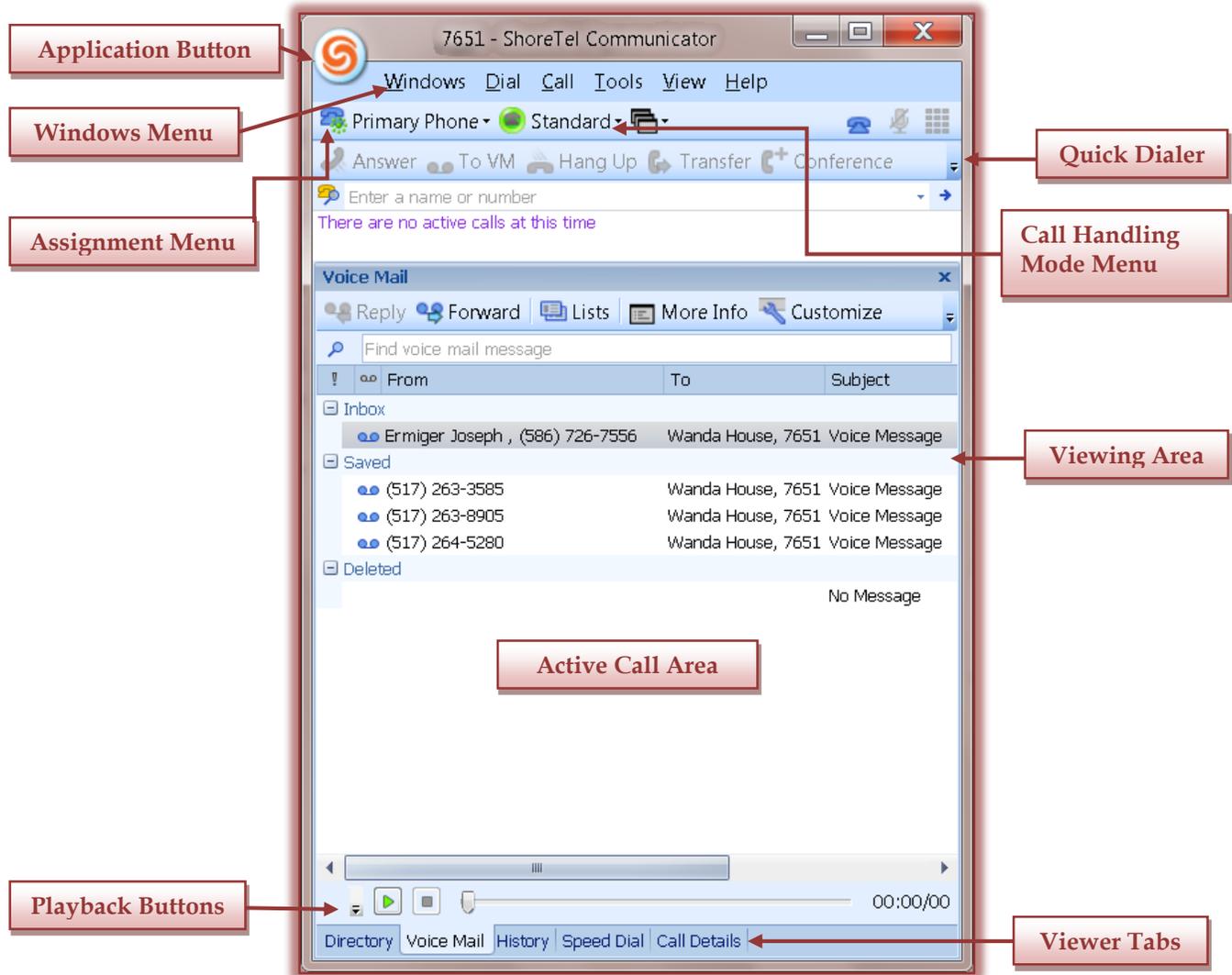


Call Communicator Window

This application is used to manage an end user's personal calls, voice mail, and personal system settings through a graphical user interface. It is the easiest way for clients to communicate efficiently with faculty, staff, or students. Call Communicator offers a set of productivity tools that provides for better communication when working from home, on the road, or in the office.

CALL COMMUNICATOR WINDOW

The illustration below shows the Call Communicator window. The table lists the components of the Call Communicator window, along with a brief description of each component.



Component	Description
Active Call Area	This area is used to manage and view voice mail calls. It contains folders for incoming, saved, and deleted messages.
Application Button	Use this button to Access configuration options and most of the common functions for the Call Communicator.
Assignment Menu	This option is used to assign Call Communicator to a home device. The home device option is the only one available on the Siena phones.

Component	Description
Call Handling Mode Menu	This option is used to change the active Call Handling Mode. The modes are Standard , In a Meeting , Out of the Office , Extended Absence , or Custom . It is also possible to configure call handling using this menu.
Playback Buttons	To listen to your voice mail through the PC or your office phone, click this button.
Quick Dialer	Place a call by entering the name or number of the person being called into this area.
Viewer Tabs	These tabs are located at the bottom of the Call Communicator window. They are used to access the History, Directory, Voice Mail, and Speed Dial views. These options can also be accessed through the Application Button. Which tabs appear in this area are determined by how the Call Communicator is configured.
Viewing Area	Use this area to access directory entries, voice mail messages, call history, the contact list, and the speed dial list.
Windows Menu	This menu is used to open the Call Manager Viewers. These are Call Detail , History , Voice Mail , Directory , and Speed Dial .

CALL CONTROL BUTTONS

Button	Description
Answer 	Use this button to answer the incoming phone call.
Transfer 	This button should be used to transfer the call to another extension.
To Voice Mail 	When this button is clicked, the incoming call will be sent directly to the user's voice mail.
To Auto Attendant 	This option is used to access the main attendant for the University.
Hang Up 	To end the call without connecting with the caller or to end a call at any time, click this button.
Conference 	This button is used to place a person into a conference call.
Park 	To place a call on hold to another extension and then pick it up on the other extension, click this button.
Hold 	This button is used to place a call on hold. When this option is chosen, the conversation is suspended but the state of the call is held. Calls that are placed on hold are still associated with the extension.

CALL HANDLING MODES

When setting up the Call Communicator and the phone, there are five different modes that can be specified for handling calls. Each one of these modes can have a separate voice mail message and configuration. All of the messages can be recorded when the phone is setup and then activated when the condition fits the mode. The different modes are listed and explained in the table below.

Button	Description
Standard	 <p>This mode should contain the message that callers will hear on a regular basis when a call comes into the system.</p>
In a Meeting	 <p>With this mode a message can be specified explaining that the user is currently in a meeting. The mode can be configured so the caller will be sent directly to the voice mail system.</p>
Out of the Office	 <p>When the user is going to be out of the office for the day or a short period of time, this mode should be chosen. The mode can be configured so the caller will be sent directly to voice mail.</p>
Extended Absence	 <p>This mode should be used when the user is going to be out of the office for a vacation, while at a conference, or on medical leave. The user might want to change the message to specify the reason for each individual absence.</p>
Custom	 <p>The user can record a customized message by choosing this mode. This might be done if the message doesn't fit any of the other four options.</p>

These features are used when your phone is not answered. You can determine how many rings are allowed before any of these options take effect.