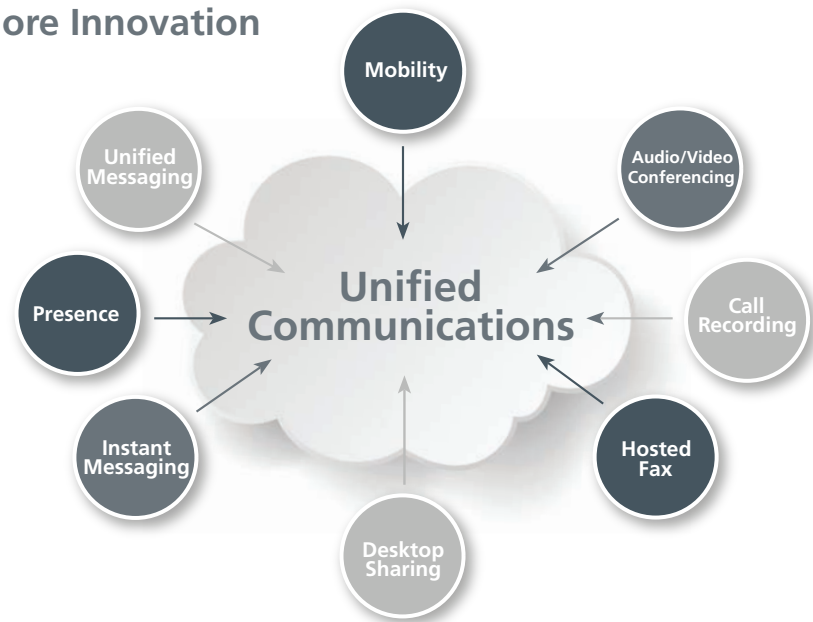


GVTC VIP Hosted Unified Communications

More Features, More Services, More Innovation

More than just a phone system, GVTC **VIP** is a Hosted Unified Communications solution that gives businesses the ability to be accessible anytime, anywhere, on any device. Businesses can now take advantage of integrated voice and collaboration tools in the cloud without the cost of maintaining expensive on-site equipment. In fact, you can save up to 50% over traditional premisebased systems. Easy to customize and easy to use, GVTC **VIP** allows businesses to communicate more efficiently and take advantage of a range of innovative features. And all businesses, no matter the size, receive **VIP** treatment from our committed support staff.



Productivity Features

Simultaneous Ringing, Find Me/Follow Me, Voicemail-to-Email, Audio/Video/Web Collaboration and Seamless Integrated Mobility are just a few of the features GVTC **VIP** offers. All can be personalized for each user with no on-site IT expert required. Existing phone numbers can be ported to the new service, eliminating the need to change business collateral or contact information.

Unlimited Local, Long Distance and International Calling

While most providers offer local and long distance calling, only GVTC **VIP** includes unlimited local and long distance, plus international calling to 22 countries* – at no additional charge. For a company conducting business internationally, this can make a world of difference.

GVTC VIP Customer Administration Portal – Powerful and Easy to Use

GVTC **VIP** has a unique, widget-based Customer Administration Portal to monitor and control every aspect of the solution. One user can be designated to administer the main phone system while all other users can manage their individual features and needs.

Developed for Businesses of Any Size

GVTC offers four specialized packages, each designed to fit a specific business need. While business executives crave the convenience of integrated mobility and collaboration, a conference room extension may only require call management and unlimited local and long distance. Whatever the needs, we have the right solution to elegantly and economically address them.

Reliable Nationwide IP Network

GVTC owns a nationwide IT network, backed by a 24x7 Network Operations Center. Every month, millions of end users rely on the power of the GVTC network to meet their communications needs.

Incomparable Customer Care

GVTC is focused on getting each new Hosted Unified Communications solution up quickly so businesses can immediately realize all the productivity benefits. Our back-office systems and portals have been carefully designed to achieve that outcome, and are backed by our dedicated Customer Care staff. GVTC stands ready to quickly respond to our customers' needs long after the sale.

Low, Set Monthly Fees

With no on-premise PBX system to upkeep, simply pay a small, set fee every month. No surprises.

Call **800-367-4882** or visit **gvtc.com** for more information.

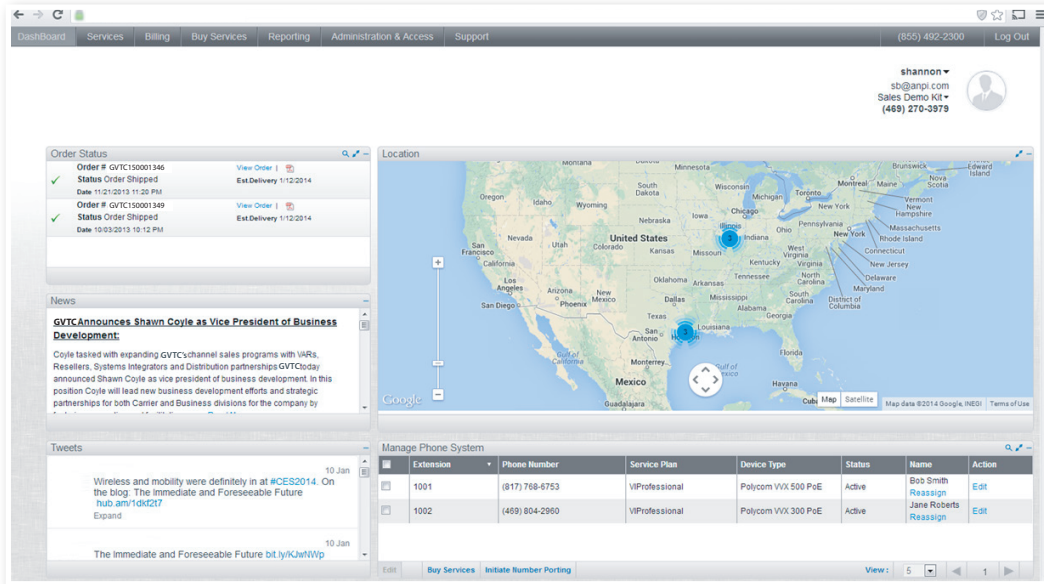


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GVTC VIP Hosted Customer Portal

The First Customer Portal Actually Designed for Customers

As part of the GVTC **VIP** Hosted Unified Communications solution, GVTC has designed the most advanced Customer Administration Portal on the market. Managing and monitoring the entire phone system and features is now easier than ever.



