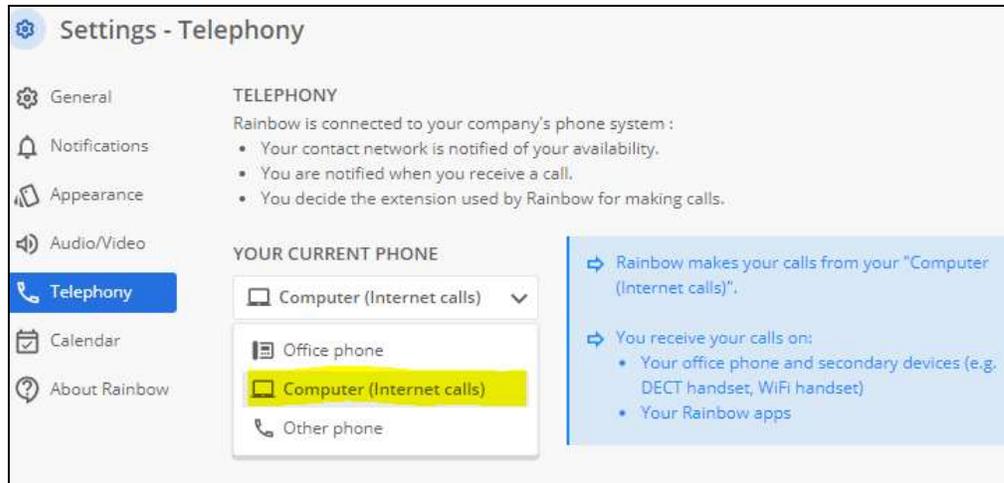


# ALE Rainbow – User Set Up Instructions

## Computer Set Up

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1. Open Rainbow
2. Click on your avatar in top left corner of Rainbow screen (ie. icon with your image or initials)
3. Click on **Settings**
4. Under **PRESENCE** section ensure **Change my presence status to 'Do not disturb' when full screen mode is used** option is not selected. If a tick appears in the corresponding check-box click on box to deselect
5. Click on **Telephony** option on left
6. Click on drop down menu under **YOUR CURRENT PHONE** and select **Computer (Internet calls)**



7. Click **Close**

### To activate/cancel call diversion via your computer:

1. Click on your avatar at top left of Rainbow screen
2. Select **Settings** option (on left)
3. Select **Telephony** option (on left)
4. Click on drop down arrow under **CALL FORWARDING**
5. Select required destination
6. If forwarding to mobile phone select **Other phone** and enter mobile phone number ensuring you have added prefix **0** or **35** in front of mobile phone number.  
**NB:** Prefix **0** will conceal your caller ID while prefix **35** will display your landline caller ID
7. Click **Apply** (the last 9 digits of your mobile phone number should appear in brackets with a **+61** preceding)

8. Click **Close**
9. To **cancel** call forwarding follow steps 1-4 above then select **No call forwarding**
10. Click **Close**

## Mobile Phone Set Up:

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1. Tap your avatar (top left corner of screen) to display menu options
2. Scroll down to and select **Telephony**
3. Leave **My mobile number field** blank
4. Activate **Use my mobile phone for business calls** option by swiping slider to the right
5. Activate the **Activate VoIP for business calls** option by swiping slider to the right
6. Once desired settings have been selected press left pointing arrow at top left of screen to return to previous menu
7. Press **Done** (top right) to return to the default screen

## Activate/cancel call diversion via mobile phone:

1. Tap your avatar (top left corner of screen) to display menu options
2. Scroll down to and select **Telephony**
3. Tap the right pointing arrow below **Forward your phone calls**
4. Select required destination
5. If forwarding to mobile phone select **Other phone** and enter mobile phone number ensuring you have added prefix **0** or **35** in front of mobile phone number.  
***NB:** Prefix **0** will conceal your caller ID while prefix **35** will display your landline caller ID*
6. Click **Ok**
7. Press left pointing arrow at top left of screen
8. Press **Done** to return to home screen
9. To **cancel** call forwarding follow steps 1-3 above then select **Cancel call forwarding**
10. Press left pointing arrow at top left of screen
11. Press **Done** to return to home screen