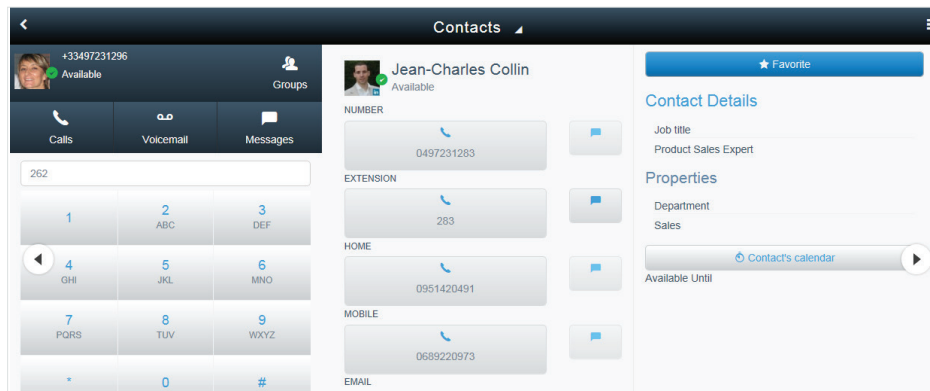# RECEPTIONIST CONSOLE

SIMPLY & EFFICIENTLY MANAGE BUSINESS COMMUNICATIONS — NO MATTER YOUR LOCATION

THE EASY-TO-USE INTERFACE ENABLES ALL RECEPTIONISTS — BOTH ON-SITE AND OUTSOURCED — TO EASILY AND EFFECTIVELY MANAGE BUSINESS COMMUNICATIONS.

Manage and monitor users using the Receptionist Console

myCompany

The Switchboard Operator or Receptionist has access to the web application, myTelephony, to manage the company directory – public and private contacts, departments, address book, etc.

- Profiles of every employee
- Create and manage the extended company directory
- Manage departments
- Import and export the company directory

KEY FEATURES

- **Manage Users**
  Change forwarding rules and presence for all employees

- **Company Directory**
  Manage profiles and private settings published to the corporate directory

- **Agenda**
  Access and manage employee's agendas

- **myCompany**
  A web application that manages the company directory – public and private contacts, departments, address book, etc.

- **Call Management**
  Answer and distribute incoming calls

- **Keyboard Shortcuts**
  Tools to assist in fast contact search

- **Supervision / Monitoring**
  Intercept any call and monitor company or specific users

- **Barge in / Barge out**
  Conference into an active call of another user

- **Mirrored Key System**
  Call management can be set up to mirror a key system