

# Cloud PBX Voice

## Admin Guide



**MOMENTUM**

 **netsapiens**<sup>®</sup>  
A Crexendo Company

---

# CONTENTS

<b>Preface .....</b>	<b>v</b>
Document Conventions.....	v
Glossary Conventions.....	v
<b>1. Accessing the Admin Web Portal .....</b>	<b>6</b>
Logging into the Web Portal .....	7
Understanding the Admin Portal Interface .....	8
<b>2. Quick Guide to Common Tasks .....</b>	<b>10</b>
Resetting a Password .....	11
Replacing Employees .....	11
Moving a Phone .....	11
Changing Open Hours.....	12
Setting New Holidays.....	12
Setting Call Forwarding.....	13
Blocking a Caller .....	13
<b>3. Working with Active Calls .....</b>	<b>14</b>
Call Graphs .....	15
Statistics Panel.....	15
<b>4. Working with Users.....</b>	<b>16</b>
Displaying the Users Page .....	17
Adding Users.....	19
Editing Users.....	21
Configuring the User Profile.....	22
Configuring User Answering Rules.....	24
Allowing or Blocking Calls.....	25
Adding Answering Rules.....	26
Changing the Active Answering Rule .....	28
Editing Answering Rules.....	30
Deleting Answering Rules.....	31
Configuring User Voice mail .....	31
Configuring Phones .....	35
Associating Phones with This User .....	36
Editing Phones.....	37
Deleting Phones.....	38



Importing Users.....	38
Deleting Users.....	39
<b>5. Working with Conferences.....</b>	<b>40</b>
Displaying the Conferences Page .....	41
Adding Conferences .....	42
Editing Conferences.....	44
Deleting Conferences .....	46
Joining a Conference.....	46
Viewing Conference Statistics .....	47
<b>6. Working with Automated Attendants .....</b>	<b>48</b>
Displaying the Auto Attendants Page .....	49
Adding Auto Attendants .....	50
Recording Intro Greetings and Menu Prompts.....	52
Editing Auto Attendants .....	55
Deleting Auto Attendants.....	57
Auto Attendant Best Practices.....	57
<b>7. Working with Call Queues.....</b>	<b>59</b>
Displaying the Call Queues Page .....	60
Adding Call Queues .....	61
Editing Call Queues .....	65
Deleting Call Queues.....	67
Adding Music on Hold to a Queue.....	67
Working with Agents .....	68
<b>8. Working with Time Frames .....</b>	<b>73</b>
Displaying the Time Frames Page .....	74
Working with Time Frames .....	76
Adding Time Frames.....	79
Editing Time Frames.....	81
Deleting Time Frames.....	82
Viewing Begin and End Dates .....	82
<b>9. Working with Music On Hold .....</b>	<b>83</b>
Displaying the Music On Hold Page .....	84
Adding Music On Hold Files .....	86
Changing the Order of Music On Hold Files.....	87
Editing Music On Hold Files.....	88
Deleting Music On Hold Files .....	89
Adjusting Music On Hold Settings .....	89



<b>10. Working with Inventory .....</b>	<b>91</b>
Displaying the Inventory Page .....	92
Managing Phone Numbers .....	93
Filtering Phone Numbers .....	93
Editing Phone Numbers .....	94
Exporting Phone Numbers .....	95
Managing Phone Hardware .....	96
Filtering Phone Hardware .....	96
Adding Phones .....	97
Editing Phones .....	100
Exporting Phone Hardware Information .....	101
<b>11. Viewing Call History .....</b>	<b>102</b>
Displaying the Call History Page .....	103
Filtering Call History .....	104
Exporting Call History .....	105
<b>12. Taking a Phone Home .....</b>	<b>106</b>
Installing a Phone at Home .....	107
Troubleshooting a Remote Phone .....	107
<b>Appendix A. Glossary .....</b>	<b>108</b>
<b>Index .....</b>	<b>110</b>
<b>Contact Us .....</b>	<b>113</b>



---

## PREFACE

Welcome to the Cloud PBX Administrator's Guide. Your Cloud PBX system includes a comprehensive set of administrator tools for configuring and managing the system. This guide describes how to use these features to optimize your Cloud PBX experience.

### Document Conventions

This guide uses the following conventions to draw your attention to certain information.

Convention	Description
Note	Notes emphasize or supplement important points of the main text.
<b>Bold</b>	Indicates text on a window, other than the window title, including menus, menu options, buttons, fields, and labels.
<i>Italic</i>	Indicates a variable, which is a placeholder for actual text provided by the user or system. Angled brackets (< >) are also used to indicate variables.
screen/code	Indicates text that is displayed on screen or entered by the user.

### Glossary Conventions

The first time a technical term is used in this guide, it appears as a hyperlink.

Clicking the link in the electronic version of this document takes you to the Glossary where the term is defined.

Clicking the term in the Glossary returns you to the first instance of the term.

**Please Note:**

This Cloud PBX Voice Portal Administrator's guide for NetSapiens attempts to be comprehensive and may include references to sections, tools, or features that do not apply to your implementation.



---

# 1. ACCESSING THE ADMIN WEB PORTAL

---

## Topics:

- ^ *Logging in to the Web Portal (page 7)*
- ^ *Understanding the Admin Portal Interface (page 8)*

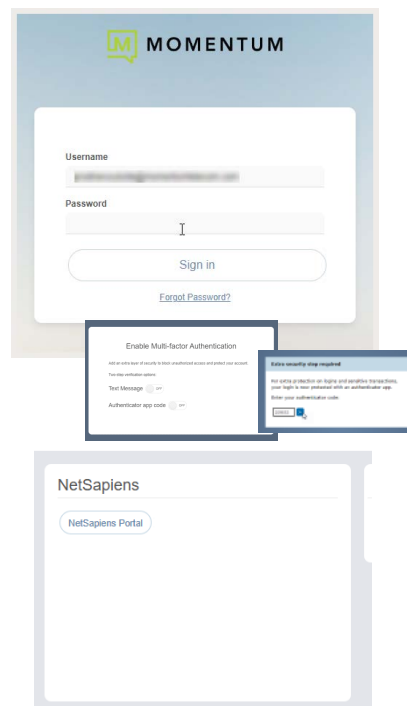
All administrator tasks are performed from the admin portal. The admin portal is a web-based application that runs on any device (mobile phone, tablet, or PC) running a web browser.

You access the admin portal using the user portal login. After logging in to the user portal, users with admin permission can access the admin portal.

## Logging into the Web Portal

### Secured Single Sign In (Cloud Services Portal):

1. Launch a web browser.
2. Enter the supplied portal web address/URL.  
*The Login page appears.*
3. Enter your UserName and Password credentials and click Submit.
4. Follow any MFA protocol requirements.  
*The Dashboard displays. Acknowledge E911 T&Cs if presented to proceed.*
5. Click on the NetSapiens Portal button in the dashboard to open the portal in a new browser window.



### Direct Cloud PBX NetSapiens portal login:

1. Launch a web browser.
2. Enter the supplied portal web address/URL.  
*The Login page appears.*
3. At the Login page, enter the Login Name.  
The format is: **xxxxxxxxxx@provideddomain.com**
4. Then enter your password.  
For security, each typed password character is masked by a dot (●).
5. Click the **Log In** button.



### Manage Organization

Enterprise level tools are found under

#### Manage Organization.

**Note:** If the **Manage Organization** link does not appear, you do not have Office Manager or Admin permissions. Contact your organization's Administrator or IT for assistance.



## Understanding the Admin Portal Interface

The top of the admin portal interface contains a menu bar with icons for navigating through the portal (see Table 1-1). When you click an icon, the page associated with the icon appears in the dashboard. Some pages have tabs for accessing configuration settings.

The screenshot displays the Admin Portal interface. At the top right, a box labeled "User name, Account, and Log out links" contains the text "Dwight Schrute (111) | [My Account](#) | [Log out](#)". Below this is a "Menu bar" with icons for Home, Call Center, Users, Conferences, Auto Attendants, Call Queues, Time Frames, Music On Hold, Inventory, and Call History. The main area is the "Dashboard", which includes a "Home" header, an "ACTIVE CALLS" table (currently empty), "CALL GRAPHS" (two empty line graphs), and a "STATISTICS" sidebar with the following data:

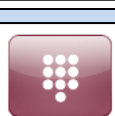
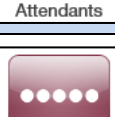
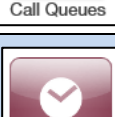
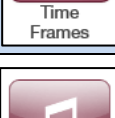
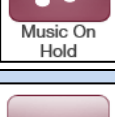
From	Dialed	To	Duration
There are no active calls.			

**STATISTICS**

- 0 Active Calls
- 10 Users
- 3 Registered Devices
- 16 Total Devices
- 5 Auto Attendants
- 1 Call Queues
- 3 Conferences
- 2 Phone Numbers
- 0 Calls Today
- Total Minutes Today
- 0:00 Avg. Talk Time



**Table 1-1. Admin Menu Icons**

Menu Icon	Description	See Chapter
 Home	Shows active call information such as graphs and statistics.	3
 Users	Shows users configured in the system, and allows you to add, edit, and import users.	4
 Conferences	Shows conferences configured in the system, and allows you to edit, delete, join a conference, and view conference statistics.	5
 Auto Attendants	Shows <a href="#">auto attendants</a> configured in the system, and allows you to add, edit, and delete auto attendants.	6
 Call Queues	Shows <a href="#">call queues</a> configured in the system, and allows you to add, edit, and delete call queues, add <a href="#">Music On Hold</a> files to call queues, and configure agents associated with call queues.	7
 Time Frames	Shows all time frames configured in the system, and allows you to add, edit, and delete time frames and view time frame start and end times.	8
 Music On Hold	Shows all files that are part of the Music On Hold feature, and allows you to add, edit, and delete Music on Hold files, change the order in which files are played, and randomize the playing of the files.	9
 Inventory	Allows you to manage the phone numbers and phone hardware in the system.	10
 Call History	Allows you to review, filter, and export call <a href="#">logs</a> for greater analysis.	11

---

## 2. QUICK GUIDE TO COMMON TASKS

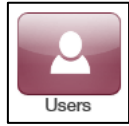
---


### Topics:

- ^ *Resetting a Password (page 11)*
- ^ *Replacing Employees (page 11)*
- ^ *Moving a Phone (page 11)*
- ^ *Changing Open Hours (page 12)*
- ^ *Setting New Holidays (page 12)*
- ^ *Setting Call Forwarding (page 13)*
- ^ *Blocking a Caller (page 13)*

This chapter describes frequently performed tasks.

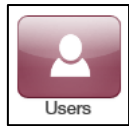
## Resetting a Password

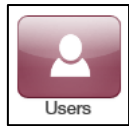


1. On the menu bar, click .
2. Click the name of the user that needs a password change.
3. Scroll down to the **Change Password** section, and then enter a new numeric password in the **New Password** and **Confirm New Password** fields.
4. Click **Save**.

## Replacing Employees

If you have a new employee taking over an old employee's [extension](#):




1. On the menu bar, click .
2. Click the name of the user being replaced.
3. Change the name, department, email address, and password, as appropriate, and then click **Save**.
4. To reset the mailbox for the new employee, click the **Voicemail** tab, scroll down to the **Data** section, click **Clear Data** followed by **Yes** at the confirmation prompt, and then click **Save**.

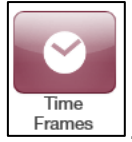
## Moving a Phone

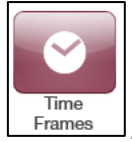
If a user changes offices, we recommend moving the phone. The user's extension will follow the phone. Otherwise, use the following procedure to reassign phones:



1. On the menu bar, click .
2. Click the **Phone Hardware** tab.
3. Click the [MAC address](#) of the appropriate phone.
4. In the pop-up window, reassign the extensions, and then click **Save**.

## Changing Open Hours




1. On the menu bar, click .
2. Click the name of the time frame you want to edit.
3. In the pop-up window, change the **When** setting. Use the check boxes, sliders, and text fields to adjust the open hours rules, as appropriate.
4. Click **Save**.

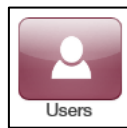
## Setting New Holidays

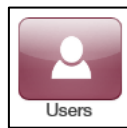
Setting new holidays is a 2-step procedure. First, create or edit a [time frame](#), and then configure user [answering rules](#) for that time frame.

1. Set the time frame:



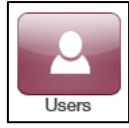
- a. On the menu bar, click .
  - b. Click **Add Time Frame** to add a new time frame or click the **Name** of the time frame you want to edit.
  - c. In the pop-up window, enter or edit the name for the holiday, click when it occurs, and use the check boxes, sliders, and text fields to adjust the rules, as appropriate.
  - d. Click **Save**.
2. Set the user answering rules:

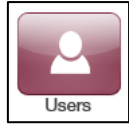



- a. On the menu bar, click .
- b. Click the **Name** of a user who needs the time frame applied to him.
- c. Click the **Answering Rules** link.
- d. Check to see whether the time frame already applies to that user. Otherwise click **Add Rule**.
- e. Using the **Time Frame** drop-down list, select the time frame you defined in step 1.
- f. Complete the other settings as appropriate (see
- g. Table 4-2 on page 27).

- h. Click **Save**.
- i. Reorder the time frames as needed to ensure the new rule will take precedence.

## Setting Call Forwarding

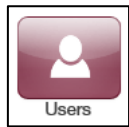


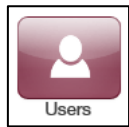
1. On the menu bar, click .
2. Click the name of the user you want to forward.
3. Click the **Answering Rules** tab.
4. Hover over a time frame, and then click the  icon.
5. In the pop-up window, select the appropriate [call forwarding](#) check box and enter the extension, number, or phone.

**Note:** Your main number usually is associated with a user called the “Inbound Route.” For more information about Call Forwarding, see “Adding Answering Rules” on page 26.

6. Click **Save**.

## Blocking a Caller



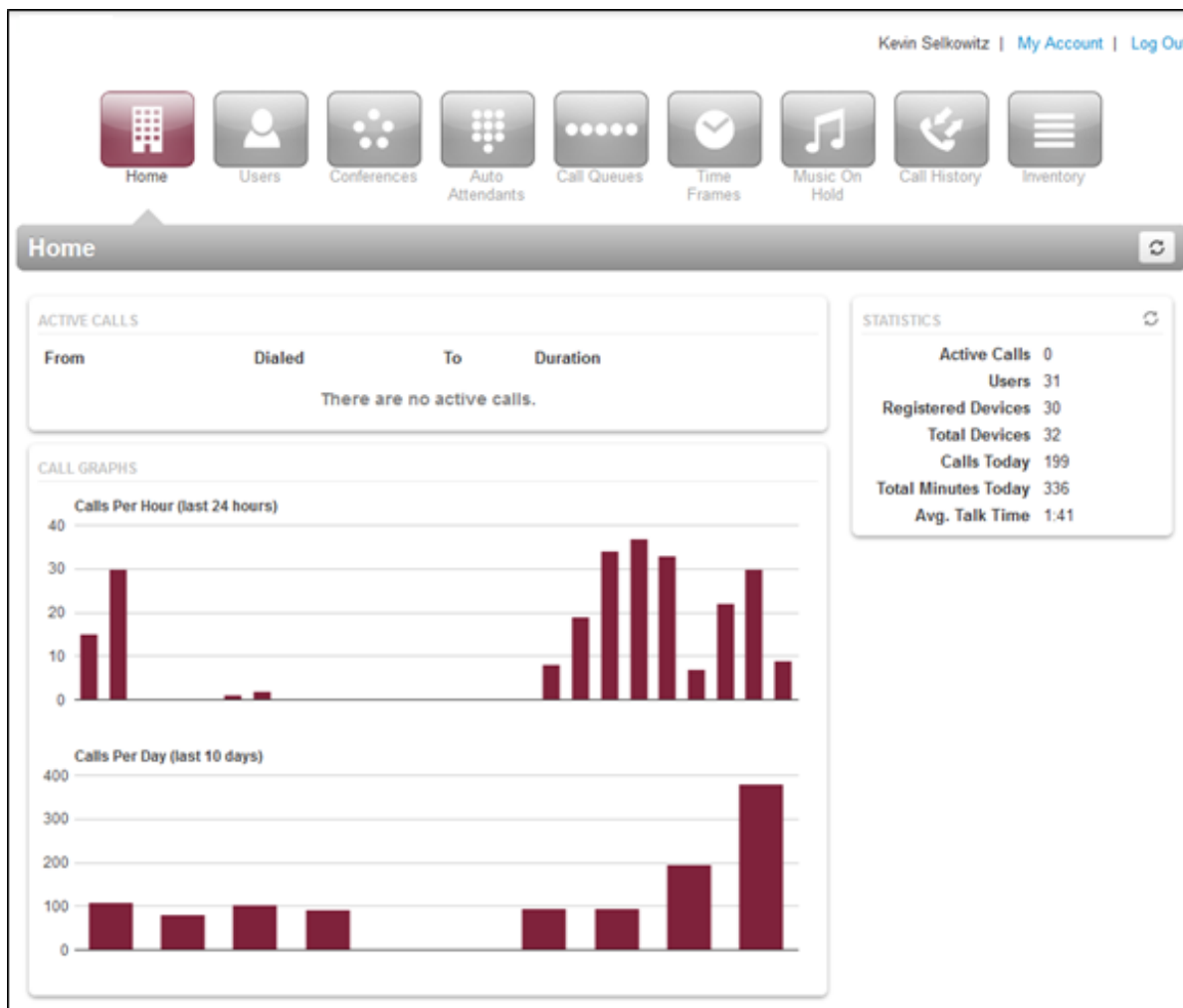
1. On the menu bar, click .
2. Click the name of the user that needs a block. To block a caller from the main number, look for the **Inbound Route** user.
3. Click the **Answering Rules** tab.
4. Click the **Allow/Block** button.
5. In the pop-up window, enter the caller’s number under **BLOCKED NUMBERS**, and then click **+**.
6. Click **Done**.