Design

Historically, managing a Hosted Unified Communications system has been complicated, to say the least. The GVTC **VIP** Customer Administration Portal, on the other hand, is completely widget-based, so managing any feature, user or service is as easy as point-and-click, drag and expand.

Full Control

The GVTC **VIP** Customer Administration Portal is easy to use, but it's also a serious tool that provides complete control of the phone system. Administrators have full access to all users and company-level features, allowing quick and easy management without having to rely on an IT department or other external resources. Plus, changes are implemented immediately, so the real priorities of the business are never interrupted.

Personalized

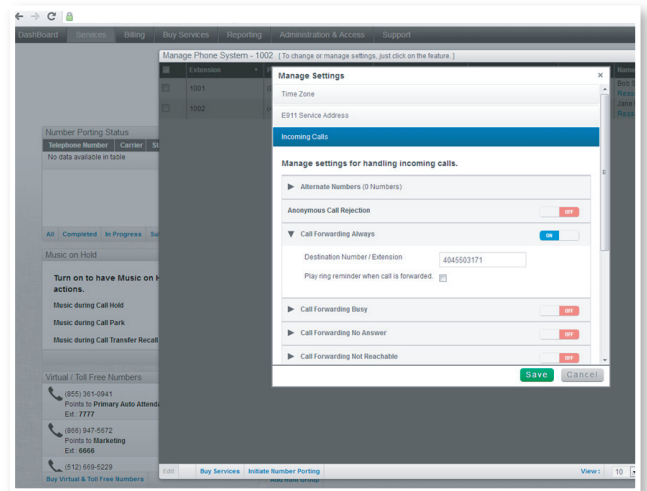
Every user, administrator and company uses Hosted Unified Communications differently, so GVTC has designed the GVTC **VIP** Customer Administration Portal to be easily personalized. Thanks to the drag-and-drop convenience of widgets, every page can display the features and information that are important to the individual user, in the order and location desired. All users are able to maximize their customer experience.

Transparent

The GVTC **VIP** Customer Administration Portal provides a clear and direct view of the entire business communications infrastructure. Businesses can monitor usage of each user in real-time, check LNP status, place new orders, view stored faxes, listen to recordings and see the status of all employees.

Easy Access

The GVTC **VIP** Customer Administration Portal is web-based, which means it can be accessed on any browser – anywhere, anytime – via desktop computer, laptop, tablet or mobile phone.



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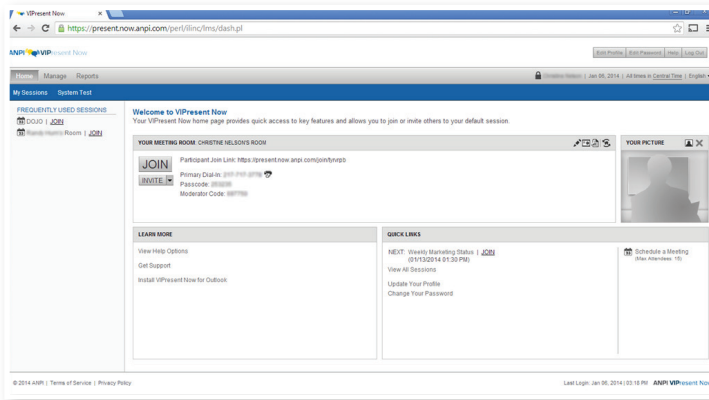


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GVTC VIPresent Now

GVTC **VIP**resent Now is a powerful web collaboration tool providing unlimited online meetings with up to 15 attendees each. With your own virtual meeting room, you can conduct presentations, share your desktop and hold whiteboard sessions with colleagues across town, or around the world.



Set-up

1. Launch the tool.

- Go to <https://present.now.GVTC.com>.
- Enter your assigned username and password. (If you do not have this information, contact your administrator.)
- You will automatically be prompted to change your password. Enter your assigned password, then input your new, unique password and press Submit.

2. Input your audio conferencing information.

- Click on Edit Profile in the upper right-hand corner.
- Input your Dial-In numbers, passcode (your Conference Bridge ID) and moderator code. Click Summit.
- Your Audio Details will now appear on the Start page.

3. Perform system check.

- Click on System Test.
- A System Check will display showing the compatibility of all your system parts.
- To test, click on Start Part II.
- Click Use My Browser.
- Upon completion, a window will appear with results. If your network and PC are compatible, the message "Test Successful" will appear. If you have any issues, please contact GVTC Customer Care at (800) 367-4882.
- Close the window.

Rooms

Upon your first sign-in, you will automatically have a meeting room set up in your name. Your "Rooms" are your meeting spaces where you can present, hold whiteboard sessions and store content for individual sessions. All share the same audio conference line, but have a unique URL address.

Edit Room Details

- Click the My Sessions tab.
- Click the Pencil icon on the right side of the page to edit.
- Your Session details will launch and allow you to edit.

Create New Rooms

Each user can create different rooms to use for specific purposes.

To create a new room:

- On the Home page, roll over the rotating Home icon located to the left of your profile picture.
- Select Create a New Room.
- Enter in room name and audio conference information.
- Click Submit.

Content

Each room has a dedicated area to store content (files) that you plan on presenting to attendees.

To Add Content

- Click on Manage tab.
- Click on Content tab.
- Roll over Add New Content on right-hand side.
- Select the type of file you wish to upload.
- Type in a title and description.
- Click Choose File to upload.
- Click Submit.
- File will now appear within your content list.
- Note: You can mark files active to allow anyone in the room to access or inactive to store without access.

To Add Content While in a Room

- Click the Content tab.
- Click the type of file, type in a name and description, browse to find the file, then click Add.
- All shared content will display in the window in the lower half of the screen.

To Present Pre-loaded Content

- Click on PRESENT at the top of screen. List of content available will appear.
- Click on the file you wish to present.
- File will automatically launch.



GVTC VIPresent Now

Invite Attendees

Invite to Future Meeting

- Click Schedule a Meeting in the lower right-hand corner.
- Enter in your meeting details.
- Click Save or Save/Send.

