

TDS *managed*UC

Web Interface User Guide

The Web Interface enables you to view and change the configuration of your phone.

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- Line Information
- Speed Dials
- Personal Fast Dials

Line Information

Change the appearance/notification properties of any line assigned to the phone. From the drop down, simply choose the option for incoming calls. The options are:

- Normal Ring
- Silent
- Silent with CW Beep
- Feature Ring

The screenshot shows a grey background with the text 'Line Information' in blue. Below it, there is a label 'Line 1 [202]:' followed by a dropdown menu box containing the text 'Normal Ring' and a small downward arrow icon.

Speed Dials

Quickly dial a number from a list or to use a quick access code to invoke the number. A speed dial appears automatically on an unused line button on the phone.

1. Enter the phone number, including any prefix digit that your system requires for external numbers. For example: 9 to get an outside line, 1 then the area code and phone number.
2. Enter label to identify the speed dial.
3. Click **Save Change**

The screenshot shows a grey background with the title 'Speed Dial Information' in blue. Below the title is a note: 'Note: The number of speed dial that will display on your phone depends on the type of phone, and the number of lines configured.' There are two rows of input fields. The first row has 'Speeddial 1:' followed by a text box containing '916085558858' and a 'Label:' field containing 'Home'. The second row has 'Speeddial 2:' followed by a text box containing '918885891147' and a 'Label:' field containing 'Mary Anderson'.

Personal Fast Dials

Personal fast dials are numbers that you can access from a directory in your phone, to do this from your phone menu go to **Directories > Corporate Directory > Personal Speed Dial**. To add a personal fast dial number:

1. Find an open space in the Fast Dial section.
2. Enter the phone number, including any prefix digit that your system requires for external numbers.
3. Enter label to identify the fast dial.
4. Click **Save Change** to save your settings.

Personal Fast Dial Information

Personal Fastdial 1: Label:

Personal Fastdial 2: Label:

Voice Mail – Mailboxes

Set up what Voice Message callers will receive when unanswered calls go to Voice Mail. From the menu, choose **Voice Mail>Mailboxes**

General

The General Tab is view only, it shows a mailbox overview, including usage, size etc.

Apply Cancel Help

General Greetings Caller Input

Description:

Announcement Only:

Mailbox Size:

Maximum Caller Message Size:

Message Expiry Time:

Play Tutorial:

Allow Login Without PIN:

Enabled:

Fax enabled:

Created/Last accessed:

Total Time used (secs):	<input type="text" value="11"/>	Mailbox Usage:	<input type="text" value="1%"/>
Total messages:	<input type="text" value="1"/>	Broadcast messages:	<input type="text" value="0"/>
New messages:	<input type="text" value="1"/>	Future messages:	<input type="text" value="0"/>
Saved messages:	<input type="text" value="0"/>	Fax messages:	<input type="text" value="0"/>
Deleted messages:	<input type="text" value="0"/>	In use:	<input type="text" value="No"/>

Greetings

Greetings fall into the following three categories:

- Standard greetings
- Alternate greetings
 - Alternate
 - Meeting
 - Vacation
 - Extended absence
- State-based greetings:
 - Busy
 - Closed
 - Internal

Note: by default, the standard greeting is enabled, however if one of the alternate greetings is enabled, it takes precedence over the standard and state-based greetings.

You can enable one or all of the state-based greetings. These greetings are played when no alternate greeting is enabled and the following conditions apply:

- When the system is busy, the busy greeting is played. When enabled, the busy greeting has precedence over the other state-based greetings.
- During non-business hours, the closed greeting is played.
- When the call is from an internal number, the internal greeting is played.

To configure greetings:

1. Click the link for the greeting to configure: Ex. Closed

Each greeting, if enabled, takes precedence over the previous greeting(s).


Greeting	Enabled	End Date	Recording Type
Standard	Yes		Custom
Closed	No		Custom
Internal	No		Custom
Busy	No		Custom
Only one of the following greetings may be enabled.			
Alternate	No		Custom
Meeting	No		Custom
Vacation	No		Custom
Extended Absence	No		Custom

2. Choose whether the greeting is either:
 - Disabled
 - Enabled indefinitely
 - Enabled until a specified date and time
3. Choose one of the following sources of the greeting:
 - System default
 - Personal recording (Click **Upload** and browse to the location of the file.) or Nothing (This is an empty greeting and can be selected if you want no greeting to be played.)

