Introduction	Overview					
This guide serves as a reference tool for downloading, accessing, and using the Cox Business VoiceManager SM Toolbar. The following information provides the process to log in to the Toolbar and complete a first-time configuration. The Toolbar buttons and their descriptions are listed and the procedures on using the features and functions are identified.	The VoiceManager Toolbar is the communications management resource you can use with your Cox VoiceManager service. It is compatible with Microsoft Outlook or Microsoft Internet Explorer. VoiceManager users can take full advantage of the Toolbar application to maintain or make immediate changes to feature configurations.					
Downloading and Accessing						
VoiceManager Toolbar Setup VoiceManager VoiceManager	 To download the VoiceManager Toolbar, log into MyAccount and select Downloads from the Voice Tools menu. Select VoiceManager Toolbar from the Downloads list and click the Download Now button. Select Accept on the Security and Privacy Information screen and click Continue. The Installation Wizard opens and prompts you through the rest of the install. To access the VoiceManager Toolbar, open Internet Explorer or Outlook. VoiceManager Options VoiceManager Options Image: Proxy Server Proxy Server About					
 Configuring Logging In and Configuring 1. Click the Login button on the toolbar and click the Options button. 2. Click Account. 3. Enter your username and password, which is the same as your Cox MyAccount login nan password. 4. Check the Save Username and Save Password boxes to save your information. Click O 5. Click the General menu option. 6. Check Auto login when connected to network to automatically connect the Toolbar to the VoiceManager server when your browser and a network connection are available. 	Save Password VoiceManager Options General General General General General General Options Dialing Rules Outlook Integration Ortacts Proxy Server About Hide call notifications					
If you need further assistance with this configuration, consult the VoiceManager Toolbar Use or contact Cox Business Customer Care.	er Guide					



VoiceManager Toolbar – Quick Reference Guide

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VoiceManager Toolbar - Buttons						
0 Login	 Logs you in and out of Toolbar Grey Login button = Not Logged In Green Login button = Logged In Disabled Login button = Attempting Login Red Login button = Login Attempt Failed 	Speed Dial Directory	Click to Dial phone numbers saved in Speed Dial list	Hold	Places current call on hold	
Options	Configures VoiceManager account, connection settings, and dialing rules	III Call History	Lists most recent Received, Missed, and Dialed calls	Transfer to Voice Mail waiting indication	Indicates a new voicemail	
X Services Services	Configures Call Management services	A Personal Directory	Click to Dial phone numbers saved in Personal Directory	Blind Transfer	Transfers current call to another phone number	
Portal Auto Login	Portal Auto-Login: Logs you in to your personal VoiceManager web portal from Microsoft Internet Explorer	Group Directory	Click to Dial phone numbers in Group Directory	Conference Call	Starts a conference call	
Remote Office	Allows alternate phone to serve as main business phone	Search • Search	Searches in Group, Personal, and Outlook lists for contact information	Call	Ends current call	
Simultaneous Ringing	Allows up to 10 phone numbers to ring each time a call is received at your office number	QuickLinks ▼ Toolbar drop-down list	Provides direct link to Cox Business and MyAccount portals	Call Lines	Lists phone numbers connected to current call	
Call Forward Always	Automatically forwards incoming calls to specified phone number	Dial Number Dial Number	Dials a specified number			
Do Not Disturb	Automatically forwards incoming calls to Voice Messaging service or plays a busy tone if a Voice Messaging service is not installed	Solution Answer	Answers an incoming call			