Invite to Room

- Roll over INVITE on the home page.
- Send Quick Invitation: An email will launch to invite your selected invitee(s) to join that meeting immediately.
- Send **VIPresent Now** System Invitation: A window will launch requesting invitee details, then will send an email to your selected invitee(s) to join that meeting immediately.
- Send Registration Link: A private email is sent to permanently register a user to your room.

Invite While Meeting

- Click Send Quick Invitation. An Outlook invite will automatically appear.



Conduct a Meeting

You can initiate a session in a number of ways.

- Click the JOIN button on the home page to start the type of session that is currently set as your default.
- To choose a different Room as your default:
- Roll over the rotating Home icon located to the left of your profile picture.
- Click Select a Different Room.
- Click on the circle next to the Room.
- Click Submit.
- Click JOIN.

Frequently used sessions are listed on the left side of the home page, and all sessions are located under the My Sessions tab. All your sessions are listed, as well as any co-workers' sessions you have been invited to.

- Click JOIN next to the Room you want to enter.

Present or Hold a Webinar

Presentation mode allows you to host a webinar or other presentations. With this feature, you can present your material and interact with various mark-up tools.

- Click PRESENT at the top of the page.
- Click Upload to find the document for your presentation.
 - If you have uploaded content into the Content tab, each file will be listed in the pop-up window. Click the name of the file you want to present.
- The document will launch. A tool bar will appear above the document with various tools used for mark-up and emphasis.

Share your Desktop

Show your attendees presentations, files, video and more directly from your desktop.

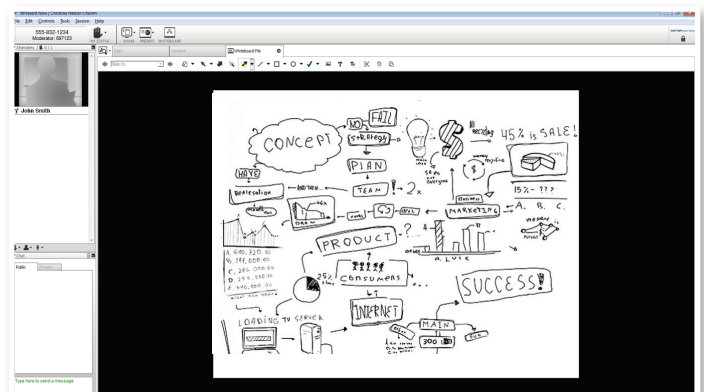
- Click SHARE at the top of the page, or Share your Desktop on the right of the page.
 - For the menu bar to appear, roll over the top of the screen to perform the following actions:
 - My Status: Provide status
 - Video: Display video or change video settings
 - Containers: Display attendees, feedback or chat
 - Pause: Temporarily remove display
 - Stop: End share desktop
 - Controls: Pass floor to another attendee, zoom and or restore VIPresent Now
 - Annotation: Freeze screen to highlight and mark document
- You may also choose to share just a specific area or application.

To Share a Region:

- Click on Share a Region on the right of the page and a box will appear.
- Click on the Start button.
- Click and hold the top of the box to move it to the area of the screen you wish to display to attendees.
- Click Stop button to end.

To Share an Application:

- Click Share an Application on the right of the page. A window listing available applications will appear.
- Click on the box of the application you wish to share.
- That application will immediately launch and be viewable to your attendees.



Perform a Whiteboard Session

Brainstorm, draw and plan along with your attendees.

- Click WHITEBOARD at the top of the page or on the right of the page.
- Write, draw and mark using the controls at the top of the page.
- To end, click the X within the Whiteboard file tab.
- To start a new whiteboard, click WHITEBOARD at the top of the page.



GVTC
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GVTC VIP Devices

Innovation Comes in Many Forms

To get the most out of the GVTC **VIP** solution, you need purpose-built, full-featured, reliable devices. Our range of device options has been selected to deliver exactly that. They also represent the latest in device technology and are designed to increase the productivity of every employee in your company.

EXECUTIVE



Polycom® VVX® 600

Corporate executives and managers need every available communication option. With its beautiful touch screen display and media capabilities, the Polycom VVX 600 gives them everything they need – and more.

- 480x272 high resolution color display
- 16 lines and 32 concurrent calls
- Touchscreen menu navigation
- Busy lamp field
- Bluetooth compatible
- Polycom VVX camera compatible

MANAGEMENT



Polycom® VVX® 500

This easy-to-use, high performance phone is the perfect solution for today's busy managers and knowledge workers wishing to take full advantage of GVTC Hosted Unified Communications.

- 320x240 high resolution color display
- 12 lines and 24 concurrent calls
- Touchscreen menu navigation
- Busy lamp field
- Polycom VVX camera compatible

MID-LEVEL



Polycom® VVX® 400

With this Polycom mid-range phone, workers who need enhanced call handling will also enjoy a high resolution color display.

- 320x240 high resolution color display
- 12 lines and 24 concurrent calls
- 4 context-sensitive soft keys
- Busy lamp field
- GigE ports available on VVX 410 (for additional cost)

Call **800-367-4882** or visit **gvtc.com** for more information.



GVTC[®]
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GVTC VIP Devices

GENERAL PURPOSE



Polycom® VVX® 300

Whether for a cubicle or home office, this entry level media phone gives your employees a powerful and reliable communications tool.

- 208x104 backlit graphical LCD display
- 6 lines and 12 concurrent calls
- 4 context-sensitive soft keys
- 5 menu navigation keys
- Busy lamp field
- GigE ports available on VVX 310 (for additional cost)

CONFERENCE



Polycom® SoundStation® IP 6000

Amazing voice quality and clarity with video conferencing integration make this advanced conference phone ideal for small to medium conference rooms, boardrooms and executive offices.

- 248x68 white LED backlit display
- 1 line and 2 concurrent calls
- 3 context-sensitive soft keys
- 6 menu navigation keys
- Busy lamp field
- 12-foot microphone pick up
- Supports expansion microphones

RECEPTIONIST



Polycom® SoundPoint® IP 650

With its included Expansion Module and expandability, this multi-tasking device helps increase productivity for the busy receptionist.

