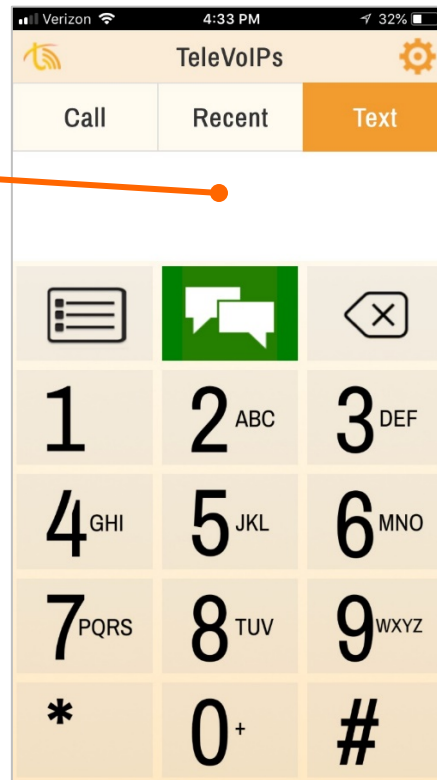


To start a new text, press .

A dial pad screen displays.

Type the number you are texting here.

Press . This opens a conversation with that person.

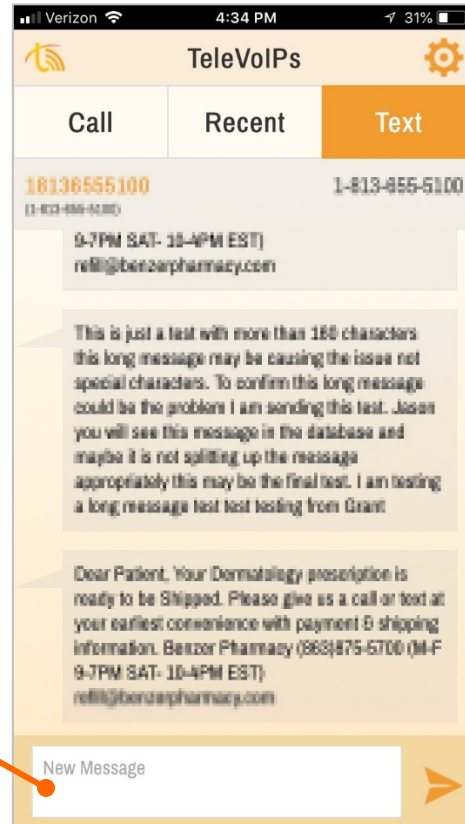


Text Conversation Screen

This screen displays with an already existing text conversation or you can start a new text.

Type your text message here.

Press  to send.



Follow Me Screen

Enable Follow Me: Check to enable and uncheck to disable the **Follow Me** feature.

Enter the 10-digit number where you want your calls forwarded.

NOTE: *This is usually your cell phone number.*

Initial Ring Time: Set the amount of time a call should ring your desk phone before sending to your cell phone. If you do not have a desk phone, then set to **0**.

FollowMe Ring Time: This is how long the system will ring your cellphone.
NOTE: *Default your setting to at least 32 seconds so the call rings to your cellphone.*

Confirm Calls:

- If checked, you will be prompted to press "1" to connect the call. If you don't answer the call, the voicemail will be left in your work voice mail.
- If not checked, the call automatically connects when you answer the phone. If you don't answer the call, any message will be left in your cellphone voicemail.

NOTE: *It is recommended you check this box.*

Click  when complete.

