

Using the Find Me Feature

The Find Me feature lets you choose whose calls you will take and whose you won't.



To use the Find Me feature, follow these steps:

1. Add contacts to your directory and assign them to a group (VIPs, Friends, Family) using the **Settings** tab.
2. Decide when you want your calls forwarded and for which callers (VIPs, Friends, Family) by setting up a call treatment (Standard, AtLunch, GoneHome). In the portal, click **New** or select one of the existing call treatments on your ComCierge page to set a treatment. In ComOffice, use the pull-down menu to select Call Treatments, then **New**.
3. If you click **New**, enter the call treatment name in the popup window and click **Save**.
4. Determine how you want your calls routed for each call treatment. Enter the phonenumbers in the order that you want your calls forwarded and **Save Changes**. You can also use the drop-down list or the links to select numbers that are already in your profile.
5. Click **Advanced Settings** to set the last place for your calls to ring if you cannot be reached. Type **VoiceMail** or select one of your other numbers.

To change the forwarding, select the appropriate call treatment using the ReachMe feature on your portal or the ReachMe option on the phone display. Call forwarding starts.

Using the Contacts Directory

The contacts directory stores phone numbers for all employees, company contacts and personal contacts. You can view and call any employees or contacts listed in your contacts directory from the portal or phone display.

3. Enter your portal user name and password provided by your office phone contact.
4. Click the **Remember Me** check box to keep your password for the next time, then click **Login**.

Changing Your Personal Profile

Your protected Profile contains your phone numbers making it easier to use certain phone features. Password setup and changes are also part of the profile.



To change your profile or password, follow these steps:

1. From the portal, view your profile or settings page. For ComOffice, use the pull-down menu on the toolbar to access this menu.
2. Enter your address and phone number information.
3. Check the **Publish** box to share your contact information with others in your company.

Click the **Security** tab to change/update your password. Click **Save** to save changes.

One Touch Dialing and Feature Access

Instantly call another party by touching a single button on your phone. After programming, you can label your phone buttons.




Add a contact or a feature to a programmable feature button using the My Phone page. Select an available button and enter a label and number or select a feature. Then click Assign. Press the programmed button to call the speed dial number or use the feature.




To add a contact or feature to your phone using ComOffice, click on the My Telephone icon in your Outlook Shortcuts toolbar.

Viewing, Tracking, and Placing Calls Using the Call Logs

You can view and make calls from your missed, incoming, and outgoing call logs using the portal or phone display. The logs display the last ten calls placed to or from your phone. The feature uses caller ID to show the date and time of the call and the caller's name if the calling number is in your contacts list.


 To view, track, and make calls from your call logs, follow these steps:

1. Access your call logs through the portal or the ComOffice toolbar in Outlook, then select the log you want to view.
2. Click the caller's phone number to initiate a call.
3. Click **Dial** in the confirmation window. Pick up the phone to connect, or stay in speaker mode.

 To view, track, and make calls from your call logs, follow these steps:

1. Before picking up the phone, press the **Calls** or **MENU** softkey or press the **Menu** button. Scroll through the menus and use the softkeys, or the navigation keys to select the log you want to view.
2. To call a someone from the logs, press the number on your dial pad that corresponds to the caller.
A call is started instantly using the speaker.

Using Email to Respond to a Call


 To send an email to a caller, follow these steps:

1. View the call logs using your portal or the ComOffice toolbar. Select the log you want to view.
2. Click the envelope next to the callers name. Your default email tool opens with your contact's email address in the **To:** field. An envelope is shown next to the callers name only if you have entered the caller's email address in your contacts.


3. Compose your email and click the **Send** button.

Forwarding Your Calls to Inside or Outside Numbers

You can receive all of your calls at your desk phone or you can forward your calls to another extension or any outside number. You can also direct your calls to specific numbers depending on the caller, using the Find Me feature.

 To view or change the way your calls are forwarded using your portal, follow these steps:

1. Access the **Reach Me** box on the home page of the portal, or click the **Desk Phone** button on your ComOffice toolbar.
2. To route calls to your desktop, select **I will answer calls normally** and click **Save** or **OK**.
3. To route calls directly to your voicemail box, select **Send All Calls to Voicemail** and click **Save** or **OK**.
4. To forward calls to another number, enter the extension or full 10-digit number in the **send my calls to:** field and click **Save** or **OK**.

 To view or change the way your calls are forwarded using your display, follow these steps:

1. Before picking up the phone, press the softkey below **MENU**, press the **Menu** button, if your phone has one, or press **ReachMe**. Use the **Scroll** button to scroll through the main menu.
2. Select **Reach me**.
3. Select **Curr setting** to view your setting, or select **Chng setting** to forward your calls to another destination.
4. Select one of the available preset options, or select **Other**, and enter the full 10-digit phone number you want to forward your calls to.