- 320x160 LCD backlit graphical display
- 12 lines and 24 concurrent calls with expansion module
- 4 context-sensitive soft keys
- 6 menu navigation keys
- Up to 48 line keys/appearances
- Busy lamp field
- Dedicated RJ-9 headset port
- Supports up to 3 expansion modules

CORDLESS



Yealink® IP DECT Phone W52P

When the freedom of a wireless phone is needed, the Yealink W52P provides advanced call-handling features along with the convenience and security of DECT technology.

- 128x160 TFT color display
- Each base supports up to 5 handsets
- Up to 4 concurrent calls per base
- 11 hours talk time, 120 hours standby
- Full duplex speaker
- HD headset supported
- Additional W52H handsets available for purchase

Common Features

- 3-Way Conferencing
- Speakerphone
- HD Voice
- Plug-and-Play
- *Power over Ethernet

*Power Supply option is available for an additional \$10



GVTC[®]
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GVTC VIPpresence for PC Desktop

As an GVTC **VIP**, you can conduct business anywhere, anytime and on any device. The GVTC **VIP**presence desktop client gives you complete access to the whole system. You can make calls, check your team's presence, set up conference calls, share documents, manage your contacts and more.

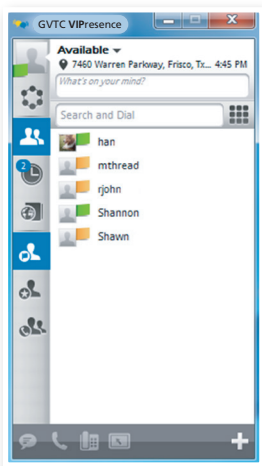


Download the Desktop Client

- Go to GVTC.com/downloads.
- Click Download for PC and follow the installation instructions.
- The GVTC **VIP**presence icon will appear on your desktop.

Sign In

- Launch GVTC **VIP**presence.
- Type in your GVTC **VIP** username and password. Note: If you do not have your username and password, contact your administrator.
- Click Sign In.
- On your first sign in, you will be asked to choose your location. Your default will be the billing office location. You can keep the default, input a manual location or choose no location.



Main Window

The icons along the left side give you quick access to make calls, view your directories and change your presence.

Presence

Presence allows your contacts to see whether you are available and willing to communicate (and vice versa).



The green presence icon indicates the user is online and ready for communication.



The yellow presence icon indicates the user is online, but has been idle or away from the computer for over 10 minutes.



The red presence icon indicates the user is busy and does not want to be disturbed. Appears automatically when a user is on a call or can be set manually.



The grey presence icon indicates the user is offline and the only available contact method is to call.



The question mark indicates a subscription is pending and the contact has not yet approved sharing their presence.

Setting Up Presence

Your presence is automatically updated when you make calls or go offline.

To manually update:

- Right click the presence flag in the upper left-hand corner.
- Roll over Availability, and the choices will appear.

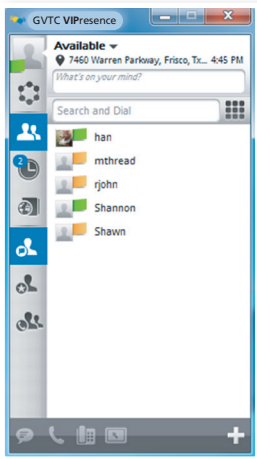
Call Settings Definitions:

Click on the GVTC **VIP**presence logo at the top of the window to manage various settings.

- Click on Call Settings to manage the following features:
 - Forward Calls: Forwarding options for always, busy, unanswered and unreachable.
 - Do Not Disturb: Block all calls.
 - Hide Number: Hide or display your number when calling.
 - Simultaneous Ring Personal: List up to 10 phone numbers to ring in addition to your primary phone when you receive a call.
- Click on Preferences to manage your credentials, log-in, audio and proxy settings.
- Click on Sign Out or Exit to close GVTC **VIP**presence.

Call **800-367-4882** or visit gvtc.com for more information.

GVTC VIPpresence for PC Desktop

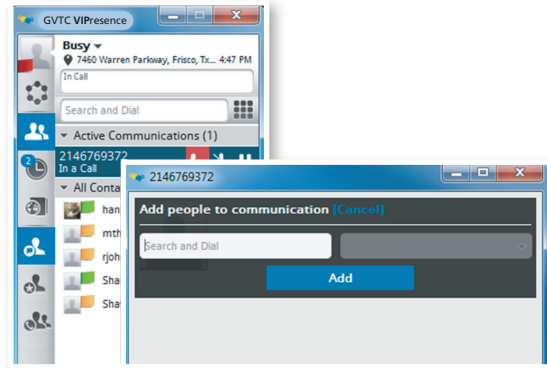


Contacts

- Click on the Contacts icon.
- Click on + in the lower right-hand corner.
- Click on Add Contact.
- Type in contact information and click the check mark in the lower left-hand corner.

OR

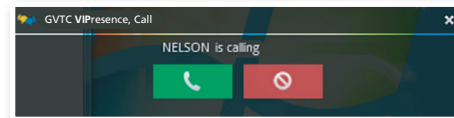
- Click on the Directory icon.
- Type in the name of contact in the Search window.
- Right click on Contact's name.
- Click Add Contact.



Three-Way Calling

After the first call is connected:

- Click the Options icon in the lower right-hand corner of the calling window.
- Click on Conference.
- Type in the name of the contact to add to call.
- Click Add.



Answer a Call

When a contact calls you, a pop-up notification will appear on your screen.

- Click the green handset icon to accept the call.
- Click the red icon to not answer and close the call box.

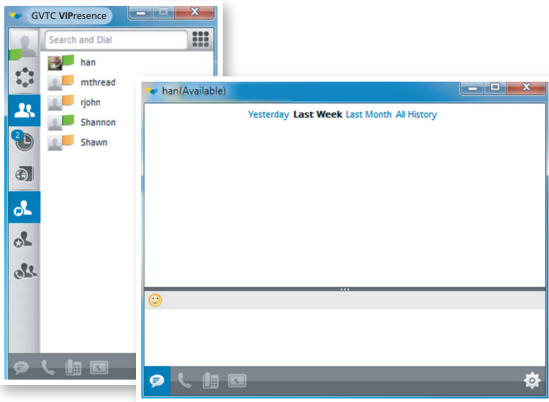
Share Your Desktop

To have the ability to share your desktop, you must first enter your GVTC **VIPresent Now** credentials.

