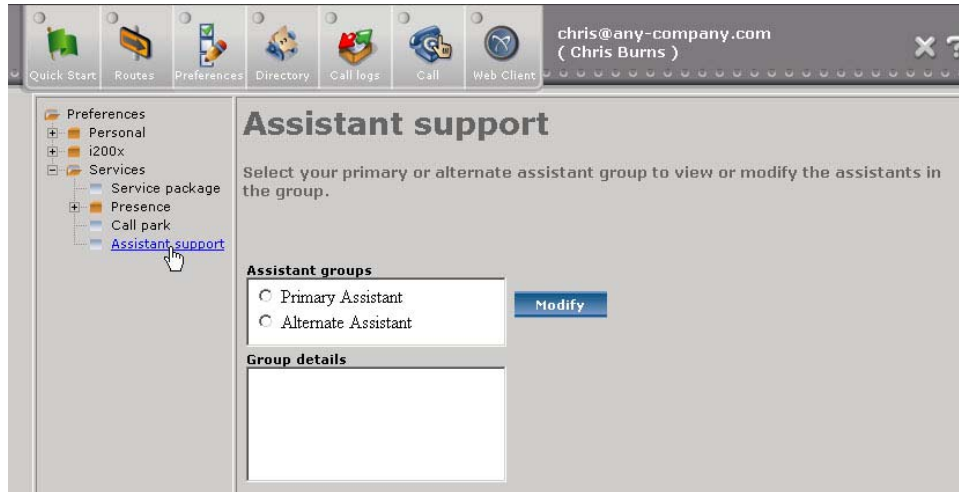


C4 Assisted User Quick Reference

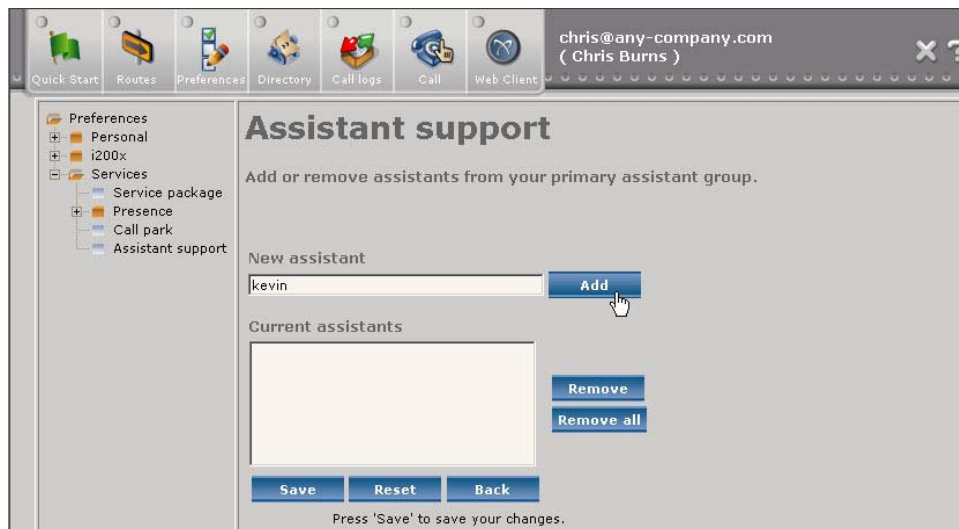


Designate assistants

- 1 Go to the **Personal Agent**.
- 2 Go to **Preferences> Services> Assistant Support**.



- 3 Select the assistant group that you want to change—Primary or Alternate.
- 4 Click **Modify**.
- 5 Enter the username of the assistant you want to add to the group.



- 6 Click **Add**. The new assistant appears in the Current assistants list.

Tip: To remove an assistant, click on an assistant and click **Remove**.