### 3. WORKING WITH ACTIVE CALLS

**Topics:**

- ^ *Call Graphs (page 15)*
- ^ *Statistics Panel (page 15)*

The Home page has an **ACTIVE CALLS** section that shows graphical and statistical information about current calls. This information updates automatically as active calls change.




Active Calls Page

## Call Graphs

The left side of the Home page shows call graphs. These graphs display calls by hour and day, allowing you to see trends in system usage. For more information about call details, see “Viewing Call History” on page 102.

## Statistics Panel

The right side of the Active Calls page has a **Statistics** panel that shows the status and activity of the system, as described in the following table. The  button at the top-right side of the panel allows you to update the statistics shown.

Statistics	Description
Active Calls	Number of calls that are currently active.
Users	Number of users on the system.
Registered Devices	Number of phones that are currently operational.
Total Devices	Total number of devices configured on your system.
Auto Attendants	Total number of auto attendants in the system.
Call Queues	Total number of call queues in the system.
Conferences	Total number of conferences in the system.
Phone Numbers	Number of phone numbers assigned to your system.
Calls Today	Number of calls dialed and received today.
Total Minutes Today	Total amount of talk time.
Avg. Talk Time	Average talk time per call.

---

## 4. WORKING WITH USERS

---

### Topics:

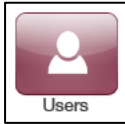
- ^ *Displaying the Users Page (page 17)*
- ^ *Adding Users (page 19)*
- ^ *Editing Users (page 21)*
- ^ *Importing Users (page 38)*
- ^ *Deleting Users (page 39)*

Users are the extensions on your system. This chapter describes how to add, edit, and import users to the system. System users are users associated with queues, auto attendants, and other system features.



## Displaying the Users Page

All user tasks are performed from the Users page. To display this page, click the **Users** icon on the menu bar:




The following figure shows an example of the Users page.

Name	Extension	Department
Jim Halpert	102	Sales
Angela Martin	120	Finance
Kevin Moynihan	1252	Finance
Darryl Philbin	130	Warehouse
Michael Scott	100	Engineering
John Smith	2468	HR

A search field at the top-left of the page allows you to search users by entering their name, extension, or department, and then clicking the magnifying glass icon:

To sort users by name, extension, or department, click a blue column header. The arrow next to column header shows whether the items are sorted in ascending (up arrow) or descending (down arrow) order.



The  button at the top-right side of the page refreshes the information on the page.

The bottom-left side of the page has controls to display the next or previous page. The bottom-right side has controls to hide system users and select the number of users shown per page.



### Where to go from here:

From the Users page, you can:

- Add users. See “Adding Users” on page 19.
- Edit users. See “Editing Users” on page 21.
- Import users. See “Importing Users” on page 38.
- Delete users. See “Deleting Users” on page 39.

## Adding Users

1. From the Users page, click the **Add User** button. An Add a User pop-up window similar to the following appears. (The options in your window might differ from the ones shown below.)

**Add a User** ×

First Name

Last Name

Extension  **Note:** Cannot be changed

Department

Email Address(es)  +

User's Scope  ▼

Enable Voicemail

Add Phone Extension

New Password

**Note:** Password must be numbers only.

Confirm New Password

2. Complete the fields (see Table 4-1).
3. Click **Add User**.

Table 4-1. Adding/Editing a User

Setting	Description
First Name	Enter the user's first name. The <a href="#">dial-by-name directory</a> can match on this field, but will by default match Last Name.
Last Name	Enter the user's last name. The dial-by-name directory can match on this field.
Extension	Enter the user's extension.
Department	Enter the department to which the user belongs.
Timezone	Enter the user's time zone.
Email Address(es)	Enter the user's address used for email, password resets, etc. To add email addresses, click the green plus icon.
User's Scope	Select the user's access level. Choices are the following (your selections might be different): <ul style="list-style-type: none"> <li>• Basic user</li> <li>• Office manager</li> <li>• Call center agent (may not appear in your drop-down list)</li> <li>• Call center supervisor (may not appear in your drop-down list)</li> </ul>
Enable Voicemail	Enable or disable <a href="#">voicemail</a> . Choices are: <ul style="list-style-type: none"> <li>• Checked = enable voicemail.</li> <li>• Not checked = disable voicemail.</li> </ul>
Add Phone Extension	This setting allows you to add a phone extension. Phone extensions allow users to be associated with a phone. A user can have one or more phone extensions. For example, user 111 could have three phones designated as 111a, 111b, and 111c. If you check this check box, you can then associate a phone to the user (see Table 10-3 on page 99). Choices are: <ul style="list-style-type: none"> <li>• Checked = add phone extension.</li> <li>• Not checked = do not add phone extension.</li> </ul>
New Password	Enter a new numeric login password for the user. For security, each typed password character is masked by a dot (●).
Confirm New Password	Enter the same numeric login password you entered in the New Password field. For security, each typed password character is masked by a dot (●).

## Editing Users

There might be times when you need to edit users. For example, you might need to change names, passwords, answering rules, voice mail, or phone settings.

1. From the Users page, either:













- Click a name

OR

- Hover over a user name, click the  icon at the far right of the Users page, and then click **Profile**. For example:

Click a name or...

...click this icon and...

Name ^	Extension	Department	
<a href="#">Jim Halpert</a>	102	Sales	 
<a href="#">Angela Martin</a>	120	Finance	 
<a href="#">Kevin Moynihan</a>	1252	Finance	 
<a href="#">Darryl Philbin</a>	130	Warehouse	 
<a href="#">Michael Scott</a>	100	Engineering	 
<a href="#">John Smith</a>	2468	HR	 

**Profile**

Answering Rules

Voicemail

Phones

...click this selection

### Where to go from here:


When a page similar to the following appears, use the tabs to configure the settings for this user:

- Use the **Profile** tab to configure profile, caller ID, dial planning, and login password for the selected user. See “Configuring the User Profile” on page 22.
- Use the **Answering Rules** tab to configure time frames and answering rules for the selected user. See “Configuring User Answering Rules” on page 24.
- Use the **Voicemail** tab to configure voicemail settings for the selected user. See “Configuring User Voice mail” on page 31.
- Use the **Phones** tab to configure the phones associated with the selected user. See “Configuring Phones” on page 35.

## Configuring the User Profile

To configure the profile for the selected user, complete the fields in the **Profile** tab, and then click **Save**.

**Note:** The options in your tab might be different than the ones shown below.

Users / Jim Halpert (102) 

Profile [Answering Rules](#) [Voicemail](#) [Phones](#)

---

### Profile Information


First Name

Last Name

Login Name

Department

Timezone

Email Address(es)  

Record User's Calls

Directory Options  Announce in Audio Directory  
 List in Directory

---

### Caller ID Information

Area Code

Caller ID

911 Caller ID

---

### Dial Planning

Dial Permission

---

### Change Password

New Password  **Note:** Password must be numbers only.

Confirm New Password



## Working with Users

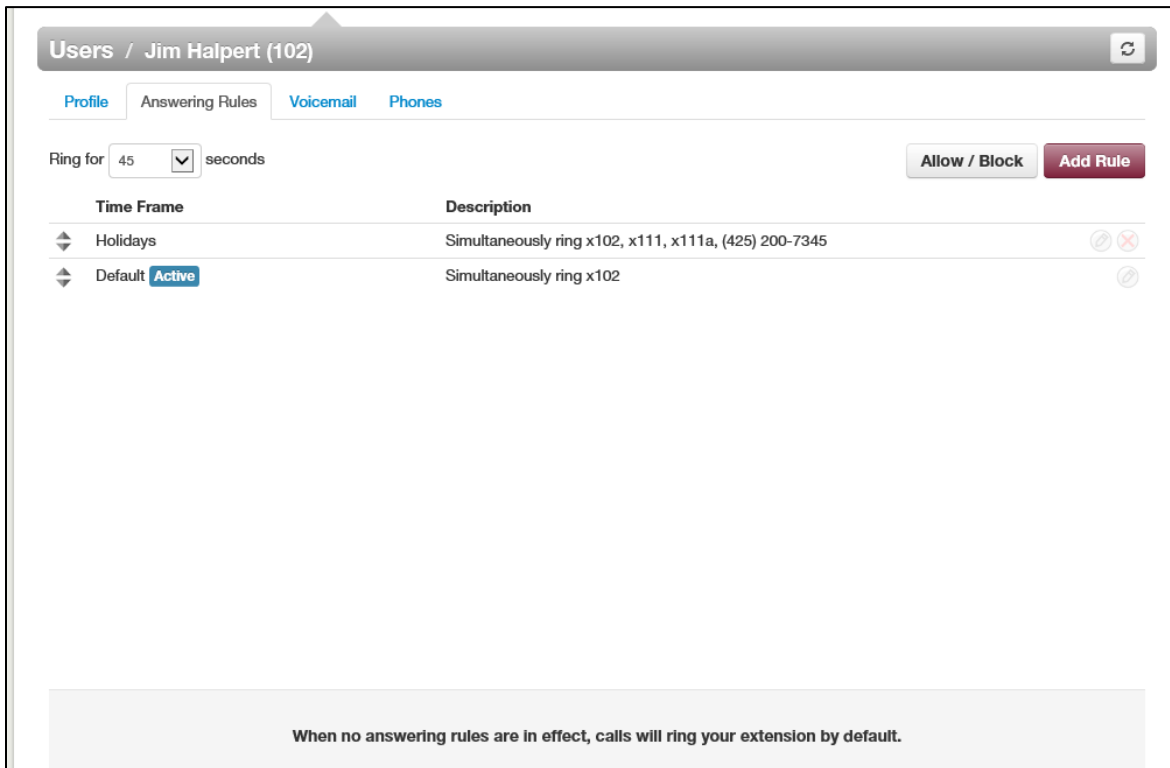
Setting	Description
<b>Profile Information</b>	
First Name	Enter the user's first name.
Last Name	Enter the user's last name. The user's last name is particularly important for the dial-by-name directory, as it matches on this field.
Login Name	Read-only field that shows the login name this user uses to log in to the portal.
Department	Enter the department to which the user belongs.
Timezone	Enter the user's time zone.
Email Address(es)	Enter the user's address used for email, password resets, etc. To add email addresses, click the green plus icon.
Record User's Calls	Select whether the calls for this user will be recorded (Yes) or not recorded (No).
Directory Options	<p>Enables or disables announce in auto directory and list in directory features.</p> <ul style="list-style-type: none"> <li>Announce in Audio directory = check to include the user in the dial-by-name directory.</li> <li>List in Directory = check to add user to the internal extensions list (contacts).</li> </ul>
<b>Caller ID Information</b>	
Area Code	Area code associated with the user.
Caller ID	Caller ID numbers that will be displayed for this user.
911 Caller ID	Caller ID number sent when calling 911. This may be different than your regular caller ID.
<b>Dial Planning</b>	
Dial Permission	Select the <a href="#">dialing permissions</a> for the user.
<b>Change Password</b>	
New Password	Enter a new numeric login password for the user. For security, each typed password character is masked by a dot (●).
Confirm New Password	Enter the same numeric login password you entered in the New Password field. For security, each typed password character is masked by a dot (●).



## Configuring User Answering Rules

Answering rules define how calls to this extension are handled. To configure answering rules for the selected user:

1. From the Users page, click the **Answering Rules** tab. A page similar to the following appears.



Users / Jim Halpert (102)

Profile Answering Rules Voicemail Phones

Ring for 45 seconds

Allow / Block Add Rule

Time Frame	Description
Holidays	Simultaneously ring x102, x111, x111a, (425) 200-7345
Default <b>Active</b>	Simultaneously ring x102

When no answering rules are in effect, calls will ring your extension by default.

2. Use the **Ring for** drop-down list to select the maximum number of seconds that incoming calls ring for this user before the system routes the call to the user's voicemail or the **Forward if Unanswered** option, if configured.
3. From this page, you can:
  - Allow or block calls for this user (see “Allowing or Blocking Calls” on page 25).
  - Add answering rules for this user (see “Adding Answering Rules” on page 26).
  - Change the active rule for this user (see “Changing the Active Answering Rule” on page 28).
  - Edit answering rules for this user (see “Editing Answering Rule” on page 30).
  - Deleting answering rules for this user (see “Deleting Answering Rules” on page 31).



### *Allowing or Blocking Calls*

To allow or block calls for this user:

1. Click the **Allow/Block** button. The Allow/Block pop-up window appears.

The screenshot shows a pop-up window titled "Allow / Block". It contains two columns: "ALLOWED NUMBERS" and "BLOCKED NUMBERS". Each column has an input field with the placeholder text "Enter a number" and a plus sign button. Below the input fields are scrollable lists. At the bottom of the "BLOCKED NUMBERS" section, there is a checkbox labeled "Block anonymous or unknown". A "Done" button is located at the bottom right of the window.

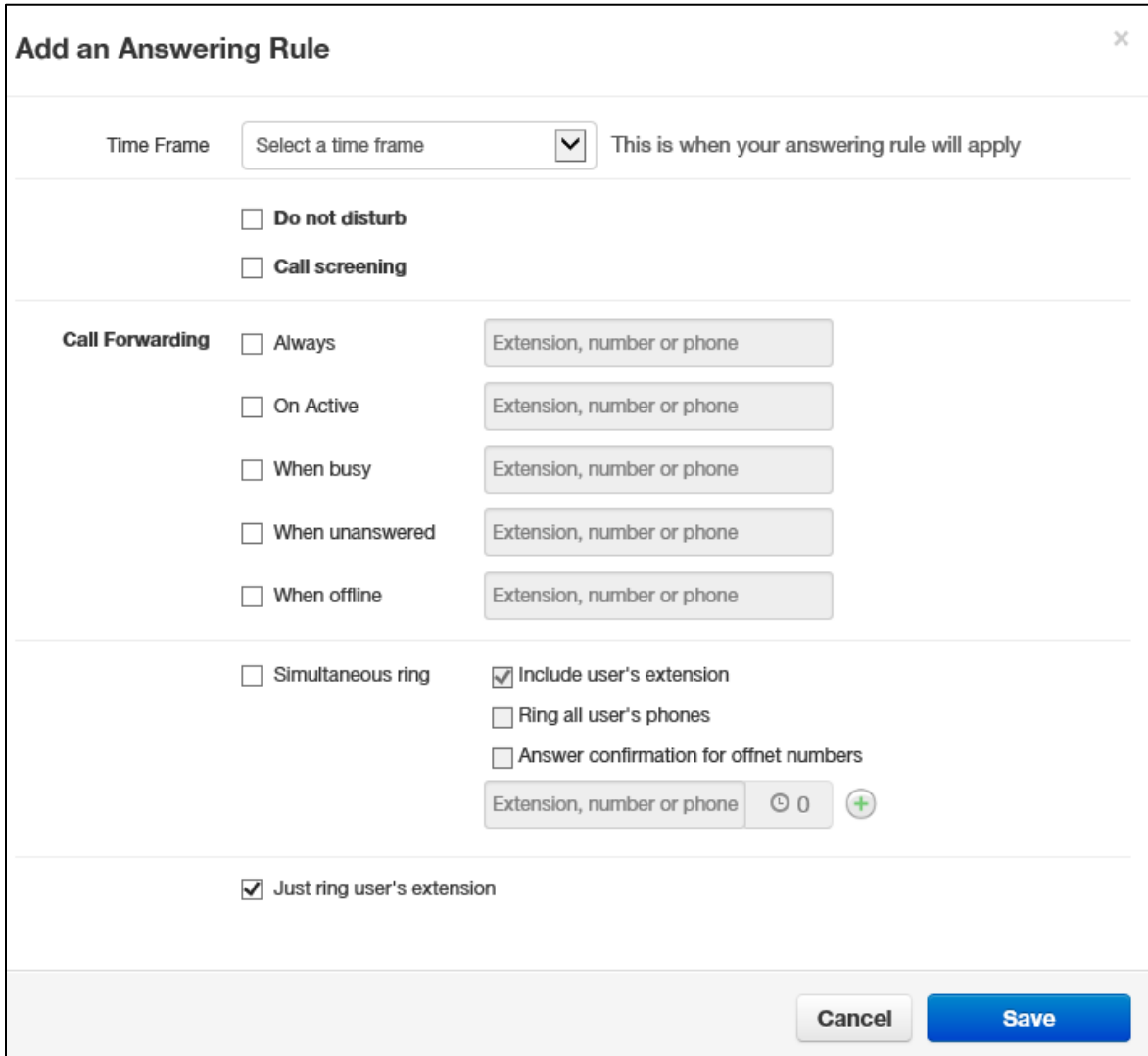
2. Calls from allowed numbers bypass [call screening](#) and [server](#) side [Do Not Disturb](#) (not phone DND). To allow numbers for this user, enter a number in the **Enter a number** field under **ALLOWED NUMBERS**, and then click the plus sign next to this field. Repeat this step for each additional number you want to allow for this user.
3. Calls from blocked numbers receive a fast busy or number disconnected message. To block numbers for this user, enter a number in the **Enter a number** field under **BLOCKED NUMBERS**, and then click the plus sign next to this field. Repeat this step for each additional number you want to block for this user.
4. To block anonymous or unknown numbers, check **Block anonymous or unknown**.
5. Click **Done**.



