



# CommPortal

## Admin Guide

Updated Version 05.12.20

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## 1. Introduction

This guide describes the Business Admin CommPortal, an interface that allows the business group administrator to manage the features of their phone system via a website.

### 1.1. About this Guide

The Business Admin CommPortal Guide assists business group administrators in understanding and managing the hosted phone system.

The things you can do via the administrator portal include:

- Making changes to line names and details associated with user accounts
- Creating Departments, Account Codes and Short Codes
- Reset Voicemails, Unlock Accounts and Change Passwords
- Call Analytics Reports and Music on Hold

### 1.2. Portal Log In

To access the CommPortal, open any browser to <https://my.uc-view.com/bg/> and enter your administrator credentials.

**Number:** Enter the ten-digit account number assigned to your own phone account (DID or direct inward dial number).

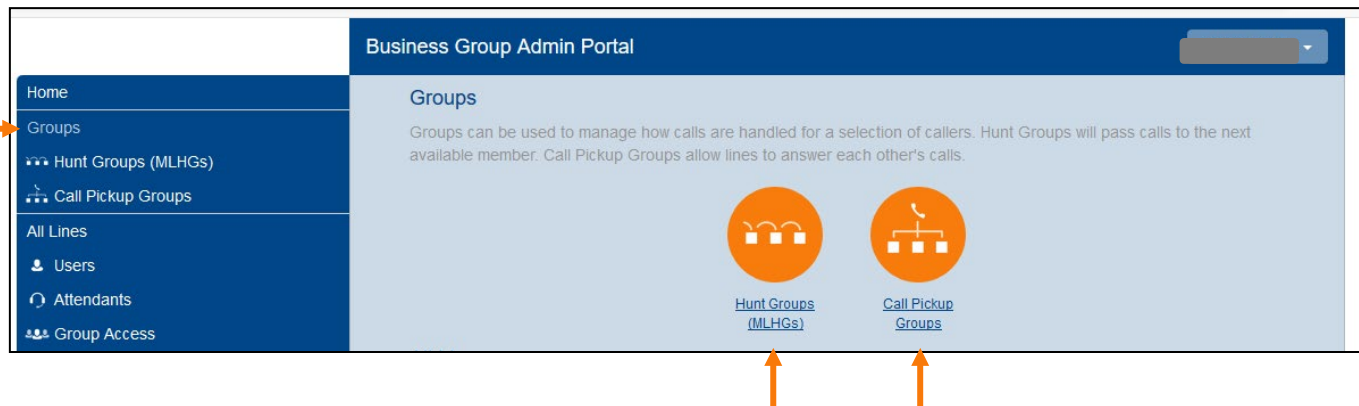
**Password:** Enter same as your CommPortal password.

If after entering your correct direct dial number and password access is denied, please email business care at [businesscare@firstcomm.com](mailto:businesscare@firstcomm.com) or call **800.860.2934**

## 2. Groups - HuntGroups

Groups can be used to manage how calls are handled for a selection of callers. The group page allows you to view Hunt Groups and Call Pickup Groups.

- Hunt Groups will pass calls to the next available member.
- Call Pickup Groups allow lines to answer each other's calls.



### 2.1 Standard Hunt Groups

A Hunt Group (MLHG or Multi-Line Hunt Group) is a set of lines within a Business Group (members), so that calls to the group are passed to a non-busy member of the Hunt Group, or may be added to a queue if all members are busy. Please contact us if you would like to set up a new Hunt Group.

The Hunt Group Page allows you to view your current Hunt Groups, how many members are in each Hunt Group, and the Service level.

If you would like to add a new Hunt Group please contact business care at **800-860-2934**.

Hunt Group Name	Number of Members	Service Level
Axel's Group	4	Hunt Group
MLHG TEST	1	Hunt Group

When you click on the Hunt Group under Service Level it allows you to view any Hunt Group Pilots, Hunt Group Members, and the Settings.

Business Group Admin Portal

### Hunt Group Axle's Group

1 Hunt Group Pilots 2 Hunt Group Members 3 Settings

Telephone Number	Ext.	Name
(773) [redacted]	1021	Axel's Group

### 2.1.1 Hunt Group Pilots

You can optionally assign one or more lines within the Business Group as Pilot Directory Numbers for the Hunt Group. These provide a contact number for the whole group that will always pick a free line, instead of being associated with a specific line within the Hunt Group. This could be useful, for example, if you are using a Multi-Line Hunt Group for a call center and wanted to provide one number for the public to call.

Additionally, calls that are dialed directly to a number within the Hunt Group can be forwarded to a non-busy line within the Hunt Group if the number they are calling is busy, or may be treated as busy if you prefer. Intercom calls are never hunted.

### 2.1.2 Hunt Group Members

This page allows you to Remove Selected Hunt Group Members, Change Positions and Add Lines or Single Lines.

You can also View Line Settings by clicking on Actions

Business Group Admin Portal

### Hunt Group Test HG AP in Department: None

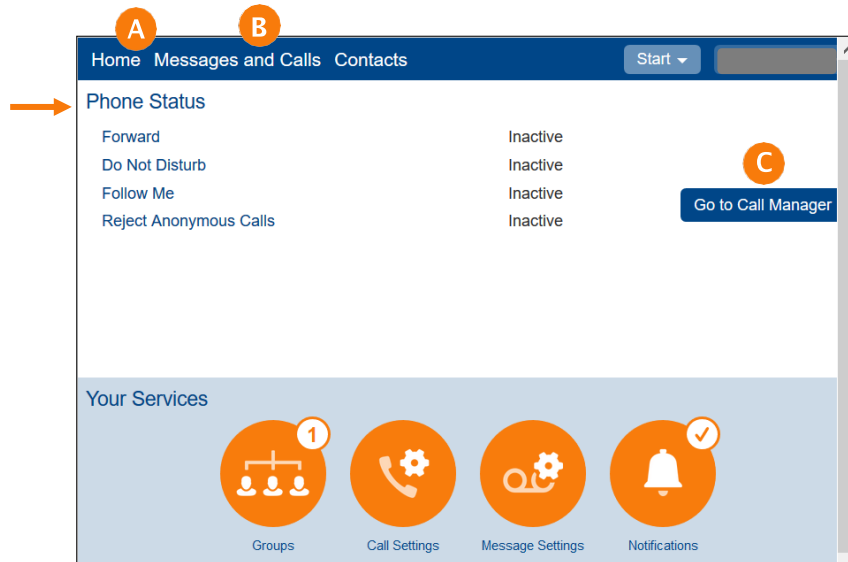
Hunt Group Pilots Hunt Group Members Settings

Remove Selected Change Positions Add Lines Add single line: [input] Add

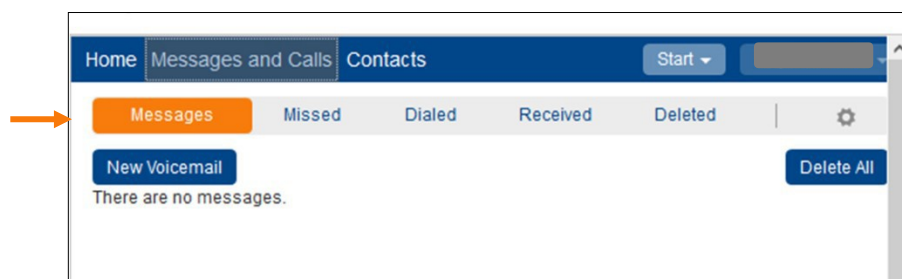
Position	Telephone Number	Ext.	Name	Department	Actions
<input type="checkbox"/> 1	(312) [redacted]	9791	Ashley Alfaro	None	View line settings Edit line

- Position-A hunt algorithm selects non-busy lines to be passed incoming calls. The order of the lines and the algorithm to use can both be changed.

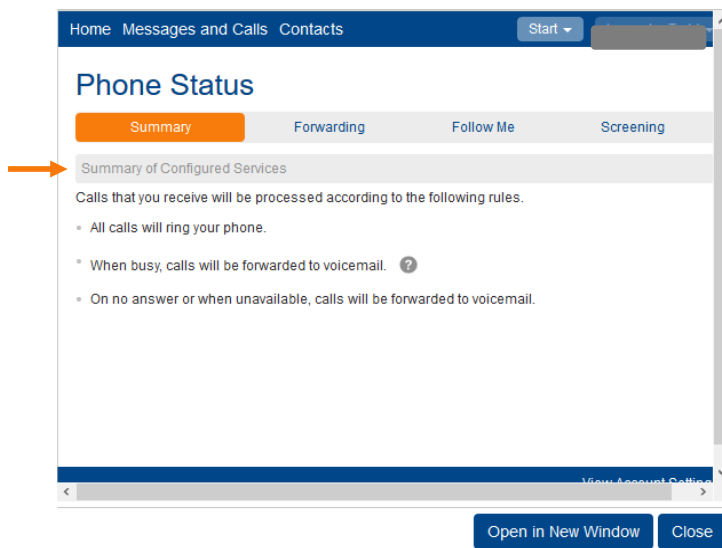
**View Line Settings-** If you click on View Line Settings it allows you to view the Phone Status of your Hunt Groups, View Messages and Calls, and Go to Call Manager.



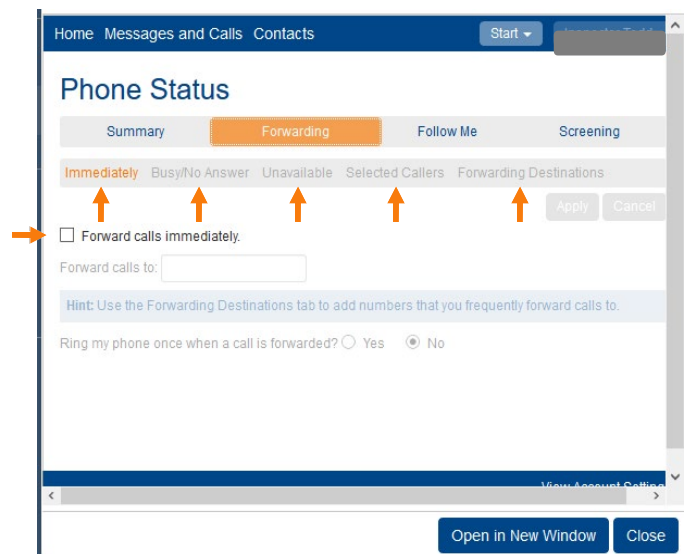
- A Home** - The home page allows you to view the Phone Status and to see if Forward, Do Not Disturb, Follow Me, and Reject Anonymous Call are active or inactive.
- B Messages and Calls** - the Messages and Calls page allows you to view Voicemails, Missed Calls, Received Calls, and Deleted Voicemails and Calls.



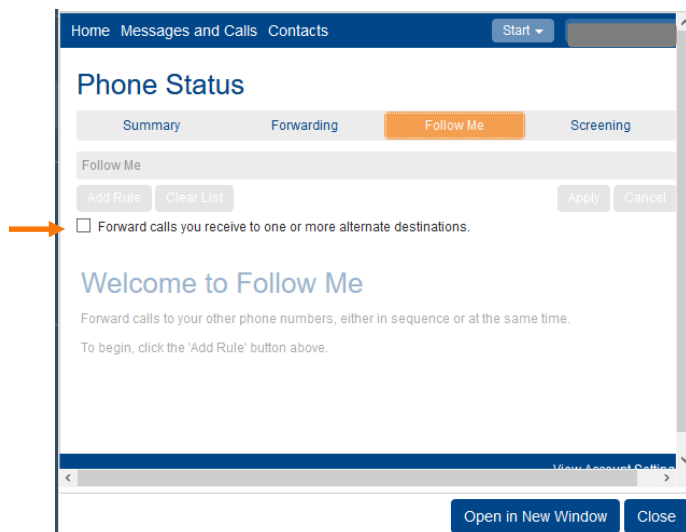
**C. Go to Call Manager-** When you click on Go to Call Manager it allows you to view the summary of configured services, view call forwarding, view follow me and view call screening.



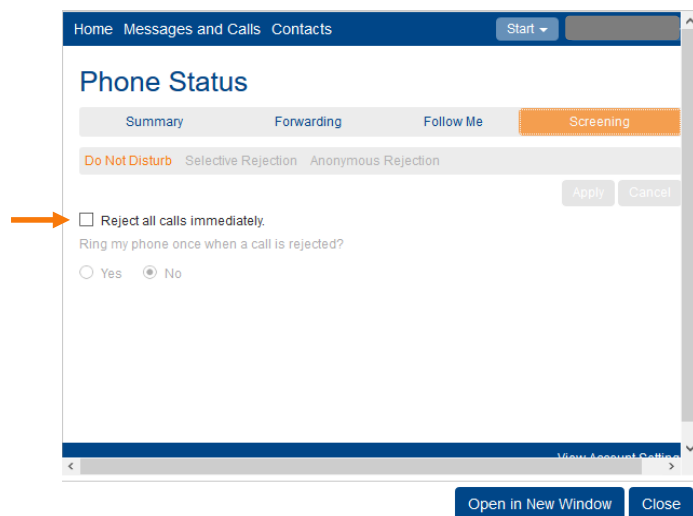
The summary page allows you to view the summary of configured services.



The forwarding page allows you to forward calls immediately, select Busy/No Answer, select Unavailable, view Selected Callers and view Forwarding Destinations.



The Follow Me page allows you to forward calls you receive to one or more alternate destinations.

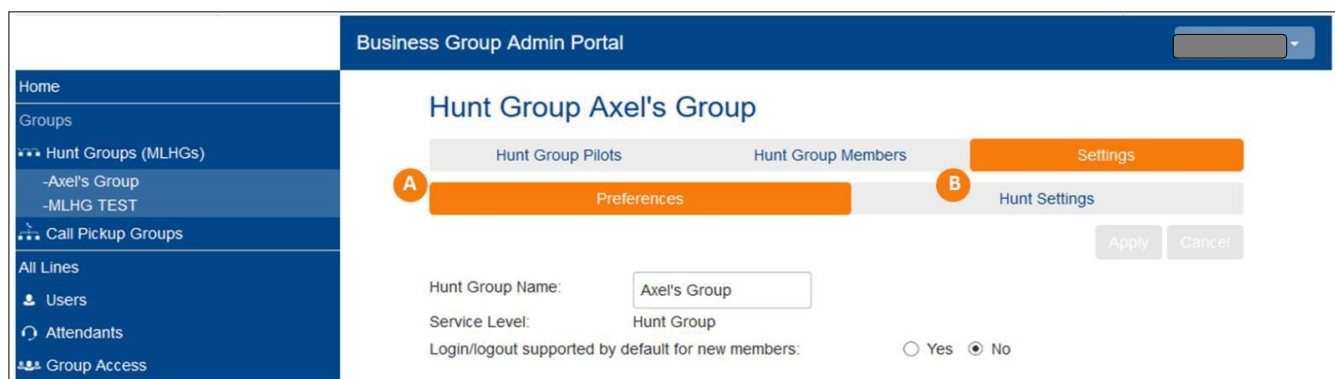


The screening page allows you to reject calls if they are from selected callers, choose selective rejection or anonymous rejection.



## 2.1.3 Settings

The settings page allows you to adjust preferences for each Hunt Group and allows you to adjust Hunt Settings.



- A. Preferences**- If you click on Preferences it allows you to edit the Hunt Group Name, view the Service Level, and give access to Login/logout.
- B. Hunt Settings** - The Hunt Settings page shows the settings for the Multi Line Hunt Group. Hunting is applied to all calls to pilot numbers. Hunting is optionally applied to direct-dialed calls to busy Hunt Group members.

Settings Include:

Call Distribution Algorithm. This can be one of:

- **Linear:** If a Pilot Number is called, hunting starts with the first member and continues through the list until a non-busy line is found. If a busy member is dialed directly and the *Hunt on Direct Dialed Calls* option is set to true, hunting starts with the member after the dialed number and continues to the end of the list until a non-busy line is found. It does not start again from the beginning of the list.
- **Circular:** If a Pilot Number is called, this is the same as Linear. If a busy member is called, this is the same as Linear except that once the end of the list is reached, hunting will continue from the beginning of the list until a non-busy line is found.
- **Uniform (round robin):** If a Pilot Number is called, hunting starts with the first number after the line that was selected by the previous hunt. When the end of the list is reached, hunting continues from the beginning of the list until it reaches the number it started with. If a busy member is dialed directly, and *Hunt on Direct Dialed Calls* is set to true, this is the same as Circular Hunting.

- **Uniform (longest idle):** If a Pilot Number is called, or a busy member is dialed directly and *Hunt on Direct Dialed Calls* is set to true, hunting starts with the member that has been idle for the longest. The idle time for a Line is calculated using the end time of any incoming or outgoing calls to or from the Line, not just those allocated by hunting. When a member disables the Do Not Disturb call service, its idle time is reset to zero.

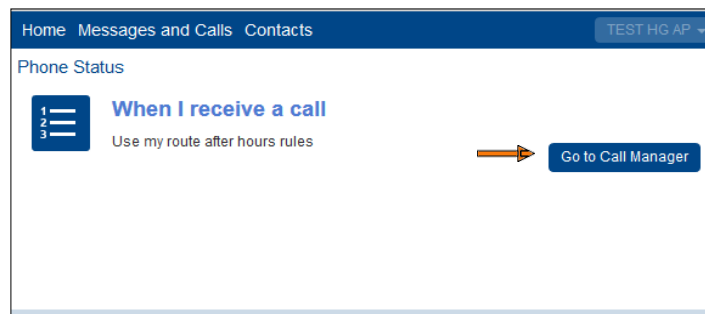
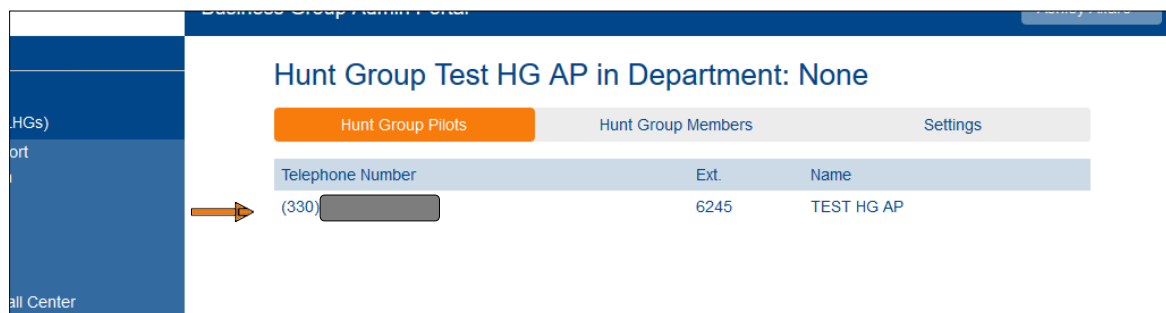
Maximum queue length. The maximum number of calls that can be queued at one time. If queuing is not supported or the queue is already full, the caller will receive the treatment specified by the Pilot or Direct Dial number that was called.

