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 Account

1. Log in to **VoiceManager MyAccount**.

2. Click the **VoiceManager Tools** menu in the left navigation bar.

3. Click the **User & System Management tab**.

4. Under the **Call Access** section, click the **Outgoing Calling Plan** link.

5. Click the checkboxes from the columns listed to define a call plan for an **Account**.

6. Click the **Save** button.

Outgoing Calling Plan by User

1. Log in to **VoiceManager MyAccount**.
2. Click the **VoiceManager Tools** menu in the left navigation bar.
3. Click the **User & System Management** tab.
4. Under the **Call Access** section, click the **Outgoing Calling Plan** link.
5. Under the **Outgoing Calling Plan By User** section, click the **Show Users** drop-down menu.
6. Locate an employee from the **User Name** list, or **Search** by entering a first name, last name, phone number, or email address in the drop down space provided to edit an existing call plan.
7. Click the **Edit** link.
8. Click the **Outgoing Calling Plan** checkboxes to select or deselect the call types listed.
9. Click the **Save and Return** button.