

Setting a Device

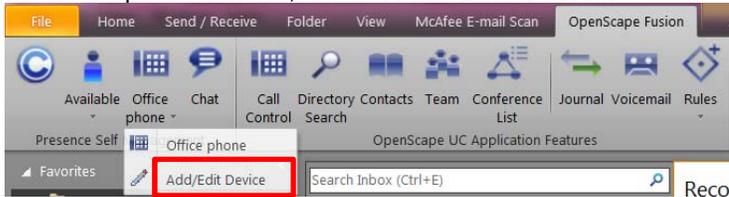
This process will give you step-by-step instructions for setting a device through Fusion. You can use devices to indicate what telephone number the system should deliver your calls to or where you would like your calls to be originated from if making a call through Unified Communications. For example, you can use devices to have all of your calls received on and originated from your mobile device.

Step 1: Create Device

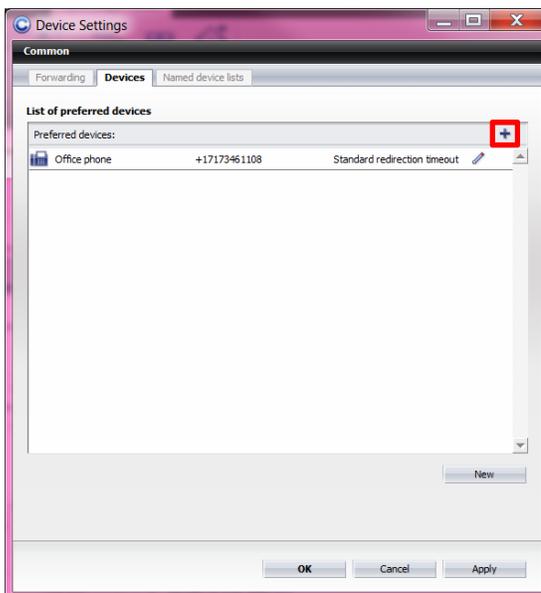
1. Locate the **Device Drop Down** on your Fusion Toolbar.



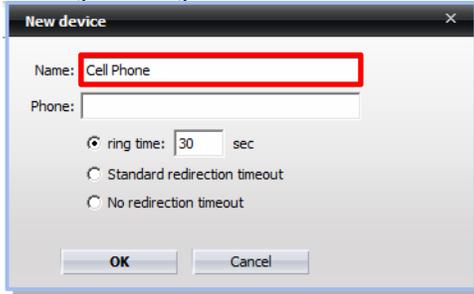
2. In the drop down menu, select **Add/ Edit Device**.



3. Click the + icon at the top right to add your new device.

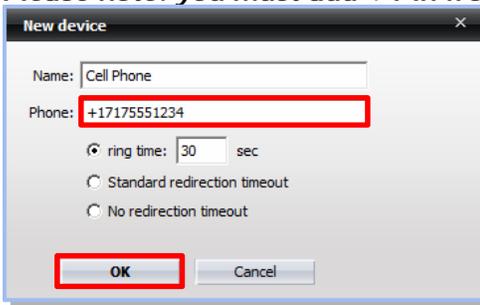


4. Type the name of your new device in the **Name** box. Choose something that will allow you to identify it easily, such as Cell Phone.



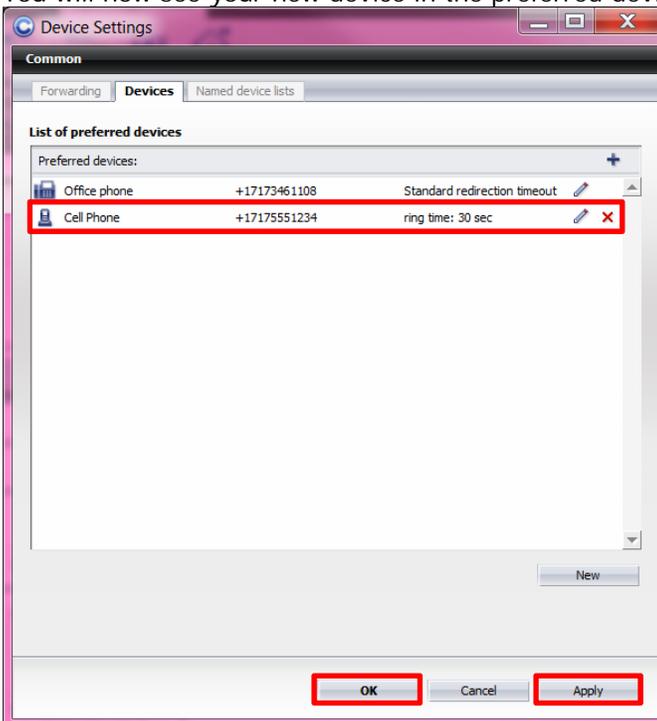
The 'New device' dialog box is shown. The 'Name' field contains 'Cell Phone' and is highlighted with a red box. The 'Phone' field is empty. The 'ring time' is set to 30 seconds. The 'OK' button is highlighted with a red box.

5. Enter the phone number of your device (such as your cell phone number) in the **Phone** box. *Please note: you must add +1 in front of the 10 digit number.* Click **OK**.



The 'New device' dialog box is shown. The 'Name' field contains 'Cell Phone'. The 'Phone' field contains '+17175551234' and is highlighted with a red box. The 'ring time' is set to 30 seconds. The 'OK' button is highlighted with a red box.

6. You will now see your new device in the preferred device list. Click **Apply** then **OK**.

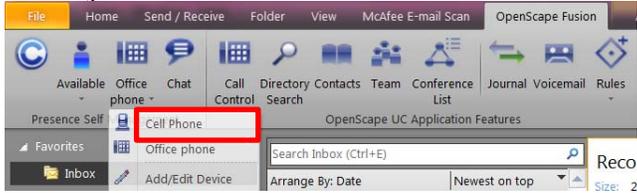


The 'Device Settings' window is shown. The 'Devices' tab is selected. The 'List of preferred devices' table is displayed. The 'Cell Phone' entry is highlighted with a red box. The 'OK' and 'Apply' buttons are highlighted with red boxes.

List of preferred devices			
Preferred devices:			
Office phone	+17173461108	Standard redirection timeout	
Cell Phone	+17175551234	ring time: 30 sec	

Step 2: Select Your Device

7. When you are ready to activate your device, select it from the device list from the drop down box in your toolbar.



8. The icon in your tool bar will inform you which device is currently active. Change as necessary.



Helpful Hint: You can set conference room phones as a device. This will allow you to hold a scheduled conference call in a designated conference room.