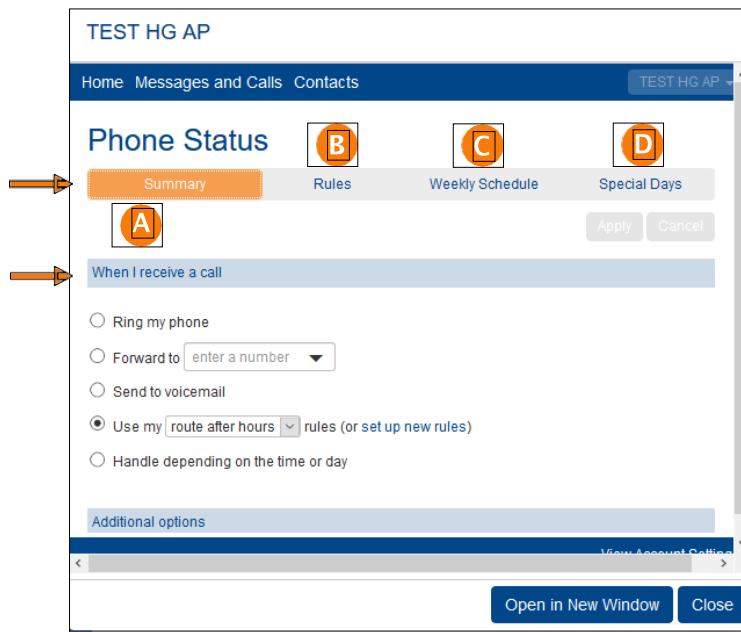
Is line hunting applied to direct-dialed calls? Specifies whether external calls directly to a line within the Multi Line Hunt Group receive Line Hunting treatment if the line is busy. (Intercom calls, and external calls directly to a line with SIP Call Forking enabled, do not receive Line Hunting treatment regardless of the setting of this field.)

Is the Pilot's information delivered as Caller ID? Specifies whether the Pilot that was called should be delivered as the caller ID. This can be used so that, for example, a helpdesk receiving calls could know whether the "Helpdesk" or "Accounts Inquiries" number had been called.

## 2.2 Enhanced Hunt Groups

To view the Summary of the phone status, make and change Rules, set a Weekly Schedule, and set Special days click on the phone number and click on Go to Call Manager.





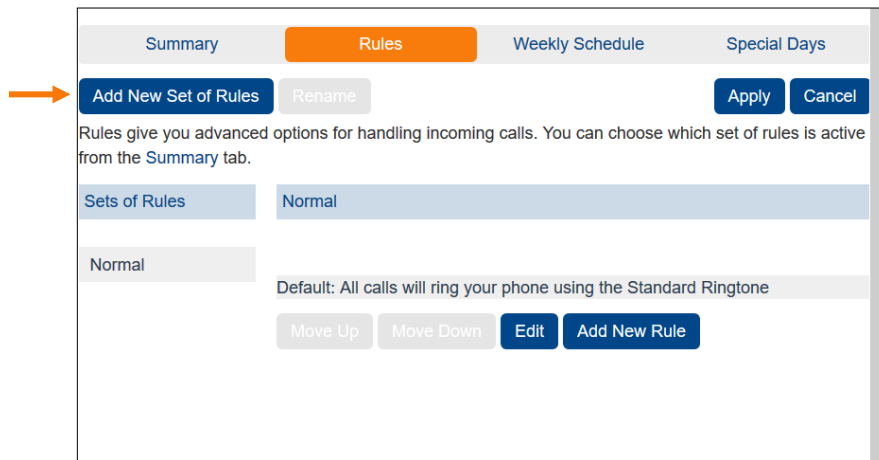
## 2.2.1 Summary

The Summary page allows you to ring your phone when a call is received, forward to another number, send to voicemail, use rules that have been created and handle a call depending on the time or day.

Summary	Rules	Weekly Schedule	Special Days
Apply Cancel			
When I receive a call		Additional options	
<input type="radio"/> Ring my phone <input type="radio"/> Forward to <input type="text" value="enter a number"/> <span>▼</span> <input type="radio"/> Send to voicemail <input type="radio"/> Use my <span>Normal</span> <span>▼</span> rules (or set up new rules) <input checked="" type="radio"/> Handle depending on the time or day		<i>These options apply in all cases where you've chosen to have your phone ring.</i> <b>If I don't answer:</b> <input type="radio"/> Forward to <input type="text" value="enter a number"/> <span>▼</span> <input checked="" type="radio"/> Send to voicemail <input type="radio"/> Reject the call	
On normal days, use my: <span>Normal</span> <span>▼</span> rules during After Hours (active now) <span>Normal</span> <span>▼</span> rules at all other times <a href="#">Add New Weekly Period</a>		<b>If I'm in a call:</b> <input type="radio"/> Forward to <input type="text" value="enter a number"/> <span>▼</span> <span>?</span> <input checked="" type="radio"/> Send to voicemail <input type="radio"/> Reject the call	
On Special Days, use my: <span>Normal</span> <span>▼</span> rules		What audio should callers hear before their call is answered? <span>?</span> <input checked="" type="radio"/> Use default ringback <input type="radio"/> Use custom ringback <a href="#">edit / listen</a>	

## 2.2.2 Rules

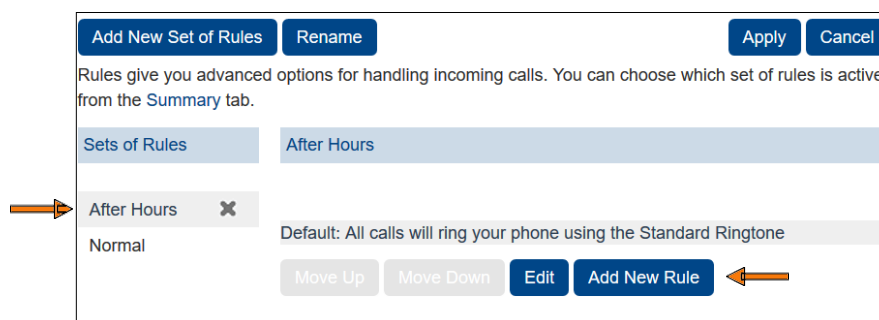
The Rules page gives you advanced options for handling incoming calls. You can add a new set of rules or choose which set of rules is active from the Summary tab.



- To add a new rule click on Add New Set of Rules. Then the screen shown below will pop up and you will need to name your new rule and click OK.



- Once you have created a new name and click OK you will see then new name under the Set of Rules on the left side. To set the rules for the new name click on the name under Set of Rules and then click Add New Rule. You can also edit an existing rule by clicking Edit.



- Once you click on Add New Rule the screen below will pop up and you can create the rule. Click next to complete the rule.

Add a new rule to the "After Hours" set of rules

When I receive a call from

an individual contact: <Select> v

a group of contacts: <Select> v

anyone on my contact list

anyone in my business group

this number or group of numbers: enter a number v

an anonymous number

- You must click on Finish to apply the settings to the new rule. You then have to click Apply in the top right corner to complete the new rule. Once you do this you will now be able to use this rule on the Summary Page.

Add a new rule to the "After Hours" set of rules

When I receive a call from anyone on my contact list

ring my phone using the Standard Ringtone v

forward to (999)800-7439 v

send to voicemail

play a reject message and reject the call

ask the caller to say their name before I accept the call

ring more than one phone at the same time or in sequence

ask the caller to say their name before ringing more than one phone at the same time or in sequence

## Phone Status

Summary **Rules** Weekly Schedule Special Days

Rules give you advanced options for handling incoming calls. You can choose which set of rules is active from the Summary tab.

Sets of Rules	After Hours
After Hours x	When I receive a call from anyone on my contact list, forward it to (999) 800 7439 x
Normal	

Default: The call will ring your phone using the Standard Ringtone

## 2.2.3 Weekly Schedule

Using your weekly schedule, you can apply different rules at different times of day.

- You can click on Add New Period and add a new time frame. For example: After Hours, Lunch, or Office Hours.
- To set the time, drag your cursor over the allotted time frame. You only can have up to 3 Periods.
- Once you have completed the weekly schedule click Apply.

Using your weekly schedule, you can apply different rules at different times of day.

Once you have set up your weekly schedule here, you can use the **Summary** tab to choose which rules apply during the periods you have defined.

Periods (max 3)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 am	Blue	Blue	Blue	Blue	Blue	Blue	Blue
2 am	Blue	Blue	Blue	Blue	Blue	Blue	Blue
3 am	Blue	Blue	Blue	Blue	Blue	Blue	Blue
4 am	Blue	Blue	Blue	Blue	Blue	Blue	Blue
5 am	Blue	Blue	Blue	Blue	Blue	Blue	Blue
6 am	Blue	Blue	Blue	Blue	Blue	Blue	Blue
7 am	Green	Green	Green	Green	Green	Green	Green
8 am	Green	Green	Green	Green	Green	Green	Green
9 am	Green	Green	Green	Green	Green	Green	Green
10 am	Green	Green	Green	Green	Green	Green	Green
11 am	Green	Green	Green	Green	Green	Green	Green
12 pm	Purple	Purple	Purple	Purple	Purple	Purple	Purple
1 pm	Purple	Purple	Purple	Purple	Purple	Purple	Purple
2 pm	Green	Green	Green	Green	Green	Green	Green
3 pm	Green	Green	Green	Green	Green	Green	Green
4 pm	Green	Green	Green	Green	Green	Green	Green
5 pm	Green	Green	Green	Green	Green	Green	Green
6 pm	Green	Green	Green	Green	Green	Green	Green
7 pm	Blue	Blue	Blue	Blue	Blue	Blue	Blue
8 pm	Blue	Blue	Blue	Blue	Blue	Blue	Blue
9 pm	Blue	Blue	Blue	Blue	Blue	Blue	Blue
10 pm	Blue	Blue	Blue	Blue	Blue	Blue	Blue
11 pm	Blue	Blue	Blue	Blue	Blue	Blue	Blue

- Once you have set up your weekly schedule you can use the Summary tab to choose which rules apply during the periods you have defined.

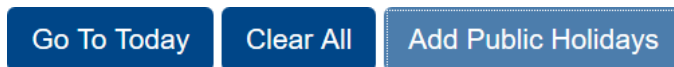
On normal days, use my:

- After Hours rules during After Hours
- Normal rules during Office Hours (active now)
- Normal rules during Lunch
- Normal rules at all other times

## 2.2.4 Special Days

Special Days are exceptions to your normal weekly schedule. The SpecialDays tab allows you to add Public Holidays.

- For example, vacations or business trips are special days, when you may want to handle calls in a different way. You can use the Summary tab to choose a different rule which applies for the whole of these days.
- Click a date on the calendar to make it a special day, or click an existing special day to make it normal again. You can also click and drag to change several days at once.



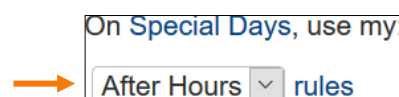
September 2019							October 2019							November 2019							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
						1	1	2	3	4	5	6							1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
30																					

- When you click on 'Add Public Holidays', the screen shown below pops up. You then have the option to choose a specific country and it will automatically add the holidays to your calendar.

Select which public holidays to add to your Special Days.

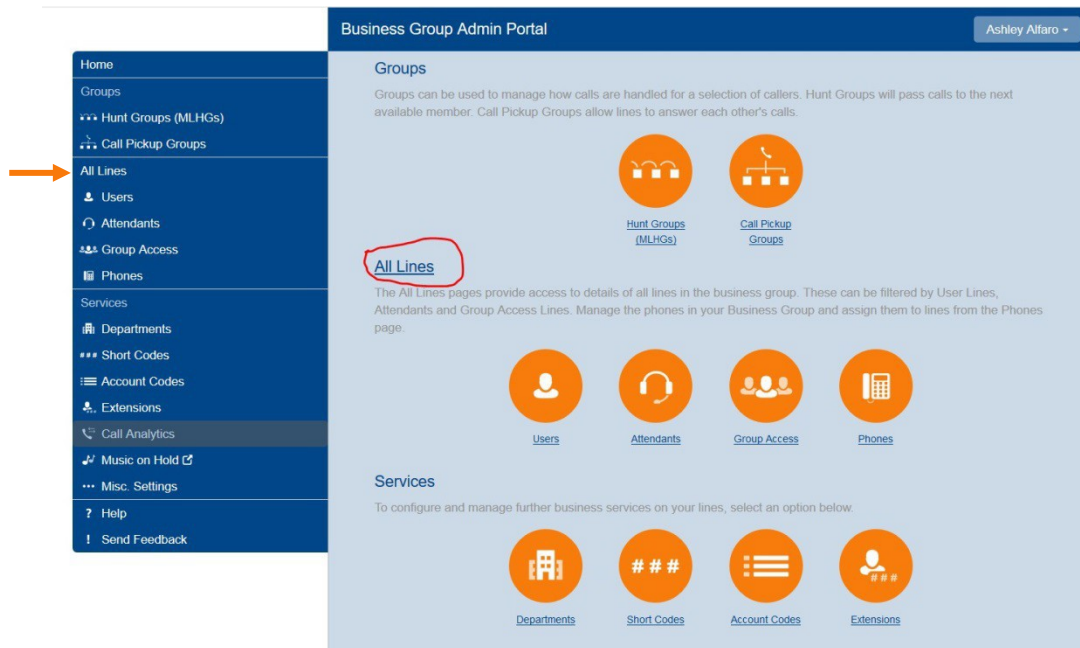
- 01. US Public Holidays 2019
- 02. US Public Holidays 2020
- 03. English and Welsh Public Holidays 2019
- 04. English and Welsh Public Holidays 2020
- 05. Northern Irish Public Holidays 2019
- 06. Northern Irish Public Holidays 2020
- 07. Scottish Public Holidays 2019
- 08. Scottish Public Holidays 2020
- 09. Canadian Public Holidays 2019
- 10. Canadian Public Holidays 2020

- You can use the Summary tab to choose a different rule which applies for the whole of these days.

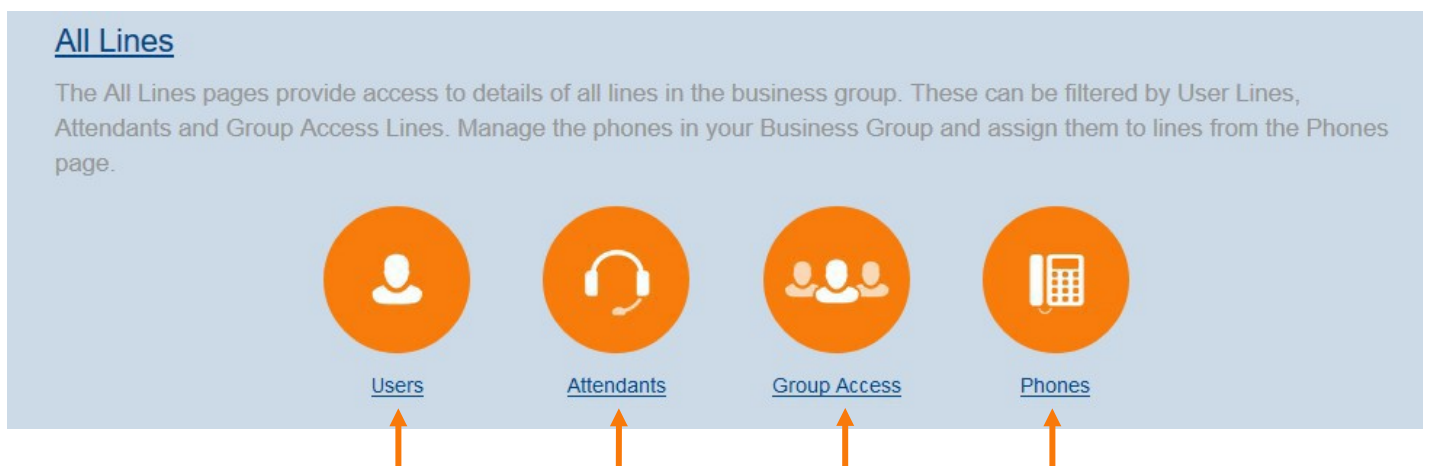


### 3. All Lines

The All Lines Page provides access to details of all lines in the business group. To view all the lines in your business group click on All Lines.



All Lines can be filtered by All Lines can be filtered by **User Lines**, **Attendants** and **Group Access Lines**. You can also manage the phones in your Business Group and assign them to lines from the **Phones** page.



Once you are on the All Lines page you can search in the directory for Telephone Numbers, Extensions, Names or Departments and Download All Lines.



Business Group Admin Portal

Home

Groups

- Hunt Groups (MLHGs)
- Call Pickup Groups
- All Lines
- Users
- Attendants
- Group Access
- Phones

Services

- Departments
- Short Codes
- Account Codes

Lines

Download all Lines

Telephone Number	Ext.	Name	
(330) [REDACTED]	1001	Chris Ford	Actions
(330) [REDACTED]	1002	Jason Beadnell	Actions
(330) [REDACTED]	1003	Billy Bob	Actions
(330) [REDACTED]	1010	Auto Attendant	Actions
(330) [REDACTED]	1011	MLHG TEST pilot: mlhg test	Actions
(330) [REDACTED]	1013	Flash Gordon	Actions

### 3.1 Users

The user page allows you to see each contact Telephone Number, Extension and Name. You can also use the search bar to explore Telephone Numbers, Extensions, Names or Departments.

If you click on actions, it allows you to View Individual Settings, Edit Personal Settings, Reset Lines and Unlock Accounts for each user.

Business Group Admin Portal

Home

Groups

- Hunt Groups (MLHGs)
- Call Pickup Groups
- All Lines
- Users
- Attendants
- Group Access
- Phones

Services

- Departments
- Short Codes

Users in Department: View All

Move selected to: Select department Move

Telephone Number	Ext.	Name	Department	
(216) [REDACTED]	9797	Jason Beadnell FirstcommCORP Admin	None	Actions
(216) [REDACTED]	4606	Robin x4606	None	
(216) [REDACTED]	4607	Robin x4607	None	
(216) [REDACTED]	4608	Robin Repas	None	
(216) [REDACTED]	4609	Robin x4609	None	

View individual settings

Edit personal details

Reset line

Unlock account

#### 3.1.1 View individual settings

When you click on individual settings it will allow you to view the user's details of the contact you selected. You will be able to see the contacts status for Forward, Do Not Disturb, and Follow Me. To manage the status click on Go to Call Manager.

You can also view/edit each of the users groups, call settings, message settings, and notifications.

Note: To find more information on Call manager and learn how to make changes to a user's call settings, message settings and notifications please visit our CommPortal User guide here:

### 3.1.2 Edit Personal Details

This is where you can edit the Name and Administration privileges of each contact.

