

Handling Calls in Mitel Web Ignite



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Sunco is your Trusted Telecom Systems Integrator

Making business communication *easier* for you

From modest beginnings as a home-based, family-run business, Sunco has grown over the past 20 years into the trusted telecommunications partner for over 1,600 businesses across Canada. We are a proud, Canadian company with the love of business communication at the very core of what we do.

Our team lives, breathes and works with these technologies on a daily basis, and understands how complex they can be. That's why we're committed to making business communication *easier* for your organization. How do we do this? By being an *Integrator*. We fit all the pieces of your voice/data systems together into a unified whole - giving you superior design, support and management all through one point of contact. This strategy ensures you get the technology and services your business needs, delivered in a way that is coordinated, convenient and just *easier*.

No more confusing network service contracts, overseas call centres, long wait times and impersonal service. We promise honest advice and personal support delivered in a way that reflects our core values:

- **We Embrace Change**
- **We Do What It Takes**
- **We are Accountable to the Outcome**
- **We do the Right Thing**
- **We Bring Out the Best in Each Other**

The Sunco team is ready to help. Leverage our Integrator strategy to help make business communication *easier* for your organization. Optimize your time to focus on what matters most - *growing your business*.



Need to reach us? We're ready to help!

Service: To enter a service call, please email service@sunco.ca and a ticket will be auto-generated in our system.

Client Portal: To receive log-in credentials for our self-service payment and service portal, please call Tammy Klemmer at (780) 809-1786 or 1 (888) 782-9357

After-hours Emergency Service: To reach our after-hours on-call technician, please call (780) 809-1786 or 1 (888) 782-9357 and leave a message.

Accounting: For questions regarding invoicing, please call Tammy Klemmer at (780) 809-1786 or tammy.klemmer@sunco.ca

How to Handle Voice Calls

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How to Answer a Voice Call

To handle a call in MiContact Center Business, the agent must make sure that they are present to the agent group and in an available state.

When a voice call is pushed through, the call center agent will receive a notification and they can accept the phone call. If the agent misses the notification, they can select inbox and view the voice call from there.

*Note**You cannot decline an explicit ringing call. ***

Hover over the item's avatar and select the checkmark to accept the call. The preview pane will open with the details of the voice call. Select the checkmark again to open the available media functions in the active voice call.

