

'ENHANCED NUMBER TRANSLATION (ENTS)' SERVICE

SET UP

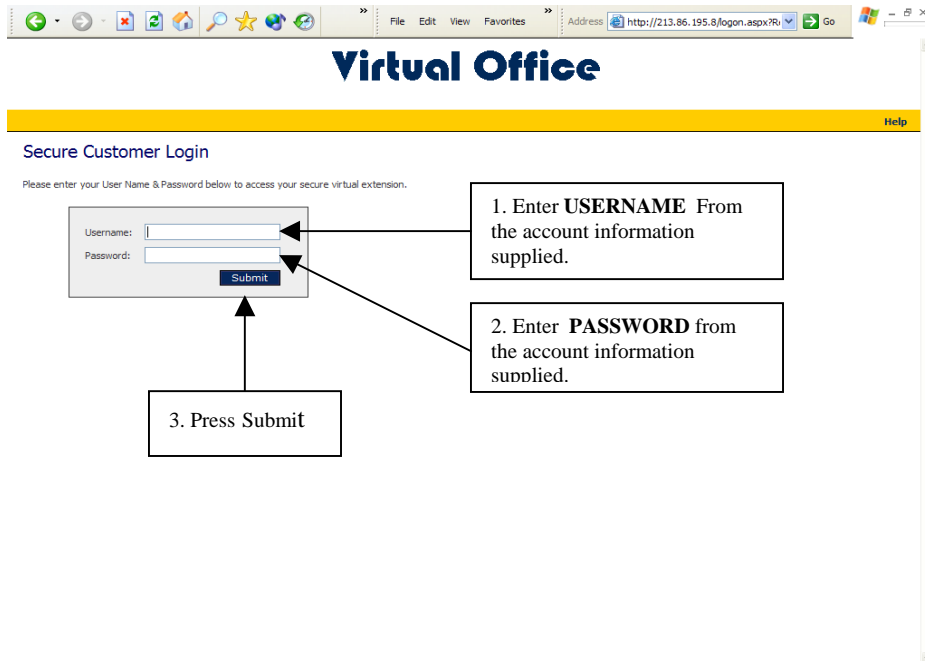
First of all! Go to the following web site – <http://83.245.0.70/logon.aspx?ReturnUrl=%2fDefault.aspx>

Then find your,

Username: (This will be in your registration documents)

Password: (This will be in your registration documents)

You should now see this screen –



This will then take you to this screen.....



Onto the next screen....

And onto this screen....

Day	From	Until	Not Available
Monday	09:00	17:00	<input type="checkbox"/>
Tuesday	09:00	17:00	<input type="checkbox"/>
Wednesday	09:00	17:00	<input type="checkbox"/>
Thursday	09:00	17:00	<input type="checkbox"/>
Friday	09:00	17:00	<input type="checkbox"/>
Saturday	00:00	00:00	<input checked="" type="checkbox"/>
Sunday	00:00	00:00	<input checked="" type="checkbox"/>

Now you are back to your 'Home' screen.....

The screenshot shows the 'Virtual Office' interface for 'My Extension (5000)'. A yellow navigation bar at the top contains 'My Extension' and 'Help Logout'. A left sidebar lists menu items: Home, Profiles, My Numbers, My Phone Book, Message Centre, Recent Calls, and Hours of Business. The main content area is titled 'My Virtual Extension (5000)' and includes a paragraph about emergency profiles, a 'Change your password here.' link, and a settings box. The settings box contains three checkboxes: 'Activate my emergency profile', 'Take Messages', and 'Enable fax detection'. A 'Save' button is at the bottom right of the settings box. Two callout boxes are present: one pointing to the 'Activate my emergency profile' checkbox with the text 'Ticking 'Activate my emergency profile' at any time will implement your 'Emergency' profile.', and another pointing to the 'Take Messages' checkbox with the text '23. Tick 'Take Messages' if you wish voicemail messages to be sent as e-mail attachments. (Note: If this is un-checked then a standard announcement will be played if a call is un-answered)'. Below the settings box, a callout box points to the 'Logout' link in the sidebar with the text '24. 'Logout'' and 'Set up is now complete so simply click and test your number by dialling it!'.

