

Presence Guide

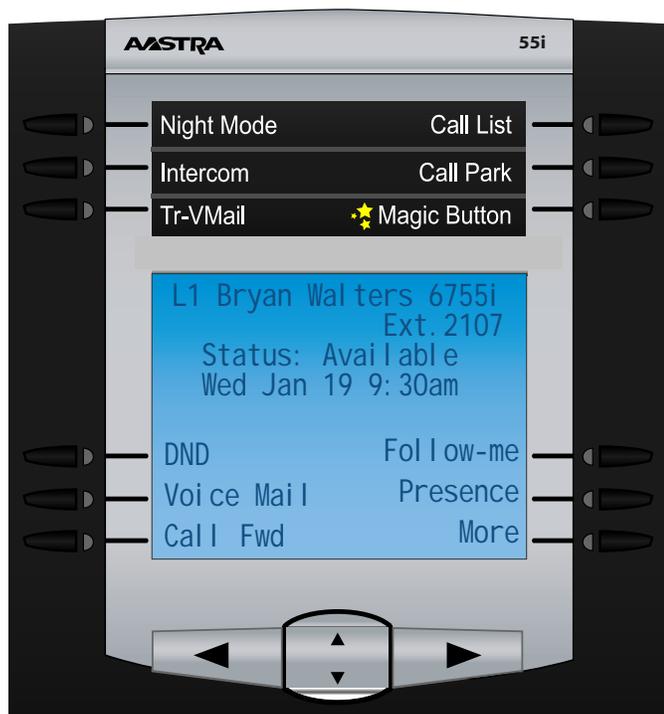
Aastra 6755i, 6757i and 6757iCT

Schmooze[®]

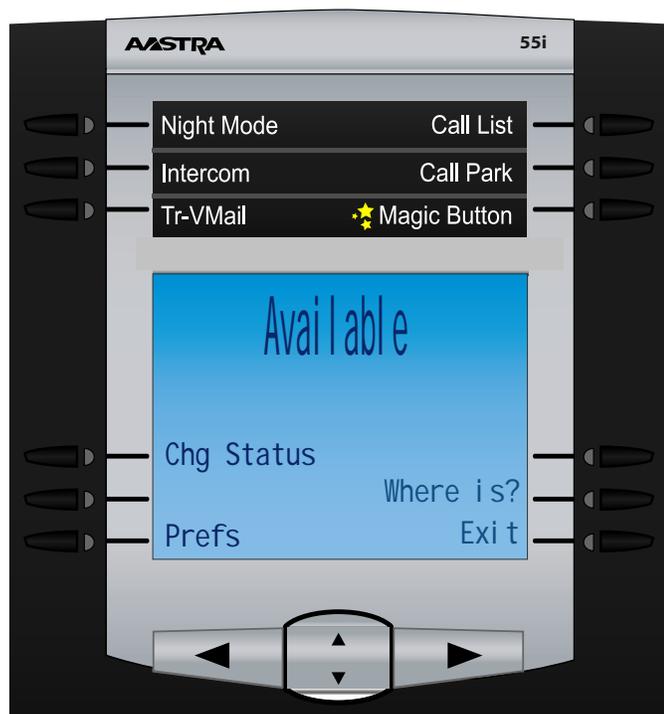
Schmooze Com Inc.



The Presence application lets you manage your current presence status and set preferences on how to handle inbound calls when set to a specific status and also how to check the current status of other users.



First lets press the button for Presence.



