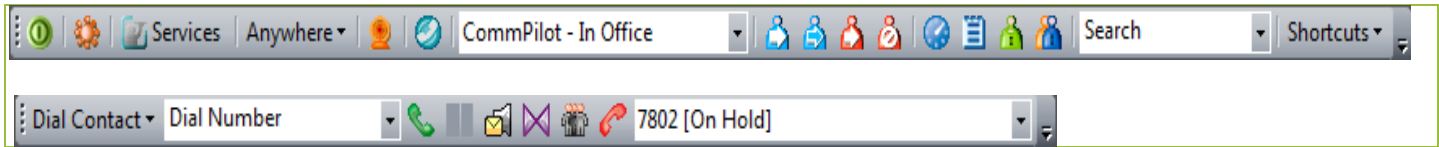




## TELESPHERE TOOLBAR QUICK START GUIDE



### Toolbar Download


With a browser go to <http://speedtest.telesphere.com>

**Download** – MySphere Assistant Enterprise.exe

User Name: telesphere  
Password: oursphere  
Click **Run**, when download completes click **Run**  
Click **Next** 4 times, close Browser and Outlook  
Click **Retry**, **Finish**




Open Browser and Outlook to see Toolbar

### Logging in to the Toolbar

Click Options (sun or flower icon)   
Click on Account  
Enter Username (usually 10-digit Phone number)  
Enter Password (if not 147369, see system administrator)  
Click Apply/OK

### Toolbar Buttons

**Login Button** Color indicates login in status:

Grey – indicates you are logged out   
Green – indicates you are logged in   
Red – Indicates last login attempt failed 

**Services Button** 

Quick access to configure Telesphere Features for:  
Incoming Calls, Outgoing Calls and Call Control

**Web Portal Access** 

Appears only on Browser Toolbar  
[Myvoice.telesphere.com](http://Myvoice.telesphere.com)  
Detailed Telesphere feature configuration

**Telesphere Anywhere** 

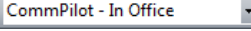
Allows you to use your desk and cell phone features:  
Cell phone to desk phone call pull, simultaneous ring, etc.  
Allows you to make outgoing calls from a device while displaying your office caller ID

**Remote Office** 

Program an alternate number as your business phone

**Simultaneous Ring (Sim Ring)** 

Allows up to ten additional numbers to ring each time your office phone rings.

**CommPilot Express**  CommPilot - In Office

Manage calls with 4 preconfigured profiles:  
In Office, Out of Office, Busy, Unavailable.

**Call Forward Always** 

Allows you to forward all calls, always, under all conditions

**Call Forward No Answer** 

Allows you to forward calls that you did not answer

**Call Forward Busy** 

Allows you to forward calls when busy on your phone

**Do Not Disturb** 

Allows you to send all calls immediately to your voicemail

**Speed Dial** 

Allows you to store up to 8 or 100 numbers for Speed Dial

**Call History** 

Shortcuts

View the last twenty received, missed and dialed calls

**Personal Directory** 

Allows access to a personal directory (via CSV file)

**Group Directory** 

Directory of active numbers within your company.







**Shortcuts:**

Quick access to Telesphere.com or Myvoice Login

**Outlook Toolbar**  Dial Contact

To call a number from your Outlook Contact directory: display your Contacts list, click once on the contact to highlight, click the Dial Contact drop down arrow, select Business, Home, Mobile.  
Appears only Outlook Toolbar.

**Active Phone call control**

 Send call to Voicemail  Answer a call  
 Place on Hold  Transfer a call  
 End a call  Conference up to 6 parties  
Training Conference [Active] Displays Caller Id