# VoiceManager

Setting Up...

Outgoing Calling Plan

#### Feature Description

**Outgoing Calling Plan** allows you to manage outgoing or transferred calls by groups or accounts. These settings can be customized for anyone subscribed to VoiceManager or IP Centrex services.

## Solution

Outgoing call settings maximize productivity in the workplace by providing a means of managing how calls are made and transferred .

### Setup

Outgoing Calling Plan by A	ссо	un	t														
User & System Management																1.	Log in to VoiceManager MyAccount.
Soutgoing Calling Plan															2.	Click the VoiceManager	
An Outgoing Calling Plan manages outgoing or transferr	Outgoing Calling Plan manages outgoing or transferred calls by groups or accounts.																Tools menu in the left
To define an Outgoing Calling Plan, specify which types types of calls are transferred or forwarded from or to a gr	o define an Outgoing Calling Plan, specify which types of calls are allowed for calls originating from a group. You can also specify which pes of calls are transferred or forwarded from or to a group. To manage existing phone numbers, you can search and edit their Outgoing																navigation bar.
Calling Plan details.																3.	Click the User & System
outgoing Calling Plan By Account																Management tab.	
	Inside Group	Local Calls	Toll Free	ocal Toll Calls	ernational Calls	perator Assist	geable Dir Assist	700 Calls	special Srvs II	900 Calls	976 Calls	0-10-xxx Calls	URL Dialing	known Call Type	Outside Group	4.	Under the <b>Call Access</b> section, click the <b>Outgoing Calling Plan</b> link.
				_	Ĩ	ō	Char		00			÷		5	Ŭ	5.	Click the checkboxes
Account																	to define a cell plan for
<ul> <li>Originated From Group/Account</li> </ul>																	to define a call plan for
131204370701		V						V						V			an Account.
<ul> <li>Transferred/Forwarded From Group/Account</li> </ul>																6.	Click the <b>Save</b> button.
Group Default																	
131204370701		V				V		V						V			
<ul> <li>Transferred/Forwarded to Group/Account</li> </ul>																	
Group Default																	
131204370701																	
												Cance	el	Sa	ive		



# VoiceManager

Setting Up...

Outgoing Calling Plan

Outgoing Calli	ng Plan by U	امه	r																
Outgoing Calling P	Dutgoing Calling Plan By User														1 ון	•	Log in to VoiceManager MyAccount. Click the VoiceManager Tools menu in the left		
																2		,	
Search: Last Name 💌	earch: Last Name 💽 Enter Two or More Characters to Search Find Clear Search & Filters																	•	
Listing 4 Users and 4 Phone N	Numbers										Filte	er by:	Acc	count	(AII)	•		_	navigation bar. Click the <b>User &amp; System</b>
User Name	Phone Number		E	mail						Ac	count	Num	ber	¥.	Man	age	3		
AA, VMRD-ANY	225-213-5943		а	iny.uat	t.aa@	maili	nato			131	12038	32640	1		Edit				Management tab.
PA, VMRD-ANY	225-213-5942		а	iny.uat	t.pa@	maili	nato			131	12038	2640	1		Edit		4	•	Under the <b>Call Access</b>
PO, VMRD-ANY	225-213-5941	any.uat.po@mailinato 131203826401 Edit													Section, click the				
User, VMRD-ANY	225-213-5944		а	iny.uat	t.user	@ma	ilina			131	12038	32640	1		Edit				link.
Hide Users	Hide Users															J  5	j.	Under the <b>Outaoina</b>	
																1		Calling Plan By User section, click the Show Users drop-down menu.	
	User & System Management Outgoing Calling Plan															_	6	Locate an employee	
Edit the Outgoing Calling Plan	e Outgoing Calling Plan for this phone number.															١Ŭ	•	from the <b>User Name</b> list,	
	an for AA, VMRD	-AN	Y	(225	j <b>-</b> 21	3-59	943)												or <b>Search</b> by entering a first name, last name,
Cse Group Delaur Setting:	5							÷											phone number, or email
	si oup Si oup Calls Calls I Calls alls Assist Assist alls Assist alls alls Srvs II alls Ca								Group			address in the drop down space provided to							
			Loca	Toll I	ocal To	ernatio	perato	geable	700 (	pecial	900 (	976 (	-10-x	URL DI	nown	utside			edit an existing call plan
		-			ž	Inte	ő	Charg		s			ę		ПЧ	0	7	•	Click the <b>Edit</b> link.
Originated From This User		<b>V</b>	<b>v</b>	<b>V</b>	1	<b>v</b>	<b>V</b>	<b>v</b>	<b>v</b>	<b>V</b>				<b>v</b>	1		8		Click the Outgoing Calling Plan checkboxe
Transferred/Forwarded From	This User				<b>V</b>				<b>V</b>										to select or deselect the
Transferred/Forwarded to Thi	is User	_													_				call types listed.
													<b>S</b>		l D et		9		Click the Save and
											ance		Sav	e and	rket	um–			Return button.