From here you have the following options

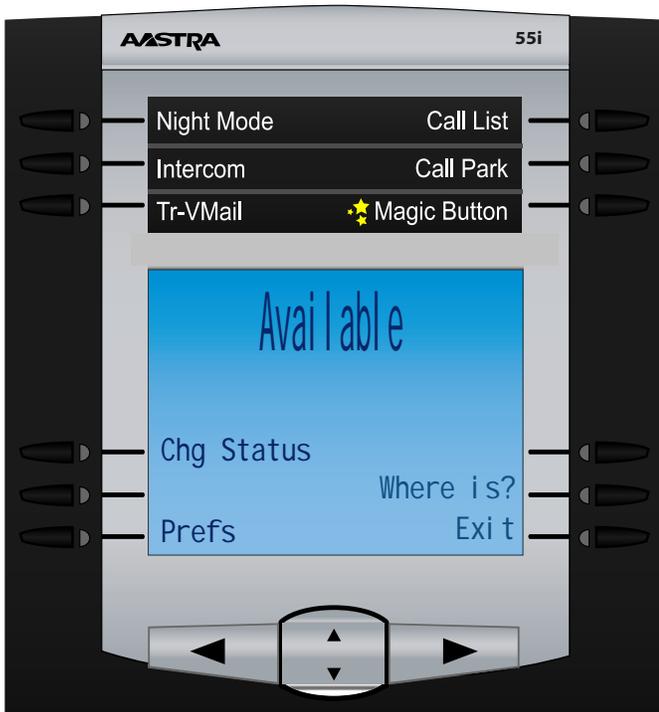
- **Chg Status**- Press this button if you would like to change your status again.
- **Return**- Pressing this button will let you set a return date and time that other users can see when they use the “Where Is” option.
- **Prefs**- Here you can change your status preferences.
- **Temp Msg**- Pressing this button will let you record a temporary voicemail greeting that will be played in lieu of your normal voicemail greeting to any callers that go to your voicemail while in this status. When you change to a new status this temporary greeting will be erased and your normal greeting will be played.
- **Where Is?**- Use this to check on other users current status.
- **Exit**- Exit the presence application.

At the top of the screen we can see our current status is Available. From here you can choose to:

- **Chg Status**- Press this option to change your current status
- **Prefs**- Here we can set some call rules for each status such as enable DND, Call Forwarding or Follow Me for each status.
- **Where is?**- Pressing this option will give you a list of all users and let you see their current status.

Where Is?

On the main home screen for Presence we will press the “Where Is” button

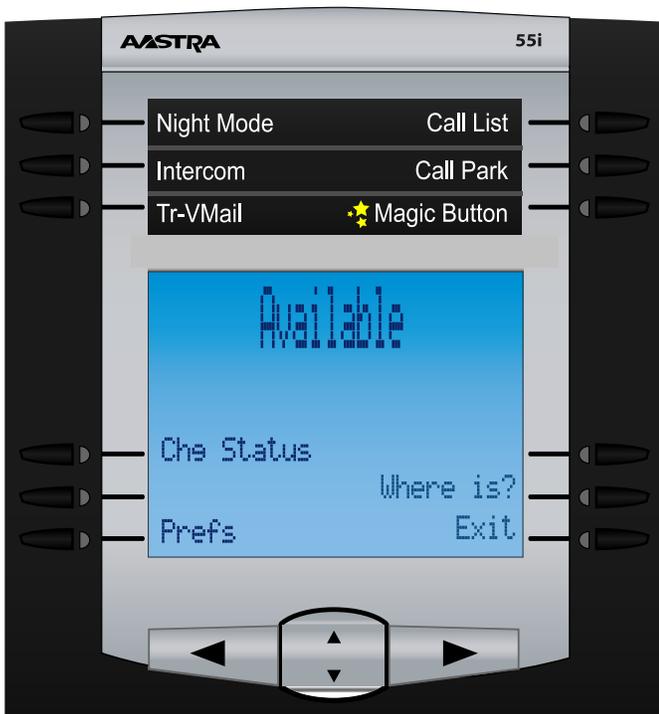


At the top of the screen we can see our current status is Available. From here you can choose to:

- **Chg Status**- Press this option to change your current status
- **Prefs**- Here we can set some call rules for each status such as enable DND, Call Forwarding or Follow Me for each status.
- **Where is?**- Pressing this option will give you a list of all users and let you see their current status.