- Log in to present.now.GVTC.com and change your password.
- Go back to GVTC **VIPpresence**.
- Click on the GVTC **VIPpresence** logo at the top of the window.
- Click on Preferences.
- Input your Web Collaboration username and password into the credentials tab.
- Click OK to save.
- Restart GVTC **VIPpresence**.

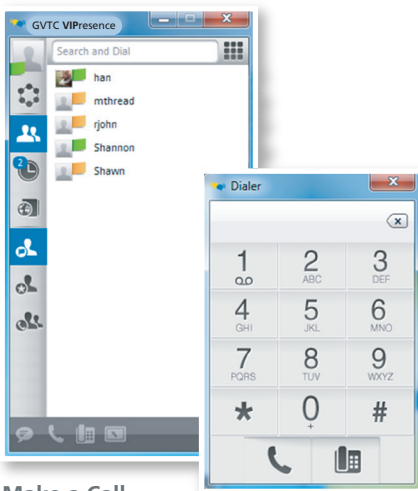
To share documents:

- Click the Contacts tab.
- Click the Contact you wish to share with.
- Click the Share Desktop icon at the bottom of the window.
- Click Start after the share preparation has completed.
- Note: You may also share documents while in the Chat function.



Chat

- Click on the Contacts icon.
- Click on the contact you wish to chat with. (For a group chat, press and hold the Ctrl Key and select multiple contacts.)
- Click on the Chat icon in the lower left-hand corner.



Make a Call

- Click on the Contacts icon.
- Click on Contact to call.
- Click on the handset icon at the bottom of the window to place the call.

OR

- Click on the Dial Pad icon in the upper right-hand corner.
- Dial the number by clicking on the numbers.
- Click on the handset icon to place the call.



GVTC VIPresence for Mac Desktop

As an GVTC **VIP**, you can conduct business anywhere, anytime and on any device. The GVTC **VIP**presence desktop client gives you complete access to the whole system. You can make calls, check your team's presence, set up conference calls, share documents, manage your contacts and more.

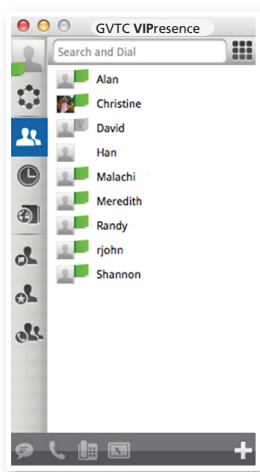


Download the Desktop Client

- Go to GVTC.com/downloads.
- Click Download for Mac and follow the installation instructions.
- The GVTC **VIP**presence icon will appear on your desktop.

Sign In

- Launch GVTC **VIP**presence.
- Type in your GVTC **VIP** username and password. Note: If you do not have your username and password, contact your administrator.
- Click Sign In.
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-  The grey presence icon indicates the user is offline and the only available contact method is to call.
-  The question mark indicates a subscription is pending and the contact has not yet approved sharing their presence.

Setting Up Presence

Your presence automatically changes when you are on a call or if you go offline. To manually set presence:

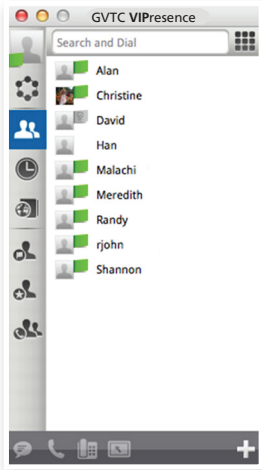
- Click on the presence flag in the upper left-hand corner.
- Click on Availability, and the choices will appear.

Settings

Click on GVTC **VIP**presence in the task bar at the top of your monitor to manage various settings.

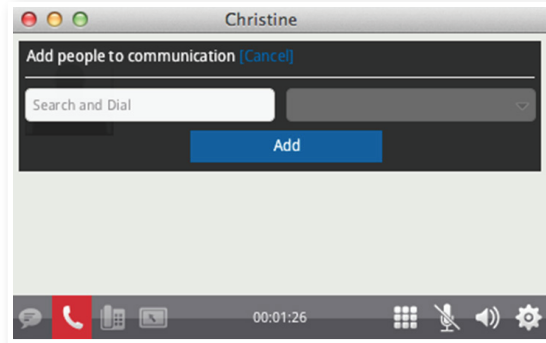
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GVTC VIPPresence for Mac Desktop



Contacts

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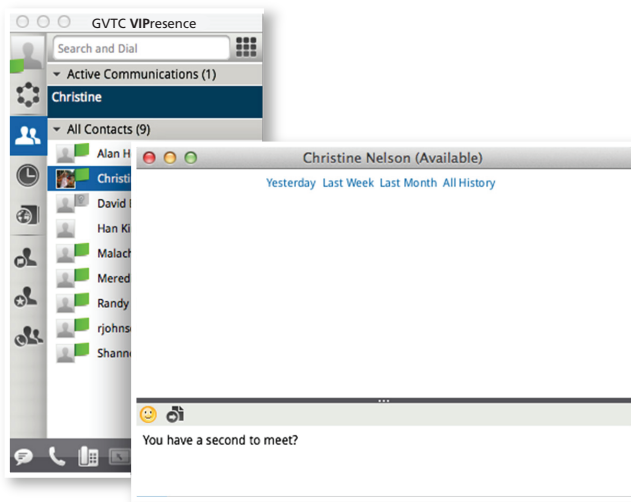
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- Go back to GVTC **VIPPresence**.
- Click on the GVTC **VIPPresence** logo at the top of the window.
- Click on Preferences.
- Input your Web Collaboration username and password into the credentials tab.
- Click OK to save.
- Restart GVTC **VIPPresence**.