AVAILABLE MEDIA FUNCTIONS



HOLD



HANG UP



TRANSFER



INVITE



APPLY CODE



RESOLVE



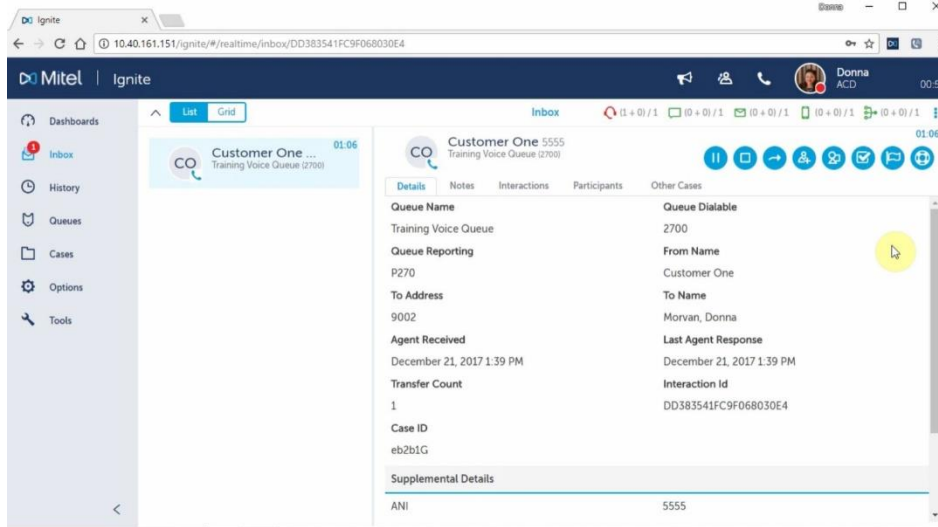
FLAG FOR FOLLOW-UP



REQUEST HELP

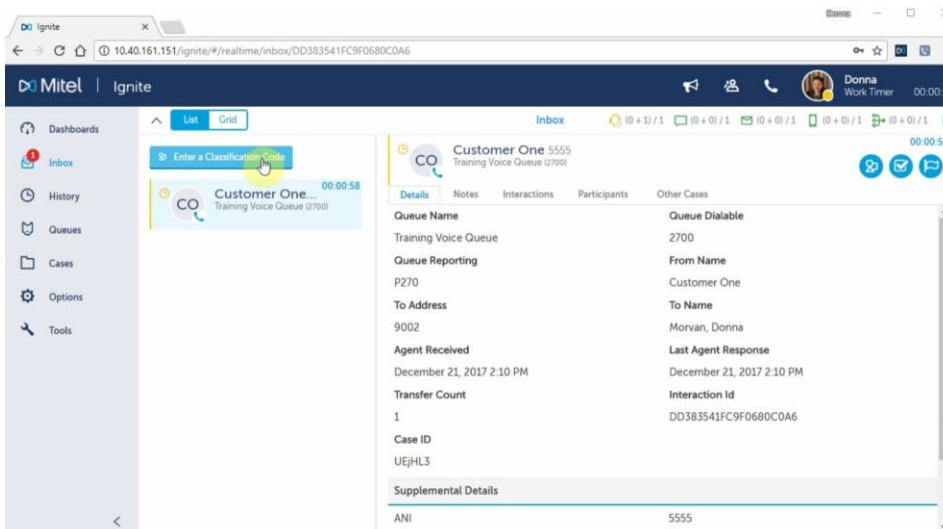
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In the active call, you can view the customer's history and journey with the organization. This can include **details**, **notes** logged by another agent or automated by the system, the **interactions** associated with this case, **participants** involved, and any **other cases** associated with the customer.



How to End a Voice Call

When the agent has decided that the voice call has ended, they can hang up on a voice call. Depending on the site configuration, the agent will have to enter apply a code to clear the work timer state. The codes are programmed by the system administrator for reporting purposes. After applying the code, the agent is still in work timer state. Once the code has been applied, the agent can wait for work timer to expire or they can go ahead and clear the work timer.





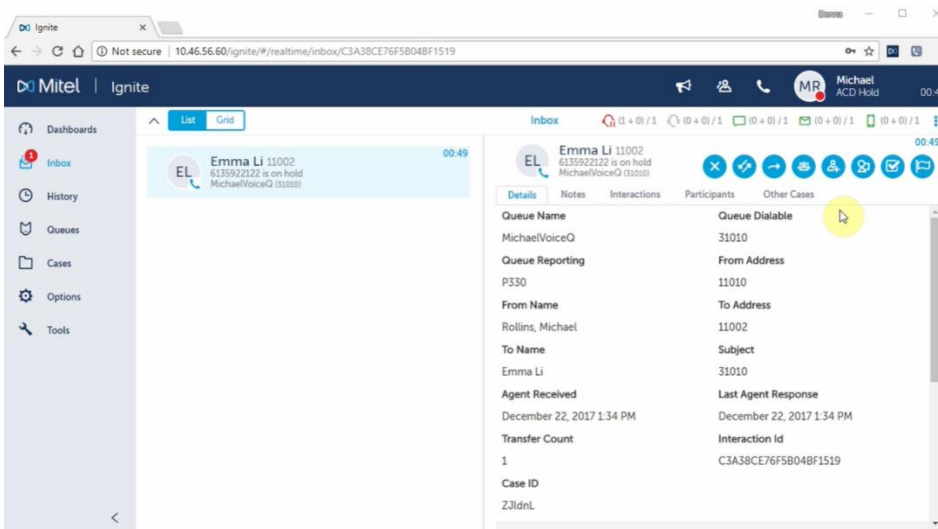
How to Perform Blind or Supervised Transfers

