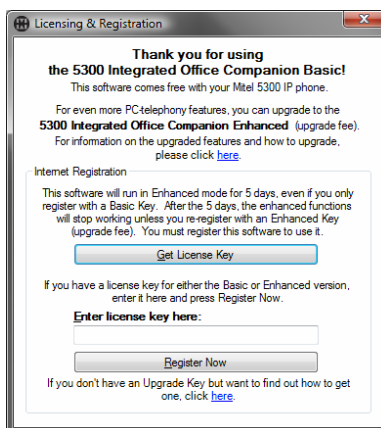


# Mitel Integrated Office Companion Quick Overview

Mitel's Integrated Office Companion PC application enhances the use of your 5300 telephone set by providing quick and easy access to telephony from your desktop.

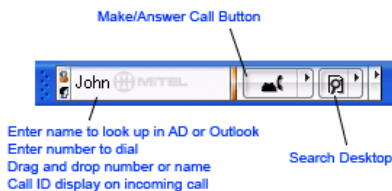
## Registering the IOC Application

Once running, the IOC will pop up a registration dialog. Here you can request a trial license key or register with a purchased enhanced key.



## Displaying the IOC Telephony Toolbar

Integrated Office Companion can be used via a low-profile Telephony Toolbar interface. Once the application is downloaded and running, to display the Telephony Toolbar, just right-click on the Task Bar (usually the bottom right-hand corner of your screen), select **Toolbars**, and check the **Telephony Toolbar**. You will then see the Telephony Toolbar GUI shown here:



## Dialing

The Integrated Office Companion offers a number of ways to dial (and it will dial the 9-613 for you automatically!)

### *Dialing by Number*

Type a number in the text field and press the dial button.



### *Dialing by Drag'n'Drop*

Highlight a number in a Word document, email, etc and drag the number into the text field and press the dial button; or, you can use copy and paste.

## Incoming Calls

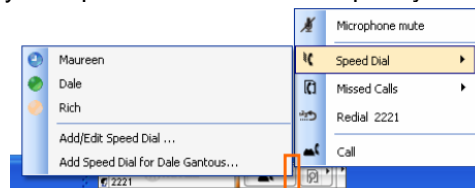
Incoming calls get displayed in the text field of the Telephony Toolbar, and the phone button flashes. You can opt for a pop-up window if desired in the Settings portion of the application.



After the call, you can return a call to this person by just clicking the dialing button. There is a Missed Calls and Redial list as well.

## Speed Dials

You can quickly access your Speed Dials via the Telephony Toolbar.



## Enhanced Version

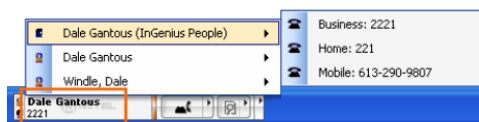
On top of the basic version features above, there is also an enhanced version that includes additional features.

To upgrade to the enhanced version, click the "Upgrade" button in the "About" dialog. In the registration dialog that appears, you can put in your enhanced license key.

## Enhanced Dialing

### Dialing by Name

When you type a name in the text field of the Telephony Toolbar, a list of matches and alternate phone numbers from both your Active Directory and Outlook contacts will be displayed. To dial, just click on the phone number match that you want. By selecting your Windows Default dialing rules in the application settings, IOC will dial the 9 and 613 for you automatically!



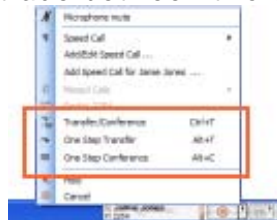
## Enhanced Incoming Calls

From the Incoming Calls Pop-Up, you can open an Outlook Contact or do a MSN Desktop Search based on the caller ID.



## Transfer/Conference Calls

You can use IOC to transfer or conference in other calls. While on a call, just select transfer/conference from the telephony menu and make a second call. You can also use this menu to trade between two calls.



## Presence

From the Telephony Toolbar Speed Dial menu, you can configure presence that will appear both in the Telephony Toolbar Speed Dial Menu and on your Speed Dial buttons on the 5300 set.

