

Call Manager - Options and Preferences Window Call Handling Mode

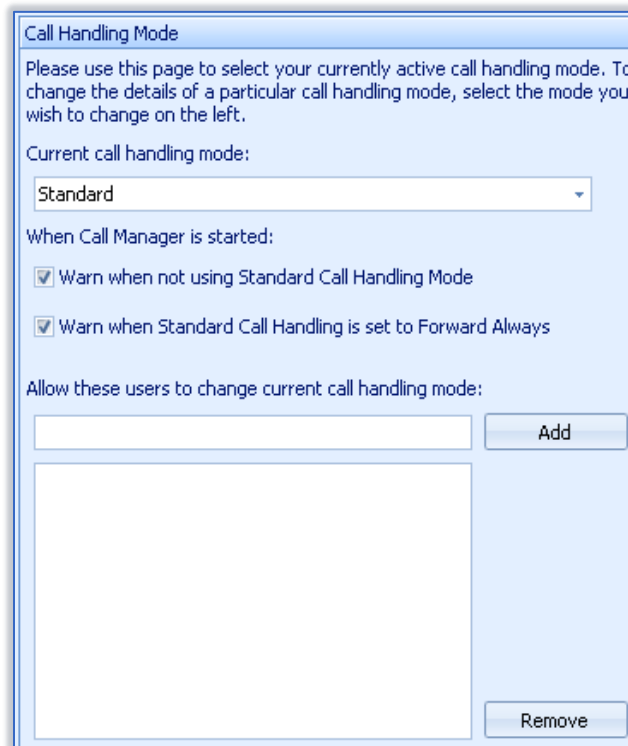
This window contains panels that are used to configure many Call Manager options, components, and functions. The options that are available depend upon the features for which the user is authorized.

DISPLAY OPTIONS AND PREFERENCES WINDOW

- ❖ Do one of the following:
 - Click **Tools** on the **Main Menu**.
 - Click the **Application Button**.
 - Right-click the **Call Manager** icon in the **System Tray**.
- ❖ Click **Options**.
- ❖ The **Options and Preferences** window will display.

CALL HANDLING MODE

This service determines the settings that Call Manager will use to handle inbound calls.



- ❖ Open the **Options and Preferences** window.
- ❖ Click the **Call Handling Mode** link on the left side of the window.
- ❖ Make changes to the parameters. These parameters are described below.
 - **Current Call Handling Mode** - This option specifies the active call handling mode: Standard, In a Meeting, Out of Office, Extended Absence, or Custom.
 - **When Call Manager is Started** - To enable call handling mode warnings, select one of the options under this area. These are:

- **Warn When not Using Standard Call Handling Mode** - This option should be selected if a warning is to be received if the active **Call Handling Mode** is **Standard** and the **Forward Calls** parameter is set to **Always** when Call Manager is started.
- **Warn When Standard Call Handling is set to Forward Always** - To receive a warning if the active **Call Handling Mode** is **Standard** and the **Forward Calls** parameter is set to **Always** when Call Manager is started, select this option.
- **Allow These Users to Change Current Call Handling Mode** - This option is used to allow delegation of Call Handling Mode.
 - The **Edit Box** is a **Quick Dial** type window.
 - **Add Button** - This button is used to add the user listed in the Edit Box to the table below the box.
 - **Remove Button** - Select this box to remove a selected user from the List of Users.
 - When a **Name** or **Number** is entered into the **Data Entry Field** a drop-down menu will display.
 - A list of **Names** and **Numbers** that match the entered information will appear.
- **Call Handling Table** - This table contains the lists of users who are allowed to change the current call handling mode of the user.
- ❖ Click **OK** to exit the **Options** window.