#### Edit Personal Details

Name	<input type="text" value="Chris Ford"/>
Administration privileges	<input checked="" type="radio"/> Yes <input type="radio"/> No

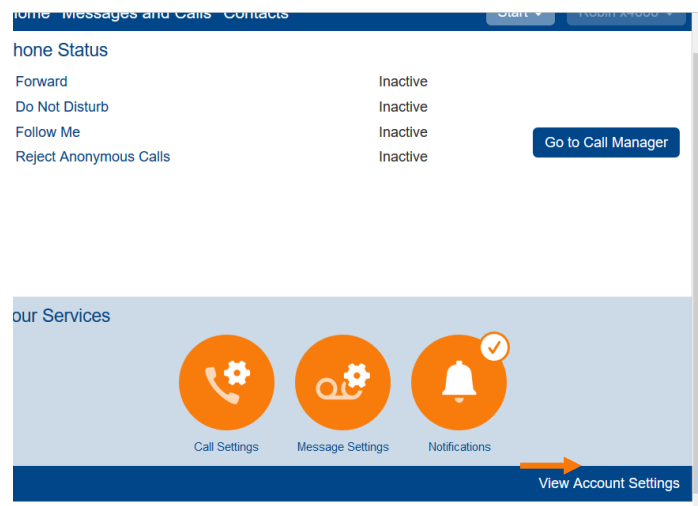
### 3.1.3 SoftReset

If a user has forgotten their password or cannot get into their account you can do a soft reset. To complete a soft reset do the following:

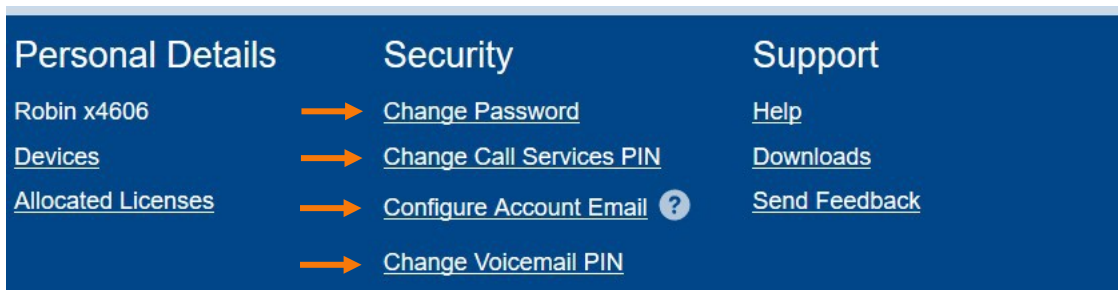
- First you will need to click on the user number from the user page.

 (216)  4606 Robin x4606 None Actions ▼

- Next you will click on View Account Settings on the bottom right of the page.



- You will then be able to change the user's password, change call services PIN, configure account email, or change voicemail PIN.



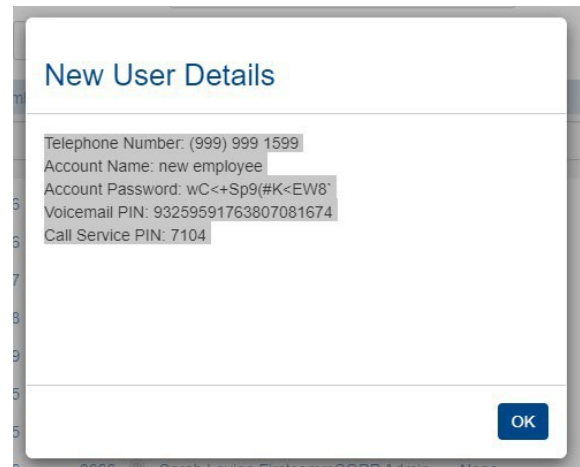
### 3.1.4 Hard Reset

Resetting a line will keep the phone number active but it wipes out all existing information such as saved messages and contacts. Please take extra care when performing this operation.

- When you click on Reset line a window will pop up and you will be asked for some new properties for the line:
- New account name: The server may reject some special characters and names that are too long or short.

After successfully resetting the account another popup will display the new user details, which may include the following:

- Telephone Number
- Account Name
- Account Password
- Voicemail PIN
- Call Services PIN



Note: These user details will be preselected and can be easily copied and pasted wherever required. The account name, password and PIN can be changed afterwards in the Settings page, via the "View individual settings" action.

### 3.1.5 Unlock Account:

This is where you can unlock accounts for each contact. If the account was not locked, nothing will happen.

## 3.2 Attendants

The Attendants page gives you an overview of all your attendants. You can use the search bar to explore Telephone Numbers, Extensions, Names or Departments.

If you click on actions it allows you to View Attendant Settings, Edit Personal Details, Reset Lines and Unlock Accounts for each attendant.



### 3.2.1 Easy Auto Attendant

If you click on View Attendant Settings it allows you to see the Line Status of your Attendants and Open Attendant Settings.

<input type="checkbox"/> Telephone Number	Ext.	Name	Department
Search for... in any field			
<input type="checkbox"/> (330) [REDACTED]	9895	FC Main Business Forward	None
<input type="checkbox"/> (630) [REDACTED]		FC-Lab AA FirstcommCORP Admin	None

View attendant settings  
 Edit personal details  
 Reset line  
 Unlock account

#### 3.2.1.1 Line Status

Auto Attendant

Home Auto Attendant

Line Status **A**  
Your Easy Attendant is currently on.

**B** Turn OFF  
Open Attendant Settings

Your Services

Call Settings

The Line Status shows if the attendants line is currently on or off. You can easily switch it on or off by clicking the blue button.

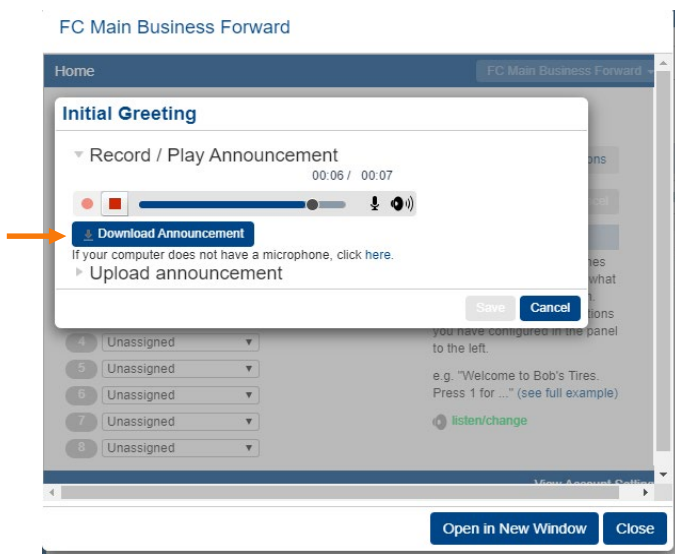
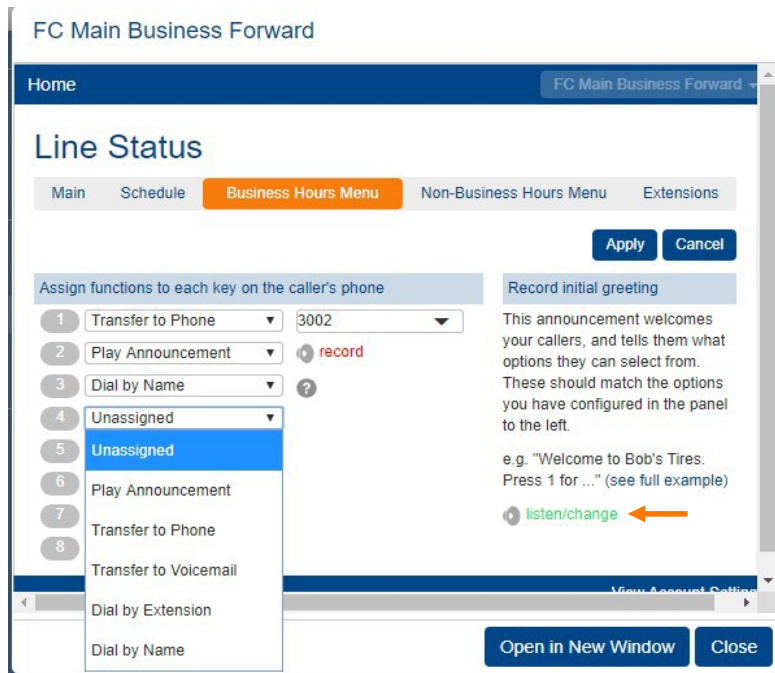
### 3.2.1.2 Open Attendant Settings



When you click on Open Attendant Settings, you can view the Line Status Main Menu, make a Schedule, view Business Hours Menu, view Non-Business Hours Menu, and view Extensions.

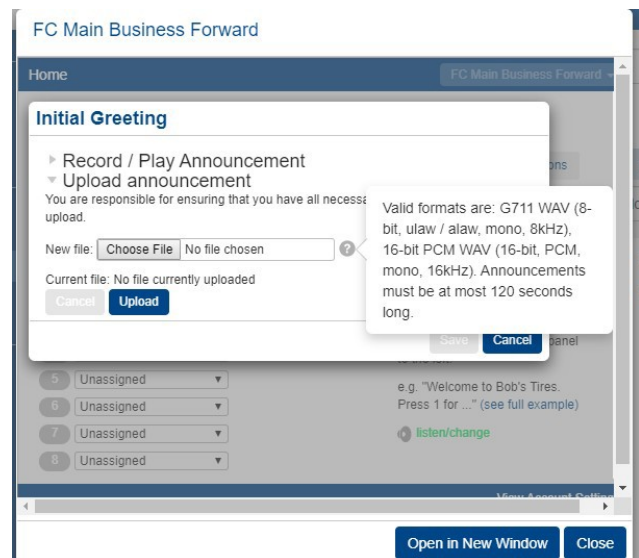
- The **Main Menu** allows you to see if your Easy Attendant is on or off and you are able to switch to using a single menu.

- The **Schedule** tab allows you to define your business hours to play different menus to callers depending on the time of day.

- The **Business Hours Menu** tab allows you to assign functions to each key on the caller's phone and record an initial greeting. To change or listen to your recording click listen/change shown in green below.



Once you click on listen/change the above window pops up. Here you can make a new recording by pressing  or stop the recording by pressing . Once you are happy with the recording you can press



Once you have downloaded your recording and saved the file to your computer you can click Choose File to upload it. Once you have uploaded the file click save.



- The **Non-Business Hours Menu** tab allows you to assign functions to each key on the caller's phone and record an initial greeting for Non Business Hours. To change or listen to your recording follow the steps listed above under Business Hours Menu.
- The **Extensions** tab allows you view extensions, include all lines, exclude all lines, or dial by extension.

**FC Main Business Forward**

Line Status

Main Schedule Business Hours Menu Non-Business Hours Menu **Extensions**

Business Group Extensions Additional Extensions

Include Selected Exclude Selected **Include All Lines** **Exclude All Lines**

Search for entry by extension, name or telephone number...

<input type="checkbox"/>	Extension	Name	Telephone Number	Department	Included?	Spoken Name
<input type="checkbox"/>		Jason Bead...		None	✓	record
<input type="checkbox"/>		FC-Lab AA		None	✓	record
<input type="checkbox"/>		Firstcomm...		None	✓	record
<input type="checkbox"/>	0042	Firstcomm...		None	✓	record

View Account Settings

**Auto Attendant**

Home

<input type="checkbox"/>	Extension	Name	Telephone Number	Department	Included?	Spoken Name	Action
<input type="checkbox"/>	1014	Ashley Ains...		None	✓		override
<input type="checkbox"/>	1015	Ashwin Ma...		None	✓		override
<input type="checkbox"/>	1016	Michelle Ja...		None	✓		override
<input type="checkbox"/>	1017	Jim Hetzel		None	✓		record
<input type="checkbox"/>	1018	Jim Hetzel ...		None	✓		record
<input type="checkbox"/>	1019	Jason 42s (2)		None	✓		record
<input type="checkbox"/>	1020	Inspector T...		None	✓		record
<input type="checkbox"/>	1021	Axel's Group		None	✓		record
<input type="checkbox"/>	1022	Jenny Sum...		None	✓		record
<input type="checkbox"/>	2000	Lealand Jo...		None	✓		record

New Business Group Extensions will be automatically included  
Callers are allowed to dial by extension only after selecting "Dial by Extension" menu option

View Account Settings

Open in New Window Close

Note: New Business Group Extensions will be automatically included. Callers are allowed to dial by extension only after selecting "Dial by Extension" menu option.

Business Group Admin Portal

FC-Lab AA FirstcommCORP Admin

Home

Dial by Extension

Decide whether callers are allowed to dial by extension at any time or only after selecting a "Dial by Extension" menu option.

If you enable this feature you will need to include instructions in your initial greeting to advise your callers.

For example: "If you know the extension of the person you are trying to reach, you can dial it at any time."

At any time.

Only after selecting "Dial by Extension" menu option.

Apply Cancel

New Business Group Extensions will be automatically included  
Callers are allowed to dial by extension only after selecting "Dial by Extension" menu option

View Account Settings

Open in New Window Close



### 3.2.2 Enhanced Auto Attendant

Enhanced Auto Attendant is an add on feature that provides an automatic call answering service and delivers an interactive menu to callers.

Note: This is an add-on feature. Not every Business Admin User has this feature.

Telephone Number	Ext.	Name	Department	Actions
(224) 2-██████████	004	FC LAB Prem AA	FC-Lab	View attendant settings Edit personal details Reset line Unlock account
(330) 4-██████████	018	Akron ITC AA	Akron-Sal	
(330) 4-██████████	895	FC Main Business Forward	None	
(630) ██████████	5769	Oakbrook ITC AA	OakBrook	
(630) ██████████		FC-Lab AA FirstcommCORP Admin	None	

#### 3.2.2.1 View Enhanced Auto Attendant Settings

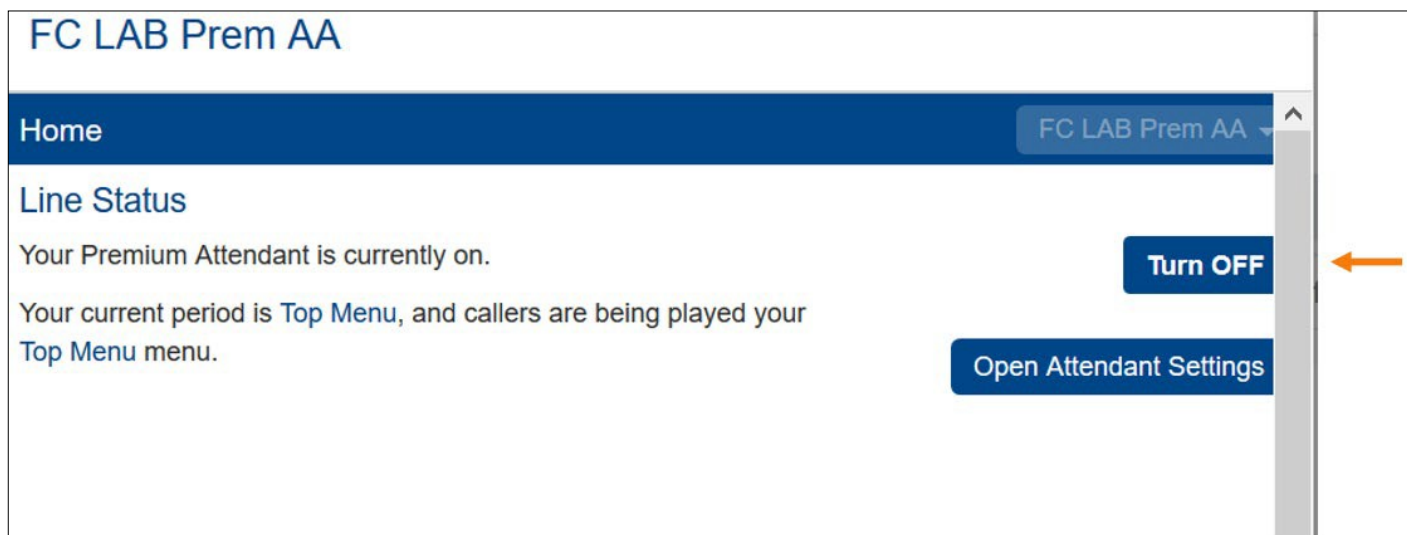
If you click on View Attendant Settings, it allows you to see the Line Status of your Enhanced Auto Attendant and Open Attendant Settings.

Note: Your Enhanced Auto Attendant should be labeled accordingly. To know if the attendant is Premium or not you will see which type of attendant it is under Line Status.

Telephone Number	Ext.	Name	Department	Actions
(224) 2-██████████	004	FC LAB Prem AA	FC-Lab	View attendant settings Edit personal details Reset line Unlock account
(330) 4-██████████	018	Akron ITC AA	Akron-Sal	
(330) 4-██████████	895	FC Main Business Forward	None	
(630) ██████████	5769	Oakbrook ITC AA	OakBrook	
(630) ██████████		FC-Lab AA FirstcommCORP Admin	None	

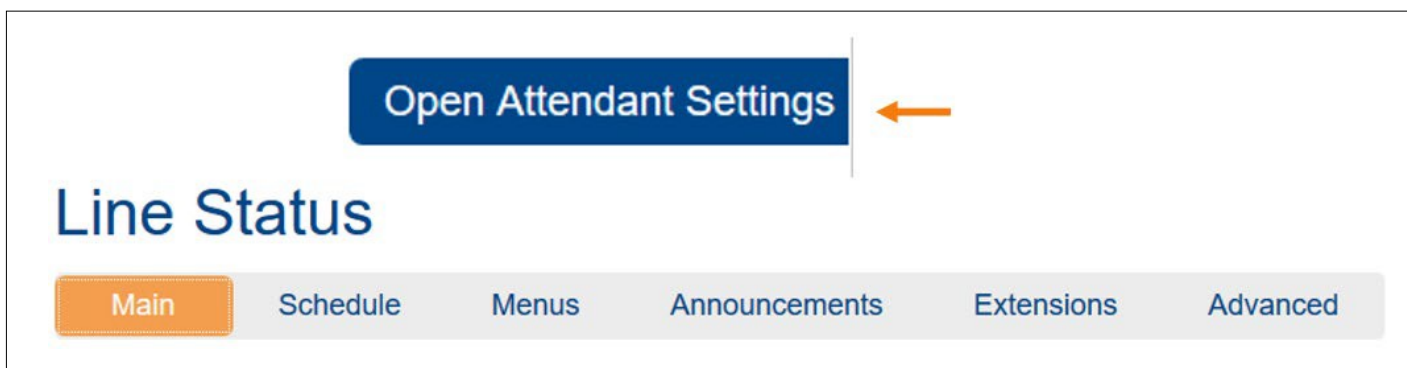
### 3.2.2.2 Enhanced Auto Attendant Line Status

The Line Status shows if the Enhanced Auto Attendant is currently on or off. You can easily switch it on or off by clicking the blue button.



### 3.2.2.3 Open Enhanced Auto Attendant Settings

When you click on Open Attendant Settings, you can view the Enhanced Auto Attendants Main Menu, the Schedule, Sub Menus, Announcements, Extensions, and Advanced Features.







#### 3.2.2.3.1 Main Menu






The **Main Menu** allows you to see the Activation Status of your Enhanced Auto Attendant and the Service Status. The Service Status shows you what menu your Enhanced Auto Attendants current period is in and which menu callers are being played to.

## Line Status

[Main](#)
[Schedule](#)
[Menus](#)
[Announcements](#)
[Extensions](#)
[Advanced](#)


**Activation Status**  
 Your Premium Attendant is currently on.
   



**Service Status**  
 Your current period is Top Menu, and callers are being played your Top Menu menu.
   

  
 The configuration contains no errors.

