

COURSE DESCRIPTION



Course Name: Business Management Suite

Course description:

This course provides practical exercises and demonstrations to ensure that each administrator is confident and proficient in using the Business Phone Management Suite. It will also demonstrate the range of facilities that the user can access from the handset.

Training Technique:

- ▶ Verbal instruction
- ▶ Practical demonstration
- ▶ Practical exercises
- ▶ Discussion and questions and answers

Course Content:

After attending the course you will be able to use, configure and manage the following features and understand their application and benefits.

- ▶ Configuration:
 - (a) Boards
 - (b) Extensions:
 - Copy Feature
 - Diversions
 - Loudspeaker Paging
 - Programmable Keys
 - Individual Short Numbers
 - Passive Features
 - Active Features
 - Assignment
- ▶ Directory:
 - Directory Numbers
 - 1/2/3 Number Series:
 - Common Abbreviated Numbers
 - Fictive Numbers
- ▶ System:
 - System Facilities
 - System Parameters
- ▶ Groups:
 - Call Pickup
 - Loudspeaker Groups
 - PBX Hunt Groups
 - Alarm Groups
- ▶ Facilities:
 - Mailbox System
- ▶ Features:
 - Message & Information System
 - Music on Hold
 - Conference
 - Authority Code
- ▶ Reports

▶ Performing Backups

Who should attend:

The target audience for the training would be any Administrators that would be managing their BP250/ 128i system.

Pre-requisites:

- ▶ None

Cost: On application

Duration: 1 Day

Location: Onsite

Booking information: To follow

To request a booking form and course availability telephone the Customer Training Department on 01403 244955 or email clienttraining.uk@damovo.com.