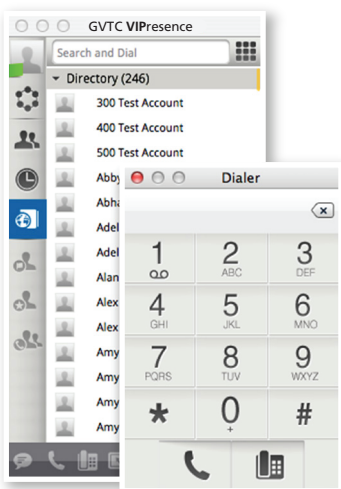
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Chat

- Click on the Contacts icon.
- Click on the contact you wish to chat with.
(For a group chat, press and hold the Command Key and select Multiple Contacts.)



Make a Call

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- Click on Contact you wish to call.
- Click on the handset icon at the bottom of the window to place the call.

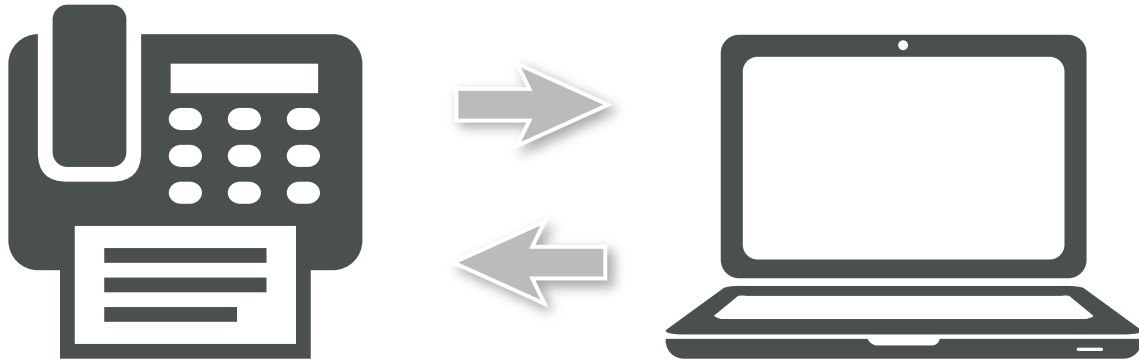
OR

- Click on the Dial Pad icon.
- Dial the number by clicking on the numbers.
- Click on the handset icon to place the call.

GVTC VIP Fax

All the Fax

The GVTC **VIP** Hosted Unified Communications solution has two fax options available to accommodate the needs of any of business. And both options cost less than traditional fax systems.



GVTC VIP Hosted Fax

It is no longer necessary to buy and maintain a fax machine to send and receive faxes. Just add GVTC **VIP** Hosted Fax to the GVTC **VIP** system, and get all the convenience and security of a private fax machine within any browser.

- Have faxes delivered to email or directly into the GVTC **VIP** Portal
- Easily manage features in the GVTC **VIP** Customer Portal
- Requires no capital expenditure or set-up costs
- Easily port existing fax numbers
- Send and receive Fax documents of any length
- Fax to anywhere in the U.S. or 22 countries*

All for one low monthly fee

GVTC VIP Fax Line

If a company wants to keep or maintain a traditional fax machine, the GVTC **VIP** system can still save money every month, when compared to the cost of an analog line.

- GVTC **VIP** Fax Line service is compatible with existing fax machines
- Get the convenience of one provider and one bill
- Use company-wide
- Easily port existing fax numbers
- Receive and send fax documents of any length
- Fax to anywhere in the U.S. or 22 countries*

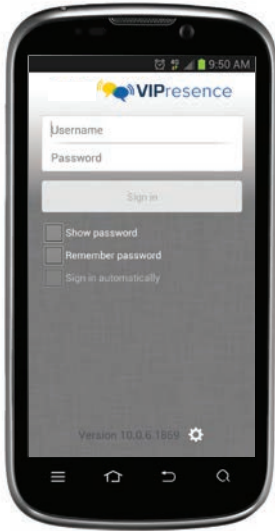
All for one low monthly fee

*Limited to select countries and destinations. For a complete list of included countries, please visit GVTC.com.



GVTC VIPPresence for Android

As an GVTC VIP, you can conduct business anywhere, anytime and on any device. The GVTC **VIPPresence** app for Android gives you complete freedom to move around your office, city or the world.



Download the App

- In the Google Play app store, search for GVTC **VIPPresence**.
- Tap Install (it's free).

Sign In

- Launch the GVTC **VIPPresence** app.
- Type in your GVTC VIP username and password. Note: If you do not have your username and password, contact your administrator.
- Set up login settings:
 - Show Password
 - Remember Password
 - Sign in Automatically
- Tap Sign In.

Presence

Presence allows your contacts to see whether you are available and willing to communicate.



The green presence icon indicates the user is online and ready for communication.



The yellow presence icon indicates the user is online, but has been idle or away from the computer for over 10 minutes.



The red presence icon indicates the user is busy and does not want to be disturbed.



The grey presence icon indicates the user is offline and the only available contact method is to call.



The question mark indicates a subscription is pending and the contact has not yet approved sharing their presence.

Tabs

The tabs give you quick access to make calls, view your directories and adjust your settings.



The Contact tab displays your buddies. You can add, edit and delete buddies in the Contact view.



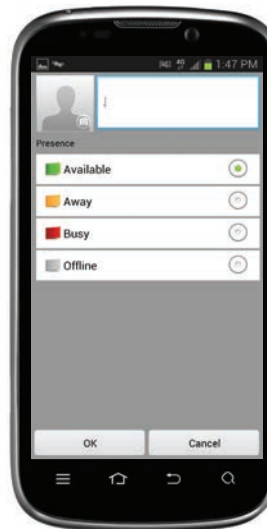
The Call tab displays the dial pad. From the dial pad, you are able to call any phone number. A long press on "1" on the numeric pad dials your voicemail.



The Chat tab shows chat messages. You can exchange chat messages with other users.



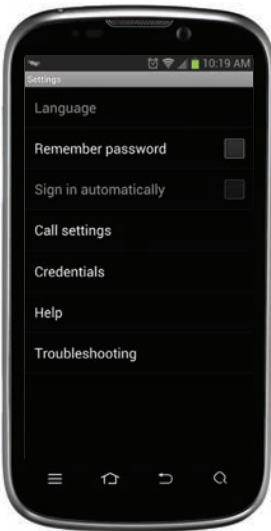
The Call History tab shows all your call history. You can filter between all, received, placed and missed calls.



