

TELAIR ONSITE USER TRAINING

WHAT TO EXPECT

If you need a hand, we're here to help you get the most out of your system.

On the day of your PBX Install, we'll set aside some time to show your users how to use their phones and basic PBX functionality so no one gets stuck! A detailed list of inclusions can be found below.

ON THE DAY

If you have chosen to take Professional Installation, it's important everyone who needs training is there at the allocated time booked in with your assigned Project Manager.

If you're not ready, there may be a charge to book in a new date and time.

INCLUSIONS

We'll show you:



PHONES

How to make and receive calls on your desk phone or UCme soft phone.



CONTACTS

How to add, edit and remove numbers from your phone's contact directory.



HEADSET

How to setup and use your headset, if purchased with your Hosted PBX.



VOICEMAIL

How to setup and access your PBX extension's Voicemail service



FORWARDING

How to enable, modify and remove static and dynamic Call Forward modes.



TOGGLES

How to enable and disable Hosted PBX functions using quick toggles.