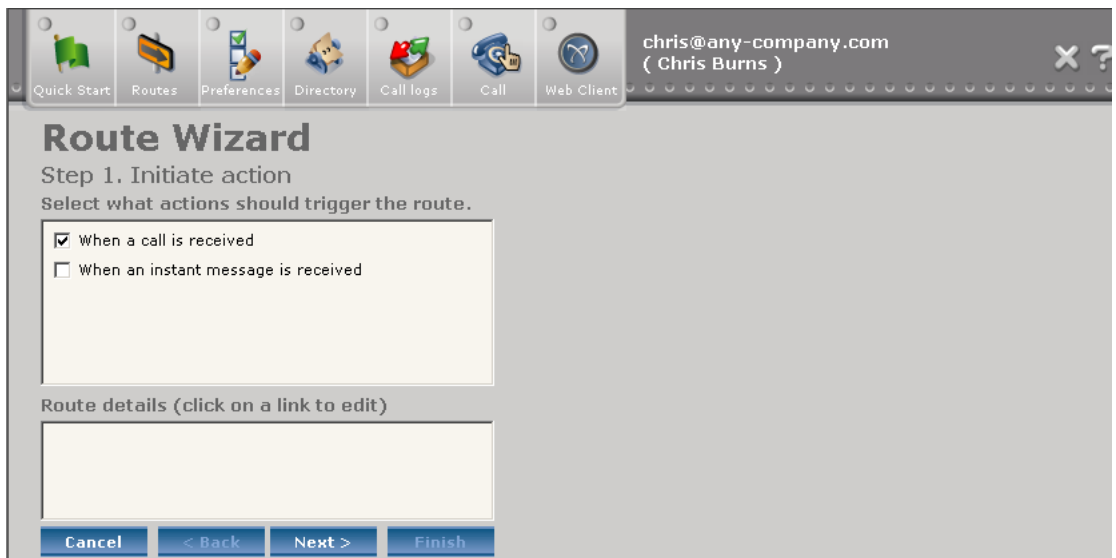
- 7 Click **Save**.
-

Set up call routes to ring assistants

- 1 In your Personal Agent, click the **Route** icon or from the PC Client go to the **Tools** menu and select "**Show Routes.**"



- 2 Click **New**.



- 3 Check the box next to **"When a call is received."**
- 4 Click **Next**.
- 5 Define how you would like to filter the calls received. C4 defaults to **"When a call is received from anyone."**

Click this link or checkbox...	to specify...
From THESE PEOPLE in my Personal Address Book	a contact (or contacts) from your personal address book that you want to include in the condition.
From THESE PEOPLE in my Global Address List	a user (or users) from the global address book that you want to include in the condition.

Click this link or checkbox...	to specify...
From THESE GROUPS	the lists of contacts that you have organized into meaningful groups in your personal address book (for example, Friends, Family, Work, Projects) that you want to include in the condition.
From THESE TELEPHONE NUMBER(S)	the SIP Address or phone number of the person (or persons) calling you.
From anonymous	incoming calls that have blocked their caller identification.
Received in Unavailable Busy	when your presence status is set to Unavailable Busy.
SPECIFIC DAY/TIME RANGE(S)	the days and hours of the day and week when you want the condition to apply.

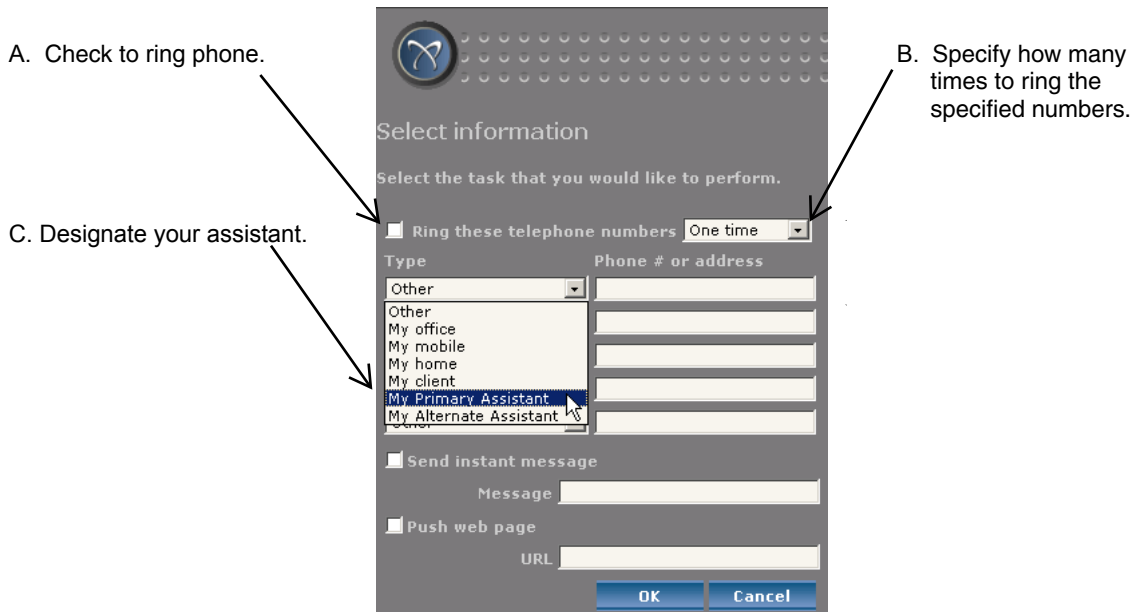
6 Click **Next**.

7 Specify what actions to perform on your incoming calls.

A Enter a check mark in the first option box in the list.

B Specify how many times the phone should ring before going to voicemail.

C Select your assistant from the Type menu.



8 Click **OK**.

9 Click **Finish** to name your route and save your route details.

10 If you wish to specify exceptions, click **Next**. Provide exceptions to the route based on:

A People in your personal address book

- B Global address book
- C Groups
- D Telephone number(s)

Setting call park preferences

To change your call park settings:

- 1 Click **Preferences>Services>Call Park**.
- 2 Select **Yes** or **No** from the Auto-Retrieve parked calls menu. If you select Yes, enter the amount of time that must elapse before a call is auto-retrieved.
- 3 Click **Save**.