### Adding Answering Rules

Adding additional answering rules allows you specify alternate call answering rules in a different time frame (for example, handle calls differently on a weekend than on a weekday). To add an answering rule for this user:

1. Click the **Add Rule** button. The Add an Answering Rule pop-up window appears.



The screenshot shows a pop-up window titled "Add an Answering Rule" with a close button (X) in the top right corner. The window contains the following settings:

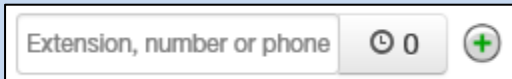
- Time Frame:** A dropdown menu labeled "Select a time frame" with a downward arrow. To its right is the text "This is when your answering rule will apply".
- Do not disturb:**  Do not disturb
- Call screening:**  Call screening
- Call Forwarding:**
  - Always: Extension, number or phone
  - On Active: Extension, number or phone
  - When busy: Extension, number or phone
  - When unanswered: Extension, number or phone
  - When offline: Extension, number or phone
- Simultaneous ring:**
  - Simultaneous ring
    - Include user's extension
    - Ring all user's phones
    - Answer confirmation for offnet numbers
- Below the simultaneous ring options is a text input field "Extension, number or phone" followed by a clock icon, the number "0", and a green plus icon.
- Just ring user's extension

At the bottom right of the window are two buttons: "Cancel" and "Save".

2. Complete the settings in the Add an Answering Rule pop-up window.

**Table 4-2. Adding/Editing Answering Rules**

Setting	Description
Time Frame	Select a time frame to which this answering rule will be applied. Choices shown are the ones previously configured using the procedure under "Adding Time Frames" on page 79.
Enabled	Add an answering rule: this check box does not appear. Edit an answering rule: enable (check) or disable (uncheck) this time frame for this user.
Do not disturb	Enables or disables the Do Not Disturb feature. Choices are: <ul style="list-style-type: none"> <li>• Checked = enable Do Not Disturb. Send all calls directly to voicemail (if available), without ringing the phone.</li> <li>• Not checked = disable Do Not Disturb.</li> </ul>
Call screening	Enables or disables the Call Screening feature. Choices are: <ul style="list-style-type: none"> <li>• Checked = enable Call Screening. System prompts callers to say their name, and then lets you screen the call before accepting it.</li> <li>• Not checked = disable Call Screening.</li> </ul>
Call Forwarding options	Select the following appropriate Call Forwarding settings. When entering another extension as a Call Forward option, a drop-down menu allows you to forward the call to specific resources associated with that extension (see Table 4-3). Some settings might not appear, depending on the features associated with the given extension. Choices are: <ul style="list-style-type: none"> <li>• Always = immediately forward calls to the number specified in the text field.</li> <li>• When busy = forward calls to the number specified in the text field when your extension has used all available call paths.</li> <li>• When unanswered = forward calls to the number specified in the text field if the call is not answered after the specified ring timeout.</li> <li>• When offline = automatically forward calls to the number specified in the text field if your desk phone has lost communication (for example, during a power outage).</li> </ul>
Simultaneous Ring	<p><a href="#">Simultaneous ring</a> allows multiple phones to ring at the same time. Check boxes allow you to include the user's extension, ring all user phones at the same time, and use answer confirmation for <a href="#">offnet</a> numbers.</p> <ul style="list-style-type: none"> <li>• Include user's extension = check to ring the phone with the same extension as the user.</li> <li>• Ring all user's phones = ring all phones associated with this user at the same time.</li> <li>• Answer confirmation for offnet numbers = ensures when conducting a simring to a cell/landline that the answering party is a person instead of voicemail by requesting them to press 1 to accept the call.</li> </ul> <p>In this field, you can enter the extension of another telephone you want to ring.</p> <p>The clock icon allows you to specify a ring delay. A ring delay allows you to enter the amount of time before the call rings at the destination. To add other phones to the simring, click the green plus icon.</p>



Setting	Description
Just ring user's extension	<p>Enables or disables the ringing of your telephone only.</p> <ul style="list-style-type: none"> <li>• Checked = incoming call rings just your telephone.</li> <li>• Not checked = feature is disabled.</li> </ul>

**Table 4-3. Call Forward Selections**

Selection	Description
User	Forward calls to the user at the specified extension and follow their user-answering rules.
Handset	Bypass the user-answering rules and forward calls to the <a href="#">handset</a> associated with the specified user.
Voicemail	Forward calls to voicemail at the specified extension.
Queue	Forward calls to the queue associated with this user.
Autoattendant	Forward calls to the auto-attendant associated with this user.

3. Click **Save**.
4. Repeat this procedure to add answering rules for this user.

***Changing the Active Answering Rule***

You can define multiple answering rules, but only one rule can be active at a time. The active rule is the first rule with a matching time frame. Best practices dictate that you order answering rules according to how specific they are, with the most specific time frames (for example, Holidays) at the top.

Assume today is Monday, July 4<sup>th</sup>. In this example, the **Holidays** and **Open** time frames could match the time and date conditions for July 4<sup>th</sup>. If **Holidays** is the first rule, however, it becomes the active rule. But if **Open** is the first rule, **Open** becomes the active rule.

To specify a rule other than the top one as the active rule:

1. In the **Answering Rules** tab, find the rule you want to designate as the active rule.
2. On the left side of the **Answering Rules** tab, hover the mouse over the up/down arrows for that rule (the pointer changes to a 4-headed arrow).

Pointer is hovering here 

Time Frame	Description
 Open <b>Active</b>	Simultaneously ring x102
 Holidays	Simultaneously ring x102, x111, x111a, (425) 200-7345

3. Hold down your mouse button, drag the rule to the top row, and then release the mouse button. A message tells you that the answering rules have been reprioritized and prompts you to click **Save**.

Message that active rule has been reprioritized

You have reprioritized your answering rules. When you are done, save the changes you have made.


Time Frame	Description
⬆️ Holidays	Simultaneously ring x102, x111, x111a, (425) 200-7345
⬆️ Open <b>Active</b>	Simultaneously ring x102

4. Click **Save**. The **Active** designation appears next to the topmost time frame.

Time Frame	Description
⬆️ Holidays <b>Active</b>	Simultaneously ring x102, x111, x111a, (425) 200-7345
⬆️ Open	Simultaneously ring x102

### Editing Answering Rules

To edit an answering rule for this user:

1. In the **Answering Rules** tab, hover over the answering rule, and then click the  icon at the far right of the row.

Click this icon

Default <b>Active</b>	Simultaneously ring x102		
Holidays	Simultaneously ring x102, x111, x111a, (425) 200-7345		

The Edit Answering Rule pop-up window appears.

### Edit Answering Rule

Time Frame  This is when your answering rule will apply

**Enabled**

**Do not disturb**

**Call screening**

**Call Forwarding**

Always

On Active

When busy

When unanswered

When offline

Simultaneous ring

Include user's extension

Ring all user's phones

Answer confirmation for offnet numbers


Just ring user's extension

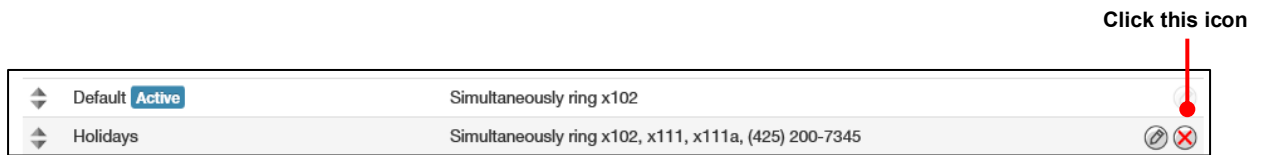


2. Change the rule, as appropriate. For assistance, see Table 4-2 on page 27.
3. Click **Save**.

### Deleting Answering Rules

If you no longer need an answering rule for a user, you can delete the rule. You can delete any answering rule, except the default rule.

1. In the **Answering Rules** tab, hover over the answering rule, and then click the  icon at the far right of the row.



A confirmation prompt appears.

2. Click **Yes** to delete the rule or **No** to retain it.

### Configuring User Voice mail

To configure voice mail for the selected user:

1. From the Users page, click the **Voicemail** tab. A page similar to the following appears.

**Users / Jim Halpert (102)**

[Profile](#) [Answering Rules](#) **Voicemail** [Phones](#)

**Enable Voicemail**

**Inbox**

Options  Sort voicemail inbox by latest first  
 Announce voicemail received time  
 Announce incoming call ID

Operator Forward

Number of Messages  [Clear messages](#)

**Data**

Limit

Used  [Clear data](#)

**Greetings**

Voicemail Greeting

Recorded Name

**Unified Messaging**

Email Notification




Options  Send email when mailbox is full  
 Send email after missed call

2. Complete the settings in the **Voicemail** tab.







**Table 4-4. Voicemail Settings**

Setting	Description
Enable	Enable (check) or disable (uncheck) voicemail.
<b>Inbox</b>	
Options	<p>This setting affects audio voicemail (calling into voicemail), but does not affect the web portal voice messages. Check the appropriate inbox options. Choices are:</p> <ul style="list-style-type: none"> <li>• Sort Voicemail inbox by latest first = plays newest messages first.</li> <li>• Announce voicemail received time = plays the timestamp of the message.</li> <li>• Announce incoming call ID = plays the caller ID number if available.</li> </ul>
Operator Forward	This setting determines where a call is sent if the caller presses 0 while the voicemail greeting is being played. When using this feature, tell callers near the beginning of your recorded voicemail greeting that they can press 0 to redirect their call.
Number of Messages	Read-only field that shows the current count of messages. Click the Clear messages link to delete messages, but leave greetings in place.
<b>Data</b>	
Limit	Read-only field that shows user's storage limit.
Used	Read-only field that shows user's used storage. Click the Clear data link to delete all messages, greetings, and the name recording.
<b>Greetings</b>	
Voicemail Greeting	<p>To select an active voicemail greeting, click a greeting from the drop-down list.</p> <p>To play the selected greeting, click the  icon.</p> <p>To download the selected greeting, click the  icon.</p> <p>To upload or record a greeting, click the  icon to display the Manage Greetings pop-up window. Greetings must be in MP3 or WAV format.</p> <p>To upload a greeting:</p> <ol style="list-style-type: none"> <li>1. Next to New Greeting, click Upload.</li> <li>2. Use the Browse button to select the file.</li> <li>3. In the Greeting Name field, enter a name for the greeting.</li> <li>4. Click Save and Done.</li> </ol> <p>To record a greeting:</p> <ol style="list-style-type: none"> <li>1. Next to New Greeting, click Record.</li> <li>2. In the Call me field, enter number to call (either an extension or a telephone number such as your cell phone).</li> <li>3. In the Greeting Name field, enter a name for the greeting.</li> <li>4. Click Call. Your phone will be called. At the prompt, record the new greeting, and then press # when you finish your recording.</li> <li>5. Click Done. (Or click Add Greeting to add another greeting.)</li> </ol>

## Working with Users

Setting	Description
Recorded Name	<p>If your company has a dial-by-name directory, you must record your name to appear in the directory. Click the  icon to listen to your current name recording on your computer or click the  icon to upload or record a new greeting.</p>
Unified Messaging	
Email Notification	<p>Adjust your voicemail to email settings. Choices are:</p> <ul style="list-style-type: none"> <li>• None = no emails when voicemail is left.</li> <li>• Send w/ Hyperlink = system sends an email to this user with a link to the voicemail</li> <li>• Send w/ Brief Hyperlink = system sends an email to this user in plaintext with a link to the voicemail</li> <li>• Send w/ Attachment (storage option) = system sends an email to this user with the audio file of the message attached. The storage option lets this user leave messages in his inbox as new, move to saved, or move to trash.</li> <li>• Send w/ Brief Attachment (storage option) = system sends an email to this user in plaintext with the audio file of the message attached. The storage option lets this user leave messages in his inbox as new, move to saved, or move to trash.</li> </ul>
Options	<p>Check the appropriate unified messaging options. Choices are:</p> <ul style="list-style-type: none"> <li>• Send email when inbox is full = system sends an email if this user's voice mail inbox runs out of space.</li> <li>• Send email after missed call = system sends an email if this user missed a call.</li> </ul>

3. Click **Save**.



## Configuring Phones

To associate phones with the selected user:

1. From the Users page, click the **Phones** tab. A page similar to the following appears.

Registered	Name	Device Type	IP Address	MAC Address	Line
X	1005b	Panasonic_KX-UTG300B/03.137	66.185.162.140:5080	08:00:27:00:00:00	3
X	1005a	Polycom VVX 600 Test		08:00:27:00:00:00	1

### Where to go from here:

From the **Phones** tab, you can:

- Associate a phone with this user (see “Associating Phones with This User” on page 36).
- Edit phones associated with this user (see “Editing Phones” on page 37).
- Delete phones associated with this user (see “Deleting Phones” on page 38).

## Associating Phones with This User

To associate phones with this user:

1. Click the **Add Phone** button. The Add a Phone pop-up window appears.

**Add a Phone** [X]

Phone Name

**Note: Phone Name cannot be changed**

Record Calls  [v]

Model  [v]

Preferred Server  [v]

[Cancel] [Add]

2. Complete the settings in the Add a Phone pop-up window.

**Table 4-5. Adding/Editing Phones**

Setting	Description
Phone Name	Adding a phone: Enter a name for this phone. The name should allow you to differentiate this phone from other phones you associated. For example, if you add phones for x111, you can name them 111a, 111b, and so on. Editing a phone: read-only field that shows the name of the phone.
Record Calls	Select whether calls will be recorded (Yes) or not recorded (No).
Model	Select the telephone model. The remaining settings in the window change depending on the model selected.
Preferred Server	Select the preferred server with which the phone will be used.

3. Click **Add**.
4. Repeat this procedure to associate additional phones with this user.
5. After you configure all phones, reboot the phones to apply these settings.




## Editing Phones

To edit a phone associated with this user:

1. From the **Phones** tab, either:





- Click a name

OR

- Hover over a name, and then click the  icon at the far right of the page. For example:

Click a name or...

...click this icon

Registered	Name	Device Type	IP Address	MAC Address	Line	
X	1005b	Panasonic_KX-UTG300B/03.137	66.185.162.140:5080	0800201480170100	3	 
X	1005a	Polycom_VX 600 Test		0800201480170100	1	 

Either step displays the Edit Phone pop-up window.

### Edit Phone ✕

Phone Name

**Note:** Phone Name cannot be changed

Record Calls  ▼

Model  ▼

Preferred Server  ▼

MAC Address


Line Number  ▼


The line number on which this phone will reside.