Note: If you have recorded a message using your phone, you will see the file in this section

4. Click **OK** to save your configuration.

Status

Disabled
 Enabled indefinitely
 Enabled until:  (MM/DD) at time: (HH:MM 24-hour)

As my greeting, callers hear

System default greeting
 Personal recording
 Nothing

Caller Input

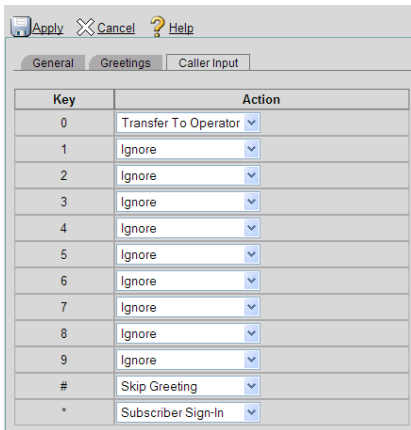
Customize how the call flow proceeds in response to keys pressed by the caller during a call. For each mailbox, the mailbox owner or system administrator can assign one of the following actions to the keys input by the caller:

- Transfer the call to another number
- Connect to the operator
- Ignore the input
- Repeat the greeting
- Say good bye
- Skip the greeting
- Proceed with subscriber sign-in

These actions can be assigned only to single digit input by the user, such as the numbers zero through nine (0 - 9), the asterisk (*), or the pound sign (#). You can also optionally restrict the use of the caller input feature by configuring a caller call-flow restriction table.

To configure Caller Input:

1. For each of the possible caller inputs, the numbers zero through nine (0 - 9), the asterisk (*), or the pound sign (#), select one of the following actions:
 - Transfer the call to another number
 - Connect to the operator
 - Ignore the input
 - Repeat the greeting
 - Say good bye
 - Skip the greeting
 - Proceed with subscriber sign-in



Distribution Lists

Public Distribution Lists

A Distribution list is used to send a voice-mail message to multiple users at the same time.

Note: You cannot modify the default public distribution list, named "everyone," that contains all users in the system. You must be a member of the administrators group, an owner of a list, or a member of a group with Public list manager capability to perform this action.

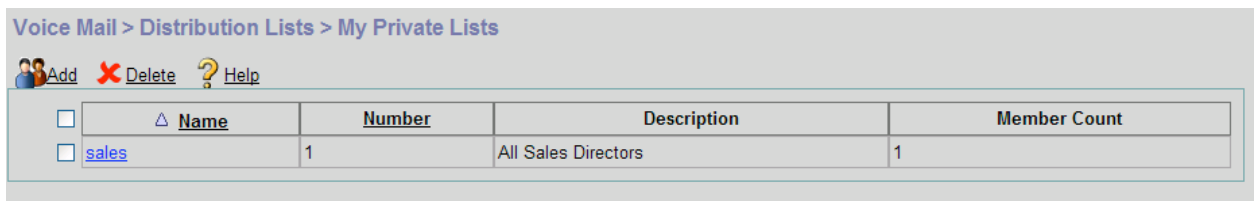
To view a list of public distribution lists:

1. Choose **Voice Mail > Distribution Lists > Public Lists**. The Voice Mail Distribution Lists Public Lists window appears with the following fields:
 - Name—List name.
 - Number—Number of the distribution list. This number must be unique to the list of public distribution lists.
 - Description (optional)
 - Member count

Private Distribution Lists

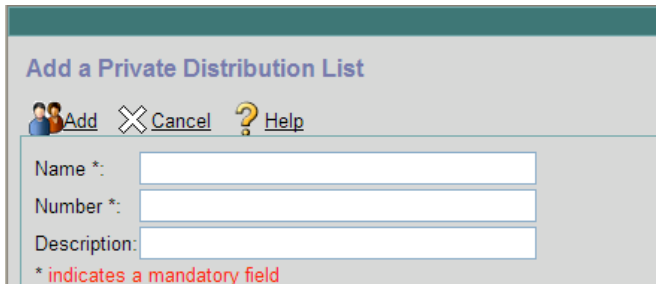
Private distribution lists are configured and maintained by you. You can own up to five private lists.

1. Choose **Voice Mail > Distribution Lists > My Private Lists**.
2. The My Private Lists window appears and displays the following fields:
 - Name—List name.
 - Number—Number of the distribution list. This number must be unique to the list of public distribution lists.
 - Description (optional)
 - Member count



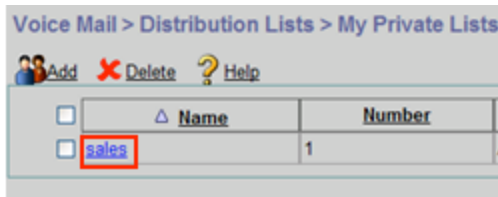
Add a Private Distribution List

1. Click **Add** from your private list, located at **Voice Mail > Distribution Lists > My Private Lists**
2. Enter information into the following fields:
 - Name—List name.
 - Number—Number of the distribution list. This number must be unique to the list of public distribution lists.
 - Description (optional)
3. Click **Add**.