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If the resolution to a customer request requires transferring the customer request to another person or queue, the agent can do so by selecting the **transfer** button. The agent can perform a blind transfer or a supervised transfer. *Note**You cannot transfer the call to an offline agent. Doing so will result in an error stating the transfer cannot be completed. It is important to check the accompanying state indicators.*

How to Perform a Blind Transfer

1. In the active call, select .
2. In the transfer window, filter by **queue, employee, external contact, or an active directory** contact.
3. In the search bar, enter contact details.
4. Select the contact.
5. Once the contact is selected, the call is now ringing the other party and the caller is on hold. A new call to the other party appears in your inbox. To perform a **blind transfer**, select the  button.

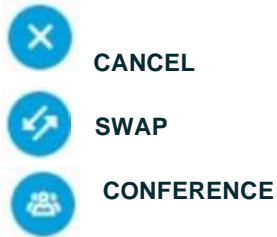


How to Perform a Supervised Transfer

1. In the active call, select .
2. In the transfer window, filter by **queue, employee, external contact, or an active directory** contact.
3. In the search bar, enter contact details.
4. Select the contact.
5. Once the contact is selected, the call is now ringing the other party and the caller is on hold. A new call to the other party appears in your inbox. To perform a **supervised transfer**, the agent waits until the other party answers instead of selecting  right away. When the other party accepts the transfer, the agent can brief them about the reason for the call, to relieve the customer of having to explain again.
6. After consulting the other party, select  to complete the transfer.


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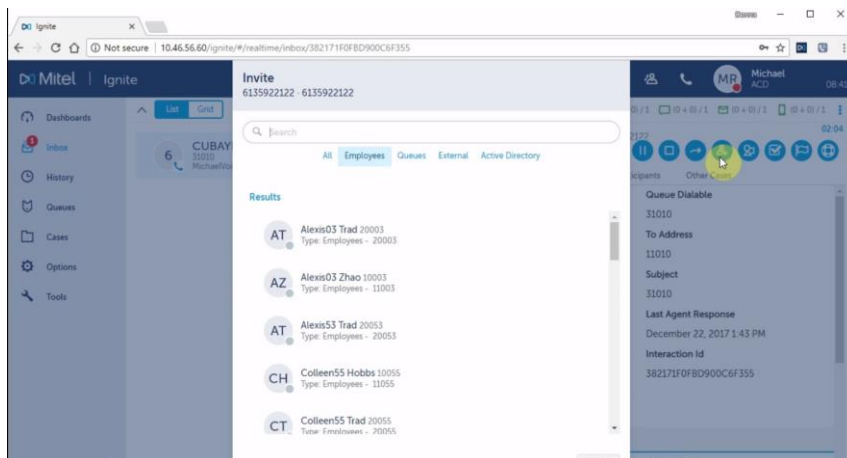
Please note the other **AVAILABLE MEDIA FUNCTIONS** when transferring a call.



How to Invite Another Party to a Call

While the agent is in a call with a customer, the agent can invite other parties to create a conference. It is important to note that a call cannot be transferred in a conference. You can hang up to leave or put the call on hold. Up to five parties can be included in a conference call.


1. In the active call, select the  button.
2. In the **invite** window, search and filter to find the other contact to be invited.
3. Once located, select the contact. The call is placed on hold and a new call to the invited party is now in the agent's inbox.
4. When the invited party accepts the invite, select the conference button to join all calls.