Setting Up Presence

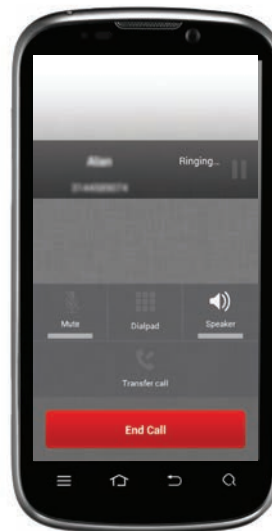
- Tap the Chat tab.
- Tap your Avatar in the upper left-hand corner.
- Tap the presence state you prefer.
- Note: Your presence will automatically change to Busy if you're on a call.

GVTC VIPresence for Android



Call Settings

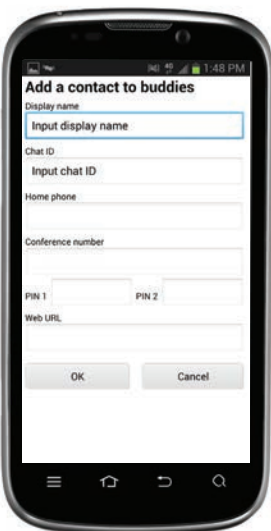
- Tap the Menu button.
- Tap Settings.
- Tap Call Settings to manage the following services:
 - Do Not Disturb
 - Call Forwarding
 - Hide Number
 - GVTC **VIP** Mobility
 - Simultaneous Ring Personal



Call Transfer

After the first call is connected:

- Tap Transfer Call.
- Dial the phone number.
- Tap Transfer to send the call unannounced.
- Tap Talk First to announce the transfer.

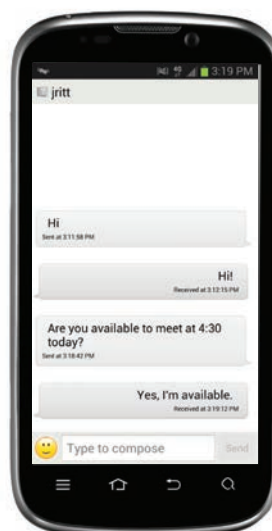


Add Contact

- Tap the Contacts Tab.
- Tap the Menu button.
- Tap New Contact.
- Type in the contact's information and tap OK.
- An invitation to accept your request will be sent to the contact.
- When contact accepts, you'll get a notice — tap Allow.

OR

- Tap Contacts Tab
- Tap Global
- Type in contact name in the search window.
- Tap the contact's name when in they appear.
- Tap + next to Add to local contacts or Add to IM buddies



Chat

- Tap Chat tab.
- Tap Single or Group
- For Single Chat:
 - Buddy list will launch. Tap contact to start chat.
 - Tap and type to compose message, then press Send.
- For Group Chat:
 - Tap + People icon in the upper right-hand corner.
 - Tap the square next to each contact you wish to add to the chat.
 - Tap OK.



Make a Call

- Tap the Call tab.
- Dial the number then tap the Call button.
- Choose how to make the call:
 - VoIP: over the internet from your office number
 - Mobile: over the wireless network
- You can also tap the contact to call within Contacts or Call History.

GVTC VIPpresence for iPhone

As an GVTC VIP, you can conduct business anywhere, anytime and on any device. The GVTC **VIPpresence** app for iPhone gives you complete freedom to move around your office, city or the world.



Download the App

- In the App Store, search for GVTC **VIPpresence**.
- Tap Install (it's free).

Sign In

- Launch the GVTC **VIPpresence** app.
- Type in your GVTC VIP username and password. Note: If you do not have your username and password, contact your administrator.
- Set up login settings:
 - Show Password
 - Remember Password
 - Sign in Automatically
- Tap Sign In.

Presence

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Tabs

The tabs give you quick access to make calls, view your directories and adjust your settings.



The Contact tab displays your buddies and the chat. You can add, edit and delete buddies in the Contact view. The chat option displays all your chats.



The Call tab displays the dial pad. From the dial pad, you are able to call any phone number. A long press on "1" on the numeric pad dials your voicemail.



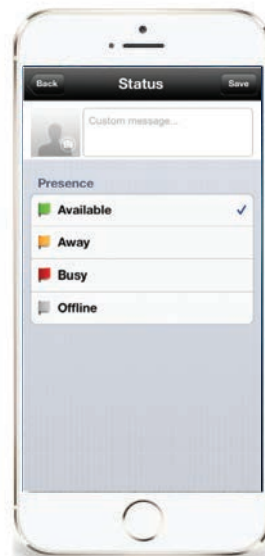
The History tab shows all your call history. You can filter between all calls and missed calls.



The Directory tab shows the company contacts. From here, users can search contacts and call or chat.



In the Settings tab, the user can adjust and set different options to control the client.



Setting Up Presence

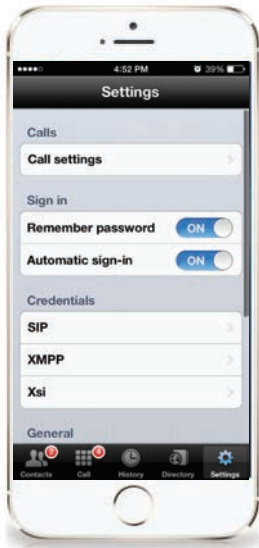
- Tap the Contacts tab.
- Tap your Avatar in the upper left-hand corner.
- Tap the presence state you prefer.

Call **800-367-4882** or visit **gvtc.com** for more information.



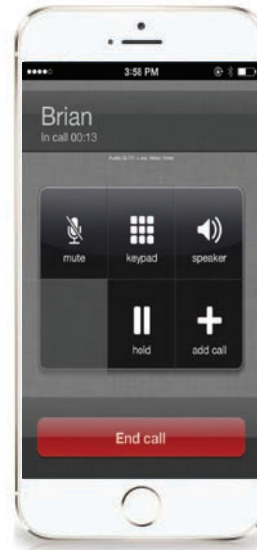
GVTC[®]
COMMUNICATIONS
Just plain smart.[®]

GVTC VIPresence for iPhone



Call Settings

- Tap the Settings tab.
- Tap Call settings.
- Manage the following services:
 - Dialing
 - Telephone #
 - Call Forwarding
 - Do Not Disturb
 - Caller ID
 - VIP Mobility
 - Simultaneous Ring Personal



Three-Way Calling

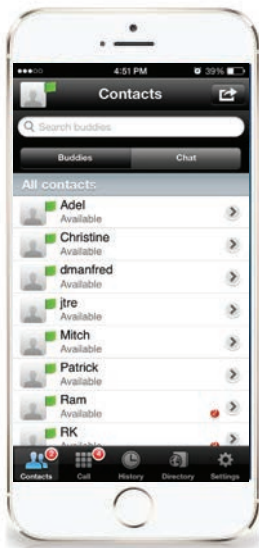
After the first call is connected:

- Tap Add Call.
- Tap Buddy you wish to conference.
- Tap Conference.