2. Change the phone settings, as appropriate. For assistance, see Table 4-5 on page 36.
3. Click **Save**.

## Deleting Phones

If you no longer need a phone that is associated with this user, you can delete the phone.

1. In the **Phones** tab, hover over the phone, and then click the  icon at the far right of the row. A confirmation prompt appears.
2. Click **Yes** to delete the phone or **No** to retain it.

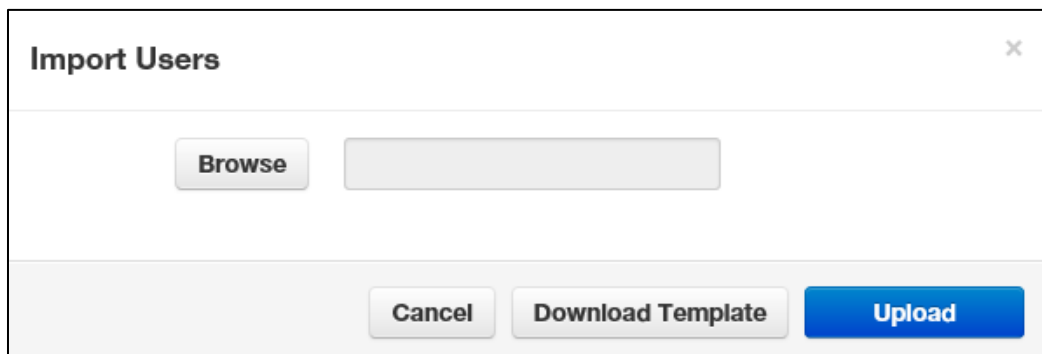
Click this icon 

Registered	Name	Device Type	IP Address	MAC Address	Line	
	1005b	Panasonic_KX-UTG300B/03.137	66.185.162.140:5060	0800-000-0000-0000	3	 
	1005a	Polycom WX 600 Test		0800-000-0000-0000	1	 

## Importing Users

A quick way to add users into the system is by importing them. The system accepts users in comma-separated-value (CSV) format. As part of this procedure, you can download a CSV-formatted template that can be opened using Microsoft Excel, populate the template with users, and then import the template.

1. From the Users page, click the **Import** button. The Import Users pop-up window appears.





2. To download a template that you can populate and import into the system:
  - a. Click the **Download Template** button.
  - b. Save the template to an area you can access.
  - c. Open the template, populate it with users, and then save the template.





3. Click the **Browse** button, navigate to the location where the file containing the users to be imported is located, click the file, and then click **Open**.
4. Click **Upload**. The system shows a preview of the data to be imported and allows you to edit the values if needed.

## Deleting Users

If you no longer need a user, you can delete the user from the system.

1. From the Users page, hover over the user, and then click the  icon at the far right of the row. A confirmation prompt appears.
2. Click **Yes** to delete the user or **No** to retain it.

Click this icon 

Name ^	Extension	Department	
reseller access	800		 
Jim Halpert	102	Sales	 

---

## 5. WORKING WITH CONFERENCES

---

### Topics:

- ^ *Displaying the Conferences Page (page 41)*
- ^ *Adding Conferences (page 42)*
- ^ *Editing Conferences (page 44)*
- ^ *Deleting Conferences (page 46)*
- ^ *Joining a Conference (page 46)*
- ^ *Viewing Conference Statistics (page 47)*


If the Cloud PBX system includes a conference bridge (purchased) it allows people inside and outside your company to participate in an audio conference call.



## Displaying the Conferences Page

All conference tasks are performed from the Conferences page. To display this page, click the **Conference** icon on the menu bar:



The following figure shows an example of the Conferences page. The  button at the top-right side of the page refreshes the information on the page.

Name ^	Extension/Owner	Participants	Minimum to Start	Leader Required	Request Name	
Corporate Meeting Room	800	0	1	✓	✗	
Small Meeting Room	102	0	2	✓	✗	
Zeus	9878	0	1	✗	✗	

### Where to go from here:

From the Conferences page, you can:

- Add conferences. See “Adding Conferences” on page 42.
- Edit conferences. See “Editing Conferences” on page 44.
- Delete conferences. See “Deleting Conferences” on page 46.
- Join a conference. See “Joining a Conference” on page 46.
- View conference statistics. See “Viewing Conference Statistics” on page 47.

## Adding Conferences

The following procedure describes how to add conferences. When adding a conference, we recommend you require a leader to start the conference; otherwise, anyone with your participant code can use your bridge.

1. From the Conferences page, click the **Add Conference** button. The Add a Conference pop-up window appears.

**Add a Conference** ×

Name

Type  Dedicated conference bridge  
 Owned conference bridge

Extension  **Note:** Extension cannot be changed

Direct Phone Number  ▼

Leader PIN

Participant PIN

Minimum participants to start  ▼

Options  Require a Leader to start  
 Prompt all participants for their name  
 Announce participant arrivals/departures

2. Complete the fields (see Table 5-1).
3. Click **Add Conference**.



**Table 5-1. Adding/Editing a Conference**

Setting	Description
Name	Enter a name for this bridge. The name should allow you to differentiate this bridge from other bridges you configured.
Type	Select the conference type. Choices are: <ul style="list-style-type: none"> <li>• Dedicated conference bridge = a shared bridge on its own dedicated extension.</li> <li>• Owned conference bridge = a bridge associated to a user on the system (for example, the bridge for user 111).</li> </ul>
Extension	Adding a conference: select the extension used to join this conference. Editing a conference: read-only field that shows the extension.
Direct Phone Number	Select the phone number used to join the conference. Owned bridges also have a direct dial field, which is the number internal users can dial to access the bridge.
Leader PIN	Enter the personal identification number (PIN) that the leader will use to authenticate access when joining the meeting. This PIN is private and should be known by internal staff only.
Participant PIN	Enter the PIN that participants will use to authenticate access when joining the meeting. Distribute this PIN to all guests of the meeting.
Minimum participants to start	Select the minimum number of participants that must attend the conference before it can start.
Options	Select the following options: <ul style="list-style-type: none"> <li>• Require a Leader to start = when checked, the system requires a leader to start the conference. If unchecked, the conference call will start when the first participant joins, regardless of whether a leader is present.</li> <li>• Prompt all participants for their name = when checked, the system prompts users for their name when they call in to the conference call.</li> <li>• Announce participant arrivals/departures = when checked, the system either beeps or announces when a participant joins or leaves the conference.</li> </ul>

4. Click **Save**.




## Editing Conferences

There might be times when you need to edit conferences. For example, you might want to change the leader or participant PIN.

1. From the Conferences page, either:




- Click a name

OR

- Hover over a name, and then click the  icon at the far right of the Conferences page. For example:

Click a name or...

...click this icon

Name ^	Extension/Owner	Participants	Minimum to Start	Leader Required	Request Name	
54654	9878	0	1	X	X	  
Jim Conference	102	0	2	✓	X	  
Test	800	0	1	✓	X	  


Either step displays the Edit pop-up window. For example:

### Edit 54654 ✕

Name


Type Dedicated conference bridge

Extension   
**Note:** Extension cannot be changed

Direct Phone Number(s) 

Leader PIN

Participant PIN


Minimum participants to start  

Options  Require a Leader to start  
 Prompt all participants for their name  
 Announce participant arrivals/departures


2. Complete the fields (see Table 5-1 on page 43).
3. Click **Save**.

## Deleting Conferences

If you no longer need a conference, you can delete it from the system.

1. From the Conferences page, hover over the conference, and then click the  icon at the far right of the row. A confirmation prompt appears.
2. Click **Yes** to delete the conference or **No** to retain it.

Click this icon 

Name ^	Extension/Owner	Participants	Minimum to Start	Leader Required	Request Name	
54654	9878	0	1	✕	✕	
Jim Conference	102	0	2	✓	✕	
Test	800	0	1	✓	✕	

## Joining a Conference


There are several ways to join a conference.

- Phones in your system can dial a dedicated bridge via the extension of the bridge. An owned bridge can be dialed by using the configured Direct Dial code.
- Set a [Direct Inward Dial](#) (DID) number to the bridge for inside and outside callers (see “Working with Inventory“ on page 91).
- Participants can call into your main number, and then be transferred to the bridge, or the bridge can be an option of the auto attendant.

When joining, the system prompts you for your password (either the leader or participant PIN, depending on your role).

## Viewing Conference Statistics

You can display historical information about your bridge.

1. From the Conferences page, hover over the conference, and then click the  icon at the far right of the row.

Click this icon 

Name ▲	Extension/Owner	Participants	Minimum to Start	Leader Required	Request Name	
54654	9878	0	1	✗	✗	  
<a href="#">Jim Conference</a>	102	0	2	✓	✗	  
<a href="#">Test</a>	800	0	1	✓	✗	  

A pop-up window shows statistics about the selected conference.

**Reports for NS Training Bridge** ✕

Date	Duration	Participants
Jun 26th, 9:59am	5:39	<a href="#">3</a>
Jun 25th, 1:00pm	14:27	<a href="#">3</a>

2. For more information about participants, click the hyperlink under the **Participants** column.
3. When you finish viewing the information, click **Close** to close the pop-up window.



---

## 6. WORKING WITH AUTOMATED ATTENDANTS

---

### Topics:

- ^ *Displaying the Auto Attendants Page (page 49)*
- ^ *Adding Auto Attendants (page 50)*
- ^ *Editing Auto Attendants (page 55)*
- ^ *Deleting Auto Attendants (page 57)*
- ^ *Auto Attendant Best Practices (page 57)*

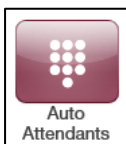
Automated attendants (“auto attendants”) are automated greetings with options to route calls. The Cloud PBX system has an auto attendant builder that gives you easy access to change recordings and options anytime.


The Auto Attendants list displays each auto attendant. From the Auto Attendants List, you can edit auto attendant settings and record the auto attendant greeting.



## Displaying the Auto Attendants Page


All auto attendant tasks are performed from the Auto Attendants page. To display this page, click the **Auto Attendants** icon on the menu bar:








The following figure shows an example of the Auto Attendants page. The  button at the top-right side of the page refreshes the information on the page.

NETSAPIENS® Dwight Schrute (111) | [My Account](#) | [Log out](#)

Home Call Center Users Conferences **Auto Attendants** Call Queues Time Frames Music On Hold Inventory Call History

Auto Attendants 

[Add Attendant](#)

Name	Extension	
<a href="#">Working Hours</a>	111	 
 <a href="#">Main Autoattendant</a>	500	 

### Where to go from here:

From the Auto Attendants page, you can:

- Add attendants. See “Adding Conferences” on page 42.
- Edit attendants. See “Editing Conferences” on page 44.
- Delete attendants. See “Deleting Conferences” on page 46.

## Adding Auto Attendants

The following procedure describes how to add auto attendants.

1. From the Auto Attendants page, click the **Add Attendant** button. The Add an Auto Attendant pop-up window appears.

**Add an Auto Attendant** [X]

Name

Extension

**Note: Extension cannot be changed**

Time Frame  [v]

[Cancel] [Continue]

2. Complete the fields (see Table 6-1).

**Table 6-1. Adding/Editing an Auto Attendant (Page 1)**

Setting	Description
Name	Enter a name for this auto attendant. The name should allow you to differentiate this auto attendant from other auto attendants you configured.
Extension	Adding an auto attendant: select the extension used with this auto attendant. Editing an auto attendant: read-only field that shows the extension.
Time Frame	Select a time frame to which this answering rule will be applied. Choices shown are the ones previously configured using the procedure under "Adding Time Frames" on page 79.

3. Click **Continue**. A page similar to the following appears.

**Auto Attendants**
⌂

Auto Attendant Name

Extension

Intro Greetings

**Menu Prompt**
**Dial Pad Menu**

Click to add a new menu prompt

1

2  
ABC

3  
DEF

4  
GHI

5  
JKL

6  
MNO

7  
PQRS

8  
TUV

9  
WXYZ

0

\*

Options

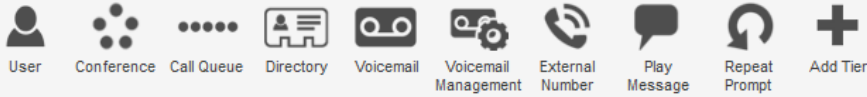
Save

Cancel

4. Complete the fields (see Table 6-2).

**Table 6-2. Adding/Editing an Auto Attendant (Page 2)**

Setting	Description
Auto Attendant Name	This is the auto attendant name you entered on the previous page. Use this field to change the name if desired.
Extension	Read-only field that shows the extension associated with this auto attendant that you entered on the previous page.
Intro Greetings	Click the  icon to display the Manage Greetings pop-up window and play, upload, record, or delete greetings. See “Recording Intro Greetings and Menu Prompts” on page 52).
Menu Prompt	Click in the text box or click the  icon to upload or record a menu prompt (see “Recording Intro Greetings and Menu Prompts” on page 52).

<p>Dial Pad Menu</p>	<p>Routes calls to one of a variety of resources when a caller selects that option. Click a number, and then select an application from the following pop-up:</p> <div data-bbox="214 275 1390 426" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Choose a new application:</p>  </div> <ul style="list-style-type: none"> <li>• User = goes to a user (extension).</li> <li>• Conference = goes to a conference bridge.</li> <li>• Call Queue = goes to a call queue.</li> <li>• Directory = goes to a dial by name directory.</li> <li>• Voicemail = goes to a specific mailbox.</li> <li>• Voicemail Management = allows outside staff to call in and retrieve voicemail.</li> <li>• External Number = forwards to an external telephone number (for example, to send caller to on-call staff).</li> <li>• Play Message = commonly used for hours and directions.</li> <li>• Repeat Prompt = replays the menu of options to the caller.</li> <li>Add Tier = adds a submenu with a new greeting and set of options.</li> </ul>
<p>Options</p>	<p>Click this button to open a pop-up window with the following options. Click Done when finished.:</p> <ul style="list-style-type: none"> <li>• Enable dial by extension = enable (check) or disable (uncheck) dial by extension.</li> <li>• If no key is pressed = sets the default action if no key is pressed.</li> <li>• If unassigned key is pressed = sets the action if an unassigned key is pressed.</li> </ul>

5. Click **Save**.

## Recording Intro Greetings and Menu Prompts

Each auto attendant can have an optional introductory greeting that plays when a call is directed to the auto attendant followed by the menu prompt. An example of an introductory greeting might be:


*"Thank you for calling Acme Corporation. You've reached us outside normal business hours."*

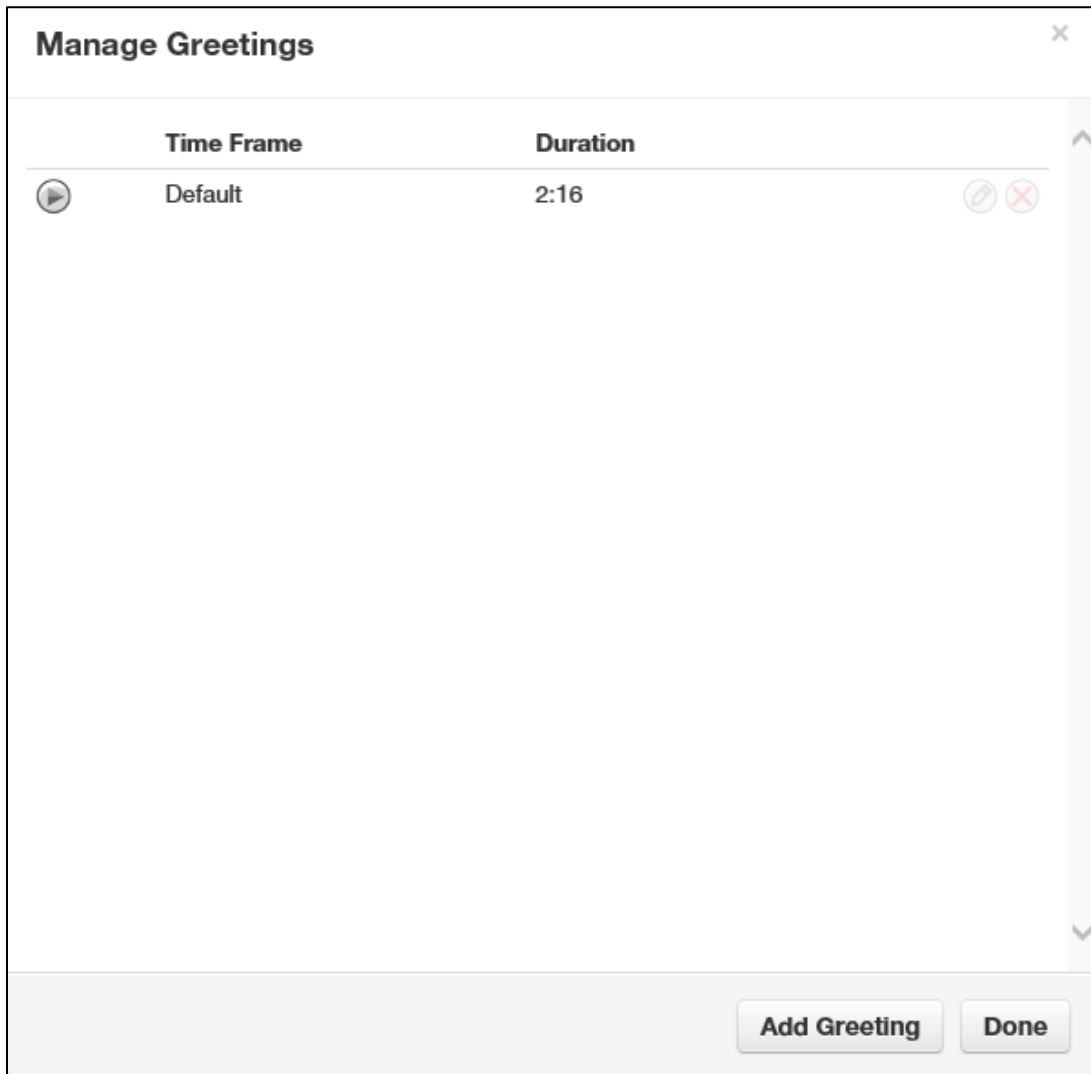
A menu prompt might be:

*"Press 1 for sales, press 2 for marketing, or press 0 for operator assistance."*





Separating intro greetings from menu prompts allows you to change greetings for holidays or night-time hours, for example, without re-recording the entire message.

