SpiritVoice Hosted IP Quick Start Guide

Get to Know Your New Phone

Using the Toolbar

Note: *Using the Toolbar automatically turns on the speaker phone on the Polycom handset.*

First Time Log In

When you log in for the first time, you need to configure your **Account** settings. Once these settings are configured, you do not need to provide them again. You can log in directly from the toolbar by clicking the **Login** icon.
1. Click the **Login** ⓞ icon (grayed out) on the toolbar. The **Options** dialog box will open.

Placing a Call from the Phone

There are three ways to place a call:
- Lift the handset
- Press **Speaker** Button
- Press **New Call** Softkey

Then:
Dial the desired number.

OR,
You may dial the desired number first and make corrections using the key ◁ or the delete key ⊗ on your phone. Then:
1. Lift the handset
2. Press **Speaker** Button
3. Press **Dial** Softkey

Note: *When you are using your handset and want to switch to your speaker, press the Speaker button (light turns green), then hang-up the handset.*

There is no need to dial a prefix like "8" or "9" before the call. Use the phone just like you would at home.

2. Click **Account**.
3. Enter your Username and Password. These are provided to you by your carrier.
4. Check the *Save Username* and *Password* options to avoid being prompted for this information next time you log in
5. Click **Apply**

Voice Mail

To access your voicemail from your phone:
1. Press the **Messages** button on your phone
2. Press the **Connect** softkey
3. Enter the initial pass code followed by **#**
4. You will be asked to change your pass code (4 to 8 digits), followed by **#**
5. You will be asked to verify your pass code, reenter your pass code followed by #
6. Record your **First** and **Last** name at the prompt, followed by **#**
7. Press **#** to exit voicemail

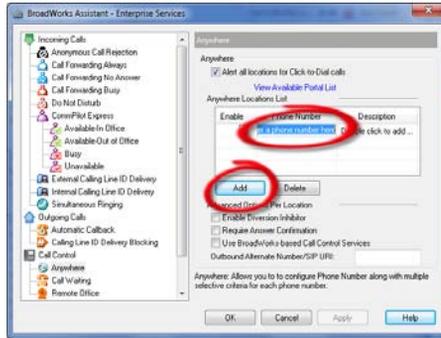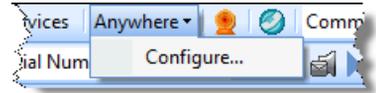**To access your voicemail from another extension or from outside the office:**
1. Dial your extension or 10 digit phone number
2. When you hear the voicemail message, press *****

Attach Your Mobile Phone

Attaching your mobile phone to your main phone number allows you to receive incoming calls at both your desk phone and your mobile phone at the same time. When you receive an incoming call on your main number, both your desk phone and your mobile phone ring. You can answer the call from either phone.

Caller dials your phone number

Both of your phones ring simultaneously

On the Spirit Assistant toolbar, click the Anywhere button and then select Configure…

The Spirit Assistant window opens.
Click Add.
Enter your mobile phone number in the Phone Number field and press return.
Click OK.
Your mobile phone is now attached to your main number.

Placing a Call from the Outlook Toolbar

Outlook gives you the option of dialing from a number of sources (see graphic):
* Contacts   * Call History List
* Numbers you type * Speed Dial List
* Office Directory   * Group Directory
* Searching by Name or Number

Dialing from a Search List

Use the **Search** field to search for a user or contact in your Outlook Contacts and Office Directories. The search returns all users that match the criteria in any field. For example, if you enter "ma" as the criteria, the search might return users with the first name "Mary" or last name "MacDonald" as well as users with "ma" in their email address.
To search for a user:
1. Type your criteria in the **Search** box
2. Press ENTER to execute the search. (The toolbar displays the results of your search)
3. Click the phone number you want to dial
4. Wait for the called party to answer

Dialing from Numbers you Type

To dial a new number:
1. Type the number in the **Dial Number** box
2. To place the call, Press ENTER

Call History List   Group Directory

Speed Dial List   Office Directory   Search

Dialing from Outlook Contacts

1. In Outlook, go to **Contacts** (see graphic)
2. Find the contact you want to call and click on their name to highlight that contact
3. Click on the Drop-down box of **Dial Contact** from the toolbar
4. If this contact has multiple numbers, choose which number you would like to call, i.e. **Business, Home, Mobile**, etc.
5. Your call will be placed

Dialing from a Web Page

1. Select the phone number displayed on a web page
2. Highlight the number with your mouse
3. Right-click the highlighted phone number and select *Dial* from the pop-up window
4. Your call is automatically dialed