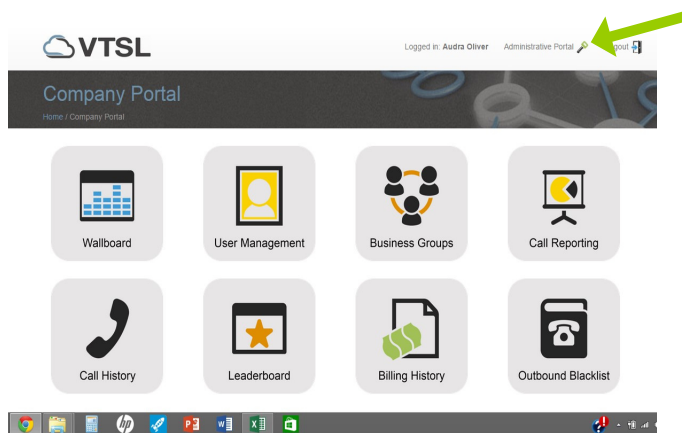


MOBILE TWINNING

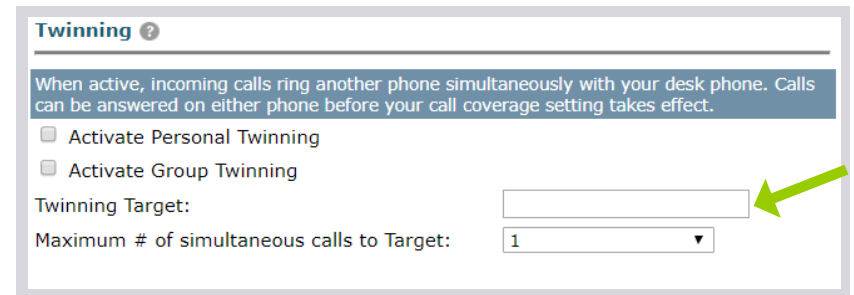
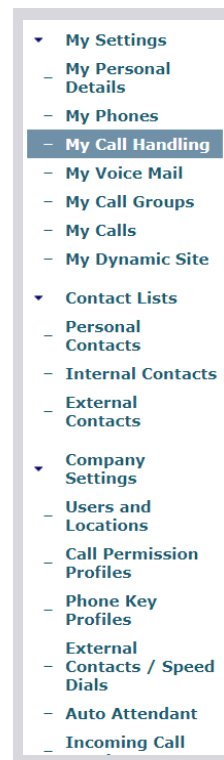
Enable your mobile to become a twin of your office phone, ringing simultaneously.

GETTING STARTED



1. Log into your VTSL Portal. Click **Administrative Portal** at the top.

2. In the Administrative Portal, select My Call Handling from the menu on the left.



3. Scroll down to the section called 'Twinning'. Tick the box that says 'Activate Personal Twinning'.

In the 'Twinning Target' box, enter the phone number you wish to twin. If you need to dial 9 or another number before dialling out on your office phone, you will need to enter that before the phone number here too. Example: 907896555497

If you wish to receive additional calls, when already on a twinned call, select 2 from the 'Maximum # of simultaneous calls to Target' drop down.

Press SAVE at the bottom.



CREATE A PROGRAMMABLE KEY FOR TURNING TWINNING ON/OFF

My Phones ?

Use this page to configure the memory keys on your phone with the features you use the most. Select the features you would like associated with the memory keys on your phone, or do nothing and use the pre-assigned defaults.

Use this page to configure which phones are used to receive intercom calls and originate click to call calls. Note that only phones known to support intercom are available to select as the Intercom Recipient, all others will show n/a to indicate it is not a selectable phone for that feature.

Fields highlighted in blue indicate custom key mapping. Fields highlighted in grey indicate locked key mappings.

Maximum Allowed Logged In Devices: 4
Phones:
No Device Assigned

Phone Name: Current Key Profile:

<input type="checkbox"/>	Malik	Twinning	<input type="checkbox"/>
<input type="checkbox"/>	Nicola	Lee	<input type="checkbox"/>
<input type="checkbox"/>	Unassigned	Rob's Line	<input type="checkbox"/>
<input type="checkbox"/>	Dave	Pickup	<input type="checkbox"/>
<input type="checkbox"/>	Rob	Line	<input type="checkbox"/>
<input type="checkbox"/>	Tom M	Line	<input type="checkbox"/>
<input type="checkbox"/>	Tom G	Line	<input type="checkbox"/>

Program Memory Key Details

Select the Feature for the Memory Key from the drop-down list. Additional details may be required to complete the configuration.

When done select **Save**. Select **Close Window** if you don't want to make any changes.

The Twinning On/Off key can be used to activate/deactivate twinning.

Feature:

Label:

5. A new window will open that looks like the one here.

Select 'Twinning On/Off' from the Feature drop down menu. Give it a label of your choosing. For example, 'Mobile twinning', or just 'Twinning'.

Click Save.

You should see your new key appear on your desktop phone. When you press the key, and the LED green light is on, mobile twinning is ON. To turn it off, press it again.

4. Next you will need to create a key on your phone that will enable you to turn Mobile Twinning on or off. To do this, choose 'My Phones' from the menu on the left. Choose the device from the Phone Name drop down that you wish to twin your mobile to. Note that devices you are logged into will have an * next to them. So if you aren't sure of your phone model, select the one with an *. You should then see a mirror image of the programmable keys on your phone. Select the one you would like to make your Twinning on/off key by clicking the grey rectangle next to it.

