

## Using the WebPortal

*The WebPortal is a convenient way to configure, maintain and update your personal telephone system information.*

*Access the portal by going to your local Rage! server via your web browser and login using your extension number and your voicemail pin.*

*This page will allow you to customize your Rage! experience.*

### *Rage! web portal browser based options:*

- Your Personal Auto Attendant  
Gives customized options to callers that reach your personal voicemail service
- Your Voicemail Files  
Voicemails displayed in WAV format for easy listening & organizing
- Your Call Forwarding  
Personalize your call forwarding by time of day or number of rings, to your cell phone, or other phones and more.
- Your Telephone Director  
Add your own personal telephone directory & use click-to-call features to simplify your dialing experience.

**My Rage! BOX Server Address:**

**Http://** \_\_\_\_\_

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MASTERING YOUR NEW

# Rage! Business Office Exchange

## User's Guide



**Misiu**  
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## Basic Feature Instructions (Polycom)

### Place a Call

- Dial the number and press the *Dial* button (or)
- Press “New Call” and dial the number (or)
- Lift handset and dial number

### Receive a Call

- Pick up the handset (or)
- Press *Answer*

### Put a call on Hold

- Press the *Hold* button, place handset down
- To retrieve call, press *Resume* or flashing button

### Transfer a Call

- While on Call – press *Trnsfr* soft button
- Dial the target extension
- Press *Send*
- Wait for target to answer call, announce transfer
- Press *Trnsfr* button and hang up receiver
- To Cancel a Transfer, press *Cancel* soft key before pressing *Trnsfr* the second time.

### Transfer – Blind (without Announcing)

- While on call – press *Trnsfr* soft button
- Press *Blind*
- Dial the target Extension
- Press *Send*

### Transfer to Voicemail

- While on Call, press *Trnsfr*
- Press *Blind*
- Dial 8 + Extension number
- Hang Up

### Call Forward to Voicemail (immediate)

- While receiving Call, press *Reject*
- Call will go to voicemail

### Directed Call Pickup

- Dial \*78 and the ringing extension number
- Press *Dial*

### Parking a Call

- While on call, press the *Trnsfr* Soft Button
- Press *Blind*
- Dial the Park Orbit number \_\_\_\_\_
- Press *Send*

### Pickup a Parked Call

- Dial \*4 and the Park Orbit number \_\_\_\_\_
- Press *Dial*

### Conference Call

- While on a call, Press the *Conference* soft button
- Dial the next party
- Wait for next party to answer
- Press *Conference*

### Do Not Disturb

- Press the *Do Not Disturb* button to turn on the feature
- All incoming calls go directly to Voicemail
- Press *Do Not Disturb* button to turn off the feature

### Intercom Call

- Dial \*76 and Extension Number
- Press *Dial* Soft Button

### Paging

- Dial \*77 and Page Zone \_\_\_\_\_
- Press *Dial*

## Voicemail Instructions

### Dialing from your phone

- 1) Log into Voicemail by dialing \_\_\_\_\_  
  
Enter Pin number \_\_\_\_\_  
*Or*
- 2) Press Messages  
Press Connect

### Dialing from another phone

- 1) Dial 101  
Press # at Voicemail greeting  
Dial your extension number  
Enter your pin number \_\_\_\_\_

## Using Voicemail

- Dial 1 Listen to Inbox messages
- Dial 2 Listen to saved messages
- Dial 3 Listen to deleted messages
- Dial 4 Send a message
- Dial 5 Voicemail Option
  - Dial 1 Record user greetings
    - Dial 1 Standard Greeting
    - Dial 2 Out of office greeting
    - Dial 3 Extended absence greeting
    - Dial \* Cancel , return to Option menu
  - Dial 2 Record user name
  - Dial 3 Select active greeting
    - Dial 1 Listen to all greetings
    - Dial 2 Select standard greeting
    - Dial 3 Select out of office greeting
    - Dial 4 Select extended Absence greeting
    - Dial 5 Select default greeting
    - Dial \* Cancel, return to Option menu
  - Dial 4 Empty deleted messages
  - Dial 5 Change user pin number
  - Dial \* Cancel & Return to main menu
- Dial 7 Administrator Option
- Dial 8 Logoff Voicemail
- Dial 0 Call Operator

***All instructions are enunciated to the voicemail user***