



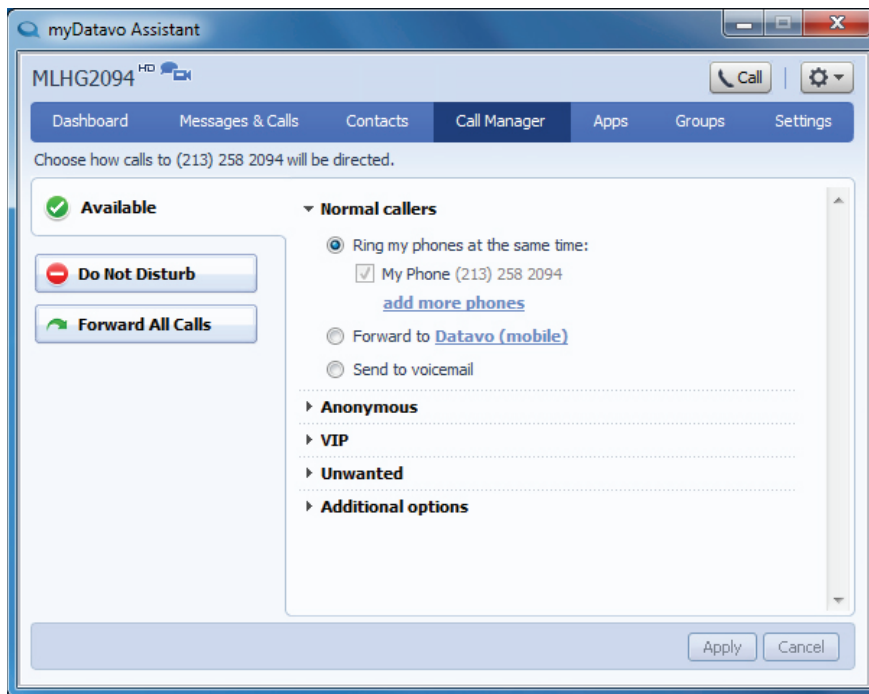
Easy Call Manager User Guide



myDatavo Easy Call Manager

The myDatavo Easy Call Manager is an easy-to-use call handling service, with a simple set of configurable profiles to allow you to control your call handling service quickly and easily.

Figure 1. myDatavo Easy Call Manager Display



Easy Call Manager allows you to choose one active call handling profile from the three profiles available.

The **Available** setting allows you to accept incoming calls and to configure your call handling options. For example, you may wish your phone to ring as normal, or receive calls simultaneously on your choice of phones to avoid missing a call. Additionally, you may wish to apply special call handling rules for calls from specific numbers, for example, to screen calls from anonymous numbers, or to give priority to calls from VIP numbers and reject calls from unwanted numbers.

You also have the option to automatically forward calls to a different number or send calls to voicemail when your line is busy or when you don't answer your phone.

If you have not yet configured any call handling rules, for example when you initially access the Call Manager tab, only the first set of options under Normal callers are displayed, as shown in Figure 1 above.

The **Do Not Disturb** setting allows you to send all incoming calls to voicemail. For example, you may wish to activate this profile if they are in an important meeting.

If you have configured Easy Call Manager so that calls from any unwanted numbers are rejected, calls from those numbers will still be rejected rather than being sent to voicemail.

The **Forward All Calls** setting allows you to forward all incoming calls to your choice of phone. For example, you may wish to activate this setting if you are out of the office and want to forward all calls to your hotel room or to a co-worker.

If you have not already configured a forwarding number, you will be prompted to do so when activating this setting. If you have configured Easy Call Manager so that calls from any unwanted numbers are rejected, calls from those numbers will still be rejected rather than being forwarded to the configured number.

The Easy Call Manager options for fallback behavior when the line is busy do not apply to DID lines if you have myDatavo SmartBiz because the SmartBiz service will handle the call, so these options are grayed out for DID lines