- 
 Configure your **weekly schedule** and holidays, so that different menus can be played based on time and day.
- 
 Define the **menus** that your callers will be offered, and the actions they can choose from.
- 
 Record the **announcements** your caller will hear.
- 
 Manage the **extensions** your caller can transfer to.
- 
 Configure the **advanced** settings that apply across all your menus.

### 3.2.2.3.2 Schedule

The **Schedule** tab allows you to configure your weekly schedule and holidays, so that different menus can be played based on time and day. You have the option to Add New Period, Rename an existing one or Delete a period.



## Line Status

[Main](#)
[Schedule](#)
[Menus](#)
[Announcements](#)
[Extensions](#)
[Advanced](#)

[Add New Period](#)
[Rename](#)
[Delete](#)

[Apply](#)
[Cancel](#)

1. If you click on **Add New Period** a window will pop up and you will need to choose a name for the new period and click OK.

**Line Status**

Main Schedule

Add New Period Rename Delete

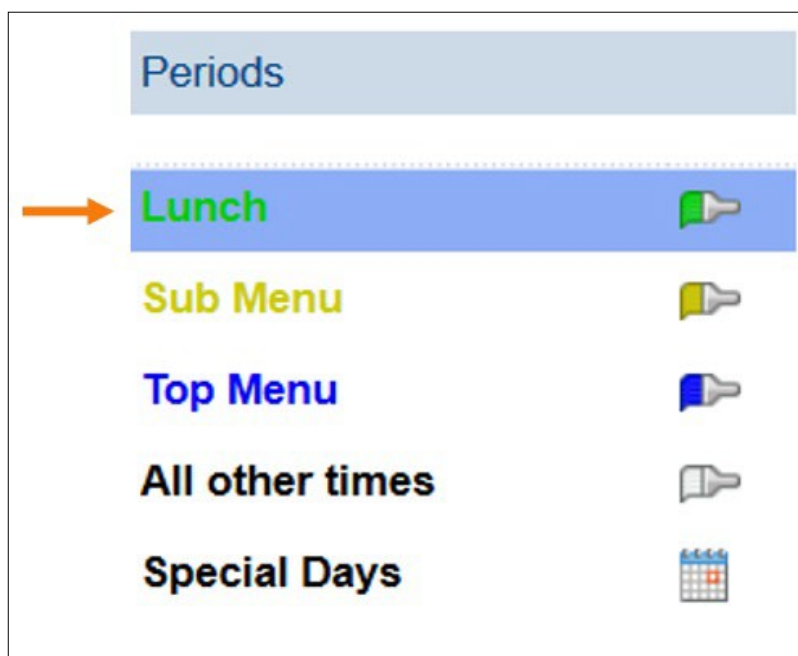
Choose a name for this new period.

For example, you might choose "Lunch" or "Working Hours".

Name: Lunch

OK Cancel

The new period name will be added to the Periods menu on the left side of your screen.



You will then need to choose which Menu you would like to connect to that period. To create a new menu click on the Menus tab.

Lunch

During this period, use this menu: Select menu...

Next you will need to click and drag your cursor over the allotted time you would like to schedule the new period.

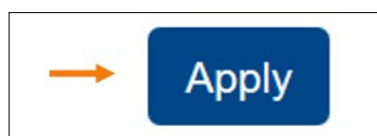
Periods

Lunch

During this period, use this menu: Sub Menu 1

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 am							
2 am							
3 am							
4 am							
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							

Next, click Apply located in the top right corner to save these settings. Your new period is now configured to play a certain menu during a specific time.



2. To **Rename** a period click on Rename, change the name and then click OK.

Line Status

Main Schedule

Add New Period Rename Delete

3. To **Delete** a period, click on the period you would like to delete, click the Delete button, and then confirm the delete by clicking OK.

## Line Status

Main Schedule

Add New Period
Rename
Delete

↑

### Confirm delete

---

All times covered by this period will now be covered by 'All other times'. The menu referenced by the period is unaffected.

---

→
OK
Cancel

4. To add a Menu to a Special Day click on Special days located in the Periods menu.  
 Note: Special Days are exceptions to your normal weekly schedule. You can add public holidays, vacations or business trips under Special Days.

## Periods

- Sub Menu
🔑
- Top Menu
🔑
- All other times
🔑
- Special Days
📅
←

To choose a Special Day, click on a date on the calendar. You can also click and drag to change several days at once.

### October 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	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			

### November 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					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	

When you click on Add Public Holidays, the screen shown below pops up. This is where you have the option to choose which specific country and will automatically add the holidays to your calendar.

Select which public holidays to add to your Special Days.

- 01. US Public Holidays 2019
- 02. US Public Holidays 2020
- 03. English and Welsh Public Holidays 2019
- 04. English and Welsh Public Holidays 2020
- 05. Northern Irish Public Holidays 2019
- 06. Northern Irish Public Holidays 2020
- 07. Scottish Public Holidays 2019
- 08. Scottish Public Holidays 2020
- 09. Canadian Public Holidays 2019
- 10. Canadian Public Holidays 2020

Once you have selected a date, click on the drop down menu to select which menu you would like to configure to that specific date. Click Apply to save these settings.

During **this period**, use this menu: Top Menu v ☰ ←

## Menus

The **Menus** tab defines the menus that your callers will be offered, and the actions they can choose from. You can add a new menu, delete a menu, and search from existing menus.

Line Status

Main
Schedule
Menus
Announcements
Extensions
Advanced

1. To add a new menu click on **Add New Menu**.

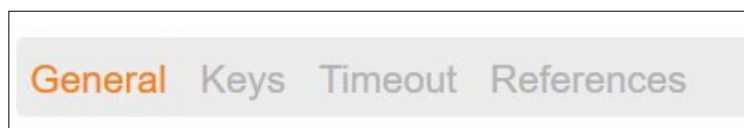
→

Add New Menu

Delete



After you click on Add New Menu, you will now be able to configure a new menu. There are four different tabs to change the settings of your new menu or an existing menu. These tabs consist of General, Keys, Timeout and References.



The **General** tab allows you to name your new menu, add a description and select the menu announcement. You can select a preexisting announcement or create a new one.

General Keys Timeout References

This menu has not been set up.

Name

Description

Menu announcement

The **Keys** tab allows you to configure each key within the menu for your callers. For example, Key 1 (if configured) can transfer to a phone, voicemail, or other options. You can also leave the key set to default and it will not do anything for the caller.

General **Keys** Timeout References

1	Transfer to Phone	123456789
2	Transfer to Voicemail	123455678
3	Use Default	Do Nothing
4	Use Default	Do Nothing
5	Transfer to Phone	Do Nothing
6	Transfer to Voicemail	Do Nothing
7	Dial by Extension	Do Nothing
8	Dial by Name	Do Nothing
9	Voicemail by Extension	Do Nothing
0	Voicemail by Name	Do Nothing
#	Intercept Mailbox	Do Nothing
*	Go to Menu	Replay Menu
	Return to Previous Menu	Return to Previous Menu
	Replay Menu	
	Announcement - Return	
	Announcement - Hang up	
	Hang up	

Support



The **Timeout** tab allows you to override timeout behavior by checking the box and then selecting the set timeout duration in seconds.

The screenshot shows the 'Timeout' tab selected in a navigation bar with 'General', 'Keys', 'Timeout', and 'References'. Below the navigation bar, there is a checked checkbox labeled 'Override timeout behavior.' with an orange arrow pointing to it. Underneath, the text 'Set timeout duration to 3 seconds.' is displayed, with an orange arrow pointing to the number '3'. Below that, the text 'After timeout, perform the following action' is followed by a dropdown menu showing 'Hang up' with an orange arrow pointing to the dropdown arrow.

You also have the option to select which action to take after the timeout occurs by clicking on the drop-down menu.

The screenshot shows a dropdown menu with the following options: Transfer to Phone, Transfer to Voicemail, Dial by Extension, Dial by Name, Voicemail by Extension, Voicemail by Name, Intercept Mailbox, Go to Menu, Return to Previous Menu, Replay Menu, Announcement - Return, Announcement - Hang up, Hang up (highlighted in blue), and Hang up (at the bottom of the list).

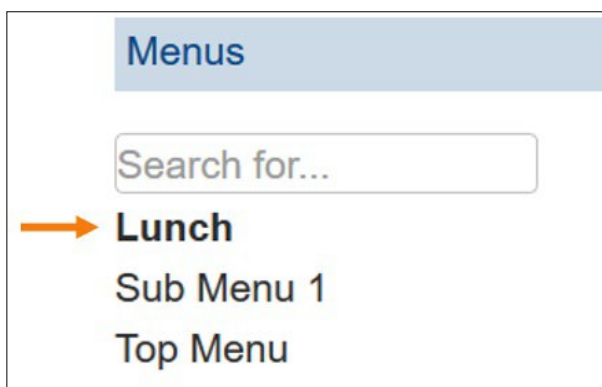
The **References** tab shows you which period is referenced to the specific menu. You can reference a menu by going back into the schedule tab and assigning a period to the menu.

The screenshot shows the 'References' tab selected in a navigation bar with 'General', 'Keys', 'Timeout', and 'References'. Below the navigation bar, the text reads: 'This menu is referenced by these menus and periods. The Sub Menu period'.

After you have completed configuring a new menu click **Apply** located in the top right corner to save the settings.

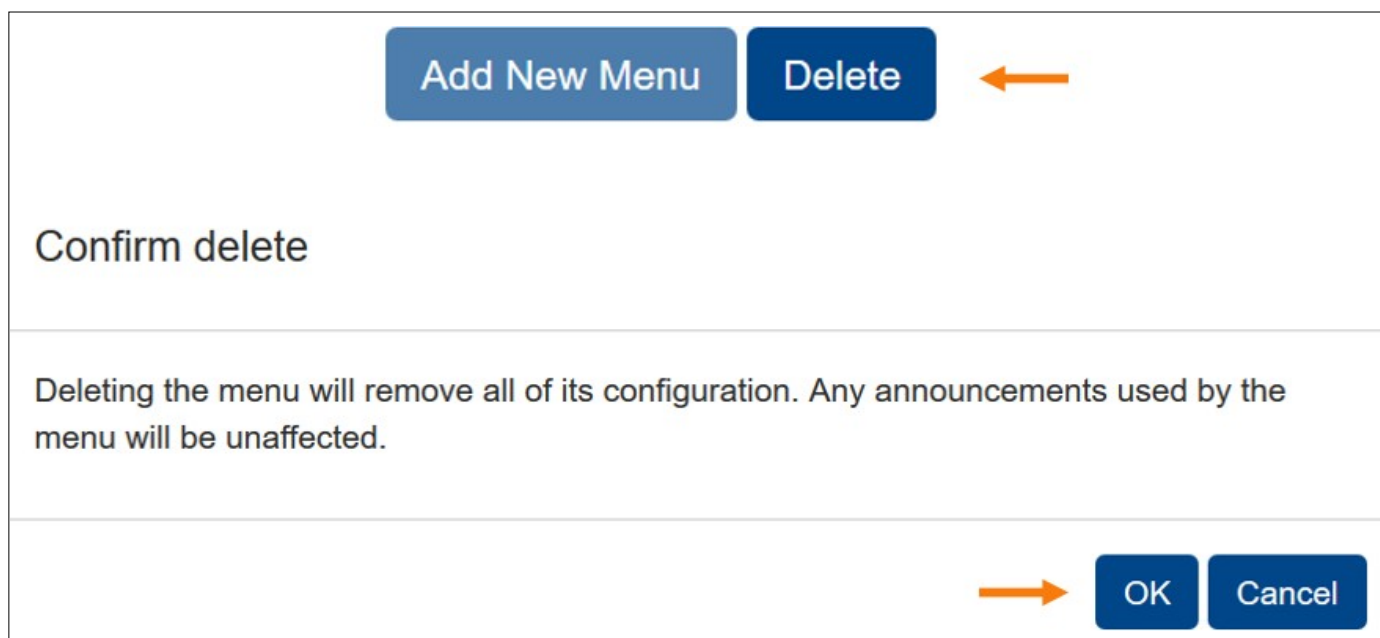


Once you have clicked Apply your new menu will be shown under Menus.



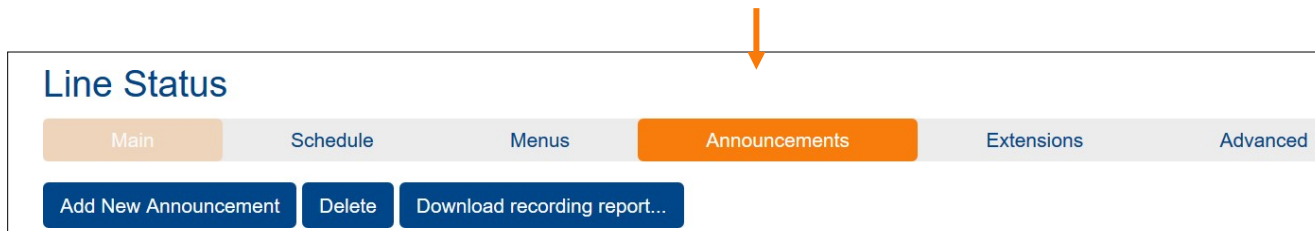
To **Delete** a menu click on the Delete button and confirm the Delete by clicking OK.

Note: If you are unable to delete the menu due to it being used by a period in schedule, go back and disconnect them in the schedule.



### 3.2.2.3.4 Announcements

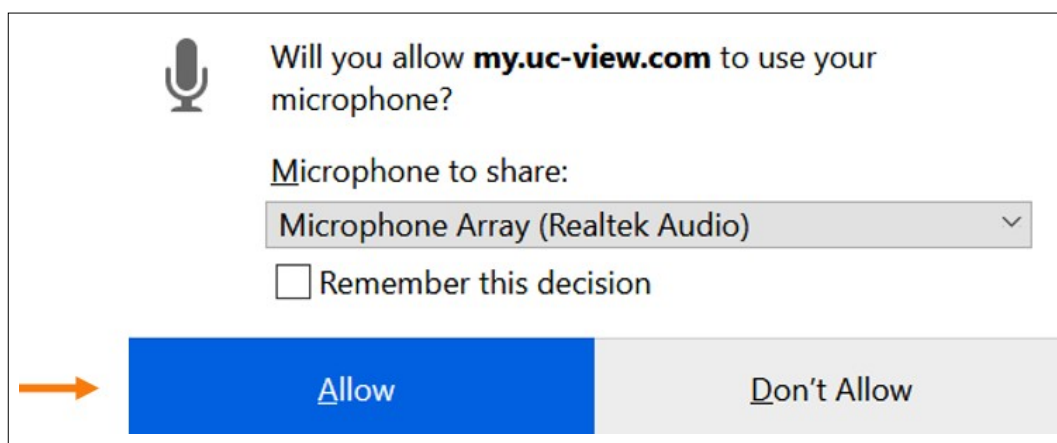
The **Announcements** tab allows you to record the announcements your caller will hear. You can add a new announcement, delete an existing one or download recording report.



To add a new announcement, click on **Add New Announcement**.

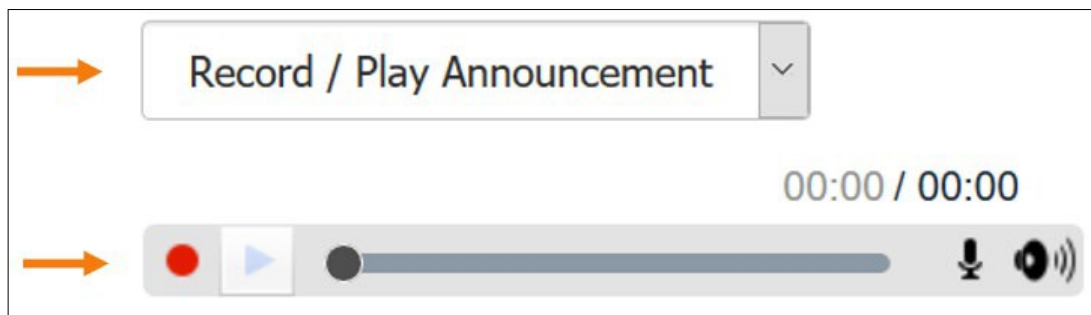


A window will pop up to add an announcement. To record an announcement and use your computer's microphone you will have to allow it.

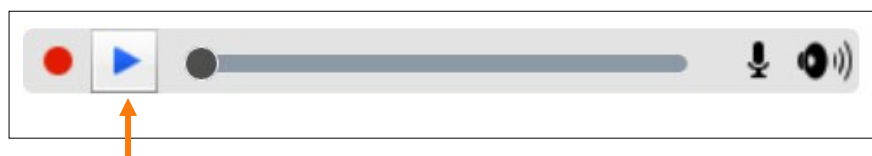


You then will be able to name your new announcement; add a description and select the action you would like to choose in the drop-down menu. The drop-down menu allows you to record a new announcement and play it, upload an already recorded announcement or record by phone.

To record a new announcement, select the action Record/Play Announcement and click the red record button. Once you have completed your recording hit the red square button to stop the recording.





You can then press the blue triangle button to play the recording back.




If you are satisfied with your announcement name, description and recording, click Add.






Once you click Add your new announcement will be displayed in the announcement menu.

			Name	Description
<input type="checkbox"/>			Sub Menu Audio	
<input type="checkbox"/>		101	Sub Menu Audio	
	<input type="checkbox"/>		102	Test This is a test announcement.
<input type="checkbox"/>		100	Top Menu Audio	


To Delete an announcement, click the box next to the announcement you would like to remove and then click the Delete button located above the menu.



Add New Announcement
Delete
Download recording report...

			Name	Description
<input type="checkbox"/>			Sub Menu Audio	
<input type="checkbox"/>		101	Sub Menu Audio	
	<input checked="" type="checkbox"/>		102	Test This is a test announcement.

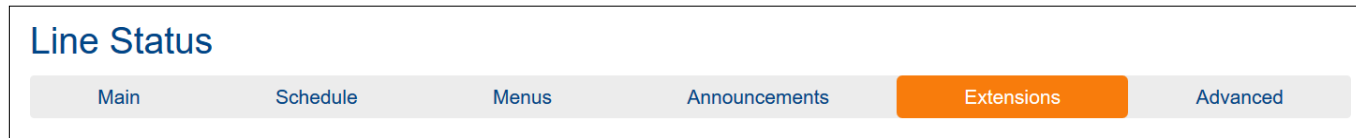
You can download a CSV format report with detail of all of your recordings by clicking the **Download recording report** button.



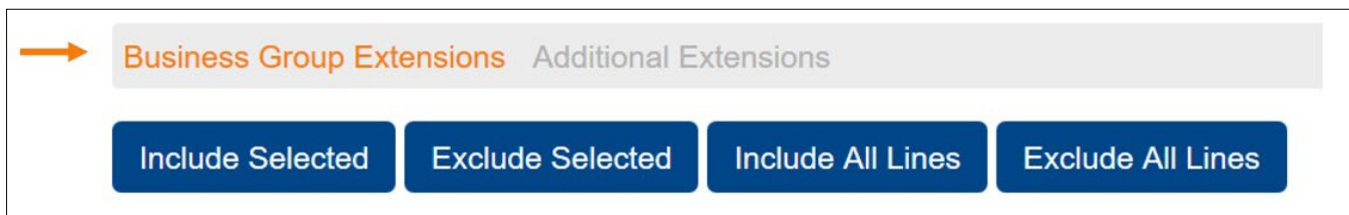
Add New Announcement
Delete
Download recording report...

