

LIVE Remote User and Administrator Training

AltiTraining offers LIVE Remote User and Administrator Training for individual customers, businesses, and dealers, delivering an affordable alternative to our onsite training services. Thanks to internet technology, we can provide LIVE Remote Training sessions right on your own computer, eliminating your need to travel. With our web connection, the instructor is able to provide interactive training that will help you realize the full benefits of your AltiGen phone system.

User Training

Our Remote User training classes are designed to help your users become familiar with and confident in the basic features of the AltiGen phone system. This is a great way to facilitate a smooth transition to a new phone system and maximize your company's ROI at the user level. Currently, AltiTraining offers three introductory user training classes twice a month.

- 1) Phone Basics (AT510, IP705 and IP710) and Feature Codes - \$30 ***
- 2) Voicemail Basics - \$30 ***
- 3) MaxCommunicator / AltiView Basics - \$45 ***

* \$10 discount with purchase of two classes - \$15 discount with purchase of all three
Multiple-employee volume discounts are available as well.

Administrator Training

In addition to our Remote User Training, the nationally recognized AltiTraining Certified Administrator course is now available remotely. We can accommodate up to four remote students during our monthly, Colorado-based, class. Remote students become familiar with the equipment and software they will be operating, while interacting with our live instructor throughout the course.

To register for classes and to see a current schedule, please visit:

www.AltiTraining.com • (877) 258-4872

[Phone Basics and Feature Codes - \\$30](#)

Explore the capabilities of your analog and IP phones:

- ◆ Review the basic differences between an analog and an IP phone
- ◆ Install and configure an IP705 and an IP710 phone
- ◆ Understand the features of an analog or an IP phone
- ◆ Identify and review the feature codes available with the AltiGen system

[Voicemail Basics- \\$30](#)

- ◆ Learn the recommended steps for **Login and Initial Setup** of voicemail
- ◆ Establish familiarity with **AltiGen's Voicemail "Tree"**
- ◆ Identify the **Key Capabilities** of the AltiGen Voicemail system
- ◆ Understand the capabilities of **Remote Call Forwarding**
- ◆ Utilize the **Voicemail Distribution Lists** for forwarding voicemails
- ◆ Review **One Number Access (ONA)**

[MaxCommunicator / AltiView Basics- \\$45](#)

Review and perform the functions available in MaxCommunicator / AltiView:

- ◆ **Call Handling** - transferring, conferencing, etc.
- ◆ **Activity States** - meeting, away, travel, etc.
- ◆ **Extension Features** - organization and customization
- ◆ **Voicemail** - management and computer access
- ◆ **Personal Call Queue** - identification and purpose
- ◆ **One Number Access (ONA)** - set up and utilization
- ◆ **Record On Demand** - set up and function
- ◆ **Extension Monitoring** - usage and configuration
- ◆ **Dial By Name** - Outlook contact integration

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To register, visit www.AltiTraining.com or call (877) 258-4872 today!

* *AltiGen Certified Administrator and User Training Courses* *