














Toolbar Elements

You control the Outlook Extensions via the following toolbar operating elements:











-  Send fax message
-  Send fax message to contact
-  Reply with fax message
-  Forward with fax message
-  Send SMS message
-  Send SMS message to contact
-  Reply with SMS message
-  Send voicemail
-  Send voicemail to contact
-  Reply with comment
-  Reply to all with comment
-  Forward with comment
-  Start Web Assistant

Play Voicemail

How to play a received voicemail:

- Select voicemail in the inbox.
- Play voicemail via the user interface.

You can control the playback with the following operating elements.













-  Play via telephone
-  Play via PC
-  Stop
-  Fast forward
-  Rewind
-  Pause
-  Hands-free telephone on
-  Hands-free telephone off
-  Start A/B repeat
-  Stop A/B repeat

Read Fax Message

How to read a received fax message:

- Select fax message in the inbox.
- Optimize fax representation in the message window.





To optimize the representation you can use the following operating elements.

-  Zoom in
-  Zoom out
-  Optimize representation size
-  Represent whole page
-  Rotate page by 90° counterclockwise
-  Rotate page by 180°
-  Rotate page by 90° clockwise
-  Display first document page
-  Display previous document page
-  Display next document page
-  Display last document page
-  Print document



Send Voicemail



How to send a new voicemail:

- Select  in the toolbar.
- Enter the recipient's mailbox number under **To**. Separate several phone numbers by semicolon.
- Describe the voicemail under **Subject**.
Select  to record the voice message e.g. via PC.
- Record message.
- Select  to finish recording.
- If required, control recording via the operating elements (see "Play Voicemail").
- Select  in the message window.

The voicemail is sent.

Send Fax Messages



How to send a new fax message:

- Select  in the toolbar.
- Enter the recipient's fax number under **To**. Separate several phone numbers by semicolon.
- Describe the fax message under **Subject**.
- Select fax stationery under **Fax cover**.
- Enter the message text in the message area and /or copy attachments to this area.
- Select  in the message window.

The fax message is sent.

Send SMS Messages


How to send a new SMS message:

- Select  in the toolbar.
- Enter the recipient's phone number under **To**. Separate several phone numbers by semicolon.
- Enter the SMS message text in the message area.
- Select  in the message window.

The SMS message is sent.

Configure Conference

How to configure a new conference:

- Select **File > New > Meeting Request** from the Outlook menu.
- Enter a meeting subject under **Subject**.
- Enter the recipient's e-mail address under **To**. Separate several e-mail addresses by semicolon.
- Use the **Start time** and **End time** combo boxes to schedule the conference.
- Push, for example, the button **Add Web Conference** to configure a web conference.
- Select  in the meeting request window.

The meeting request is sent.