To record an intro greeting:


1. From Auto Attendants page, click the  icon next to **Intro Greetings**. A Manage Greetings pop-up window similar to the following appears.

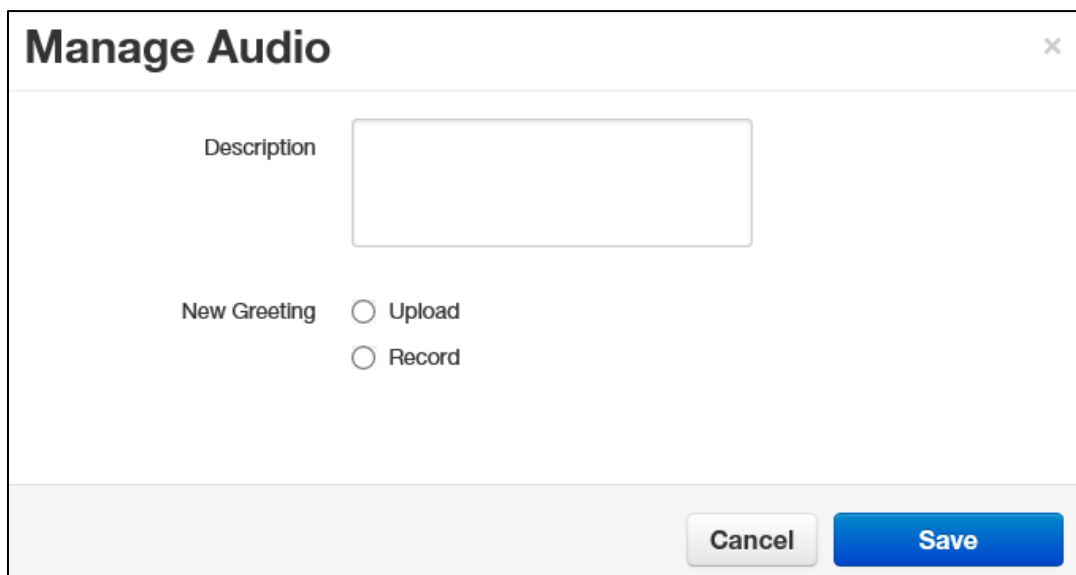


2. From this pop-up window:

- To play a greeting, click the  icon.
- To upload a new greeting, hover over it, and then click the  icon on the right side of the row. For **New Greeting**, click **Upload**. Click the **Browse** button, navigate to the MP3 or WAV file you want to use for your greeting, click the file, and click **Open**. Click **Upload**.
- To record a new greeting, hover over it, and then click  icon on the right side of the row. For **New Greeting**, click **Record**. In the **Call me at field**, enter the number to call (either an extension or a telephone number such as your cell phone) and click **Call**. Your phone will be called. At the prompt, record the new greeting, and then press # when you finish your recording.
- To delete a recording, hover over it, and then click the  icon at the far right of the row. At confirmation prompt, click **Yes** to delete the recording or **No** to retain it.
- When you finish, click **Add Greeting** followed by **Done**.

To record a menu prompt:

1. From Auto Attendants page, under **Menu Prompt**, click either the field **Click to add a new menu prompt** or click the  icon next to the field. Either step displays a Manage Audio pop-up window similar to the following.



**Manage Audio** ×

Description

New Greeting  Upload  
 Record

2. Complete the fields (see Table 6-3).

**Table 6-3. Manage Audio Settings**

Setting	Description
Description	Enter a name for this greeting. The name should allow you to differentiate this greeting from other greetings you recorded.
New Greeting	<p>Select whether to upload or record a greeting. Greetings must be in MP3 or WAV format. Choices are:</p> <ul style="list-style-type: none"> <li>• Upload = use this option to upload a file for use as your greeting. Click the Browse button. Navigate to the file, click the file, and click Open. Click Upload.</li> <li>• Record = if you select this option, enter the number to call (either an extension or a telephone number such as your cell phone) and click Call. Your phone will be called. At the prompt, record the new greeting, and then press # when you finish your recording.</li> </ul>

3. Click **Save** in the Manage Audio pop-up window.


## Editing Auto Attendants

There might be times when you need to edit auto attendants.













1. From the Auto Attendants page, either:

- Click a name

OR

- Hover over a name, and then click the  icon at the far right of the Auto Attendants page. For example:

Click a name or... ...click this icon

Name	Extension	
Jones	111	 
Zeus	111	 
Test	1234	 
Main Autoattendant	500	 
foo	555	 
foo2	556	 

**Add Attendant**

Either step displays a pop-up window similar to the following.

## Working with Automated Attendants


The screenshot shows a configuration window for an Automated Attendant. At the top, there are three input fields: "Auto Attendant Name" with the value "Main Autoattendant", "Extension" with the value "500", and "Intro Greetings" with a speaker icon. Below these is a horizontal bar with "Menu Prompt" on the left and "Dial Pad Menu" on the right. Under "Menu Prompt" is a text box containing "Click to add a new menu prompt" and a speaker icon. Under "Dial Pad Menu" is a numeric keypad with buttons for digits 1-9, 0, and \*, each with its corresponding letters (e.g., 2 has ABC). Below the keypad are three plus signs and a small icon. To the right of the keypad is an "Options" button. At the bottom of the window are "Save" and "Cancel" buttons.

2. Complete the fields (see Table 6-2 on page 51).
3. Click **Save**.










## Deleting Auto Attendants

If you no longer need an auto attendant, you can delete it from the system.

1. From the Auto Attendants page, hover over the auto attendant, and then click the  icon at the far right of the row. A confirmation prompt appears.
2. Click **Yes** to delete the auto attendant or **No** to retain it.

Click this icon

Name	Extension	
Jones	111	
Zeus	111	
Test	1234	
Main Autoattendant	500	
foo	555	
foo2	556	



## Auto Attendant Best Practices

When configuring your auto attendant, observe the following best practices:

- ❑ Consider your callers. Do they know with whom they want to talk or what function they need (customer service, sales, and so on)? Taking your callers into account will help you determine how to configure your auto attendant.
- ❑ If callers know with whom they want to talk, assist them by providing options such as:
  - “Dial your party’s extension at any time.”
  - “Press x for a dial by name directory.”
  - “Press x for the first available person/general voicemail.”
  - “Press 1 for Bob, 2 for Susan,” and so on. However, this approach does not scale well.
- ❑ If callers do not know a specific person but need a function, provide options such as:
  - “Press x for a dial by name directory.”
  - “For sales, press 1.”
  - “For customer service, press 2.”

- “*For accounting, press 3.*”

Keep greetings brief. Do not flood callers with too much information (hours, directions, fax numbers). Instead, place that information into a “play message” option.

---

## 7. WORKING WITH CALL QUEUES

---

### Topics:


- ^ *Displaying the Call Queues Page (page 60)*
- ^ *Adding Call Queues (page 61)*
- ^ *Editing Call Queues (page 65)*
- ^ *Deleting Call Queues (page 67)*
- ^ *Adding Music On Hold Files (page 67)*
- ^ *Working with Agents (page 68)*

Call queues are a “waiting line” commonly used for support and sales groups. Callers receive music on hold while waiting for the next available agent.

## Displaying the Call Queues Page

All call queue tasks are performed from the Call Queues page. To display this page, click the **Call Queues** icon on the menu bar:



The following figure shows an example of the Call Queues page. The  button at the top-right side of the page refreshes the information on the page.

Name	Extension	Type	Callers in Queue	Agents (Available)
Ring All Phones	701	Ring All	0	0 (0)
Park	702	Call Park	0	-
Round Robin Queue	800	Round-robin	0	1 (0)

### Where to go from here:

From the Call Queues page, you can:

- Add call queues. See “Adding Call Queues” on page 61.
- Edit call queues. See “Editing Call Queues” on page 65.
- Delete call queues. See “Deleting Call Queues” on page 67.
- Edit Music on Hold settings. See “Adding Music on Hold” on page 67.
- Work with agents associated with call queues. See “Working with Agents” on page 68.

## Adding Call Queues

To add call queues:

1. From the Call Queues page, click the **Add Call Queue** button. The Add a Call Queue pop-up window appears, with the **Basic** tab displayed.

**Add a Call Queue** ×

Basic

Name

Extension

**Note:** Extension cannot be changed

Type  Round-robin (longest idle) ⓘ  
 Ring All ⓘ  
 Linear Hunt ⓘ  
 Linear Cascade ⓘ  
 Call Park ⓘ

Cancel

2. Complete the fields (see Table 7-1).

**Table 7-1. Adding/Editing Basic Call Queue Settings**

Setting	Description
Name	Enter a name for this call queue. The name should allow you to differentiate this call queue from other call queues you configured.
Extension	Adding a call queue: Select an extension. Editing a call queue: read-only field that shows the extension.
Type	Determines how calls are distributed. Choices are: <ul style="list-style-type: none"> <li>• Round robin = routes callers to the agent that has been idle for the longest period of time. Then complete the remaining fields in the window.</li> <li>• Ring All = routes callers to all available agents at the same time. Then complete the remaining fields in the window.</li> <li>• Linear Hunt = routes callers to the available agents in a predefined order. The order is defined when editing the queue's agents (see "Working with Agents" on page 68). Then complete the remaining fields in the window.</li> <li>• Linear Cascade = routes callers to groups of available agents in a predefined order. The order is defined when editing the queue's agents (see "Working with Agents" on page 68). Then complete the remaining fields in the window.</li> <li>• Call Park = places callers on hold until the agent retrieves them. Go to step 4.</li> </ul>
Phone Number	Select the phone number
Record Calls	Select whether calls will be recorded (Yes) or not recorded (No) for this call queue.
Statistics	Select whether statistics will be recorded (Yes) or not recorded (No) for this call queue.
Message to Agent	Enter the message that will be sent to the agent (for example, " <i>Here's a call from the emergency support queue.</i> ") You configure this setting after adding the call queue.

- For **Type**, if you clicked **Park**, click **Save** to complete this procedure. Otherwise, click **Next** to display the **Pre Queue Options** tab and proceed to the next step.



### Add a Call Queue Round-robin

Basic
Pre Queue Options
In Queue Options

Options for before the caller is put in queue.

Require agents i  v

Require Intro MOH i  v

Max Expected Wait (sec) i  v

Unlimited                      500                      1000

Max Queue Length i  v

Unlimited                      50                      99

Allow Callback option i  v

Forward if unavailable i

Extension, number or phone

**Note:** uses the default Time Frame.

4. Complete the fields (see Table 7-2).

**Table 7-2. Adding/Editing Pre-Queue Option Settings**

Setting	Description
Require agents	Select whether to require (Yes) or not require (No) agents for this call queue.
Require Intro into MOH	This setting forces playback of the complete intro MOH before dispatch. This is useful for compliance greetings such as "Calls may be recorded," and so on. Select whether to require (Yes) or not require (No) the complete playback of the Intro Music on Hold for this call queue.
Max Expected Wait	Use the slider to specify the maximum expected wait time, in seconds. If the estimated wait time exceeds this time, the call cannot queue.
Max Queue Length	Use the slider to specify the maximum number of people that the system will allow to wait in this call queue.

## Working with Call Queues

Setting	Description
Allow Callback option	This setting allows callers to record their number, hang up, keep their spot in line, then get called when an agent is available. Select whether the callback option is available (Yes) or not available (No) to users in this call queue.
Forward if unavailable	This setting specifies where to forward if prequeue options will not allow queueing (for example, expected wait is too high). Enter where the call forwards if queueing is not available.

5. Click **Next**. The **In Queue Options** tab appears.

The screenshot shows the 'Add a Call Queue' dialog box with the 'In Queue Options' tab selected. The dialog has a title bar with 'Add a Call Queue' and 'Round-robin' in a grey box, and a close button (X) in the top right corner. Below the title bar are three tabs: 'Basic', 'Pre Queue Options', and 'In Queue Options'. The main content area is titled 'Options for while callers are queued and being routed to agents.' and contains several settings:

- Queue Ring Timeout (sec)**: A slider control with an information icon (i) on the left. The slider is positioned at 5, with '5' and 'Unlimited' labels at the ends.
- Agent Ring Timeout (sec)**: A slider control with an information icon (i) on the left. The slider is positioned at 5, with '5' and '90' labels at the ends.
- Logout agent on missed call**: A dropdown menu with an information icon (i) on the left, currently set to 'No'.
- Forward if unanswered**: A text input field with an information icon (i) on the left, containing the text 'Extension, number or phone'. Below the field is a note: 'Note: uses the default Time Frame.'
- Voicemail**: A dropdown menu with an information icon (i) on the left, currently set to 'Yes'.

At the bottom of the dialog are three buttons: 'Cancel', 'Back', and 'Add'.

6. Complete the fields (see Table 7-3).





**Table 7-3. Adding/Editing In-Queue Option Settings**

Setting	Description
Queue Ring Timeout	Use the slider to specify the maximum number of seconds that the call remains in the queue before timing-out. If Forward if Unanswered is enabled, the call is handled according to the Forward if Unanswered setting. If Voicemail is enabled and Forward if Unanswered is disabled, the system prompts the caller to stay in the queue or go to voicemail.
Agent Ring Timeout	Use the slider to specify the maximum number of seconds that the queue will ring an agent before moving on to the next agent. This value should be less than the Queue Ring Timeout value.
Logout agent on missed call	Select whether an agent logs callers out of the queue (Yes) or does not log out callers if an agent misses a call.
Forward if Unanswered	Enter the extension, phone, or number where callers are forwarded if agents fail to answer before the Queue Ring Timeout occurs
Voicemail	Select whether callers will be (Yes) or will not be (No) given the option to leave a voicemail if agents fail to answer when the Queue Ring Timeout occurs and Forward if unanswered is not set.

7. Click **Add**.


## Editing Call Queues

There might be times when you need to edit Call Queues. For example, you might want to change basic, pre-queue, or in-queue options.

1. From the Call Queues page, either:



- Click a name

OR

- Hover over a name, and then click the  icon at the far right of the Call Queues page. For example:

Click a name or...

...click this icon

Name	Extension ^	Type	Callers in Queue	Agents (Available)	
park	701	Call Park	0	-	 
park	702	Call Park	0	-	 
test	800	Linear Cascade	0	0 (0)	 

Either step displays the Edit pop-up window. For example:

**Edit park** Round-robin ×

Basic Pre Queue Options In Queue Options

Name  ×

Extension

**Note:** Extension cannot be changed

Type  Round-robin (longest idle) ⓘ  
 Ring All ⓘ  
 Linear Hunt ⓘ  
 Linear Cascade ⓘ  
 Call Park ⓘ

Direct Phone Number(s)  ▼

Record Calls ⓘ  ▼

Statistics ⓘ  ▼


Message to Agent ⓘ


Cancel Save










2. Perform the procedure starting with step 2 under “Adding Call Queues” on page 61.

## Deleting Call Queues

If you no longer need a call queue, you can delete it from the system.


