

READY, SET, CONNECT

Check out the awesome communication and collaboration tools we've got for you! We've laid out some easy instructions to get you started, but if you need any extra help, just give your Workspace Coordinator a shout—they're here to make sure you're all set and ready to rock!


In your office phone?


Want to send your calls somewhere else? Just dial:

 *7102*47*DialOutCode 0 Number#

 To turn off call forwarding, simply dial: *7100

Ready to make a call? Here's the fun formula:

 Pick up the handset.


 Dial # and your dial-out code.


 Hit 0 for a line.


 Dial the number you want to call.


 For international calls, start with 00 before the number.

In a boardroom?

 **Dial Up Your Outside Line:** Hit the telephone button, then #, followed by your 6-digit dial-out code, and hang tight for the dial tone. Voila! You're ready to make an outside call.

 **Make Your First Call:** Dial the number you want to reach and let them know they'll be on hold while you add the rest of your party. No hang-ups, please!









 **Add More Guests:** To bring more folks into the call, press the CONF button, wait for it to flash, then dial 0 and the next number on your list. Repeat this step for each new number.

 **Merge the Party:** To join everyone together, press CONF again, wait for it to flash, then dial 3. Your conference call is now live!







IT'S SHOWTIME

Grab the app before the big moment to keep things smooth and speedy.

WePresent:

-  Hook up your laptop to the boardroom's Wi-Fi—just look for the boardroom's name!
-  Type the IP address shown on the screen into your browser's URL bar.
Hit the TAB labeled "Download/Downloads" at the bottom right of the website.
-  Choose the right software for your needs.
-  Click "RUN" on the pop-up that appears.
-  Follow the prompts by clicking "NEXT" until installation is complete.
-  The WEPRESENT T1000 will magically appear, asking for a password.
-  Enter the 4-digit password from the boardroom's TV.
-  Watch as it connects to the TV and you're all set to dazzle!

Starleaf:

-  Type your number into the dial bar and give that dial button a tap.
 -  Use your computer keyboard to type in the digits you want.
 -  Hit the dial button, and watch Starleaf work its calling magic!
-  Got a favorite? Just hit the speed dial, and you're connected faster than you can say "Hello!"
-  Missed a call? No worries! Head to the home screen, tap on 'Recents,' and pick the call you want to return. Easy peasy!
-  Looking for a colleague? Jump to the home screen, navigate to 'Contacts,' and dive into the company directory. Find who you're after and give them a call!