Where Is?

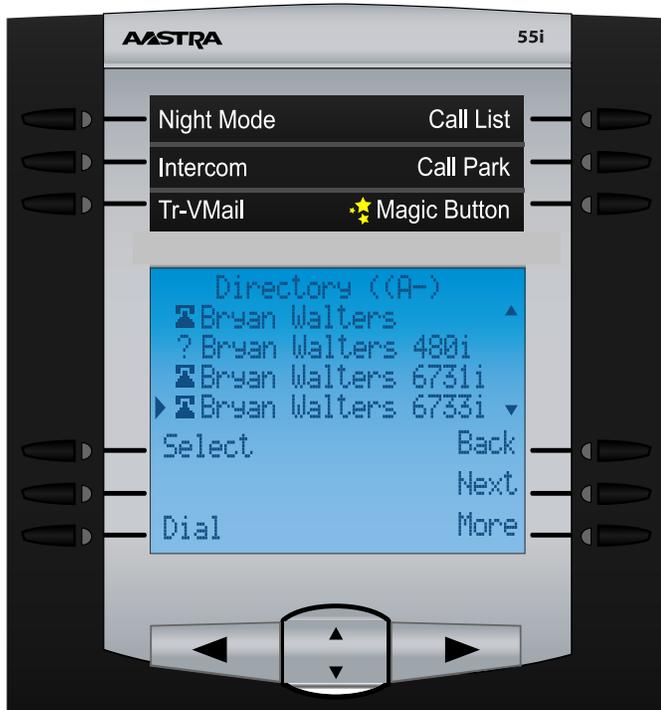
On the main home screen for Presence we will press the “Where Is” button



First lets press the button for Presence.

On this screen we get the following options

- **Select**- Press this option to select the current extension that is highlighted
- **Dial**- Press this option to call the current extension that you have highlighted
- **Back**- Go back one screen
- **Next**- Go to the next group of extension. By default the listing of names can only load 20 names. To get the next 20 press the next button.
- **More**- Receive more options



If we press the More button we will also get the options of

- **Lookup**- Press this option to lookup a users name by typing the first couple letters on your phone.
- **Prefs**- You can change the default behavior of lookups. By default when you press the “Where Is” button it will give you a list of users. This is nice if you have 15 or under users. The other behavior is to prompt you to start typing the first few letters of the users name and it will than give you a match of users. This is the preferred behavior when you have more than 15 users.



Regardless on how you find your users once you press the select button for a user you have highlighted you have a few options. At the top of the screen we will see their current status and if their phone is idle or in-use.



We have the following options when viewing an extension

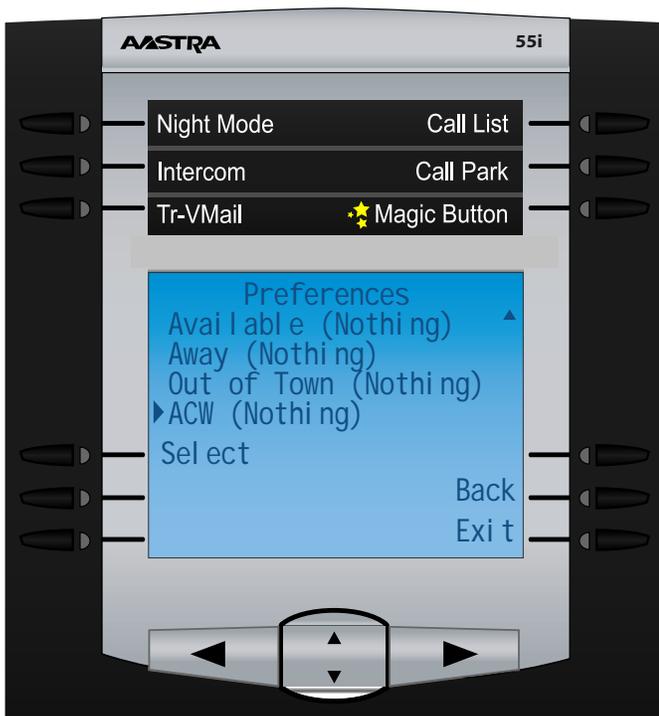
- **Dial**- Press this button to dial the user normal
- **Notify**- Press this option to have the system notify you when a user returns back to an available status. This option is only displayed if the user is currently in a busy mode status.
- **+Speed**- Press this option to add this user to your personal Speed Dial application. (Please see Speed Dial on how to use the Speed Dial application on your phone.)
- **lcom**- Press this option to intercom the user instead of calling them. When using Intercom their phone will beep and answer on the speakerphone and you can start talking right away.
- **Back**- Go back one screen
- **Exit**- Leave the Presence Application completely and return to the phones main screen.