Call Transfer

After the first call is connected:

- Tap Add Call.
- Tap Buddy you wish to transfer to.
- Tap Voice Call.
- Tap Talk and Transfer to announce.
- Tap Transfer to send unannounced.

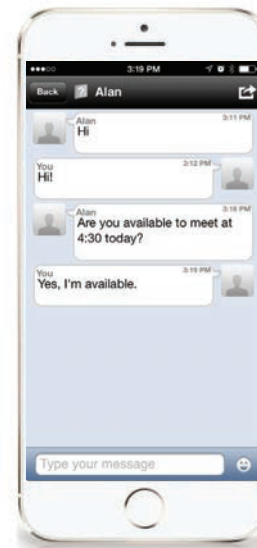


Add Contact

- Tap the Contacts Tab.
- Tap the icon in upper right-hand corner.
- Tap Add Contact.
- Type in the contact's information and tap Done.
- An invitation to accept your request will be sent to the contact.
- When contact accepts, you'll get a notice — tap Allow.

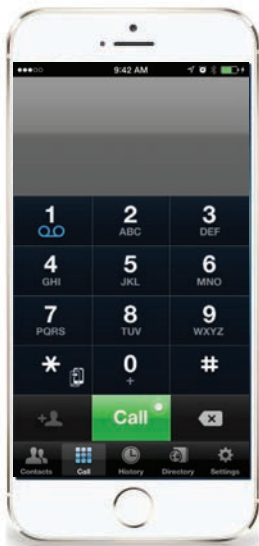
OR

- Tap the Directory Tab.
- Type in name of contact in the Search window.
- Tap the arrow next to the contact's name
- Tap the user name.
- Tap Add Buddy.



Chat

- Tap Contacts.
- Tap your selected contact name.
- Tap Type Your Message and enter in your text.
- Tap Send.
- To add another person to your chat, tap the icon in the upper right-hand corner and tap Add Participants.



Make a Call

- Tap the Call tab.
- Dial the number.
- Choose how to make the call:
 - iPhone: From your iPhone number
 - VoIP Call: From your business line.
 - Call Through: From your business line as if you are in the office.
- You can also tap the contact to call within Contacts, Directory or Call History.



GVTC
COMMUNICATIONS

Just plain smart.®

GVTC VIP Packages

VIPremier

Today's power user needs access to every possible communication tool to maximize productivity. VIPremier comes with real-time collaboration tools – Desktop Sharing, Conference Bridge Access, Video Conferencing and Audio/Web/Video Sharing – as well as seamless integrated mobility, advanced call-handling features and unlimited local, long distance and international calling to 22 countries.

VIPprofessional

Our most popular package allows mobile workers to conduct business anytime, anyplace, on any device. VIPprofessional provides seamless integrated mobility – including Instant Messaging with Presence and Find Me/Follow Me – plus, advanced call-handling features and unlimited local, long distance and international calling to 22 countries.

VIPrecision

For general office use, productivity and efficiency are still necessary. That's why VIPrecision includes a dedicated phone number with unlimited local, long distance and international calling to 22 countries, as well as a complete collection of advanced call-handling features.

VIPrimer

Most common areas like warehouses, kitchens and lobbies need phones, but not advanced call-handling features. They need VIPrimer, which includes an extension number, extension-to-extension dialing, local calling and E911 services. Note: VIPrimer is not intended to be associated with an individual user.

	VIPremier	VIPprofessional	VIPrecision	VIPrimer
Package Price/Month/Seat***	\$49 ⁰⁰	\$33 ⁰⁰	\$27 ⁰⁰	\$11 ⁰⁰
Unlimited Local/Long Distance	✓	✓	✓	Local Calling Only
Desktop/Visual Sharing	✓			
Web Meeting	✓			
Unlimited Audio Conferencing	✓			
Presence/IM	✓	✓		
Mobility (One-number Access, Presence, Find Me/Follow Me, Android/iPhone/iPad client)	✓	✓		
Call Forwarding (Always, Busy, No Answer, Not Reachable, Selective)	✓	✓	✓	
Voicemail (Voicemail-to-Email)	✓	✓	✓	
Speed Dial	✓	✓	✓	
Shared Call Appearance	✓	✓	✓	
Extension-to-Extension Calls	✓	✓	✓	✓

Plans come equipped with individual phone numbers (DIDs), E911 service, caller ID, 3-way calling, speed dial and call logs. For a complete listing of all the features, visit GVTC.com.

*Unlimited International calling includes 22 countries. Not all dial codes in these countries are included. Entire list can be found at GVTC.com. **Usage fees will apply.

*** Rates represent 5 year term. 3 and 2 years terms are also available.

Account Features

Basic Auto Attendant
Music on Hold
Hunt Group
Main Company Phone Number
Corporate Directory
Call Control

Add-Ons Available

Virtual Extensions (\$4.99/month)
Virtual Numbers (\$9.99/month)
Audio Conference (\$14.99/month)**
Additional Auto Attendant (\$9.99/month)
Advanced Auto Attendant (\$24.99/month)
Toll Free Numbers (\$9.99/month)
Fax Line (\$14.99/month)
Hosted Fax (\$9.99/month)
Call Recording (\$9.99/month)

International Countries*

Argentina	Italy
Canada	Mexico
Columbia	Netherlands
Costa Rica	Norway
Denmark	Peru
France	Poland
Germany	Portugal
Greece	Singapore
Hungary	Spain
Ireland	Sweden
Israel	United Kingdom