1. From the Call Queues page, hover over the call queue, and then click the  icon at the far right of the row. A confirmation prompt appears.
2. Click **Yes** to delete the call queue or **No** to retain it.


Click this icon 










Name	Extension ^	Type	Callers in Queue	Agents (Available)	
park	701	Call Park	0	-	  
park	702	Call Park	0	-	  
test	800	Linear Cascade	0	0 (0)	  

## Adding Music on Hold to a Queue

The Call Queues page allows you to add Music on Hold for call queues.


1. From the Call Queues page, hover over the call queue, and then click the  icon at the far right of the row. The Music On Hold page appears.
2. Proceed to “Adding Music On Hold Files” on page 86.

Click this icon 













Name	Extension ^	Type	Callers in Queue	Agents (Available)	
park	701	Call Park	0	-	  
park	702	Call Park	0	-	  
test	800	Linear Cascade	0	0 (0)	  

## Working with Agents

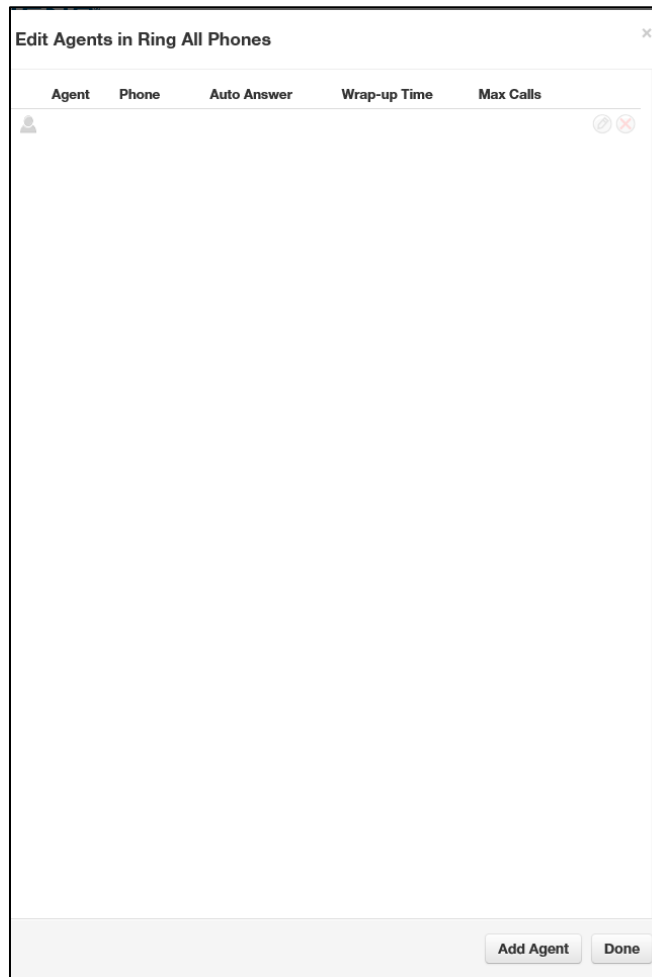
The Call Queues page allows you to add, edit, and delete agents for call queues.

1. From the Call Queues page, hover over the call queue, and then click the  icon at the far right of the row.

Click this icon

Name	Extension ^	Type	Callers in Queue	Agents (Available)	
Test	120	Call Park	0	-	  
park	701	Call Park	0	-	  
park	702	Call Park	0	-	  
test	800	Linear Cascade	0	0 (0)	  

An Edit Agents pop-up window similar to the following appears.



2. To add an agent:
  - a. Click the **Add Agent** button. The following settings appear.

### Edit Agents in Ring All Phones ✕

Agent Phone

Status  ▼

**Note:** Changing Status may take a moment to update

Wrap up time (sec)  0 300 595


Max Simultaneous Calls  1 6

Queue priority for agent  ▼

Request Confirmation

Auto Answer

**Save**

Agent	Phone	Auto Answer	Wrap-up Time	Max Calls
		<input type="checkbox"/>		<input type="checkbox"/>

**Add Agent** **Done**

- a. Complete the fields (see Table 7-4).


- b. Click **Save**. The color-coded status of the new agent is displayed:
- Green = available
  - Gray = offline
  - Red = on a call

**Table 7-4. Adding/Editing Agent Settings**

Setting	Description
Agent Phone	Select a phone of an agent to add to the queue.
Status	Select whether the agent is ready to take calls (Online) or not active (Offline).
Wrap up time	Use the slider to specify the amount of time the agent is allocated to complete paperwork after finishing a call and before a new call is dispatched.
Max Simultaneous calls	Use the slider to specify the maximum number of calls an agent can take at one time. This will almost always be 1.
Order in Linear Hunt	Sets the dispatch order. If a call is dispatching, it will go to the available agent with the lowest order.
Queue priority for agent	Sets weighting for an agent that is servicing multiple queues. If you have an agent servicing two queues and both queues have a person waiting, for example, the agent will get the call from the queue whose priority is highest (lowest number).
Request Confirmation	Enables or disables request confirmation. Choices are: <ul style="list-style-type: none"> <li>• Checked = requires the agent to confirm receiving the call.</li> <li>• Not checked = agent does not confirm the call.</li> </ul>
Auto Answer	Enables or disables auto answer. Choices are: <ul style="list-style-type: none"> <li>• Checked = agent phone answers automatically (not all phones support this feature).</li> <li>• Not checked = agent phone not answer automatically.</li> </ul>

c. Click **Done**.

3. To edit agent settings:

- a. Hover over an agent, and then click the  icon at the far right of the window. Settings similar to the following appear.

### Edit Agents in Ring All Phones

Agent Phone

Status

**Note:** Changing Status may take a moment to update

Wrap up time (sec)

Max Simultaneous Calls

Queue priority for agent  ▼

Request Confirmation

Auto Answer


**Save**

Agent	Phone	Auto Answer	Wrap-up Time	Max Calls

**Add Agent** **Done**

b. Complete the fields (see Table 7-4 on page 70).



- c. Click **Save**. The color-coded status of the new agent is displayed:
  - Green = available
  - Gray = offline
  - Red = on a call
4. To delete an agent:
  - a. Hover over an agent, and then click the  icon at the far right of the window.
  - b. When a confirmation prompt appears, click **Yes** to delete the agent or **No** to retain it.
5. When you finish working within the pop-up window, click **Done**.



---

## 8. WORKING WITH TIME FRAMES

---

### Topics:

- ^ *Displaying the Time Frames Page (see page 74)*
- ^ *Working with Time Frames (page 76)*
- ^ *Adding Time Frames (page 79)*
- ^ *Editing Time Frames (see page 81)*
- ^ *Deleting Time Frames (see page 82)*
- ^ *Viewing Begin and End Dates (see page 82)*

Using time frames, you can tell the system about the times when your office is open, closed, or celebrating a holiday.

Time frames do not go into effect until you apply a time frame to an answering rule or auto attendant greeting. When the time frames are applied, the first matching time frame becomes active.

## Displaying the Time Frames Page

All time frame tasks are performed from the Time Frames page. To display this page, click the **Time Frames** icon on the menu bar:




The following figure shows an example of the Time Frames page.

Name	Description	Owner
Holidays	Specific Dates	kevin.netsapiens.com
MF95	Days and Times	kevin.netsapiens.com

A search field at the top-left of the page allows you to review a specific user's personal time frames by entering a user time frame, and then clicking the magnifying glass icon:



The  button at the top-right side of the page refreshes the information on the page.

**Where to go from here:**

From the Time Frames page, you can:

- Add time frame. See “Adding Time Frames” on page 79.
- Edit time frames. See “Editing Time Frames” on page 81.
- Delete time frames. See “Deleting Time Frames” on page 82.
- See begin and end dates for a time frame. See “Viewing Begin and End Dates” on page 82.

## Working with Time Frames

When you create a new time frame, you assign a unique name to it and then specify one of the following times associated with the time frame:

- **Always** = time frame applies to all hours of every day (24/7/365).
- **Days of the week and times** = commonly used to define office open hours such as Monday-Friday 9am – 5pm. Each day has its own check box. Check the days to which the time frame will be applied, and then use slide bars to define the time ranges for each checked day.
- **Specific dates or range** = commonly used to define holidays or other special events such as New Year's or a training closure. Use pop-up calendars to select the To and From dates when the time range will apply.

**Add a Timeframe** ×

Name  **Note:** Name cannot be changed

When  Always  Days of the week and times  Specific dates or ranges

Sunday 12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM +

Monday 12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM +

Tuesday 12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM +

Wednesday 12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM +

Thursday 12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM +

Friday 12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM +

Saturday 12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM +

When you check a check box, a blue control bar covers the times 9AM to 5PM for that day. Drag this control to change the time according to your requirements. If you need to add more ranges for a day, click the following icon to the right of the time range:



### Add a Timeframe

Name  **Note:** Name cannot be changed

When  Always  Days of the week and times  Specific dates or ranges

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM

12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM

12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM

12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM

12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM

12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM

12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM

Cancel Save

- **Specific dates or ranges** = allows you to specify a time range for the time frame by selecting starting and ending dates from a pop-up calendar.

## Working with Time Frames

**Add a Timeframe**

Name  **Note:** Name cannot be changed

When  Always  Days of the week and times  Specific dates or ranges

Specific dates or ranges  to

July 2015

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

The following example shows a time frame called **Open Hours**, which covers 9AM to 5PM hours for the days Monday through Friday.

**Edit Open Hours**

Name  **Note:** Name cannot be changed

When  Always  Days of the week and times  Specific dates or ranges

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

12:00 AM 6:00 AM 12:00 PM 6:00 PM 11:59 PM

This time frame might be used with another time frame called **Holiday**, which covers holiday periods. You might even create a time frame called **Closed Hours (default already exists)**, which would be an “Always” rule, but would not always be active since it can be set for lower priority than **Holiday** or **Open Hours**.



## Adding Time Frames

To add time frames:

1. From the Time Frames page, click the **Add Time Frame** button. The Add a Timeframe pop-up window appears.

2. Complete the fields (see Table 8-1).

**Table 8-1. Adding/Editing Time Frame Settings**

Setting	Description
Name	Adding a time frame: Enter a name for this time frame. The name should allow you to differentiate this time frame from other time frames you configured. Editing a time frame: read-only field that shows the name of the time frame.
When	Select when the time frame will be applied. Choices are: <ul style="list-style-type: none"> <li>• Always = time frame is applied to all days and times.</li> <li>• Days of the week and times = use the controls in Figure 8-1 to check the days when the time frame applies, and then use the slider controls to select the hours for that date when the time frame applies.</li> <li>• Specific dates or ranges = use the controls in Figure 8-2 to select the dates or range to which the time frame applies.</li> </ul>

The screenshot shows a dialog box titled "Add a Timeframe" with a close button (X) in the top right corner. It features a "Name" input field with a "Note: Name cannot be changed" to its right. Below this, there are three radio button options under the "When" label: "Always", "Days of the week and times" (which is selected), and "Specific dates or ranges". The main area of the dialog is divided into seven rows, one for each day of the week (Sunday through Saturday). Each row has a checkbox on the left, a horizontal timeline with tick marks at 12:00 AM, 6:00 AM, 12:00 PM, 6:00 PM, and 11:59 PM, and a green plus sign (+) on the right. The timeline for each day has a white slider bar indicating a selected time range. At the bottom right, there are "Cancel" and "Save" buttons.

Figure 8-1. Configuring Days of the Week

The screenshot shows the same "Add a Timeframe" dialog box, but with the "Specific dates or ranges" radio button selected. The "When" section now shows "Always", "Days of the week and times", and "Specific dates or ranges" (selected). Below the "When" section, there is a "Specific dates or ranges" label followed by two input fields separated by a "to" label, and a green plus sign (+) on the right. The "Cancel" and "Save" buttons remain at the bottom right.

Figure 8-2. Configuring Specific Dates or Ranges

3. Click **Save**.






## Editing Time Frames

There might be times when you need to edit time frames. For example, you might want to change when they occur.

1. From the Time Frames page, either:

- Click a name

OR

- Hover over a name, and then click the  icon at the far right of the Time Frames page. For example:

Click a name or...

...click this icon


Name	Description	Owner	
Holidays	Specific Dates	kevin.netsapiens.com	 
MF95	Days and Times	kevin.netsapiens.com	 

Either step displays the Edit pop-up window. For example:

### Edit Holidays

Name:  **Note:** Name cannot be changed

When:  Always  Days of the week and times  Specific dates or ranges

Specific dates or ranges:  to  


2. Complete the fields (see Table 8-1 on page 79).

3. Click **Save**.



## Deleting Time Frames

If you no longer need a time frame, you can delete it from the system.

1. From the Time Frames page, hover over the time frame, and then click the  icon at the far right of the row. A confirmation prompt appears.
2. Click **Yes** to delete the time frame or **No** to retain it.



Click this icon 

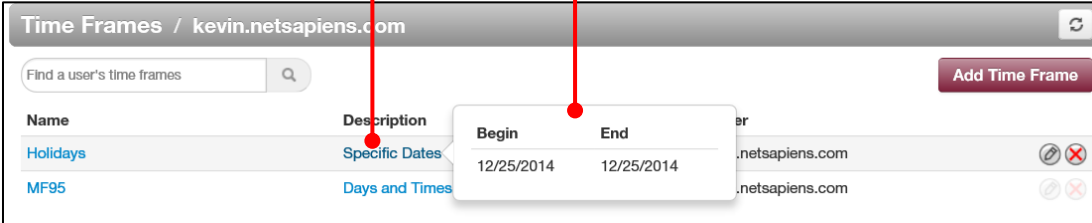
Name	Description	Owner	
Holidays	Specific Dates	kevin.netsapiens.com	 
MF95	Days and Times	kevin.netsapiens.com	 

## Viewing Begin and End Dates





To view the begin and end dates for a time frame:

1. From the Time Frames page, hover over the description. A pop-up window similar to the following shows the begin and end dates for the time frame.

Hover over a description...  ...to see the begin and end dates 



The screenshot shows the 'Time Frames / kevin.netsapiens.com' interface. It includes a search bar, an 'Add Time Frame' button, and a table of time frames. A pop-up window is displayed over the 'Specific Dates' description, showing the 'Begin' and 'End' dates as 12/25/2014.

Name	Description	Begin	End	Owner	
Holidays	Specific Dates	12/25/2014	12/25/2014	kevin.netsapiens.com	 
MF95	Days and Times			kevin.netsapiens.com	 

---

## 9. WORKING WITH MUSIC ON HOLD

---

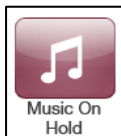
### Topics:

- ^ *Displaying the Music On Hold Page (page 84)*
- ^ *Adding Music On Hold (page 86)*
- ^ *Changing the Order of Music On Hold Files (page 87)*
- ^ *Editing Music On Hold Files (page 88)*
- ^ *Deleting Music On Hold Files (page 89)*
- ^ *Adjusting Music On Hold Settings (page 89)*

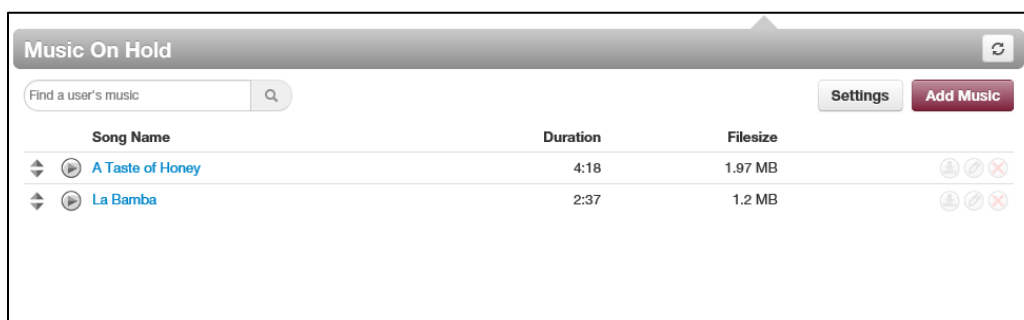
The system has a Music on Hold feature that plays when callers are on hold or waiting in queue. You can precede the first file with an optional introductory greeting.

## Displaying the Music On Hold Page

All Music On Hold tasks are performed from the Music On Hold page. To display this page, click the **Music On Hold** icon on the menu bar:




The following figure shows an example of the Music On Hold page.