### 3.2.2.3.5 Extensions

The Extensions tab allows you to manage the extensions your caller can transfer to. You can view and manage all of your Business Group Extensions or add Additional Extensions.



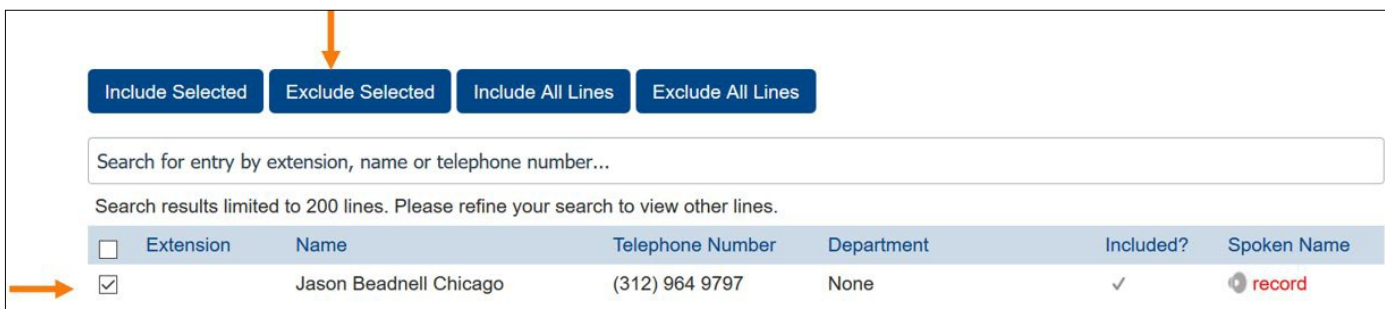
Under Business Group Extensions you have the option to include a Selected Extension, Exclude a Selected Extension, Include All Lines or Exclude All Lines.



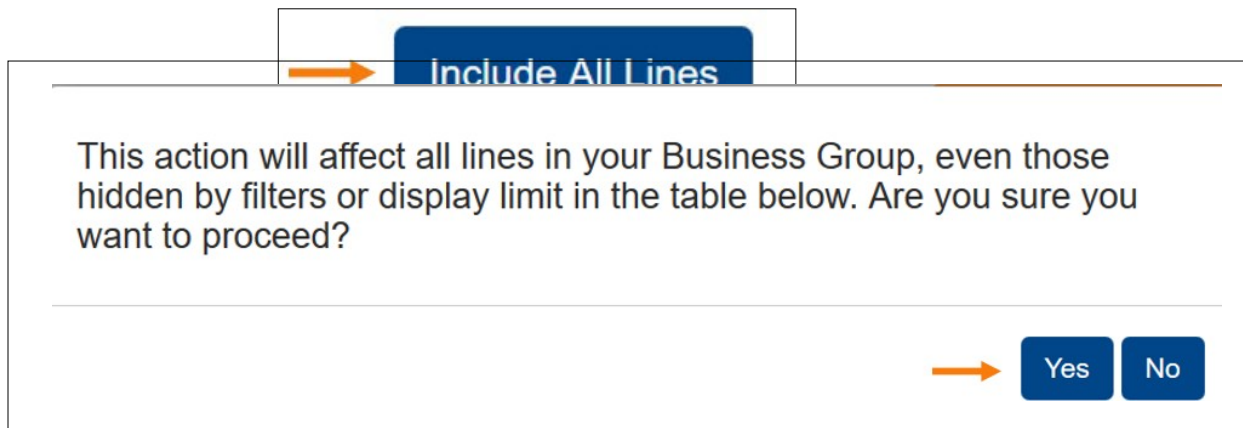
1. To include a selected extensions select the extension you would like to include by checking the box. Then hit Include Selected.



2. To exclude an extension, select the extension you would like to exclude by checking the box. Then hit Exclude Selected.



3. If you would like to include all of your business group extensions hit the Include All Lines button. This action will affect all the lines in your Business Group.





The below window will pop up and you will need to click the Yes button if you wish to proceed. If you select Yes all of your Business Group Extensions will now be included.

4. If you would like to exclude all of your business group extensions hit the Exclude All Lines button. This action will affect all the lines in your Business Group.

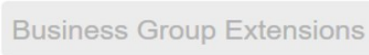



The below window will pop up and you will need to click the Yes button if you wish to proceed. If you select Yes all of your Business Group Extensions will now be excluded.

This action will affect all lines in your Business Group, even those hidden by filters or display limit in the table below. Are you sure you want to proceed?


To add additional extensions click on Additional Extensions under the Extensions tab.


 


Then click on Add Extensions. The below window will pop up and you will need to insert an Extension (between 1 and 7 digits), enter a First Name, enter a Last Name, and enter a Telephone Number. You also have the option to Record a Spoken Name or Upload a Spoken Name.


**Edit Extension**


▼ Name and Number


Extension:    
(between 1 and 7 digits)

First Name:  

Last Name:  

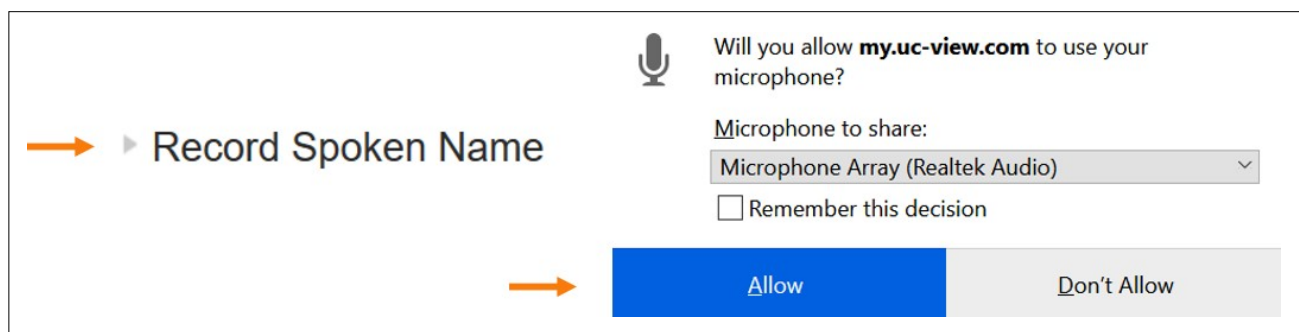
Telephone Number:    
e.g. (123) 456 7890

▶ Record Spoken Name 

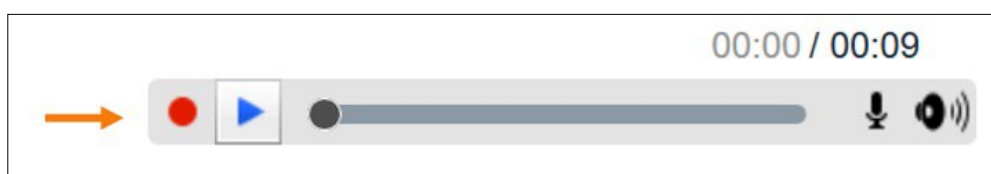
▶ Upload Spoken Name 

If you would like to record a spoken name you will need to click on Record Spoken Name and allow your computers microphone to be used.

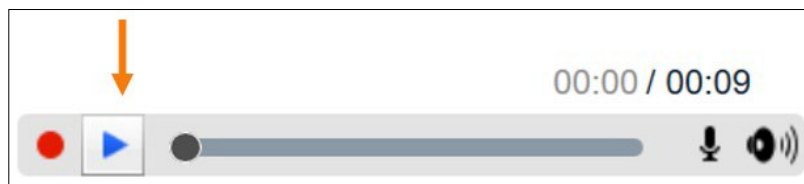




Once you allow your computers microphone to be used hit the red circle button to record the name. To stop recording hit the red square.



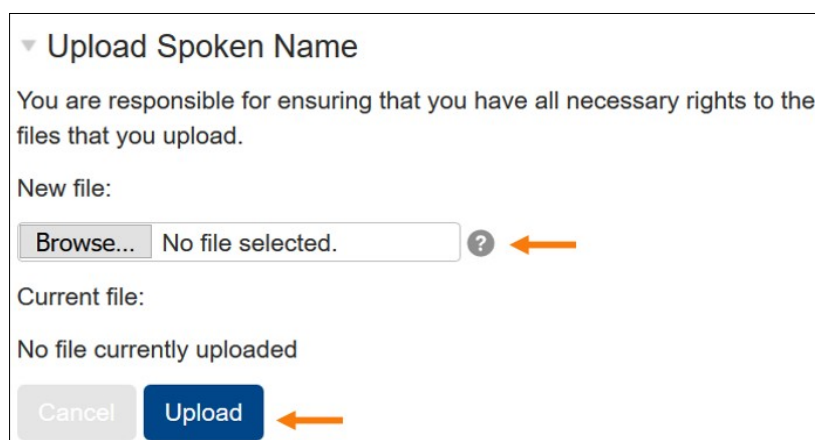
To listen to your recording press the blue triangle button.



If you are satisfied with your recording, click Add.



If you would like to upload a prerecorded name, click Upload Spoken Name. Then browse for the file and click upload.



Once you are satisfied with the spoken name and extension credentials click Add to add your new

extension.

Once you have added the new extension it will be shown in the Additional Extensions Menu.

Search for entry by extension, name or telephone number...				
<input type="checkbox"/>	Extension	Name	Telephone Number	Spoken Name
<input type="checkbox"/>	1	Ashley Test	123456789	 record

To delete an extension from the Additional Extensions page select the extension you would like to remove by checking the box, then hit Delete Selected.

Search for entry by extension, name or telephone number...				
<input type="checkbox"/>	Extension	Name	Telephone Number	Spoken Name
<input checked="" type="checkbox"/>	1	Ashley Test	123456789	 record

**Delete Selected** **Add Extension**

### 3.2.2.3.6 Advanced

The **Advanced** tab allows you to configure the advanced settings that apply across all of your menus. The advance tab allows you to edit Default Keys, Error handling, and change other settings.



1. The **Default keys** page allows you to configure default actions for each key that a caller can press.

Note: These actions will be available to callers in all menus unless you assign an alternative action to the key in the per menu configuration.

The screenshot shows the 'Default keys' configuration page. On the left, there is a list of keys (1 through 0, #, and \*) with corresponding dropdown menus. An orange arrow points to the key '1'. The dropdown menu for key '1' is open, showing a list of actions: 'Transfer to Phone', 'Transfer to Voicemail', 'Dial by Extension', 'Do Nothing', 'Do Nothing', 'Transfer to Phone', 'Transfer to Voicemail', 'Dial by Extension', 'Intercept Mailbox', 'Return to Previous Menu', 'Replay Menu', 'Replay Menu', and 'Return to Previous Menu'. The first 'Do Nothing' option is highlighted in blue. To the right of the list, there are two dropdown menus: the first contains '9010' and the second contains 'e.g. (123) 456 7890'. A question mark icon is located below the second dropdown menu.

Once you are done configuring the default actions for each key click Apply located in the top right corner to save these settings.



The **Error handling** page allows you to edit the settings for Timeout, Unknown Input, Call Transfer and Invalid Extension across all of your menus.

After you have finished adjusting these settings click Apply located in the top right corner to save these settings.



The **Other settings** page allows you to select if you would like First and Last names, just First names, or just Last names to match against configured extensions based on when a caller dials the name of an extension or mailbox they wish to transfer to.

You can also insert the voicemail account where you would like the intercept mailbox action to direct your callers to.

Once you have adjusted these settings click Apply located in the top right corner to save these settings.



### 3.3 Phones

The phone page allows you to assign phones to lines using the table below or manage your phone profiles.

Phones in Department: View All

Select department [v] Assign to Department

Enter number... Assign to Line

Assign phones to lines using the table below or manage your phone profiles.

<input type="checkbox"/>	Model	MAC Address	Description	Assigned to	Department	Actions
<input type="checkbox"/>	[icon]	00:04:F2:1	None	(312)	None	Actions ▼
<input type="checkbox"/>	[?]	00:04:F2:1	None		None	
<input type="checkbox"/>	[?]	00:04:F2:2	None		None	
<input type="checkbox"/>	[icon]	00:04:F2:2	Lab Room 650	(312)	None	Actions ▼
<input type="checkbox"/>	[?]	00:04:F2:2	None		None	
<input type="checkbox"/>	[icon]	00:04:F2:2	None	(330)	None	Actions ▼
<input type="checkbox"/>	[?]	00:04:F2:2	None		None	
<input type="checkbox"/>	[?]	00:04:F2:2	None	(330)	None	Actions ▼

#### 3.3.1 Device Manager

You can customize your phone's line key settings such as Speed Dials, Enhanced Call Monitoring "BLF", Enhanced Call Park "Orbits" and Intercom/PTT. Features are available based on your phone make and model.

To configure your phone click on "*manage your phone profiles*" link to manage your phone profiles for all phones in the Business Group.

To configure a phone for an individual user click on Actions then Configure Phone.

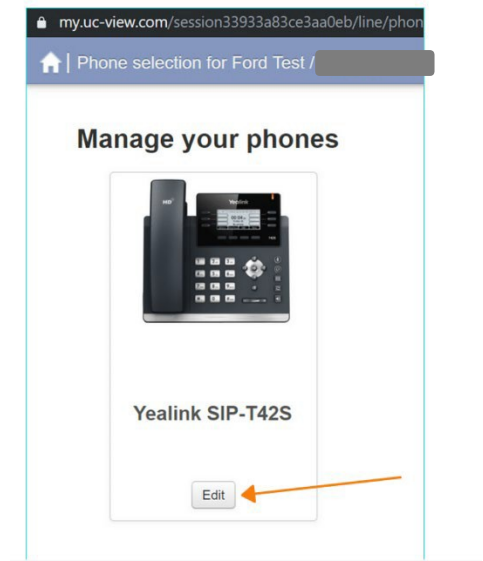
Select department [v] Assign to Department

Enter number... Assign to Line

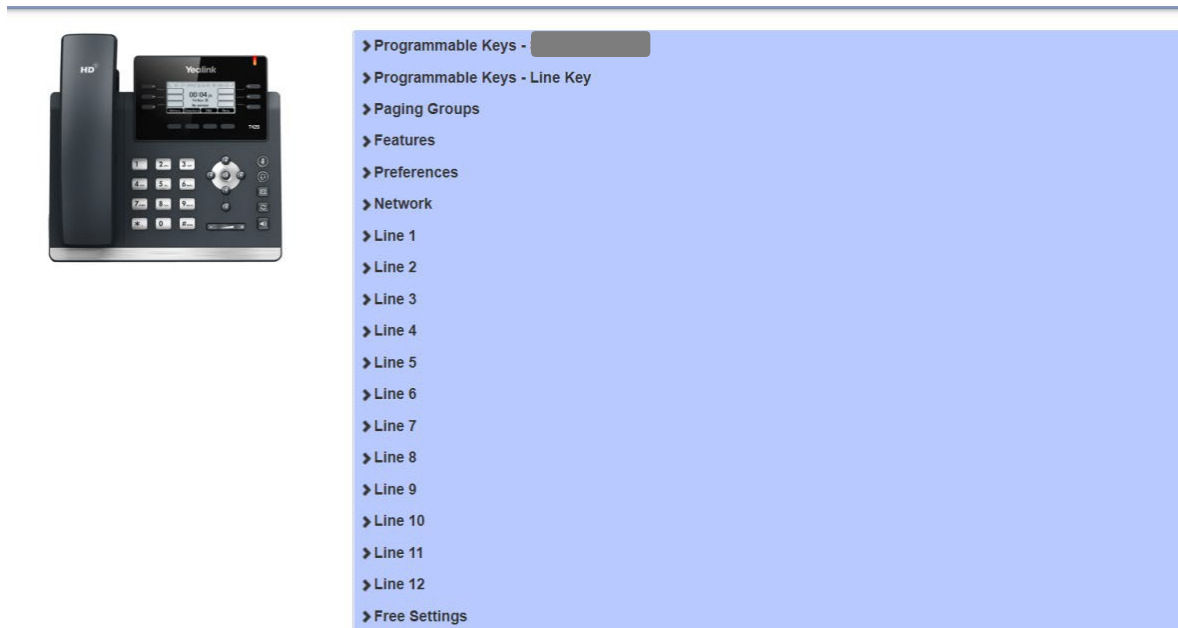
Assign phones to lines using the table below or manage your phone profiles.

<input type="checkbox"/>	Model	MAC Address	Description	Assigned to	Department	Actions
<input type="checkbox"/>	[icon]	00:04:...	None	(31...)	None	Actions ▼
<input type="checkbox"/>	[?]	00:04:...	None		None	
<input type="checkbox"/>	[?]	00:04:F2:...	None		None	Change phone Configure phone

- A new window pops up as shown below. Click on 'Edit' to edit phone key settings.  
(Note – Phone information may differ based on the phone you have).



