

Call Manager - Options and Preferences Window Outlook

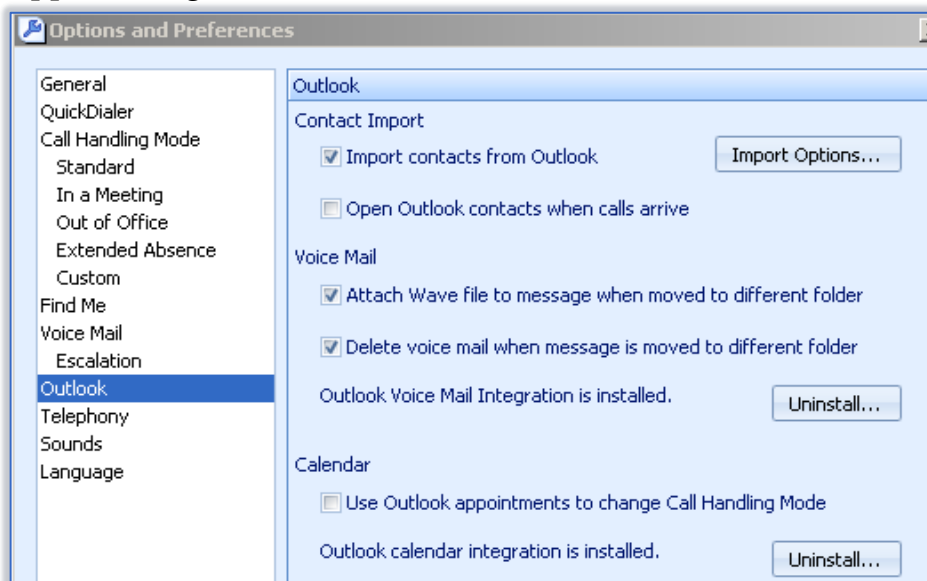
This window contains panels that are used to configure many Call Manager options, components, and functions. The options that are available depend upon the features for which the user is authorized.

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.

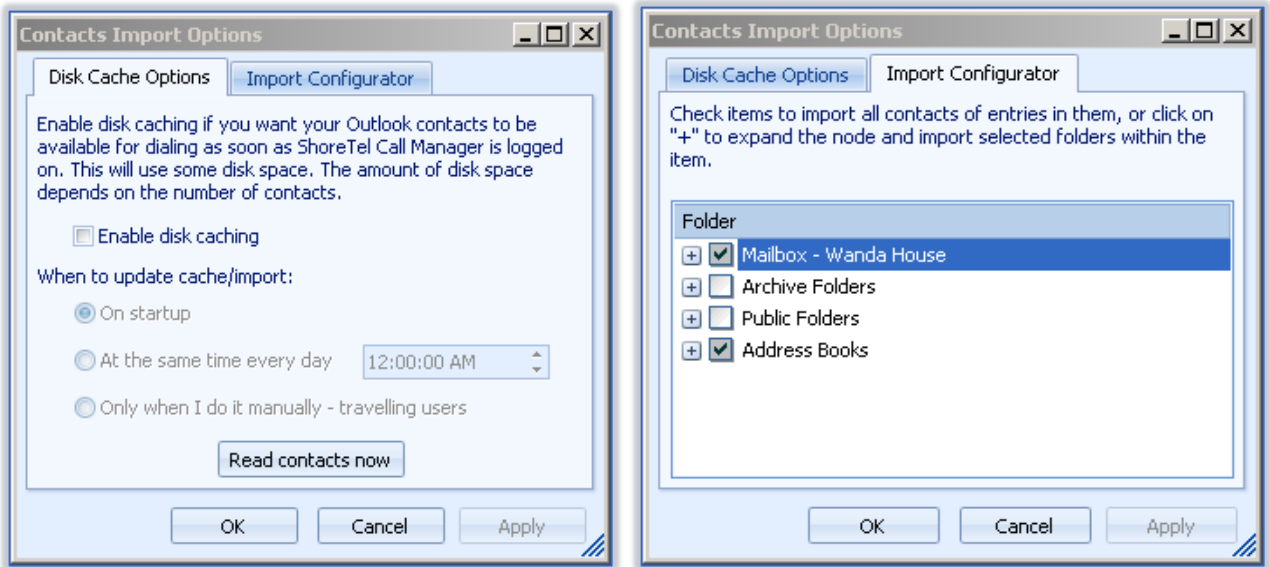
OUTLOOK

Call Manager supports integration with the Outlook inbox, voice mail, and calendar features.



- ❖ Open the **Options and Preferences** window.
- ❖ Click **Voice Mail** in the menu on the left side of the window.
- ❖ Make changes to the options. These options are explained below.
 - **Contact Import** - This area controls the importing of Outlook contacts. It is possible to configure which contacts are to be imported.
 - **Import Contacts From Outlook**
 - When this option is selected, Call Manager will import Outlook contacts when Call Manager is opened.
 - To configure this option, click the **Import Options** button.
 - ◆ **Disk Cache Options** - This option permits the storage of Outlook Contacts in the computer storage. The contacts will be available immediately when Call Manager is opened.
 - ◆ **Import Configuration** - Use this tab to specify the Outlook Contact folders from where contacts will be imported.

- ◆ Click OK to exit the window.
- **Open Outlook Contacts When Calls Arrive** - If this option is selected, the Outlook Contacts panel will become active when a call is received from an Outlook contact.
- **Voice Mail** - To display the Outlook Voice Mail Integration status and to specify the



disposition of received voice messages.

- **Attach Voice Mail to Message when Moved** - Select this option to move an email from the Outlook Inbox to another folder and save the attached Voice Message .wav file to an Outlook message file.
- **Delete Voice Mail from Message when Moved** - To move an email message from the Outlook Inbox to another folder and have the attached Voice Mail Message removed from the Shore Ware server, select this item.
- **Integration Installation Status** - This area indicates the Outlook Voice Mail Integration Status.
 - **Install** - This button will display if Voice Mail Integration is not installed and Outlook is available on the computer.
 - **Uninstall** - This button will display if Voice Mail Integration is installed.
- **Calendar** - This Outlook option installs a Call Manager panel in the Outlook Calendar Window.
 - **Use Outlook Appointments to Change Call Handling Mode** - Select this option to have Call Manager use the Outlook Calendar to schedule changes to the Active Call Handling Mode. This option is only available if Voice Mail Integration with Outlook is installed.
 - **Integration Installation Status** - This area indicates the Outlook Voice Mail Integration Status.
 - **Install** - This button will display if Calendar Integration is not installed and Outlook is available on the computer.
 - **Uninstall** - This button will display if Calendar Integration is installed.
- ❖ Click OK to exit the **Options** window.