A search field at the top-left of the page allows you to view the MOH files for a specific user by entering a file name, and then clicking the magnifying glass icon:



The  button at the top-right side of the page refreshes the information on the page.

**Where to go from here:**

From the Music On Hold page, you can:

- Add files. See “Adding Music On Hold” on page 86.
- Change the order of files. See “Changing the Order of Music On Hold Files” on page 87.
- Edit files. See “Editing Music On Hold Files” on page 88.
- Delete files. See “Deleting Music On Hold Files” on page 89.
- Adjust Music On Hold settings. See “Adjusting Music On Hold Settings” on page 89.

## Adding Music On Hold Files

The following procedure describes how to add files. Only properly licensed music files can be used with the Music On Hold feature.


1. From the Music On Hold page, click the **Add Music** button. The Add Music pop-up window appears.

2. Complete the fields (see Table 9-1).

**Table 9-1. Adding/Editing Music On Hold**

Setting	Description
Browse	Adding a Music On Hold file: Use this button to upload a file in MP3 or WAV format. Click the Browse button. Navigate to the music file, click the file, and click Open. Editing a Music On Hold file: this field does not appear.
Song Name	Enter a name for this file.

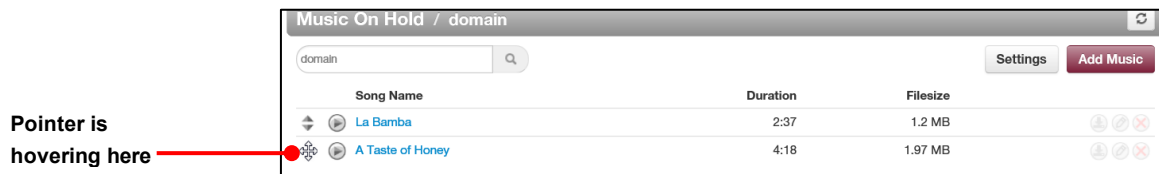
3. Click **Upload**.

4. After the file is uploaded, you can play it on your computer by clicking the  icon to the left of the file on the Music On Hold page.

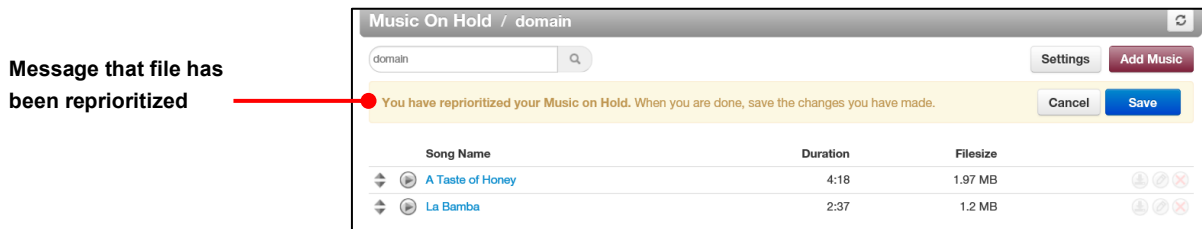
## Changing the Order of Music On Hold Files

Music On Hold files play according to the order in which they appear in the Music On Hold page, starting with the top file on the page, if the randomization setting is not selected. To change the order in which files are played:

1. On the left side of the Music On Hold page, hover the mouse over the up/down arrows for the file you want to move (the pointer changes to a 4-headed arrow).



2. Hold down your mouse button, drag the file to the desired location, and then release the mouse button. A message tells you that the file has been reprioritized and prompts you to click **Save**.



3. Click **Save**.


## Editing Music On Hold Files

There might be times when you need to edit the name of a Music On Hold file.





1. From the Music On Hold page, either:

- Click a file name

OR

- Hover over a file name, and then click the  icon at the far right of the Music On Hold page. For example:

Click a file name or... ...click this icon

Song Name	Duration	Filesize	
 <a href="#">La Bamba</a>	2:37	1.2 MB	  

Either step displays the Edit Music pop-up window. For example:

### Edit Music ✕


Song Name






2. Complete the field (see Table 9-1 on page 86).
3. Click **Save**.




## Deleting Music On Hold Files

If you no longer need a Music On Hold file, you can delete it from the system.

1. From the Music On Hold page, hover over the file name, and then click the  icon at the far right of the row. A confirmation prompt appears.
2. Click **Yes** to delete the file or **No** to retain it.

Song Name	Duration	Filesize	
  La Bamba	2:37	1.2 MB	  

Click this icon 

## Adjusting Music On Hold Settings

To adjust Music On Hold settings:

1. From the Music On Hold page, click the **Settings** button. A Music on Hold Settings pop-up window similar to the following shows the begin and end dates for the time frame.

### Music on Hold Settings ×

**Enable Music on Hold**

Randomize Music on Hold

---

Play introductory greeting

Cancel Save

2. Complete the fields (see Table 9-2).

**Table 9-2. Music On Hold Settings**

Setting	Description
Enable Music on Hold	Enable (check) or disable (uncheck) the Music On Hold feature.
Randomize Music on Hold	Play Music On Hold files in a random order (check) or according to their order on the Music On Hold page (uncheck).
Play introductory greeting	<p>Play (check) or do not play (uncheck) an introductory greeting before playing the first Music On Hold file. If you check this check box, the New Greeting and Greeting Name fields appear for uploading or recording a greeting. Greetings must be in MP3 or WAV format:</p> <p>To upload a greeting file:</p> <ol style="list-style-type: none"> <li>1. Next to New Greeting, click Upload.</li> <li>2. Use the Browse button to select the file.</li> <li>3. In the Greeting Name field, enter a name for the greeting.</li> <li>4. Click Save.</li> </ol> <p>To record a greeting:</p> <ol style="list-style-type: none"> <li>1. Next to New Greeting, click Record.</li> <li>2. In the Call me at field, enter the number to call (either an extension or a telephone number such as your cell phone).</li> <li>3. In the Greeting Name field, enter a name for the greeting.</li> <li>4. Click Call. Your phone will be called. At the prompt, record the new greeting, and then press # when you finish your recording.</li> </ol>

3. Click **Save**.



---

## 10. WORKING WITH INVENTORY

---

### Topics:

- ^ *Displaying the Inventory Page*  
(see page 92)
- ^ *Managing Phone Numbers* (see  
page 93)
- ^ *Managing Phone Hardware*  
(see page 96)

The Inventory page allows you to manage your phone numbers and phone hardware.

## Displaying the Inventory Page


All inventory tasks are performed from the Inventory page. To display this page, click the **Inventory** icon on the menu bar:



The following figure shows an example of the Inventory page. The page has two tabs:

- **Phone Numbers** allows you to filter, edit, and export phone numbers.
- **Phone Hardware** allows you to filter, add, edit, and export information about phone hardware.



The  button at the top-right side of the page refreshes the information on the page.

Phone Number ^	Treatment	Destination	Notes
1 (210) 555-1234	User	500 (Main Autoattents)	Mike's DID
1 (760) 888-6227	User	201	To Susan

### Where to go from here:

From the Inventory, you can:

- Manage phone numbers. See “Managing Phone Numbers” on page 93.
- Manage phone hardware. See “Managing Phone Hardware” on page 96.

## Managing Phone Numbers

The **Phone Numbers** tab allows you to filter, edit, and export phone numbers.

Phone Number ^	Treatment	Destination	Notes
1 (210) 555-1234	Activate-DND	500	kevin.netsapiens.com
1 (760) 888-6227	User	201 (Yealink t21p)	Available DID

### Filtering Phone Numbers

Using the **Filter** button, you can filter phone numbers and view only the numbers of interest to you.

1. From the **Phone Numbers** tab, click the **Filters** button. The Phone Number Filters pop-up window appears.

### Phone Numbers Filters

Phone number

Treatment  ▼

Destination

Notes

2. Complete the fields (see Table 10-1).

- Click **Set Filters**. The **Phone Numbers** tab shows only the phone numbers that match your criteria. If no phone numbers match your criteria, a message informs you that there are no matches to your filter.

**Table 10-1. Phone Number Filter Settings**

Setting	Description
Phone number	Enter all or part of the phone numbers you want to view.
Treatment	Select a treatment for the phone numbers you want to view. Choices are: <ul style="list-style-type: none"> <li>• Available Number = an unassigned telephone number.</li> <li>• User = routes to a user specified.</li> <li>• Conference = routes to a conference bridge specified.</li> <li>• Call Queue = routes to a specified call queue.</li> <li>• Voicemail = routes to the specified user's voicemail box.</li> <li>• SIP Trunk = routes to a specified <a href="#">SIP trunk</a>.</li> <li>• Auto Attendant = routes to a specified auto attendant.</li> </ul>
Destination	Enter the name or extension of the phone destination.
Notes	Enter optional notes about this phone number.


### Editing Phone Numbers

To edit phone numbers:

- From the **Phone Numbers** tab, either:



- Click a phone number

OR

- Hover over a phone number, and then click the  icon at the far right of the **Phone Numbers** tab. For example:

Click a phone number or...

...click this icon

Phone Number ▲	Treatment	Destination	Notes
<a href="#">1 (210) 555-1234</a>	User	500 (Main Autoattents)	Mike's DID 
<a href="#">1 (760) 888-6227</a>	User	201	To Susan 

Either step displays the Edit pop-up window. For example:

**Edit 1 (210) 555-1234** ✕

---

**Treatment**

User
▼

**User**

Enter name or extension

Enable enhanced voicemail

**Caller ID Prefix**

**Notes**

User often works remotely

Limited to 64 characters

Cancel
Save

2. Complete the field (see Table 9-1 on page 86).
3. Click **Save**.

Setting	Description
Treatment	Select a treatment for the phone numbers you want to view. Choices are: <ul style="list-style-type: none"> <li>Available number = an unassigned telephone number.</li> <li>User = routes to a specified user.</li> <li>Fax = routes to a fax number.</li> <li>Conference = routes to a conference bridge specified.</li> <li>Call queue = routes to a specified call queue.</li> <li>Voicemail = routes to the specified user's voicemail box.</li> <li>Autoattendant = routes to a specified auto attendant.</li> </ul>
Notes	Enter optional notes about this phone number.
Caller ID Prefix	Enter a prefix to the caller ID for this phone number. Range: up to 64 alphanumeric characters.

## Exporting Phone Numbers

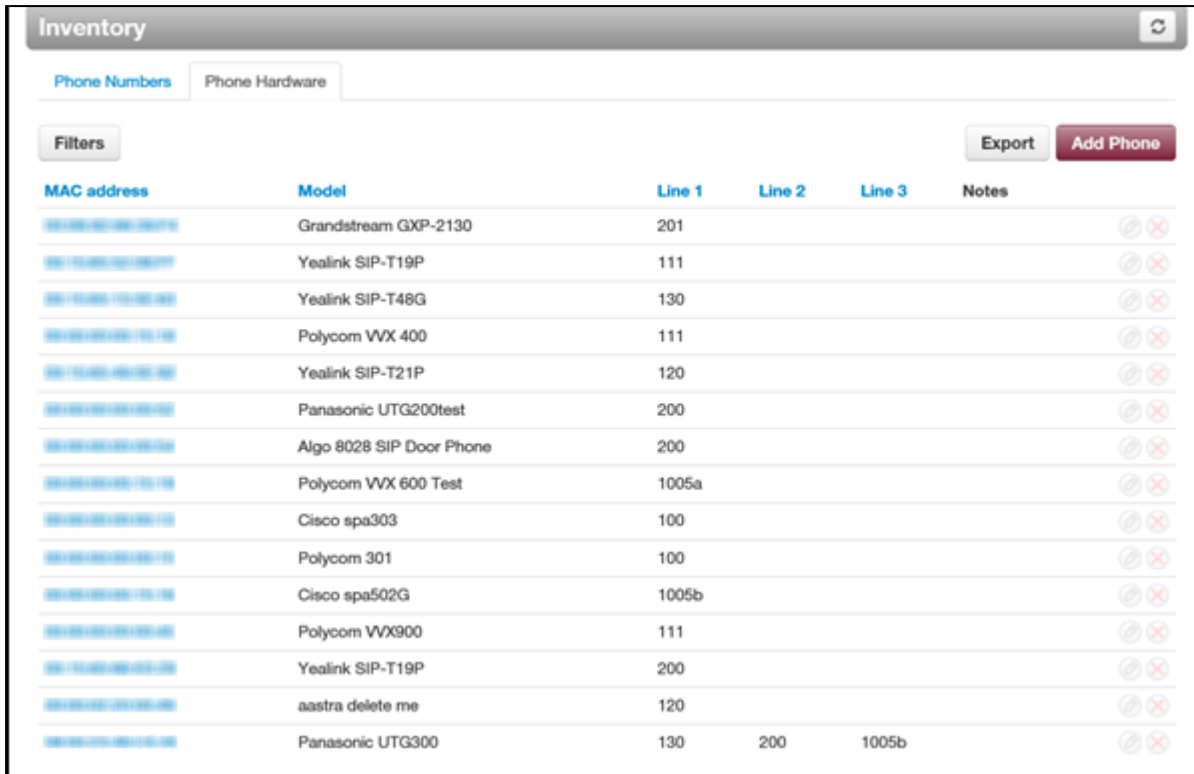
You can export phone numbers in CSV format, and then open the phone numbers in Microsoft Excel for further manipulation.

1. From the **Phone Numbers** tab, click the **Export** button.
2. When prompted, click **Save**.



## Managing Phone Hardware

The **Phone Hardware** tab allows you to filter, add, edit, and export information about the phone hardware in your system.



MAC address	Model	Line 1	Line 2	Line 3	Notes
0002B01000000000	Grandstream GXP-2130	201			
0002B01000000000	Yealink SIP-T19P	111			
0002B01000000000	Yealink SIP-T48G	130			
0002B01000000000	Polycom WX 400	111			
0002B01000000000	Yealink SIP-T21P	120			
0002B01000000000	Panasonic UTG200test	200			
0002B01000000000	Algo 8028 SIP Door Phone	200			
0002B01000000000	Polycom WX 600 Test	1005a			
0002B01000000000	Cisco spa303	100			
0002B01000000000	Polycom 301	100			
0002B01000000000	Cisco spa502G	1005b			
0002B01000000000	Polycom WX900	111			
0002B01000000000	Yealink SIP-T19P	200			
0002B01000000000	aastra delete me	120			
0002B01000000000	Panasonic UTG300	130	200	1005b	

### Filtering Phone Hardware

Using the **Filter** button, you can filter phone hardware and view only the phones of interest to you.

1. From the **Phone Hardware** tab, click the **Filters** button. The Phone Hardware Filters pop-up window appears.



**Phone Hardware Filters** ×

Mac Address

Make and Model  ▼

Notes

2. Complete the fields (see Table 10-2).
3. Click **Set Filters**. The **Phone Hardware** tab shows only the phones that match your criteria. If no phones match your criteria, a message informs you that there are no matches to your filter.

**Table 10-2. Phone Filter Settings**

Setting	Description
MAC Address	Enter all or part of the MAC address of the phones you want to view.
Make and Model	Select the make and model of the phones you want to view,
Notes	Enter optional notes about this phone filter.

## Adding Phones

To add phones:

1. From the **Phone Hardware** tab, click the **Add Phone** button. The Add Phone pop-up window appears, with the **Basic** tab displayed.

**Add Phone** ×

Basic **Advanced**

Model  ▼

MAC Address

Notes

Cancel Save

2. Complete the fields in the **Basic** tab (see Table 10-3). The fields that appear are based on the make and model of the telephone selected.
3. Click **Advanced**, and then complete the fields in the tab (see Table 10-4). The fields that appear are based on the make and model of the telephone selected.

### Add Phone ✕

Basic
Advanced

Transport Method

UDP ▼

Cancel
Save

4. Click **Save**.

**Table 10-3. Basic Phone Settings**

Setting	Description
Model	Adding a phone: enter the telephone's make and model. The remaining fields that appear in this window depend on the make and model selected. Editing a phone: read-only field that shows the phone model.
MAC Address	Adding a phone: enter the telephone's MAC address. Editing a phone: read-only field that shows the phone's MAC address.
Line	If your phone make and model have one or more lines, enter them in these fields. The lines available for selection appear if the Add Phone Extension check box is checked when adding a user (see Table 4-1 on page 20).
Notes	Enter optional notes about this phone.