- Once you click on Edit you can change the settings for your line keys as shown below (phone settings may appear differently based on the type of phone you have):



▼ Programmable Keys - Line Key



### 3.3.2 Speed Dial (Configure Phone Line Keys)

1. To set setup speed dials on phone keys, choose the user, click on Actions, then click on configure phone.

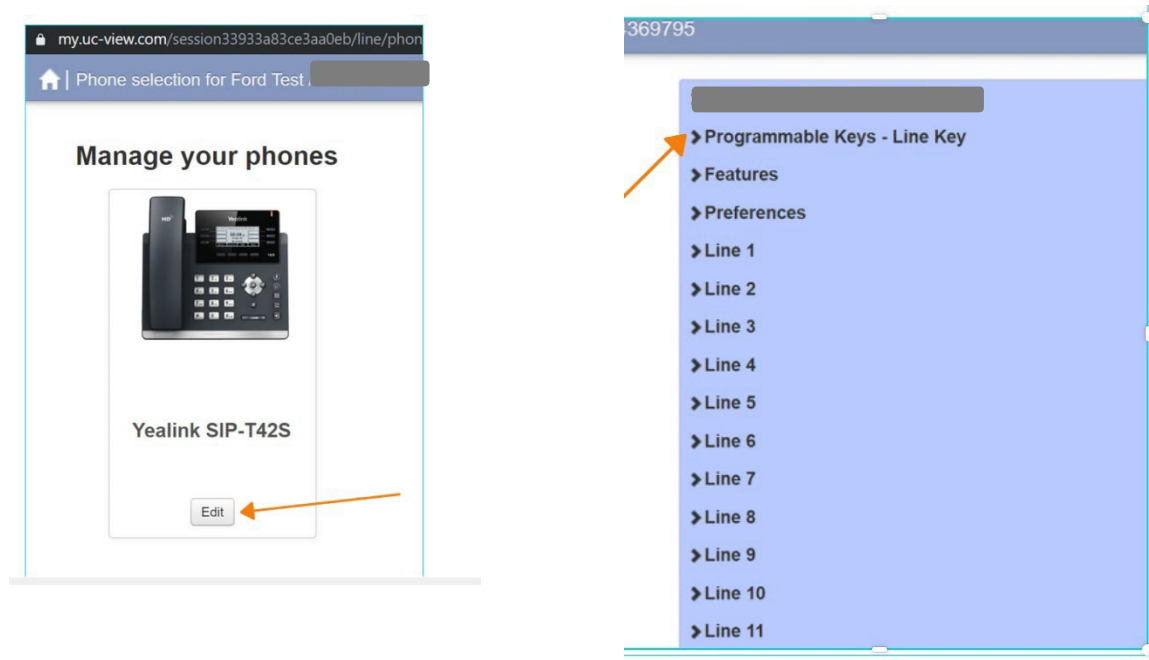
Select department  Assign to Department

Enter number...  Assign to Line

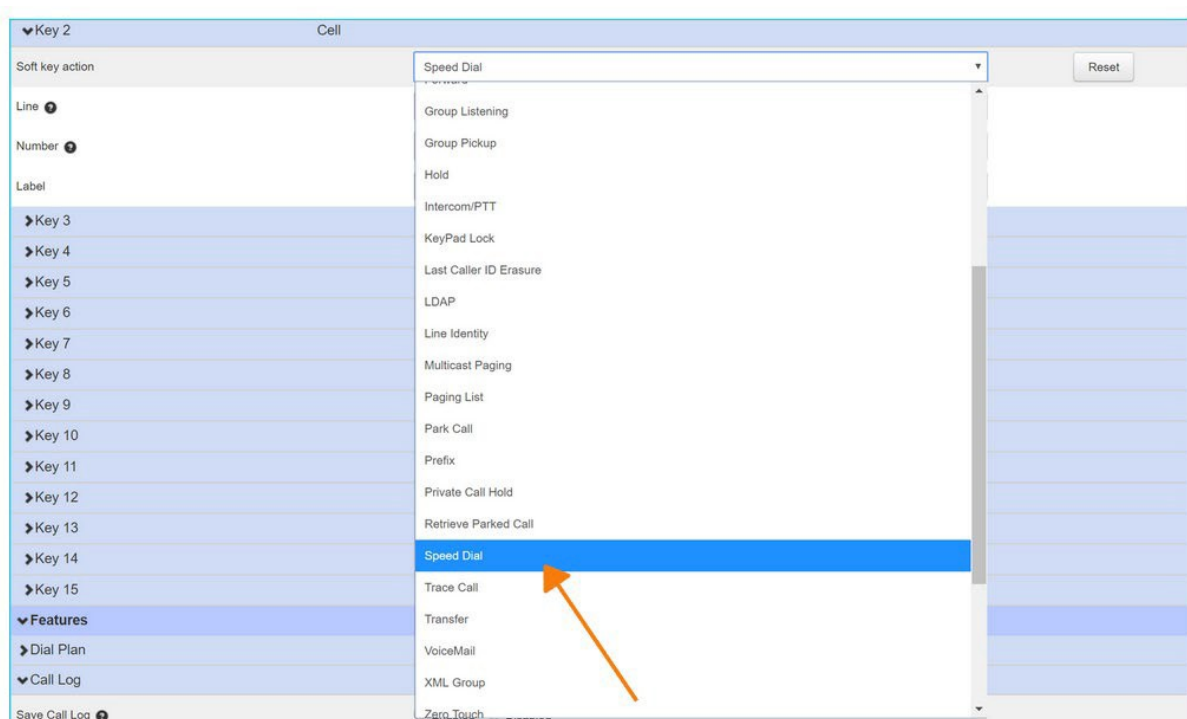
Assign phones to lines using the table below or [manage your phone profiles.](#) ←

<input type="checkbox"/>	Model	MAC Address	Description	Assigned to	Department	Actions ▼
<input type="checkbox"/>		00:04:F[redacted]	None	(312) [redacted]	None	Change phone
<input type="checkbox"/>		00:04:F[redacted]	None		None	Configure phone
<input type="checkbox"/>		00:04:F[redacted]	None		None	

- A new window pops up as shown below. Click on "Edit" to edit phone key settings and select "Programmable Keys- Soft Key". (Note- Phone information may differ based on the phone you have).



- Choose the key you want to edit, select "Speed Dial" from the list of options as shown below:





4. Add the phone number you want to be set as speed dial, assign a label to be displayed on phone and hit savechanges.

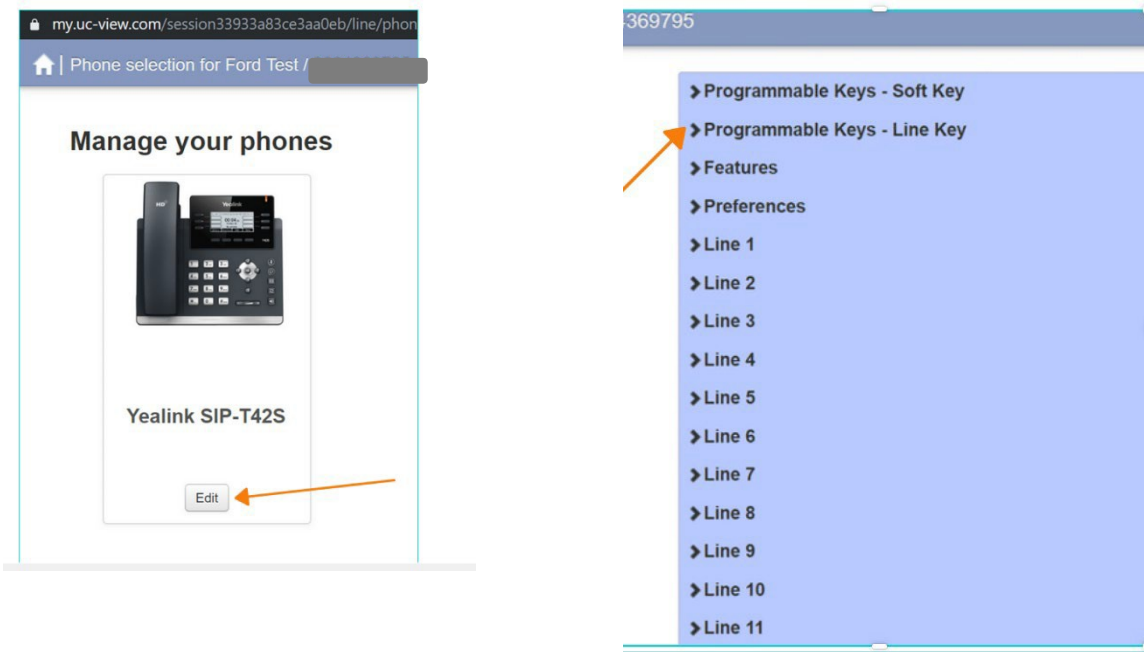
5. Configuration settings will be instantly updated the user's phone.

### 3.3 3 Enhanced Monitored Extension (Busy Lamp Field BLF)

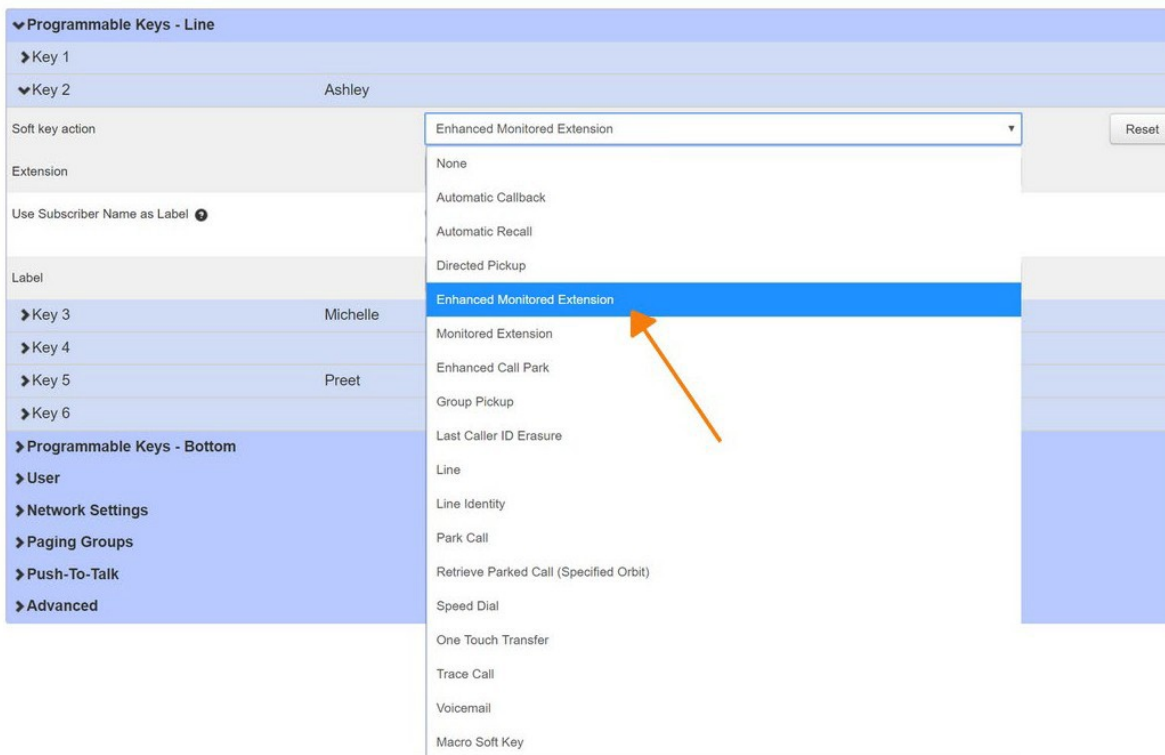
1. To setup monitored extensions on phone keys choose the user, click on Actions, then click on configure phone.

<input type="checkbox"/>	Model	MAC Address	Description	Assigned to	Department	Actions
<input type="checkbox"/>	[Phone Icon]	00:04:F...	None	(312) ...	None	Change phone Configure phone
<input type="checkbox"/>	[?]	00:04:F...	None		None	
<input type="checkbox"/>	[?]	00:04:F...	None		None	

2. A new window pops up as shown below. Click on "Edit" to edit phone key settings and select "Programmable Keys- Soft Key" (Note- Phone information may differ based on the phone you have).



3. Select "Enhanced Monitored Extensions" from the list of options as shown below:



4. Add phone extension, choose label options and hit "Save changes"

The screenshot shows a configuration form for a phone. It includes the following elements:

- \*Soft key action:** A dropdown menu set to "Enhanced Monitored Extension" (callout 1).
- Extension:** A text input field containing "9791" (callout 2).
- Use Subscriber Name as Label:** A radio button group with "No" selected (callout 3). Below it, text reads: "Yes - Requires the subscriber's full DN as the extension to monitor".
- \*Label:** A text input field containing "Joe Smith" (callout 4).
- Footer:** A bar with three buttons: "Update phone(s) immediately when saving" (checked), "Discard changes", and "Save changes" (callout 5).

5. Configuration settings will be instantly updated the user's phone.

### 3.3.4 Enhanced Call Park (Orbital Call Parking)

1. To setup Enhanced Call Park on phone keys choose the user, click on Actions, then click on configure phone.

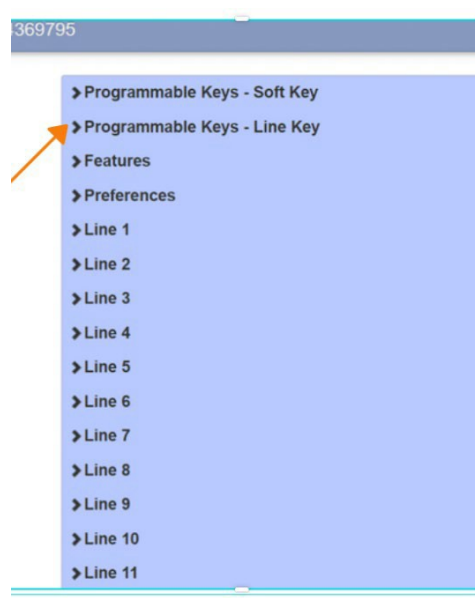
The screenshot shows the configuration interface for Enhanced Call Park. It includes the following elements:

- Select department:** A dropdown menu and an "Assign to Department" button.
- Enter number...:** A text input field and an "Assign to Line" button.
- Assign phones to lines using the table below or manage your phone profiles.** (An orange arrow points to the right.)
- Table:** A table with columns: Model, MAC Address, Description, Assigned to, and Department. Below the table is a search bar and a dropdown menu set to "in any field".
- Table Data:**

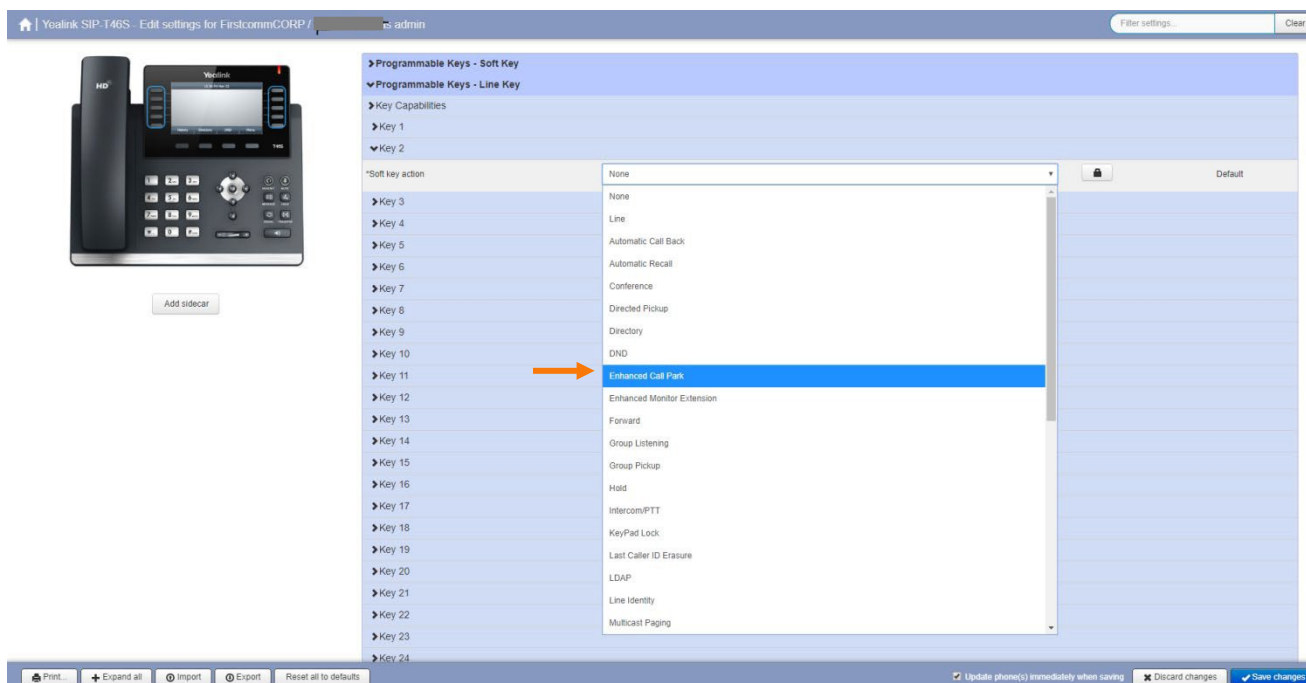
Model	MAC Address	Description	Assigned to	Department	Actions
<input type="checkbox"/> [Phone Icon]	00:04:F[Redacted]	None	(312) [Redacted]	None	Change phone Configure phone
<input type="checkbox"/> [Question Mark Icon]	00:04:F[Redacted]	None		None	
<input type="checkbox"/> [Question Mark Icon]	00:04:F[Redacted]	None		None	
- Actions:** A dropdown menu with "Change phone" and "Configure phone" options. An orange arrow points to the "Configure phone" option.

- A new window pops up as shown below. Click on "Edit" to edit phone key settings and select "Programmable Keys- Line Key" (Note- Phone information may differ based on the phone you have).

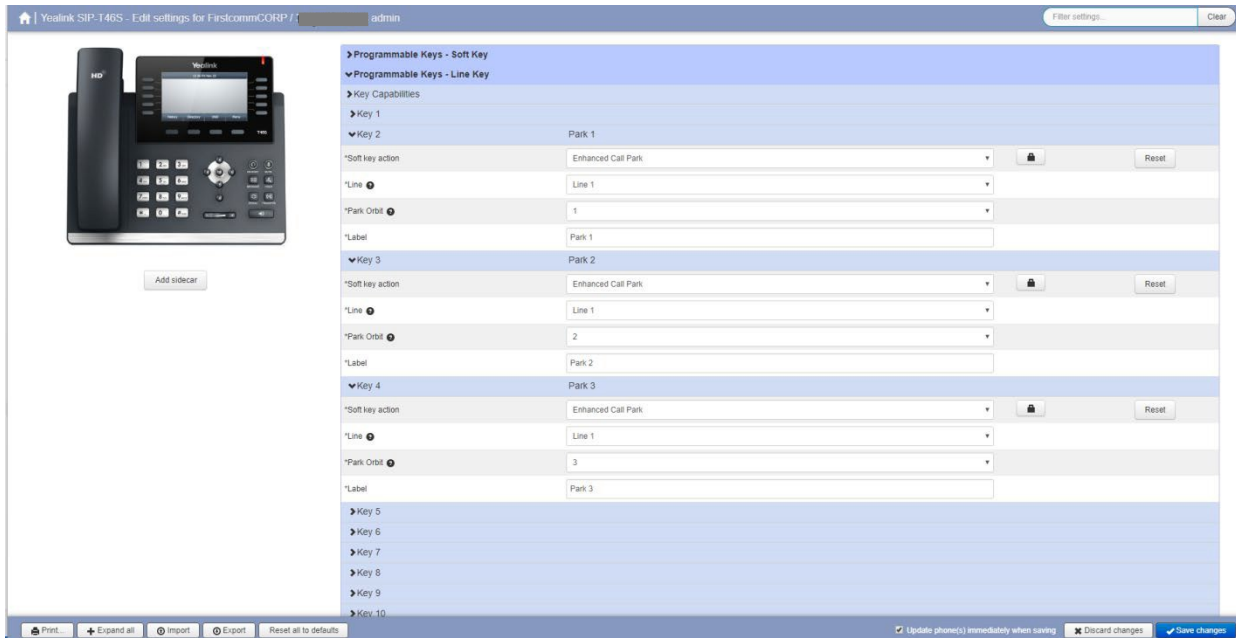
## Manage your phones



- Select "Enhanced Call Park" from the list of options as shown below:



4. Add the park orbit, choose label options, and click "Save Changes"



The screenshot displays the configuration page for a Yealink SIP-T46S phone. The page title is "Yealink SIP-T46S - Edit settings for FirstcommCORP / admin". The main content area is titled "Programmable Keys - Line Key" and is organized into sections: "Programmable Keys - Soft Key", "Programmable Keys - Line Key", and "Key Capabilities". Under "Key Capabilities", there are four key configurations (Key 2, Key 3, Key 4, and Key 5) and a list of keys 6 through 10. Each key configuration includes a "Soft key action" dropdown menu (set to "Enhanced Call Park"), a "Line" dropdown menu (set to "Line 1"), a "Park Orbit" dropdown menu (set to 1, 2, or 3), and a "Label" text input field (set to "Park 1", "Park 2", or "Park 3"). A "Reset" button is present for each key configuration. The "Add sidecar" button is visible below the phone image. The bottom of the page features a navigation bar with options: "Print...", "Expand all", "Import", "Export", "Reset all to defaults", "Update phone(s) immediately when saving" (checked), "Discard changes", and "Save changes".

