



This Quick Start guide will step you through the installation and initial use of **The Evolved Office Assistant**, the advanced telephony toolbar from Evolve IP. This toolbar integrates with Microsoft Outlook, Microsoft Internet Explorer, and Mozilla Firefox. **Note:** *Not compatible with Microsoft Outlook 2010 64-bit and Mozilla Firefox Version 5.* Please consult the User Guide for The Evolved Office Assistant for further operational instructions.

## Installing The Evolved Office Assistant:

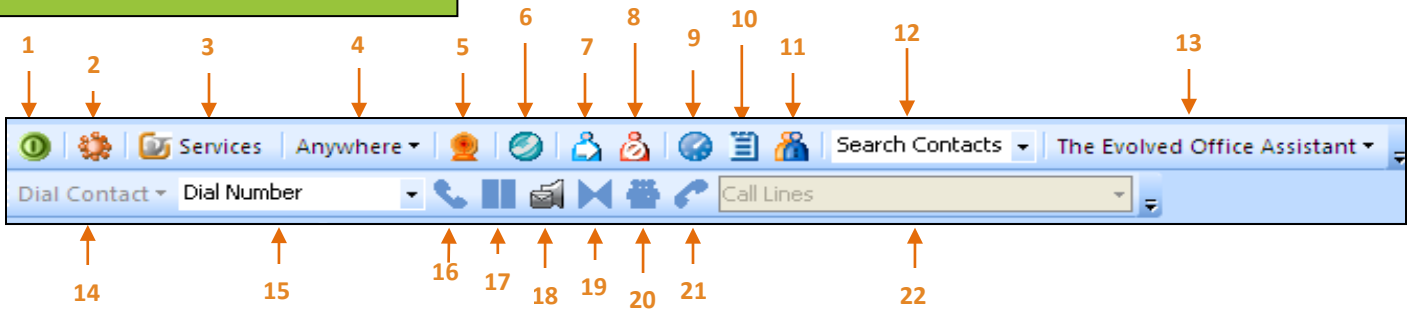
1. Within our Evolve IQ Knowledge Base (<https://support.evolveip.net>), go to **Downloads/Application Downloads**.
2. Under Application Downloads, please click on the **“The Evolved Office Assistant Toolbar”** (select **which version applies**). Save the folder on your desktop. Once the download is complete, click **“Open”** to open the folder.
3. Close any instances of Outlook, Internet Explorer, and Firefox that you have open.
4. Double click on the file titled **“The Evolved Office - Assistant.exe”**. A security warning will pop-up, asking if you want to run this software. Click **“Run”**.
5. The **Welcome Screen** will be displayed – Click the **“Next”** button.
6. You will now be asked to choose the directory where the application will be installed. The default selection is recommended. Click the **“Next”** button.
7. The **Select Installation Type** screen will now be displayed, choose **“Complete”** and click the **“Next”** button.
8. The **Ready to Install the Application** screen will be displayed, click the **“Next”** button to begin the installation.
9. The completion screen informing you that The Evolved Office Assistant has been successfully installed will be displayed. Click the **“Finish Button”**. Close the **“The Evolved Office Assistant”** folder.

## Using The Evolved Office Assistant for the First Time:

1. Open one of the following applications: Outlook, Internet Explorer, or Firefox.
2. Click on the login button (**#1 in the diagram on the following page**).
3. Enter your user name, which is your 10-digit phone number (in case you have an only ext number, then please enter the complete 10 digit main line number with your extension number separated by a period), and the password which was provided to your company administrator in the **“Installation Sheet”**. Click the **“OK”** button.
4. Click the login button. You should now be logged in.
5. If you have any problems please contact your company administrator **or** Evolve IP support.

# The Evolved Office Assistant Toolbar Quick Reference - User

## The Evolved Office Assistant Toolbar:



### 1) Log In Button

Allows you to Log in and out of the Evolved Assistant.

### 2) Options Dialog

Allows you to perform the following functions:

- Configure your Evolve IP account
- View connection settings
- Change dialing rules
- Enable/disable Outlook integration

### 3) Services

Allows you to configure the Call Management services provided by the Evolved Assistant.

### 4) Anywhere Feature

Allows you to move calls seamlessly from your desk phone to your mobile **OR** move a call from your mobile to your fixed phone at will. You can also transfer or conference with your colleagues from your mobile with their four-digit extension.  
**NOTE: See Anywhere QRG for details.**

### 5) Remote Office

This service allows you to use an alternate phone, such as a mobile, home, or hotel phone, as your main business phone.  
**NOTE: You must dial through your Toolbar in order for this option to work.**

### 6) Simultaneous Ringing

Allows you to set up a list of up to **10** additional phone numbers that all ring at the same time, each time you receive a call.

### 7) Call Forwarding Always

Automatically forwards all incoming calls to a specified phone number.

**Also under the Services Tab are 2 other Call Forwarding Types:**

**Call Forward No Answer:** Automatically forwards all incoming calls to a specified phone number when you do not answer within a specified number of rings.

**Call Forward Busy:** Forwards all incoming calls to a specified phone number when you are busy on other calls.

### 8) Do Not Disturb

Automatically forwards all incoming calls to your Voice Messaging service, **OR** plays callers a busy tone if you do not have a Voice Messaging service configured.

### 9) Speed Dial

Opens up your Speed Dial Directory. **NOTE:** Only syncs with the Speed Dials that are being set up on the phone as Star Codes. Refer to the Handset User Guide to learn how to set up Speed Dials as star codes.

### 10) Call History

Allows users to view a list of your most recent, **Received Calls, Missed Calls, and Dialed Calls.**  
**TIP: Click on the phone number you wish to call with your mouse for "Click to Dial" functionality.**

### 11) Group Directory

Permits you to dial the phone number of users listed in your enterprise's Group Directory, by clicking on them with your mouse. **NOTE: To set or adjust Group Directory numbers, please contact your group administrator.**

### 12) Search

Searches from the users Outlook contacts or the Group Directory by name, business, extension, phone number, or email.

### 13) Evolved Office Assistant Drop-Down

Contains URLs pre-configured by your service provider administrator. Select an item from the list to navigate to that page in your web browser.

### 14) Dial Contact

Dials the business, home, or mobile number of a selected contact within Microsoft Outlook.

**NOTE: Contact must be selected first from MS Outlook.**

### 15) Dial Number

Type a person's extension or the 10 digit number, followed by **"Enter"** on your keyboard and your phone will begin to ring that specified number.

### 16) Answer

Answers an incoming call (**Call is auto placed in speaker mode**).

### 17) Hold

Places the current call on hold.

### 18) Voicemail

When no call is active, dials into your voicemail box. When a call is active, transfers caller to your voicemail box.

### 19) Transfer

Allows users to Transfers the current call to another extension for 10 digit phone number.

### 20) Conference

Allows users to conference anywhere from **3 to 9 callers.**

This button only becomes enabled when you are connected to two other parties at the same time.

### 21) End

Disconnects the current call.

### 22) Call Lines

A list of phone numbers you are currently connected to.