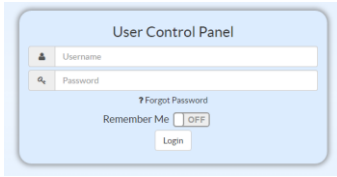
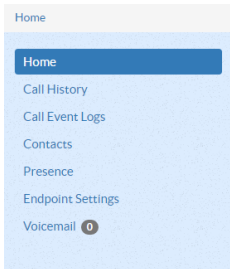


How to use the User Control Panel – UCP

You should have received an email with a link to setup your password. You can request to have your password reset by selecting forgot password on the login page. The user name is your extension number. The password is the password you set. If you haven't set a password, select the Forgot Password. Please check you spam folder if you can't find the password reset email.



After you login you have the following options.



Home

Call History = a list on calls to and from your extension

Call Event Log = Similar to the Call History

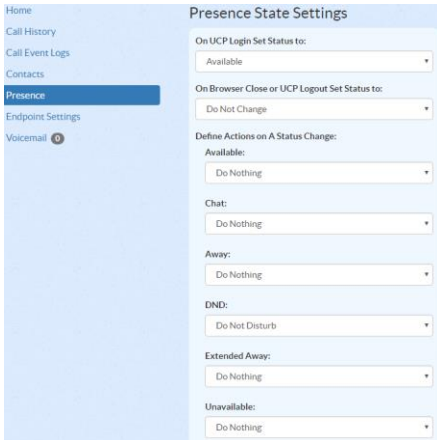
Contacts = a Contact database of the user on this system

Presence = allow you to update your presence

Endpoint Settings = allows easy access to telephone settings

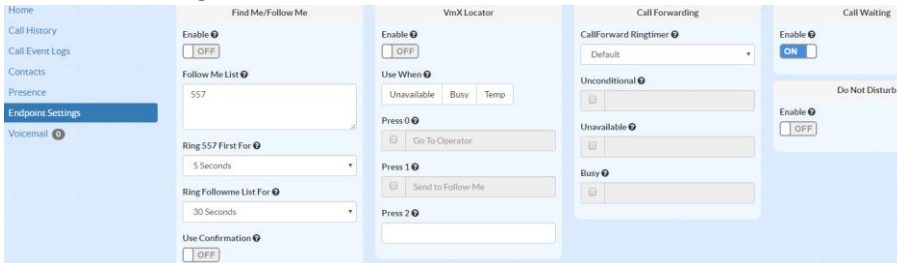
Vociemail = allows easy and visual access to voicemail settings

Presence State Settings

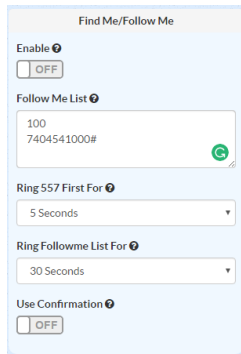


Setting here can turn on or off features based on status. Please test you telephone after making changes here.

End Point Settings are broken down to 4 sections.



Find Me/Follow Me



Enable = Turn feature on or off

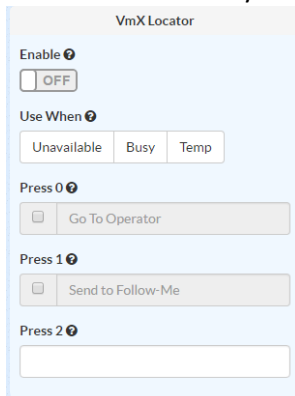
Follow Me List = A list of extensions or telephone numbers you would like your calls send to when enabled. Please add the # at the end of telephone numbers.

Ring XXX Frist for = number of seconds to ring the original extension before the ring is dialed. Setting this to 0 will cause the list to be dial immediately.

Ring followme list for = number of second to ring the list before defaulting to the original extensions voicemail.

User Confirmation = when on externally dialed destination must press the 1 button to accept the transferred call. This is useful when the requirement is to have the caller leave messages in the company voicemail and not the personal cell phone voicemail.

VmX Locator Let's you define transfer options you give callers.



Enable = allow this feature to be turned on or off

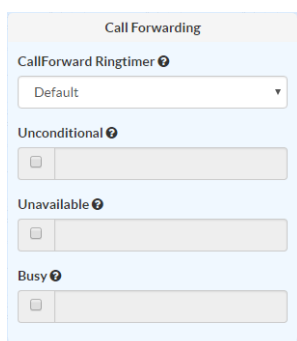
Use When = allow you to limit this feature based on your presents

Press 0 = defines where a caller if transferred to when pressing 0 while listening to your outgoing message.

Press 1 = defines where a caller if transferred to when pressing 1 while listening to your outgoing message.

Press 2 = defines where a caller if transferred to when pressing 2 while listening to your outgoing message.

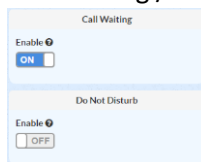
Call Forwarding allow you to forward you calls to another designation.



Call Forward Ring Timer = default, system setting of 15 seconds or select a time to ring the forwarded destination before voicemail answers.

Select destination for unconditional, unavailable and busy.

Call Waiting / Do Not Disturb



Enable Call Wafting = this will allow you phone to receive notification when a secondary calls is presented.

Do Not Disturb = When DND or Do Not Disturb is activated you telephone will not receive any calls.