Prefs- Changing how calls that ring your extension are handled on a per status setting

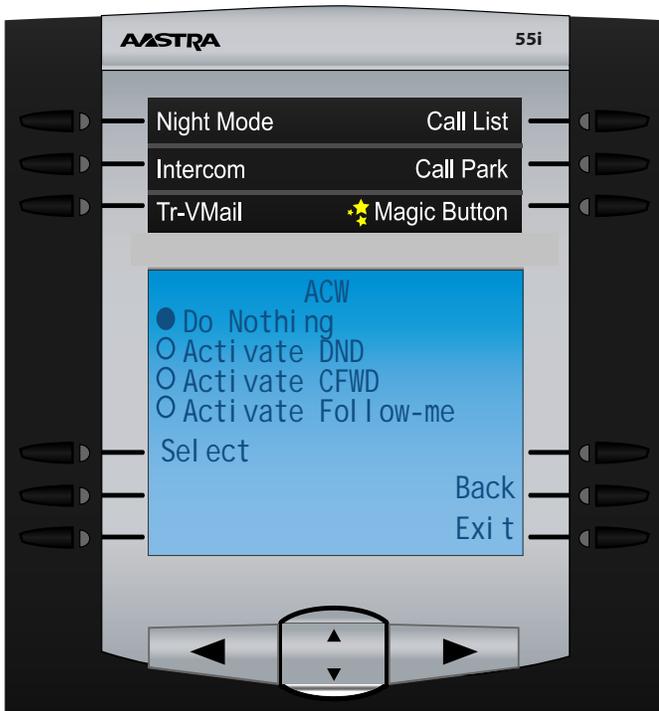
When pressing the Prefs button on the main Presence Page you will have the option to pick how inbound calls to your extension are handled for each status mode you can toggle to. The default behavior is to just follow your normal call path that you have setup such as ringing your phone or if you have Call Forwarding or Follow me enabled it will follow those options.



When we press the Pref button we should see a screen like below.



We should see a list of all status options that are setup on our PBX. We can use the up/down key to move between the different statuses. Once you have a status highlighted that you want to change your preference, on press the select button. Also notice what preference we have setup for each status next to the status name.



From here we can choose

- **Do Nothing**- This is the default behavior and this tells the system to do nothing special with the calls when we are set to this status and just follow the normal Call Path we have setup.
- **Activate DND**- Anytime we change to this status the system will Activate DND for our extension while we are in this status. This will also toggle the DND button and the light on our phones for DND.
- **Activate CFWD**- Anytime we change to this status the system will Activate CFWD for our extension while we are in this status. This will also toggle the CFWD button and the light on our phones for CFWD.
- **Activate Follow Me**- Anytime we change to this status the system will Activate Follow Me for our extension while we are in this status. This will also toggle the Follow Me button and the light on our phones for Follow Me.

Chg Status- How to change your current status

Press the Chg Status button on your main Presence screen



You will then see a list of all statuses and you can use the up/down keys to scroll through them.



Once you have the status you want to change to, press the Select button,

