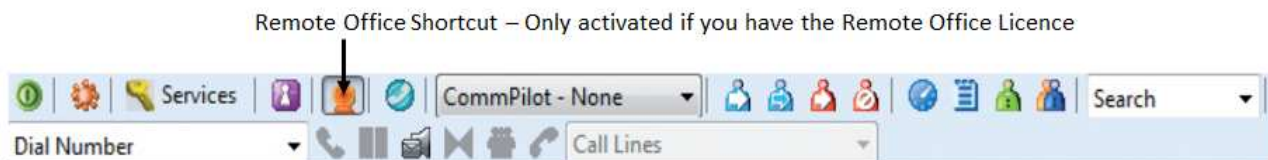


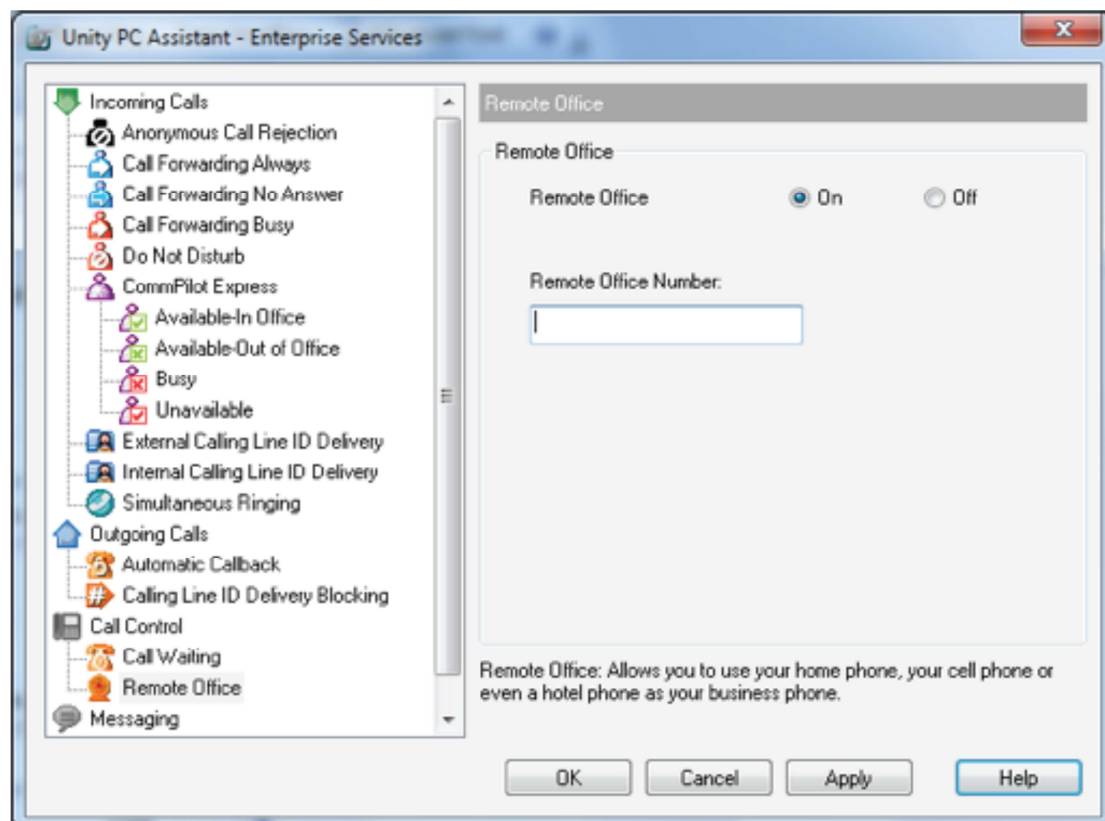
Introduction

The Remote Office feature of the Telephony Toolbar allows users to utilise a separate telephone such as a home phone, as if it was their business phone. Please note that Remote Office requires a separate licence and only selected users will be able to access this facility.



Enabling Remote Office

- Select **Services** from the toolbar and select **Remote Office** from the left hand menu. If the Remote Office option is greyed out you will not be able to utilise this feature.
- Select **On** and enter the number you wish to use as your Remote Office e.g. your home phone or mobile telephone number.
- Click **Apply** and **OK**.
- Once enabled, you can turn remote office on and off using the shortcut available on the toolbar.



Receiving Incoming Calls

Once Remote Office has been enabled all incoming phone calls to your office phone will be forwarded to the number you provide. This ensures that you never miss a phone call and gives the appearance that you are in the office.

Dialling Outgoing Call

To dial a number and have it appear as if it was coming from your desk telephone you have to dial using the **Dial Number** option within the Telephony Toolbar. This will ring your chosen remote phone and when you answer that phone it will automatically ring the number you inputted into the toolbar.

Issues of Note

- The call waiting feature, even if activated is not available whilst the Remote Office feature is activated.
- It is recommended that when the Remote Office feature is enabled that users modify the number of rings before Call Forwarding No Answer is enabled to 5/6 rings. This shall ensure that any missed calls go to the users voicemail. This can be enabled via the **Services** menu
- With Remote Office selected, any other feature such as CommPilot express or call forwarding will be deactivated as the Remote Office feature takes precedence over any other activated feature.