5. Configuration settings will be instantly updated the user's phone.

## 4. Departments

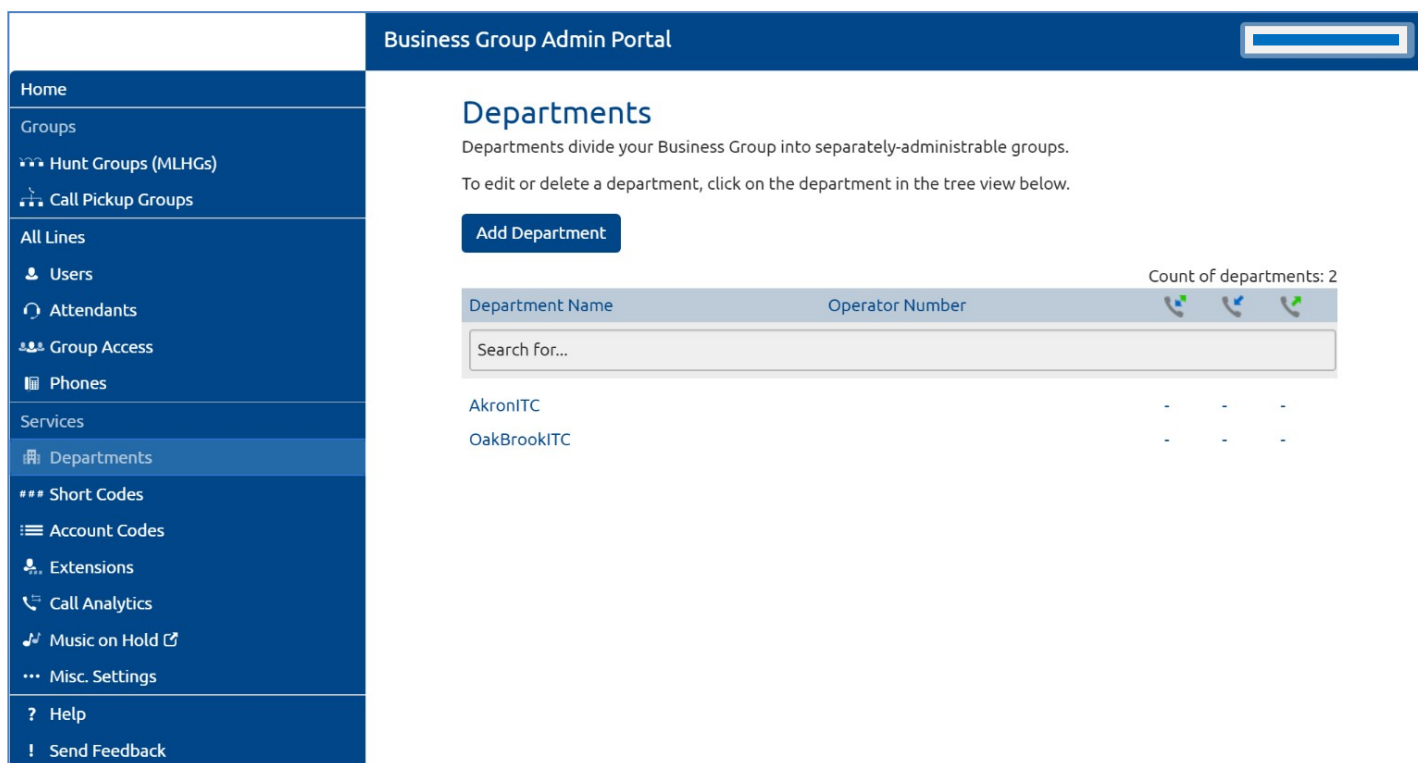
Departments divide your Business group into separately-administrable groups. Business Group administrators can optionally be restricted so that they only have privileges to administer lines within a given Department (and its sub-departments). Departments may be divided into sub-departments.

Lines, Attendants, Groups, Phones or Short Codes can all be placed into a department (or in the top-level Business Group-wide department) and moved between departments in the pages relating to each of those items.

### Department Configuration

Each row in the table shows the Department name and call limits. Department names are indented to show their hierarchy.

 Departments



Business Group Admin Portal

**Departments**

Departments divide your Business Group into separately-administrable groups.

To edit or delete a department, click on the department in the tree view below.

[Add Department](#)

Count of departments: 2

Department Name	Operator Number			
Search for...				
AkronITC	-	-	-	
OakBrookITC	-	-	-	

\*When deleting a Department, ensure that the Department is empty of Lines, Phones, Call Pickup Groups, Short Codes and other Departments - Departments can't be deleted unless they are empty. Lines, Phones, Groups or Short Codes, can be deleted or moved into other Departments. Sub departments must be deleted.

To Add a Department:

1. Click "Add Department".
2. Enter the name for the new Department.
3. Click "Add".

**Add Department**

To add a new department, enter its name, select its parent department and then click **Add**.

Department Name:

Parent Department:

Operator Number:

Set limits on the number of calls this department can make:

Incoming and Outgoing:

Incoming:

Outgoing:

To modify an existing Department:

1. Click department name you wish to modify.
2. Modify the name or operator number (if any).
3. Click "Apply".

**Edit Department**

To rename the department or edit its call limits, change the corresponding values and then click **Apply**. To delete it, click **Delete**.

Department Name:

Operator Number:

Set limits on the number of calls this department can make:

Incoming and Outgoing:

Incoming:

Outgoing:

## 5. Short Codes

Short codes are group-wide speed dials that may be used from any of your group's phones to access an internal or external phone number or access code.

To view the short codes in your group, click on the Short Codes link in the pane to the left of your administrator screen.

Short Codes may be either a single code or a range of codes. The telephone number or service access code that the Short Code maps to may be blank if not assigned yet. \*Please note that short codes may not conflict with your current extensions, access codes, 911, or 411. They may include the # sign and be 1-7 characters in length.

[### Short Codes](#)

Business Group Admin Portal

## Short Codes in Department:

View All

Short codes allow your users to quickly dial common numbers. The table below shows the short codes currently in operation in the selected department.

Move selected to: Select department Move

Delete Selected Add Add Range

Short Code	Telephone Number or Service Access Code	Department
<input type="checkbox"/> #0293	(330) [REDACTED]	None

To add a new short code, click on "Add":

1. Enter the Short Code number to be assigned.
2. Select if it Maps to "Telephone number" or "Service Access Code"
3. Enter the telephone number or service access code the Short Code should dial when accessed.
4. Select "Department"
5. Click "Add"

### Add Single Short Code

Enter the code and (optionally) either the telephone number or the service access code that it maps to, and then click Add

Short Code:

Maps to:  Telephone Number  Service Access Code

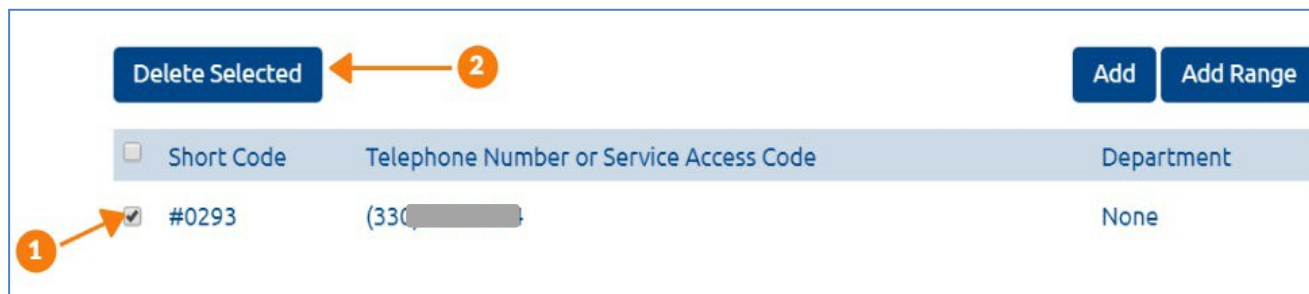
Telephone Number:

Department:



To delete a short code:

1. Select the code to remove using the check box to the left of the Short Code
2. Click "Delete Selected"



To modify an existing short code:

1. Click either the Short Code or telephone number for the code
2. Modify the details in the popup window
3. Click "Save"

Short Code	Telephone Number or Service Access Code	Department
<input type="checkbox"/> #0293	( [redacted] ) 4	None

Orange arrows point to the checkbox and the telephone number field in the table row.

### Edit Single Short Code

To edit this mapping, enter new short code and/or telephone number values and click Save

Short Code:

Telephone Number:

Department:

## 6. Account Codes

Account Codes, when active, place limits on outbound dialing. Putting these into place may be done on the group or the individual level. To view the group Account Codes, click the Account Codes link in the pane to the left of your administrator screen. Changes in this view will be active for all phones in your group unless a particular exception has been placed on a user's line.

The screenshot shows the 'Business Group Admin Portal' interface. The top navigation bar includes the user name 'Ashwin Maniyan'. The left sidebar contains a menu with categories: Home, Groups (including Hunt Groups (MLHGs) and Call Pickup Groups), All Lines (including Users, Attendants, Group Access, and Phones), Services (including Departments, Short Codes, Account Codes, Extensions, Call Analytics, Music on Hold, and Misc. Settings), and Help/Send Feedback. The 'Account Codes' option is highlighted in the sidebar.

The main content area is titled 'Account Codes' and includes the following text: 'The following codes are available on all lines when account codes are validated. Individual lines may also have additional codes.' Below this text are 'Apply' and 'Cancel' buttons.

The 'Account Code Options' section is titled 'Account Code Options' and contains a list of call types requiring an account code, each with a checkbox:

- National
- International
- Local
- Premium Rate
- Regional
- Operator
- Directory
- Carrier Dialed
- Local Business Group
- Other Business Group

Below the call types, there are several configuration options:

- Use validated account codes
- Account code length:
- Max incorrect attempts before account blocked:
- Call types may be overridden per line
- Account code length may be overridden per line
- Lines may view business group account codes

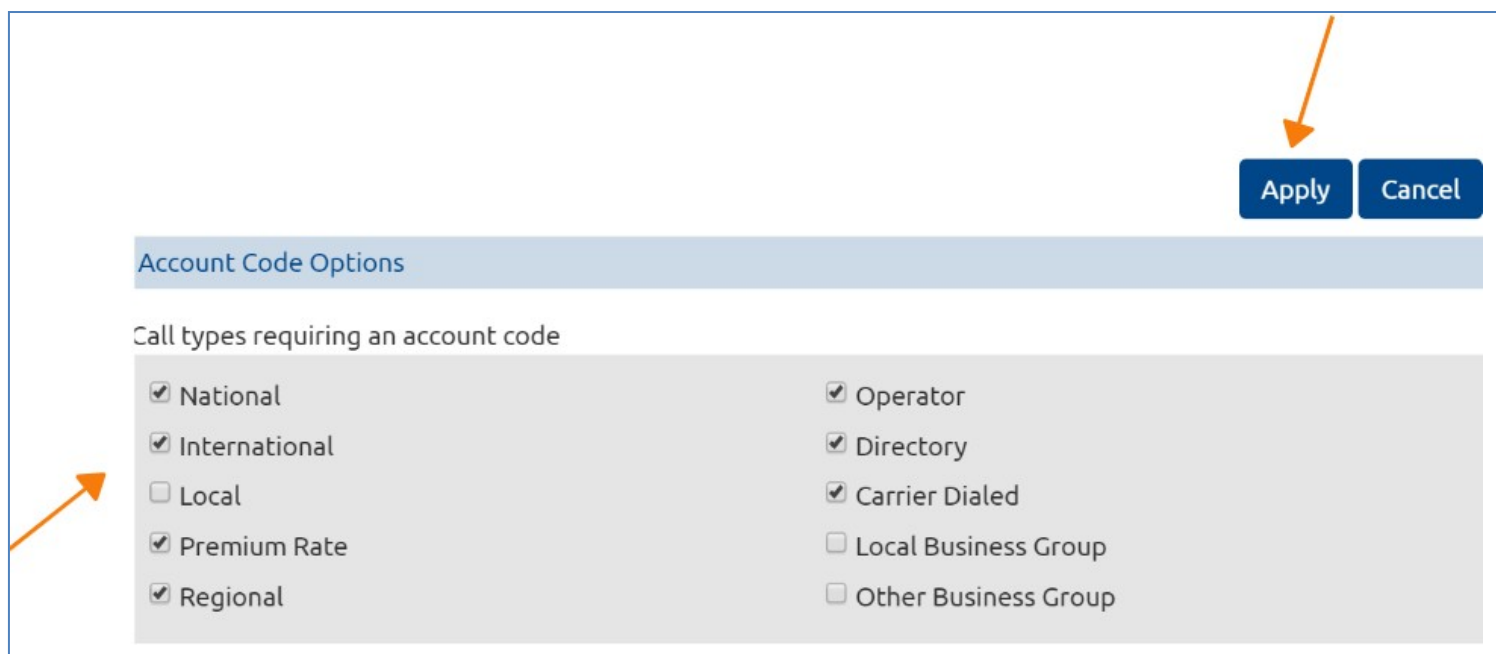
At the bottom, there is a dropdown menu for 'Lines' set to 'can view and change' and the text 'their own validated account codes.'

## 6.1 Modifying Call Types Requiring Account Codes

Use the check boxes to specify which types of calls will require Account Codes.

A box that is check marked will require an account code if this service is activated. Any changes you make should be followed by clicking the "Apply" button.

- **International** – Whether account codes are required for calling international numbers.
- **Local** – Whether account codes are required for local calls.
- **Premium Rate** – Whether account codes are required for premium rate (1-900 number) calls.
- **Regional** – Whether account codes are required for regional calls.
- **National** – Whether account codes are required for long distance calls.
- **Operator** – Whether account codes are required for operator calls.
- **Directory** – Whether account codes are required for directory (411) calls.
- **Carrier Dialed** – Whether account codes are required to make calls when dialing a carrier code (such as 1010000).
- **Local Business Group** – Whether calls to other numbers within your business required account codes if they are local calls.
- **Other Business Group** – Whether calls to other numbers within your business require account codes if they are not local calls.



Account Code Options

Call types requiring an account code

<input checked="" type="checkbox"/> National	<input checked="" type="checkbox"/> Operator
<input checked="" type="checkbox"/> International	<input checked="" type="checkbox"/> Directory
<input type="checkbox"/> Local	<input checked="" type="checkbox"/> Carrier Dialed
<input checked="" type="checkbox"/> Premium Rate	<input type="checkbox"/> Local Business Group
<input checked="" type="checkbox"/> Regional	<input type="checkbox"/> Other Business Group

Apply Cancel

## 6.2 Validated or Invalidated Account Codes

You can also choose whether you require your account codes to be validated or not. This service cannot be enabled or disabled at a global level. It is enabled or disabled per outbound call type by configuring which types of outbound calls you wish to log account codes for.

### Validated:

If account codes are validated then you define a set of permitted account codes, and you must dial a code from this list whenever you place an outbound call (if it is a type you have specified you wish to log account codes for). If you dial an account code that does not match one of this list more than a configured number of times, then your account will be blocked, and will need to be unblocked before you can place any more calls that require account codes.

### Not Validated:

If account codes are not validated, then you do not preconfigure a set of permitted account codes. When you place an outbound call (of a type you have specified you wish to log account codes for) you may dial any code of your choice.

You must configure the following information to use this service.

1. Call types requiring an account code. Select the checkboxes for the call types that you wish to log account codes for. If you select a call type, then whenever you place a call of this type you will be required to enter an account code. If you do not select a call type then you cannot log account codes when placing this type of call.
2. Account code length – set the default length of account codes
3. Use validated account codes.

Example: To set "0011" as a validated account code for all International calls on a group level please follow below steps:

1. Select  "International" from list of call types requiring account code
2. Select  "Use validated account codes"
3. Enter length of account code
4. Click "Edit List"
5. Add account code number e.g. in this case "0011"
6. Add description to define account code number e.g. in this case "International"
7. Click "Add" to add account code and description to the list
8. Hit "OK" to save
9. Click "Apply"

Edit List 4
9
Apply
Cancel

Account Code Options

Call types requiring an account code

1  National

International

Local

Premium Rate

Regional

Operator

Directory

Carrier Dialed

Local Business Group

Other Business Group

2  Use validated account codes

Account code length:  3

Manage Assigned Account Codes

Account code:

Description:

5

6

Add

You have no account codes assigned.

7

Clear List
OK
Cancel

8

- To remove an account code, click on the icon to the right of the account code.
- To change the description of an account code, remove it then re-add it with the new description, click "Add", "OK" and hit "Apply".

Assigned Account Codes

0011	International
------	---------------

### 6.3. Blocking Access after Incorrect Account Codes

If you are using validated account codes, a user's phone line will be blocked after an incorrect account code is entered too many times in succession for security purposes.

To change the number of incorrect entries the user is allowed:

1. In the Account Codes section, enter the desired value in the "Max incorrect attempts before account is blocked" field.
2. Click Apply.

**Account Codes**

The following codes are available on all lines when account codes are validated. Individual lines may also have additional codes.

[Edit List](#) [Apply](#) [Cancel](#)

**Account Code Options**

Call types requiring an account code

<input checked="" type="checkbox"/> National	<input checked="" type="checkbox"/> Operator
<input checked="" type="checkbox"/> International	<input checked="" type="checkbox"/> Directory
<input type="checkbox"/> Local	<input checked="" type="checkbox"/> Carrier Dialed
<input checked="" type="checkbox"/> Premium Rate	<input type="checkbox"/> Local Business Group
<input checked="" type="checkbox"/> Regional	<input type="checkbox"/> Other Business Group

Use validated account codes

Account code length:

Max incorrect attempts before account blocked:

Call types may be overridden per line

### 6.4. Setting Individual Line Properties

To specify whether various settings can also be specified for each line in your business uniquely, perform one of the following:

1. To allow which types of calls require account codes to be changed for each line, check "Call types may be overridden per line".

2. To allow the length of the account codes to be changed for each line, check "Account code length may be overridden per line".
3. To allow individuals to view the account codes that you have defined for the whole business in their individual Portals, check "Lines may view business group account codes".
4. To set whether each line should be able to view, change, or both view and change their own account codes via their individual CommPortal, select the appropriate option from the dropdown list at the bottom of the Account Code Options section.
5. If you want to configure codes on a per line basis, you may do so by logging into the user's personal account via your administrator Portal.
6. Once you have made all of your changes, click the Apply button to save them.

Call types may be overridden per line

Account code length may be overridden per line

Lines may view business group account codes

Lines  their own validated account codes.