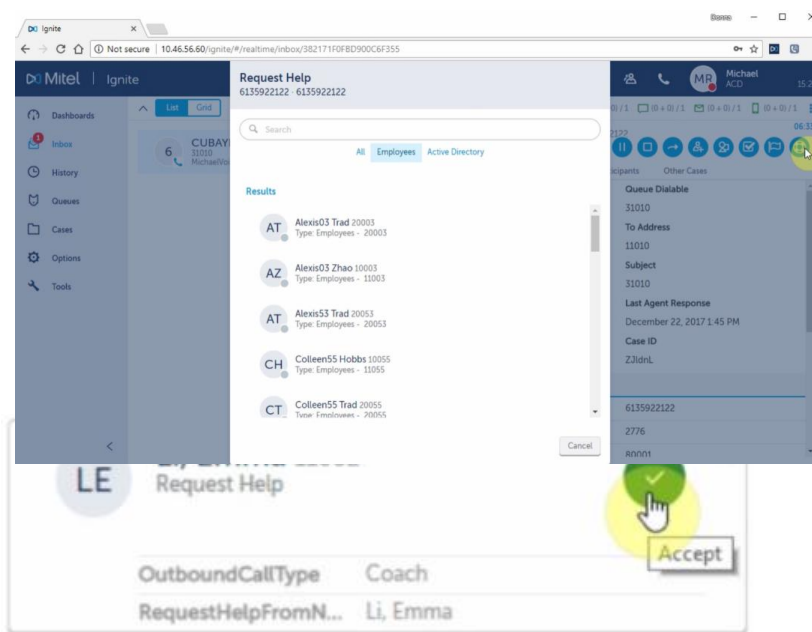
How to Request for Help

How to Place a Request for Help Call

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1. Select the  button.
2. In the **Request Help** window, select a voice enabled employee. Once the desired contact is found, select **call**.
3. If the **Request Help** call is answered within 60 seconds, the agent will be notified that request help has been established.

Once the contact accepts the request, they are now in **silent monitor mode**. This means that the person the agent requested help from can hear the call but cannot directly converse with the parties unless they are escalated to coach. Now that they are listening, they can coach to help resolve the customer request or concern.



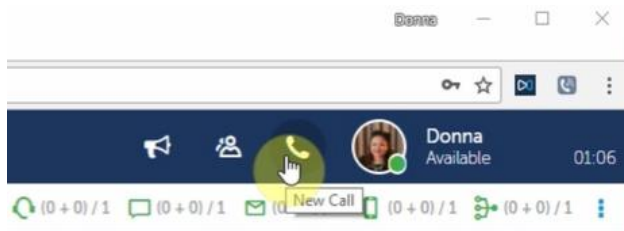
How to Answer a Request Help Call

1. Click on the accept button to accept the request.

Once request help is established, the receiving party will be placed in an outbound state and will have a  next to their name. In the preview pane, details will be provided about the request for help interaction. *Note**Request help calls cannot be cancelled once they are in progress. If the request help call is not answered, after 60 seconds, the request help call times out and the call would have to be placed again.*

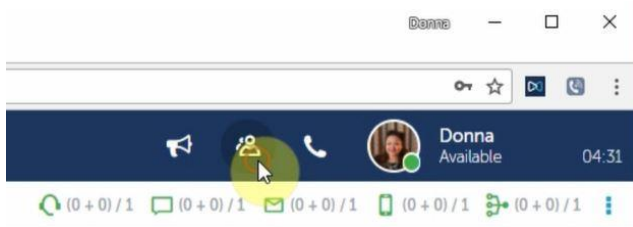
How to Make a New Call (2 Ways)

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1. Select the new call icon in the header.
2. In the Voice Contacts window, enter a valid dialable number or search and filter to locate the person the agent wishes to call.
3. Hover over the avatar and select call OR select the contact to view contact details. From there, select the call button

OR



1. Open the Contacts window.
2. Enter a valid dialable number or search through the contact records.
3. Hover over the avatar and select call OR select the contact to view contact details and from there, select the call button

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We embrace change

We do what it takes

We are accountable to the outcome

We bring out the best in each other

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