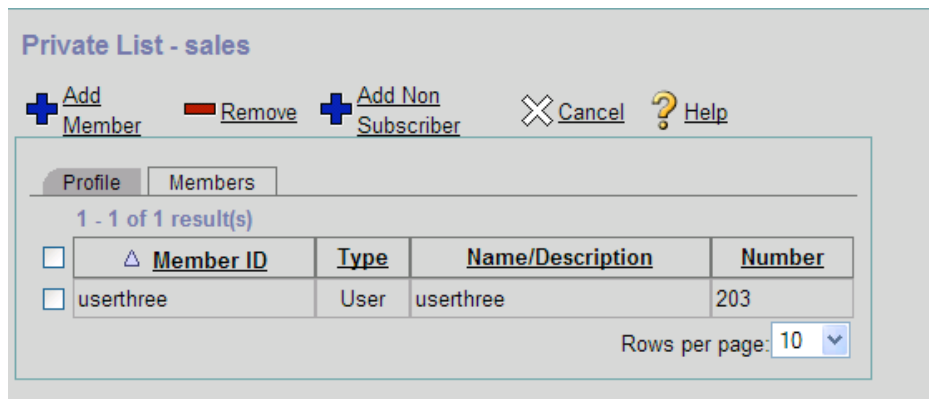
The screenshot shows a form titled "Add a Private Distribution List". At the top, there are three buttons: "Add" (with a person icon), "Cancel" (with an X icon), and "Help" (with a question mark icon). Below these are three input fields: "Name *:", "Number *:", and "Description:". A red asterisk is placed below the "Name *:" field with the text "* indicates a mandatory field".

4. To add members into the newly created list click the name of the distribution list from the private list page.



The screenshot shows the "Voice Mail > Distribution Lists > My Private Lists" page. At the top, there are three buttons: "Add" (with a person icon), "Delete" (with a red X icon), and "Help" (with a question mark icon). Below these is a table with two columns: "Name" and "Number". The first row has a checkbox, a triangle icon, and the text "sales" under the "Name" column, and the number "1" under the "Number" column. The "sales" text is highlighted with a red box.

5. Use the + and – symbols at the top to add or remove a member.



The screenshot shows the "Private List - sales" page. At the top, there are five buttons: "Add Member" (with a plus sign icon), "Remove" (with a minus sign icon), "Add Non Subscriber" (with a plus sign icon), "Cancel" (with an X icon), and "Help" (with a question mark icon). Below these are two tabs: "Profile" and "Members". The "Members" tab is selected. Below the tabs, it says "1 - 1 of 1 result(s)". There is a table with four columns: "Member ID", "Type", "Name/Description", and "Number". The first row has a checkbox, a triangle icon, the text "userthree" under "Member ID", "User" under "Type", "userthree" under "Name/Description", and "203" under "Number". At the bottom right, there is a "Rows per page:" label followed by a dropdown menu showing "10".

Message Notifications

Have message notifications sent to:

- Home phone
- Mobile phone
- Pager or text pager

- Email inbox

1. From the menu, choose **Voice Mail > Message Notification > My Notification Devices**.
2. In the Cascading Settings section, enter system notifications, you can choose up to two internal extensions to be notified if you do not retrieve a new message within the specified number of minutes.
3. Enter the number of minutes in the 'After' box.
4. Click the magnifying glass icon to choose an internal extension to be notified.

Note: If the Cascading section does not appear, the System Administrator can configure

5. In the Notification Devices section, click the hyperlink for the type of device that you want to receive notifications of new messages. Then enter the following information:
 - Enable notification to this device: Check the check box to enable the phone system to send a notification to this device.
 - Phone Number: Enter the phone number, including any prefix digit that your system requires for an outgoing call.
 - To (Email Address), Text for Email: These fields appear if you chose Email Inbox as the device type. Type the email address. Enter the text to appear in the message.
 - Notification Preferences: Choose either Urgent Messages or All Messages. If you choose Urgent Messages, you receive a notification only if a message is marked “urgent” by the sender.
 - Notification Schedule: Under Quick Add, select the Day, Start Time, and End Time when notifications will be sent. Then click Add to add the specified time period to the grid. Continue adding other time periods, as needed. To make adjustments, you can check or uncheck the check boxes in the grid.

Apply ? Help

Cascading Settings

After min(s), notify

After min(s), notify

Notification Devices

Enabled	Device Type	Destination
<input type="checkbox"/>	Home Phone	
<input type="checkbox"/>	Work Phone	
<input type="checkbox"/>	Cell Phone	
<input type="checkbox"/>	Pager (Numeric)	
<input type="checkbox"/>	Text Pager	
<input checked="" type="checkbox"/>	Email Inbox	solutions@tdsdlmad.com

6. Click **Apply** to save your settings, and then click **Back to List** to return to the list.
7. Set up additional notification devices, as needed.