## 7. Extensions

Extension allows users to quickly dial another number within the Business Group, without having to dial the full telephone number.

Additionally, to call or transfer straight to voicemail, dial \*55 followed by the extension.

To view the Extensions, click the Extensions link in the pane to the left of your administrator screen.

Business Group Admin Portal

- Home
- Groups
  - Hunt Groups (MLHG)
  - Call Pickup Groups
- All Lines
  - Users
  - Attendants
  - Group Access
  - Phones
- Services
  - Departments
  - Short Codes
  - Account Codes
  - Extensions
  - Call Analytics
  - Music on Hold
  - Misc. Settings
- Help

### Extensions

Extensions allow your users to quickly dial other numbers in the Business Group. The table below shows the extensions currently in operation. Additionally, to transfer calls to voicemail, prefix the extension with \*55. ?

Delete Selected
Add Range
Add

Count of extensions: 164

Ext.	Telephone Number
<input type="checkbox"/>	Search for...
<input type="checkbox"/>	0001 (248) [REDACTED]
<input type="checkbox"/>	0019 (312) [REDACTED]
<input type="checkbox"/>	0042 (999) [REDACTED]
<input type="checkbox"/>	0045 (312) [REDACTED]
<input type="checkbox"/>	0047 (312) [REDACTED]
<input type="checkbox"/>	0066 (312) [REDACTED]
<input type="checkbox"/>	0077 (312) [REDACTED]
<input type="checkbox"/>	0083 (312) [REDACTED]
<input type="checkbox"/>	0155 (312) [REDACTED]
<input type="checkbox"/>	0165 (312) 825 0105

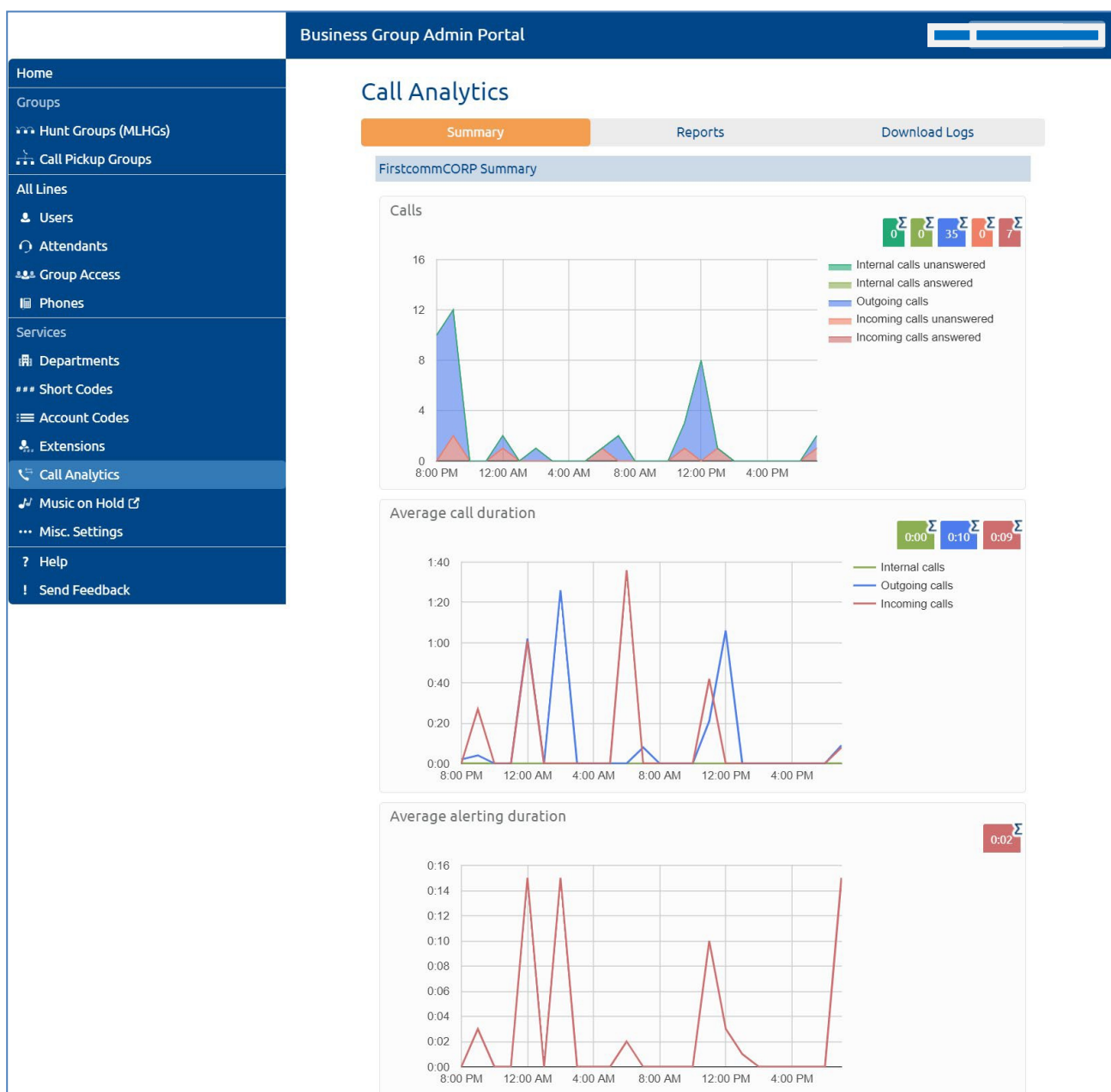


## 8. Call Analytics

The Call Analytics page allows you to visualize call activity in your Business Group. Call activity data is provided in three ways: summary graphs, reports and call logs.

Summary:

This tab shows a few summary graphs with call activity for the past 24 hours. The summary graphs cover all the departments you administer.



## Reports:

Reports provide a way to visualize call activity more easily than via Raw Call Logs. There are several different report types for analyzing call activity from different angles.

- To view and edit scheduled reports, click the Manage Reports button.

Report Schedule Manager
Send Feedback
Add a new report

Welcome [redacted],  
Your scheduled reports are listed below. Schedule a new report with the button in the top right.

There are no scheduled reports.

- To generate new reports, or just view a report in your browser, click the New Report button.

Reports for business group 'FirstcommCORP'
Send Feedback
Save
Cancel

Report Title:

Report Scope:  ACD  BG

Report Type:

Department:

Line Filter:

Account Code:

Schedule:

Send to:

**Data range**

Period:  -

Start of day:  :

End of day:  :

M T W T F S S

- The Call Log report shows details for all calls.
- Calls that are redirected have the intermediate destinations listed as well as the final destination.
- Intermediate destinations state in order all numbers that appeared on the call path including destinations that were tried but didn't answer.
- Call counts are incremented when calls arrive, but the duration is incremented at the end of the call.
- Calls spanning midnight or midday are therefore counted partially in each period.
- This report displays activity for up to 60 days into the past, with a maximum range within a single report of 27 days. Any activity outside of the start/end of day and from unselected days of the week is not included in the results.
- Filters are applied to individual calls before those calls are summarised into reports.
- The Line filter may match source, intermediate or target numbers. Therefore there may be more calls included in a particular report than initially expected.
- Scheduled reports may take several hours to arrive from the end of the selected time range.
- All times are in (GMT-5.00) America/Eastern.

- To schedule reports daily or weekly, click on New Reports:
  1. Select "Schedule" – Daily or Weekly.
  2. Select "Start of the Day" and "End of the Day" time you want call analytics report.
  3. Add "Report Title".
  4. Select "Report Scope" – ACD or BG.
  5. Select "Report type".
  6. Select "Department" (if any).
  7. Select "Account Code" if you want to pull report specifically for particular account code (if any).
  8. Add email address of the recipient.
  9. Click the "Update Report" button.
  10. Hit "Save".

Report Title:  ← 3

Report Scope:  ACD  BG ← 4

Report Type:  ← 5

Department:  ← 6

Line Filter:

Account Code:

Schedule:  ← 1

Send to:  ← 8

**Data range**

Next Due: **09/11/2019**

Start of day:  :  ← 2

End of day:  :

- The Call Log report shows details for all calls.
- Calls that are redirected have the intermediate destinations listed as well as the final destination.
- Intermediate destinations state in order all numbers that appeared on the call path including destinations that were tried but didn't answer.
- Call counts are incremented when calls arrive, but the duration is incremented at the end of the call.
- Calls spanning midnight or midday are therefore counted partially in each period.
- This report displays activity for up to 60 days into the past, with a maximum range within a single report of 26 days. Any activity outside of the start/end of day and from unselected days of the week is not included in the results.
- Filters are applied to individual calls before those calls are summarised into reports.
- The Line filter may match source, intermediate or target numbers. Therefore there may be more calls included in a particular report than initially expected.
- All times are in (GMT-5.00) America/Eastern.

← 9

## Download Logs:

- The Download Logs tab allows you to download a report of all calls made to or from lines in your Business Group or a particular department.
- Once you have downloaded the report, you can open it in a spreadsheet application such as Microsoft Excel. The report includes the following fields:
  - Date and time that the call was made.
  - Whether the call was between two lines in your Business Group, from an external line into your Business Group or from a line in your Business Group to an external line.
  - The calling number, and its extension and department if applicable.
  - The called number, and its extension and department if applicable.
  - Whether the call was answered.
  - The length of the call.
  - How long the caller was waiting for the call to be answered.
  - Any account and carrier codes that were dialed to make the call.
- Note that if you filter on department and your department was recently renamed, you will only see calls that were made since the renaming.

Business Group Admin Portal

### Call Analytics

Summary Reports **Download Logs**

Download CSV report of all calls to and from lines in your administration domain.

**Date Range:**

Start date:

month day year

End date:

month day year

**Department:**

Note, the data will include the chosen department and all sub departments.

**Download**

Home

Groups

- Hunt Groups (MLHG)
- Call Pickup Groups

All Lines

- Users
- Attendants
- Group Access
- Phones

Services

- Departments
- Short Codes
- Account Codes
- Extensions
- Call Analytics**
- Music on Hold
- Misc. Settings
- Help
- Send Feedback

## 9. Music On Hold

Music on hold is an audio file that is played while your callers are on hold, parked, or queued in a call center. To access this section, click the Music On Hold section in the left pane of the administrator portal.

**Music On Hold** Mappings in department: FirstcommCORP (root)

[security](#)
[mappings](#)
[resources](#)

Directory number	Initial resource	Action	Follow-up resource	Start Point	Duration	Actions
Default	None					<input type="button" value="Override"/>
216	None					<input type="button" value="Edit"/> <input type="button" value="Delete"/>
312	Global 11 - default MOH	Repeat		Start		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
630	Global 11 - default MOH	Repeat		Start		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Directory number	Initial resource	Action	Follow-up resource	Start Point	Duration	Actions
216	None	Repeat		Start		<input type="button" value="Add"/>

3 of 5 mappings used

**Note:** If a line has been recently added to or moved within this organization, then it may take up to to one business day for the change to affect Music On Hold.

View mappings in subdepartment:  
[AkronITC](#) [OakBrookITC](#)

### Adding a Recording

To add your own recording:

1. Click on the Resources tab in the music on hold section then scroll to the bottom of the page.
2. Enter an ID for this recording in the ID text box. This ID must be between 10 and 99.
3. Enter a description for this recording in the Description text box.
4. Click on Browse and select the recording you wish to upload. You can upload recordings to the system in either WAV or MP3 format.
5. Click on Add.

Depending on the size of the recording you are uploading, this process may take a few minutes.

Music On Hold

security mappings **resources**

Global Media List

ID	Description	Length	Actions
11	default MOH	211 seconds	▶

ID	Description	Gain	File size	Length	Actions
<a href="#">10</a>	<a href="#">MoH</a>	0	1.61 MB	211 seconds	▶ Edit Delete
<a href="#">56</a>	<a href="#">Yellow - Oh Yeah</a>	0	1.40 MB	183 seconds	▶ Edit Delete
<a href="#">57</a>	<a href="#">acd_greeting</a>	0	0.13 MB	17 seconds	▶ Edit Delete

ID	Description	Upload local resource file	Actions
<input type="text" value="11"/>	<input type="text" value="Test Wav File"/>	<input type="button" value="Choose File"/> Wav Test File.wav	<input type="button" value="Add"/>

2      3      4      5

### Modifying a Recording

To change the description of a recording:

1. Click on the Resources tab in the music on hold section then scroll to the recording you want to modify.
2. Click on the Edit button to the right of the recording.
3. Edit the description field.
4. Click Save.

To change the volume at which a recording will play:

1. Click on the Resources tab in the music on hold section then scroll to the recording you would like to modify.
2. Click on the Edit button to the right of the recording.
3. Select a new Gain value from the drop down list.
4. Select 0 to play the recording at its original volume.
5. Select +1, +2, or +3 to play the recording louder, with +3 being the loudest.
6. Select -1, -2, or -3 to play the recording quieter, with +3 being the quietest.
7. Click Save.

To remove a recording:

1. Click on the Resources tab in the music on hold section then scroll to the recording you would like to modify.
2. Click Delete to the right of the recording you wish to delete.

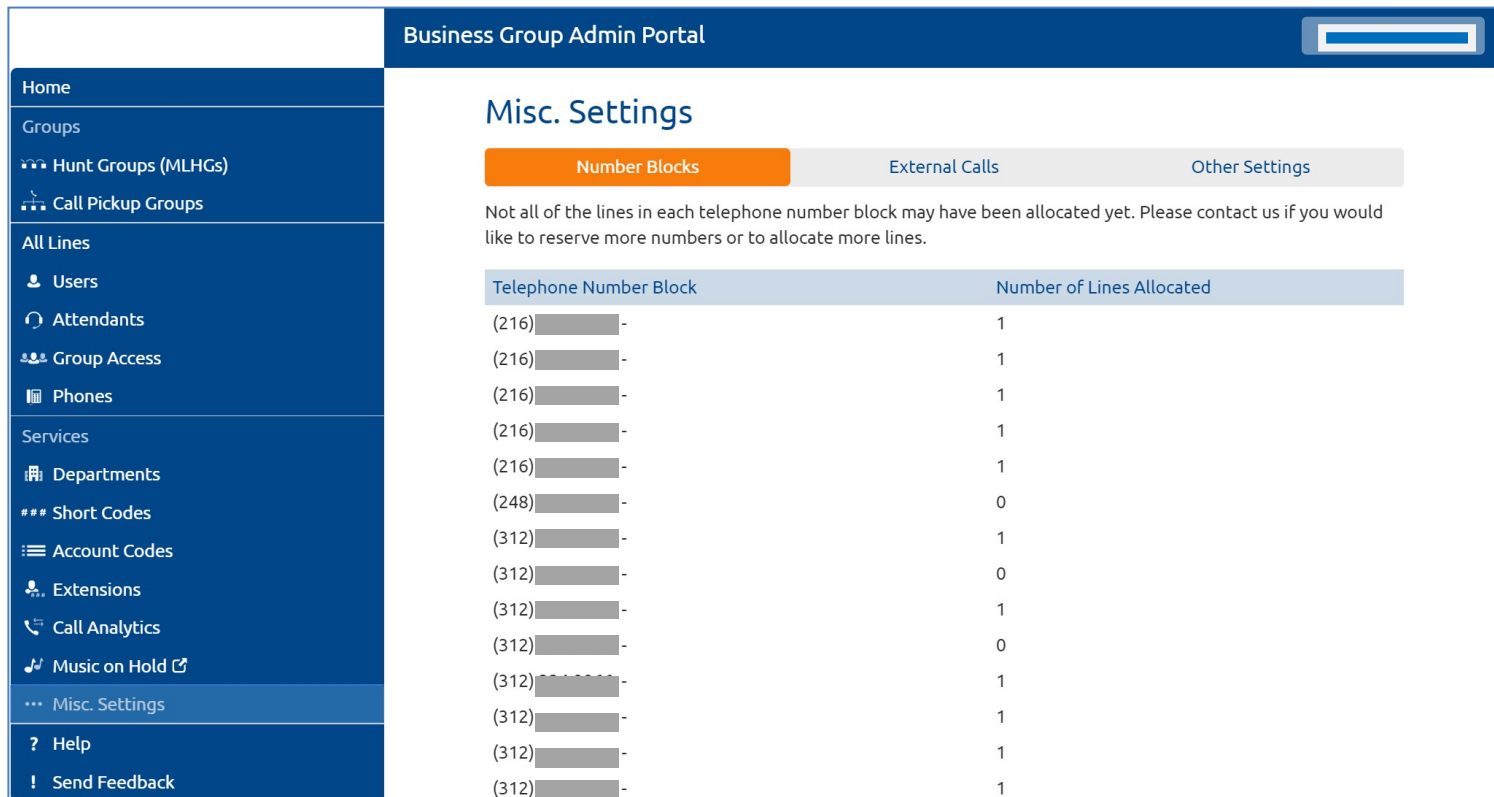
Playing a Recording:

You can play a recording that you have uploaded by clicking the ID or Description link for that recording. Note that this will play the recording at its original volume- the Gain setting has no impact on playing a recording through this interface.



## 10. Miscellaneous Settings

To view Miscellaneous Settings, click on the Misc. Settings link in pane to the left of your administrator screen.



**Business Group Admin Portal**

### Misc. Settings

**Number Blocks** External Calls Other Settings

Not all of the lines in each telephone number block may have been allocated yet. Please contact us if you would like to reserve more numbers or to allocate more lines.

Telephone Number Block	Number of Lines Allocated
(216) [redacted] -	1
(216) [redacted] -	1
(216) [redacted] -	1
(216) [redacted] -	1
(216) [redacted] -	1
(248) [redacted] -	0
(312) [redacted] -	1
(312) [redacted] -	0
(312) [redacted] -	1
(312) [redacted] -	0
(312) [redacted] -	1
(312) [redacted] -	1
(312) [redacted] -	1
(312) [redacted] -	1

### Number Blocks:

A Number Block defines a range of directory numbers used for Business Group Lines in the Business Group.

Each Number Block in the table shows the range of directory numbers and the number of directory numbers to which Business Group Lines have been assigned.

### External Calls:

Each call type can have the following limits. Note, external call limits apply to the total number of incoming and outgoing calls.

- Unlimited.
- Limited. In this case the maximum number of external calls is also shown.
- Not permitted.

Your default carriers for making calls are shown. Note, these may be overridden on per line and/or



per call.

### Other Settings:

RestrictedSubscriberMessaging prevents the forwarding of voicemail messages to subscribers outside of the business group. This applies to the whole business group.

#### Misc. Settings

Number Blocks	External Calls	Other Settings
---------------	----------------	----------------

Apply Cancel

#### Restricted Subscriber Messaging

Restrict subscriber-to-subscriber messaging outside of the Business Group.

#### Internal Operator Number

Business Group operator number:

#### Use Internal Extensions

Display internal Business Group extensions rather than external directory numbers where possible.

## MORE QUESTIONS?

If you have any additional questions about setting up voicemail call us at **800-860-2934** or email [businesscare@firstcomm.com](mailto:businesscare@firstcomm.com).

You can access all user guides here:

**<https://www.firstcomm.com/products/cloud-ip-pbx/user-guides/>**