

User Guide for Assistant Toolbar

The integrated toolbar enables users to make and accept telephone calls and change telephone settings from within Microsoft Outlook and Microsoft Internet Explorer, as well as Mozilla Firefox.

Once the toolbar is installed on your desktop, it will appear when opening either the Microsoft Outlook or Microsoft Internet Explorer applications.

Note: you may hide the toolbar by rightclicking in the toolbar area and deselecting the “Telephony Toolbar Call Control” and/or the “Telephony Toolbar Services” options.

Installing the Toolbar

- 1) Select the Toolbar from the Downloads section of the www.wemtel.co.uk website.
- 2) Install the software (you will be required to close Microsoft Outlook and Microsoft Internet Explorer.
- 3) Enter your Username and Password by pressing the “Options” icon on your toolbar, then select “Account”.
- 4) Click to Save the Username and Passwords.
- 5) On the General option, click “Auto Login” and then click “Apply”.
- 6) All icons should now light up and become active. If not, please click the green login button or check the Username and Password are correct.

Using “Click-to-Dial”

The toolbar enables you to “Click-to-Dial” any phone number in your Microsoft Outlook Contacts database or a number displayed on a web page.

- 1) **Microsoft Outlook:** After positioning on or opening a Contact, your “Dial Contact” button is active. By using the drop-down box, you may scroll to any

number in your Microsoft Outlook Contact and click to dial.

- 2) **Microsoft Internet Explorer or Mozilla Firefox:** Highlight any telephone number displayed on a web page, right click with your mouse, and select “Dial”.

CommPilot Express for Premium Package Users Only

CommPilot Express is a Premium Office feature which allows you to pre-configure four profiles to control your inbound calls.

These profiles can be set up via the Web Portal or the Toolbar. Your profile may be quickly changed using the web or voice portals, or from the Toolbar.

Available CommPilot Express profiles include:

Available-In Office

Activate when you are working from your desk where your phone is located.

Available-Out of Office

Activate when you are working away from your desk for an extended period of time.

Busy--Activate when you are temporarily unavailable to take calls (e.g., you are in a meeting).

Unavailable

Activate when outside of business hours, or when you are on vacation.

None

Use when no special treatment of your calls is required.