ADDITIONAL FEATURES

RECENT CALLS



The Recent Call screen displays the details of the last 1000 calls that were made to the extension user. As in the example screen below.

The screenshot shows the 'Recent Calls' screen. On the left is a sidebar with menu items: Home, Profiles, My Numbers, My Phone Book, Red and Green Callers, Message Centre, Recent Calls, and Hours of Business. The main content area is titled 'Recent Calls' and contains the text 'Here is a log of the most recent calls you have received through your Virtual Extension.' Below this is a table with the following data:

Date	Time	Called By	Answered on	Duration	Details
11-Nov-2003	12:15	0770007777		00:00	✘
11-Nov-2003	12:09	0123477777		00:00	✘
11-Nov-2003	11:44	0770007777		00:00	✉
07-Nov-2003	11:02	0123477777		00:00	
07-Nov-2003	11:02	0770007777		00:00	✉
07-Nov-2003	11:01	0123477777		00:00	
07-Nov-2003	10:59	0770007777		00:00	✉
07-Nov-2003	10:57	0123477777		00:00	
06-Nov-2003	17:31	0770007777		00:00	✘
06-Nov-2003	17:30	0123477777	Mobile 1	00:41	✘
06-Nov-2003	17:06	0770007777		00:00	✉
06-Nov-2003	16:59	0123477777	Office Direct	07:48	
06-Nov-2003	16:49	0770007777		00:00	✉
06-Nov-2003	16:37	0123477777		00:00	
05-Nov-2003	16:10	0770007777		00:00	

At the bottom right of the table, there is a pagination control showing '1 2 3 4 5 6 7 8 9 10 ...'.

An explanation of the log details is as follows.

COLUMN HEADING	DESCRIPTION
Date	The date the call was received.
Time	The time the call was received.
Called by	The CLI of the call or the name of the caller.
Answered on	The information from the number type field in the phone book.
Duration	The duration of the call.
Details	The details column may show an information icon, the icons and there meanings are detailed below:
	The caller left a voice mail.
	Through the call screen process the recipient of the call rejected it.

By clicking on any number in the 'Called by' column will take you to the following screen.

MY PHONE BOOK

Home

Profiles

My Numbers

My Phone Book

All Callers

Red Callers

Green Callers

Message Centre

Recent Calls

Hours of Business

My Phone Book

Use this page to add and remove entries from your address book.

Add Phone Book Entry





Number:

Name:

Number Type:

Caller Type: Normal Caller Red Caller Green Caller

My Phone Book

Name	Type	CLI	
 Elaine Smith_HR Agency	Office Direct	01908333333	<input type="button" value="Delete"/>
Fred Johnson	Mobile 1	07933354564	<input type="button" value="Delete"/>
Gary Jones	Office Direct	01908123321	<input type="button" value="Delete"/>
Hilda Bracket	Office Direct	33125477777	<input type="button" value="Delete"/>
 Ian Williams	Office Direct	0203989898	<input type="button" value="Delete"/>
 Jan Lemming	Mobile 1	07456654	<input type="button" value="Delete"/>
 Spouse	Home	0203456456	<input type="button" value="Delete"/>

The number you have clicked on will appear here.

To give the number an identifying title type here e.g. Office, Home etc. Then you can label it by type from the drop down menu.

The entry can now be designated as a Normal, Red or Green Caller to use in association with your Profile.

Finally click 'Add'

The entry will now appear in your Phone Book.

CHANGING YOUR PASSWORD

On the 'Home' screen you can simply change your password by clicking on the 'here of 'Change your password here'

Change My Password

Change Password:

Enter Old Password:

New Password:

Re-Enter New Password:

PERSONALISING YOUR VOICEMAIL MESSAGE

This is the message your callers will hear if your call remains un-answered and when you are not receiving calls.

1. Dial your number e.g. 0870, 0845 etc.
2. As you hear ringing tone Press * (star) on your telephone keypad.
3. Listen to voice prompts till it asks for your Pin Number
4. Enter your Pin Number when requested (Default is 1234)
5. Listen to the MENU selections. (Note: Some of the other selection options given are not part of this product).
6. Press '6' to 'Personalise your Voicemail'
7. Follow the menu instructions to make your recording.
8. Record, listen and then either re-record or accept.
9. Hang up, and your new voicemail message will be active.