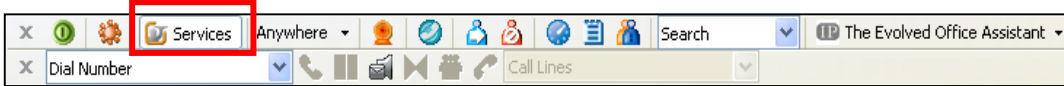


How to use Remote Office from Toolbar:

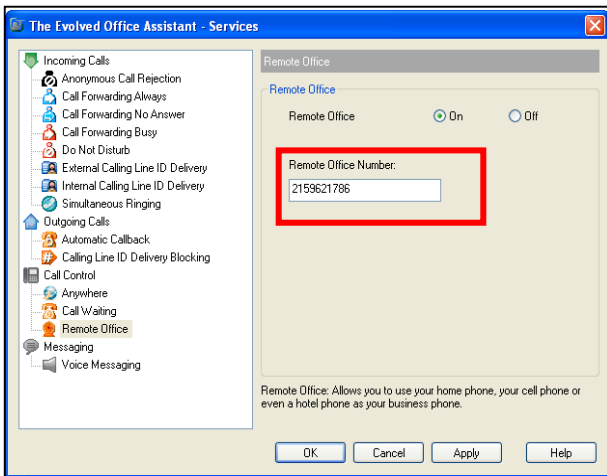
To use Remote Office:

This service allows you to use an alternate phone, such as a mobile, home, or hotel phone, as your main business phone.

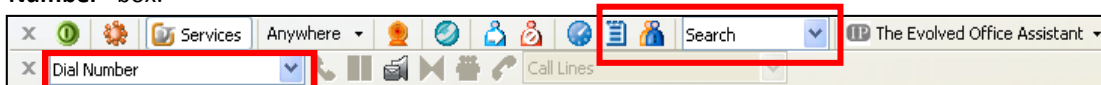
- **Step 1:** Go to the “Services” tab located on the Evolve Office Assistant Toolbar



- **Step 2:** Select the **Remote Office** feature
- **Step 3:** Enter the phone number you wish to use as your main business phone (*users can use an extension or 10 digit phone number*).



- **Step 4:** Click **Apply** and **Ok** to activate
- **Step 5:** When using the Remote Office Feature, you must dial through your Toolbar. You can use your Group Directory, Call History and Outlook contacts for “**Click to Dial Functionality**” or you can manually enter in a phone number in the “**Dial Number**” box.



- **Step 6:** Once you have dialed the party you would like to speak with, the phone that you are using as Remote Office will ring, acting as an incoming call.
- **Step 7:** Answer the call. Your phone will then start to make an outgoing call, ringing the party you would like to speak with.
- **Step 8:** When the party sees their phone ringing, they will see your business number as the caller id and not the caller id of the phone you are using for Remote Office.

NOTE: Once you have the Remote Office Feature activated, you will be able to toggle it on and off by clicking on the Remote Office icon.

