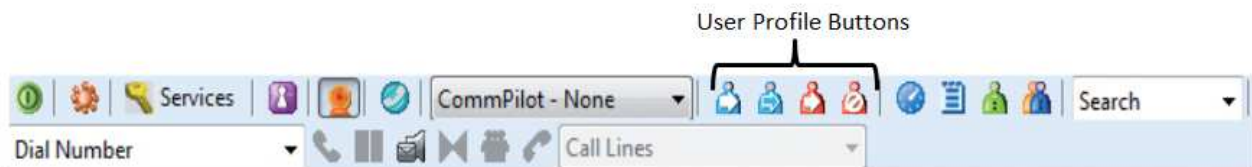


Introduction

The Telephony Toolbar allows you to set various profiles for when you are out of the office or busy which will allow calls to be forwarded to another number or to your voicemail.

Full profile settings are available in the **Services** menu.



Do Not Disturb

- The Do Not Disturb feature forwards all incoming calls to the user's Voice Mail service if configured. If this service has not been configured then the user receives a busy tone.
- To enable Do Not Disturb press the Do Not Disturb icon on your toolbar.

Call Forward Always

- Call Forward Always Service automatically forwards all incoming calls to a specified phone number. When this service is enabled, this icon remains highlighted.
- If Call Forwarding Always is not yet configured, the Services menu will appear asking you to activate the service when you press the Call Forward Always icon on your toolbar.

Call Forward No Answer

- Call Forward No Answer automatically forwards all incoming calls to a specified phone number when you do not answer within a specified number of rings. While the service is enabled, the icon remains highlighted.
- If Call Forwarding No Answer is not yet configured, the Services menu will appear asking you to activate the service when you press the Call Forward No Answer icon on your toolbar.

Call Forward Busy

- Call Forwarding Busy forwards all incoming calls to a specified phone number when you are busy on other calls. While the service is enabled, this icon remains highlighted.
- If Call Forwarding Busy is not yet configured, the Services menu will appear asking you to activate the service when you press the Call Forward Busy icon on your toolbar.