**Table 10-4. Advanced Phone Settings**

Setting	Description
Directory	If this setting is available for your make and model of phone, select a directory for this phone.
Preferred Server	If this setting is available for your make and model of phone, select the preferred server you want to associate with this phone.
Transport Method	Select a transport method for the phone. Choices are: <ul style="list-style-type: none"> <li>• UDP</li> <li>• TCP</li> <li>• TLS</li> </ul>


## Editing Phones

To edit phones:

1. From the **Phone Hardware** tab, either:

- Click a MAC address

OR

- Hover over a phone, and then click the  icon at the far right of the **Phone Numbers** tab. For example:

Click a MAC address or...

...click this icon

MAC address	Model	Line 1	Line 2	Line 3	Notes
0800400000000000	Grandstream GXP-2130	201			 
0800400000000000	Yealink SIP-T19P	111			 

Either step displays the Edit pop-up window. For example:

**Edit Grandstream GXP-2130 (00:0B:82:66:39:F4)**

Basic **Advanced**

Model: Grandstream GXP-2130  
**Note: Model cannot be changed**

MAC Address: 00:0B:82:66:39:F4  
**Note: MAC Address cannot be changed**

Line 1: 201 (Yealink t21p)

Line 2: Enter an extension

Line 3: Enter an extension

Notes:

Cancel Save

2. Complete the fields in the **Basic** and **Advanced** tabs (see Table 10-3 on page 99 and Table 10-4 on page 100).
3. Click **Save**.

### Exporting Phone Hardware Information

You can export phone hardware information in CSV format, and then open the information in Microsoft Excel for further manipulation.

1. From the **Phone Hardware** tab, click the **Export** button.
2. When prompted, click **Save**.

---

## 11. VIEWING CALL HISTORY

---

### Topics:


- ^ *Displaying the Call History Page (see page 103)*
- ^ *Filtering Call History (see page 104)*
- ^ *Exporting Call History (see page 105)*

Call history allows you to review, filter, and export call logs for greater analysis.

## Displaying the Call History Page

All call history tasks are performed from the Call History page. To display this page, click the **Call History** icon on the menu bar:



The following figure shows an example of the Call History page. The  button at the top-right side of the page refreshes the information on the page.

Number	Name	Date	Duration
1 (555) 123-4567	XYZ TELECOM	Today, 9:46am	8:23
5233	Kevin	Today, 8:01am	51:35
5229	Joseph	Today, 7:36am	0:31
*79	Voicemail	Today, 7:08am	0:04
5222	Mamta	Yesterday, 5:28pm	1:51
*78	Voicemail	Yesterday, 5:05pm	0:04
Prompt-Retrieve	Kevin	Yesterday, 3:14pm	0:00
5216	Jim	Yesterday, 3:14pm	5:05
(555) 600-3806		Yesterday, 2:27pm	0:24
5227	Erin	Yesterday, 1:24pm	40:31
5226	Chris	Yesterday, 1:23pm	41:01
5217	Debbie	Yesterday, 1:17pm	21:04
5222	Mamta	Yesterday, 1:10pm	53:42
5215	Chris	Yesterday, 1:09pm	54:48

## Filtering Call History

Using the **Filter** button, you can filter your call history and view only the events of interest to you.

1. From the Call History page, click the **Filters** button. The Call History Filters pop-up window appears.

2. Complete the fields (see Table 11-1).
3. Click **Set Filters**. The Call History page shows only the events that match your criteria. If no events match your criteria, a message informs you that there are no matches to your filter.

**Table 11-1. Call History Filter Settings**

Setting	Description
Date Range	Select the From and To dates for the events you want to view. The maximum From-To range is 31 days.
User	Enter the name or extension you want to view.
Caller Number	Enter the caller number you want to view.



## Viewing Call History

---

Setting	Description
Dialed Number	Enter the dialed number you want to view.
Call Type	Enter the type of call you want to view. Choices are: <ul style="list-style-type: none"><li>• Inbound</li><li>• Outbound</li><li>• Missed</li></ul>

## Exporting Call History

You can export the call history in CSV format, and then open the information in Microsoft Excel for further manipulation.

1. From the Call History page, click the **Export** button.
2. When prompted, click **Save**.

---

## 12. TAKING A PHONE HOME

---

### Topics:

- ^ *Installing a Phone at Home (page 107)*
- ^ *Troubleshooting a Remote Phone (page 107)*

Depending on your office's network configuration, you may be able to use your phone at home.

## Installing a Phone at Home

To install the phone at home, you need an Ethernet cable and an AC power supply.

1. Plug either end of the Ethernet cable into the phone's [LAN](#) jack.
2. Connect the other end of the cable to your home router or switch.
3. Connect the supplied the AC adapter to the phone and to a working AC outlet. The phone is now ready for use.

**Note:** Your provider cannot guarantee call quality or reliability with phones not on the provider's data network. In addition, [E911](#) services might not work properly when removing a phone from the office.

## Troubleshooting a Remote Phone

In the unlikely event you encounter a problem using the phone at home, consider the following troubleshooting suggestions.

Problem	Corrective Action
Phone can make a call but lacks audio or cannot receive calls.	There might be a problem with your home network. Ensure that your network does not have double <a href="#">Network Address Translation</a> (NAT) or SIP <a href="#">Application Layer Gateway</a> (ALG) disabled on the router. Your provider cannot reconfigure home network; however, your provider will provide technical assistance to your IT staff or vendor.
Your home router is in a different room from the phone, and Ethernet wiring isn't available between the rooms.	Consider using a HomePlug Powerline solution. Your provider does not provide or support HomePlug systems, but such solutions are available from office supply and electronics stores.
Phone does not work at all.	Contact your provider for technical support. Before calling, have the phone's MAC address ready.
Phone can make and receive calls but call quality or reliability is poor.	<ul style="list-style-type: none"> <li>• For connecting your phone/<a href="#">softphone</a>, use <a href="#">Ethernet</a> instead of <a href="#">Wi-Fi</a>.</li> <li>• Check the quality of your internet connection at <a href="http://myspeed.visualware.com">http://myspeed.visualware.com</a>. If your <a href="#">Mean Opinion Score</a> (MOS) is below 4, your Internet connection lacks the speed or quality to support an <a href="#">IP phone</a>.</li> <li>• Your router may be able to prioritize SIP (IP Phone) traffic. Have your IT staff or vendor configure the Quality of Service on your router.</li> </ul> <p>Your provider cannot guarantee call quality or reliability with phones not on the provider's data network.</p>



# GLOSSARY

Term	Definition
<a href="#">Application Layer Gateway</a>	A router component that theoretically helps with NAT traversal. In reality, phones can traverse NAT, so ALGs should be disabled.
<a href="#">Answering rule</a>	A rule that specifies how to handle calls for a time frame.
<a href="#">Auto attendant</a>	A feature that transfers calls to the appropriate destination (an extension, voice mail, or recording, for example) without human intervention, by prompting callers to press buttons on their phone keypads.
<a href="#">Call forwarding</a>	A Cloud PBX feature that allows you to forward or redirect incoming calls to an alternate number.
<a href="#">Call queue</a>	A call queue allows you to put callers in a waiting line until a person (a.k.a. agent) is available to help them. While enqueued callers will listen to Music on Hold and, depending on the configuration, may have options to leave the queue.
<a href="#">Call screening</a>	Prompts callers to say their name, and then lets you screen the call before accepting it.
<a href="#">Conference bridge</a>	Allows a group of people to participate in the same phone call by dialing in using their own phone.
<a href="#">Dial-by-name directory</a>	An auto attendant feature that allows callers to contact employees by knowing their name. The directory is set up by your company and can include the first or last name of all employees. When the caller specifies the first or last name of a person they are trying to reach, the directory confirms the name and connects the caller to that person automatically.
<a href="#">Dialing permission</a>	Defines the types of calls a user can and cannot make. For example, a dialing permission might prevent a user from dialing international calls.
<a href="#">Direct Inward Dial</a>	A service where each user can have a dedicated phone number to reach them, bypassing the auto attendant or receptionist.
<a href="#">Do Not Disturb</a>	The ability of the Cloud PBX phone to ignore any incoming calls.
<a href="#">E911</a>	Enhanced 911. A system used in North America that provides emergency service on cellular and Internet voice calls.
<a href="#">Ethernet</a>	A family of networking technologies for LANs.
<a href="#">Extension</a>	A numerical way to dial a user on your system from a phone (e.g., Bob Smith is extension 111).
<a href="#">Handset</a>	A device that a user holds to the ear to hear the audio sound through a phone. Handsets usually include the phone's transmitter (microphone), which is positioned close to the mouth. A handset is also sometimes used to refer to the entire phone.
<a href="#">IP phone</a>	A telephone handset designed for a VoIP phone system. Instead of being connected to traditional phone lines, IP phones have ports to connect to a LAN.
<a href="#">LAN</a>	Local-area network. A group of computers and other devices that share a common communications line. These devices often share a server and are located within a small geographic area.
<a href="#">Log</a>	A file that records events that occur in the Cloud PBX system.
<a href="#">MAC address</a>	Media Access Control address. A unique identifier assigned to network interfaces for communications on the physical network.
<a href="#">Mean Opinion Score</a>	A test that used in telephony networks to estimate the human user's view of the quality of the network.
<a href="#">Music on Hold</a>	Music or announcements that callers listen to while on hold.
<a href="#">Network Address Translation</a>	Converts your private LAN IP address to a public IP address, allowing traffic to go out to the Internet and route back to the correct device on your LAN.
<a href="#">Offnet</a>	Off-network calls. Calls placed to a network other than your network.



## Glossary

Term	Definition
<a href="#">PBX</a>	Private Branch Exchange. also known as a phone system. A PBX provides an expanded range of voice services such as phone extensions, call forwarding, paging, voicemail for each user.
<a href="#">Server</a>	A computer that is dedicated to a particular purpose. Typically, a server provides information to client computers upon request. For example, a voicemail server manages all voicemail-related functions, and client computers access that server to retrieve or send voicemail.
<a href="#">Simultaneous ring</a>	Allows multiple phones to ring at the same time. For example, you can configure the system so that when someone calls an office number, a desk phone and a mobile phone can ring simultaneously.
<a href="#">SIP</a>	Session Initiation Protocol. The standard protocol for Voice Over IP communications. For example when making a call from one extension to another on a VoIP phone system, SIP sets up the call and creates the connection between the two extensions.
<a href="#">Softphone</a>	IP telephony software that allows users to send and receive calls from non-dedicated hardware, such as a PC or Smartphone. It is typically used with a headset and microphone.
<a href="#">Time frame</a>	In the Cloud PBX system, a configuration that is applied to a specific period of time, such as a holiday. A time frame does not go into effect until you apply it to an answering rule or auto attendant greeting. When the time frames are applied, the first matching time frame becomes active.
<a href="#">Trunk</a>	A communications channel between two points.
<a href="#">Uniform Resource Locator</a>	The address of a specific site on the Internet. A URL cannot have spaces or certain other characters, and uses forward slashes to denote different directories. For example, <a href="http://web.mit.edu/">http://web.mit.edu/</a> .
<a href="#">Voicemail</a>	A feature that allows callers to deliver voice information using an ordinary telephone and allows the system to process those transactions.
<a href="#">Wi-Fi</a>	A popular wireless networking technology that uses radio waves to provide wireless high-speed Internet and network connections.



# INDEX

## A

- Active calls, 14
- Adding
  - answering rules, 26
  - auto attendants, 50
  - call queues, 61
  - conferences, 42
  - Music on Hold, 67
  - Music On Hold files, 86
  - phones, 97
  - time frames, 79
  - users, 19
- Adjusting Music On Hold settings, 89
- Agents, 68
- Allowing calls, 25
- Answering rules
  - adding, 26
  - changing, 28
  - configuring, 24
  - deleting, 31
  - editing, 30
- Associating phones with a user, 36
- Auto attendants
  - adding, 50
  - best practices, 57
  - deleting, 57
  - editing, 55
  - recording intro greetings, 52
  - recording menu prompts, 52

## B

- Best practices, auto attendant, 57
- Blocking
  - callers, 13
  - calls, 25

## C

- Call forwarding, 13
- Call graphs, 15
- Call history
  - exporting, 105
  - filtering, 104
- Call History page, 103
- Call queues
  - adding, 61
  - agents, 68
  - deleting, 67
  - editing, 65
- Call Queues page, 60
- Callers, blocking, 13
- Calls, active, 14
- Calls, allowing or blocking, 25
- Changing
  - answering rules, 28
  - open hours, 12
  - order of Music On Hold files, 87
- Conferences
  - adding, 42
  - deleting, 46
  - editing, 44
  - joining, 46
  - statistics, 47
- Conferences page, 41, 49
- Configuring
  - phones, 35
  - user answering rules, 24
  - user profiles, 22
  - user voice mail, 31
- Conventions in this document, v



## D

### Deleting

- answering rules, 31
- auto attendants, 57
- call queues, 67
- conferences, 46
- Music On Hold files, 89
- phones, 38
- time frames, 82
- users, 39

### Displaying

- Call History page, 103
- Call Queues page, 60
- Conferences page, 41, 49
- Inventory page, 92
- Music On Hold page, 84
- Time Frames page, 74
- Users page, 17

### Document conventions, v

## E

### Editing

- answering rules, 30
- auto attendants, 55
- call queues, 65
- conferences, 44
- Music On Hold files, 88
- phone numbers, 94
- phones, 37, 100
- time frames, 81
- users, 21

### Employees, replacing, 11

### Exporting

- call history, 105
- phone hardware information, 101
- phone numbers, 95

## F

### Filtering

- call history, 104
- phone hardware, 96

- phone numbers, 93

## G

- Glossary, 108
- Graphs, 15

## H

- Holidays, 12
- Hours, changing, 12

## I

- Importing users, 38
- Installing a phone at home, 107
- Intro greetings, recording, 52
- Inventory page, 92

## J

- Joining a conference, 46

## L

- Logging in to the Web Portal, 7

## M

- Menu prompts, recording, 52
- Moving a phone, 11
- Music on Hold
  - adding, 67
- Music On Hold
  - adding files, 86
  - changing file order, 87
  - deleting files, 89
  - editing files, 88
  - page, 84
  - settings, 89

## O

- Open hours, 12



## P

Password reset, 11

Phone

installing at home, 107

troubleshooting, 107

Phone numbers

editing, 94

exporting, 95

filtering, 93

Phone, moving, 11

Phones

adding, 97

associating with a user, 36

configuring, 35

deleting, 38

editing, 37, 100

exporting hardware information, 101

filtering, 96

## R

Recording

intro greetings, 52

menu prompts, 52

Replacing employees, 11

Resetting a password, 11

## S

Setting

call forwarding, 13

new holidays, 12

Statistics

conference, 47

panel, 15

## T

Time frames

adding, 79

deleting, 82

editing, 81

viewing begin and end dates, 82

Time Frames page, 74

Troubleshooting a remote phone, 107

## U

User profiles, configuring, 22

Users

adding, 19

deleting, 39

editing, 21

importing, 38

Users page, 17

## V

Viewing begin and end dates, 82

Voice mail, configuring, 31

## W

Web portal log in, 7



---

## CONTACT US

A team of expert support professionals are here to assist with technical issues, questions related to billing, feature usage, service upgrades, and any other general inquiries you may have. If you are an authorized contact for your organization, contact us and a caring representative will help you with your question.

### SUPPORT BY PHONE

#### General Line

**888.538.3960**

Live phone support is available 24/7 for speedy assistance and issue resolution.

**Calling Customer Care directly is always the fastest way to get help when you need it.**

Have your Momentum Telecom account number handy so we can quickly assist you.

**Important:** In order to provide *optimal* support, we recommend that the Account Owner or an Authorized Contact contact us via our toll-free support number (above) regarding any critical issues that may require quick troubleshooting or expert assistance for resolution. Support Tickets submitted via the subscriber portal or email are considered **minor issues or requests for information by default** and will be worked as quickly as possible by the team in order of receipt. A call to customer care always ensures speedy and more immediate assistance.

### ONLINE SUPPORT

[GoMomentum.com/support](https://GoMomentum.com/support)

Online options are provided to access Customer Support quickly and easily, including contact information and helpful tools to submit a support request ticket. For fast resolution, include the issue, details of your efforts to resolve (if any), methods to reproduce the issue, along with your account number and authorized contact information.

### LEARNING RESOURCES

[GoMomentum.com/MU](https://GoMomentum.com/MU)

**Momentum University** is an online library of training and support resources that will equip you with all you need to learn about Momentum's best-in-class cloud services and their features. This library includes continuously updated product user guides, quick reference tools, tips, videos, and more - and it is always available for Momentum customers to reference on the Momentum Telecom website 24/7/365.

Check in at Momentum University often for the latest product information and learning resources whenever you need it.

