



**100-6.1-088-001-1.1**

## **Guide to Logging In**

**Software Release 6.1, Document Issue 1.1**

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# 1 About This Document


## 1.1 Intended Audience


This document is intended for installers and administrators of a Cheetah PBX. It is a user's guide document designed to provide you with information on using the Telegato Cheetah System Management Console.

## 1.2 Conventions Used In This Document

This manual uses several conventions to help you learn to use the program quickly and easily.

Menus and dialog options that have an underlined letter in their name represent the shortcut key assigned to the menu or option. Pressing the shortcut keys assigned to the menu or option is equivalent to clicking the menu or option. For example, the following figure shows a sample menu that uses shortcut keys. Procedures in this manual reflect shortcut keys if they are available.

The Caution and Warning symbol, , indicates information or a step that could be potentially dangerous, such as a step that could permanently affect the database or a user's access to the program.

The light bulb, , indicates a tip or information that will help you in using this document.

## 1.3 Disclaimer

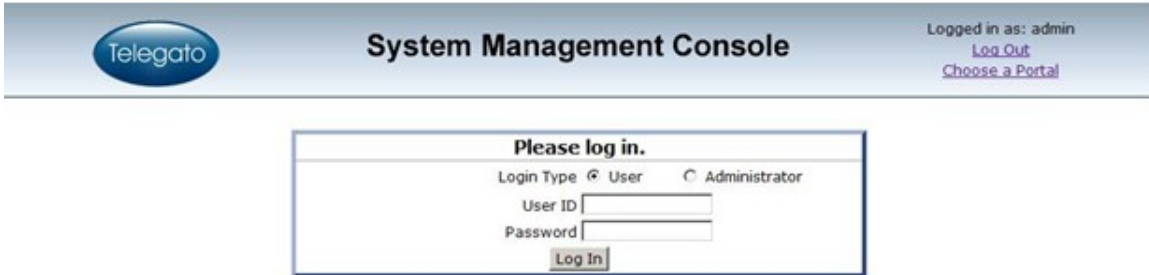
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## 1.4 Logging In

To log in to the System Management Console refer to the Logging In Guide.

## 2 Logging In To System Management Console

To log into the System Management Console start by typing in the appropriate url. The following is an image of the System Management Console log in page:



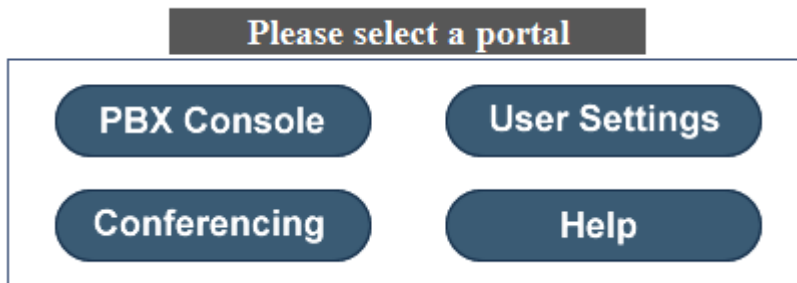
### 2.1 Logging In as a User

To log in as a user first make sure the User Login Type is selected. The following is a sample image of selecting user as login type:



#### 2.1.1 User ID and Password

Enter appropriate voicemail ID and password then click Log In. The following is a sample image of the PBX Portal Selection menu options:



The following is an explanation of portal options in this menu:

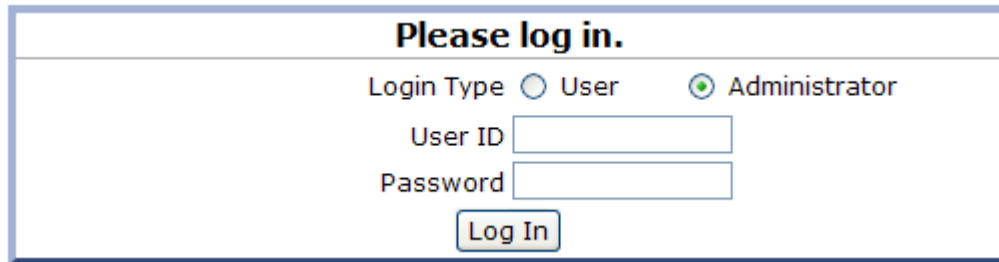
Field	Description
PBX Console	View and manage extension, hunt group, and trunk statuses. Transfer calls, bridge extensions, toggle DND settings and view conference status
User Settings	View and manage specific information including extension, find me and voicemail settings, recorded calls and call logs
Conferencing	Create conferences and manage data including access codes, start times and end times
Help	View and access available user guides

### 2.1.2 Logging Out

When your session is complete click the Log Out link located in the top right hand section of all System Management Console screens.

## 2.2 Logging In as an Administrator

To log in as an administrator first make sure the Administrator Login Type is selected. The following is a sample image of selecting administrator as login type:

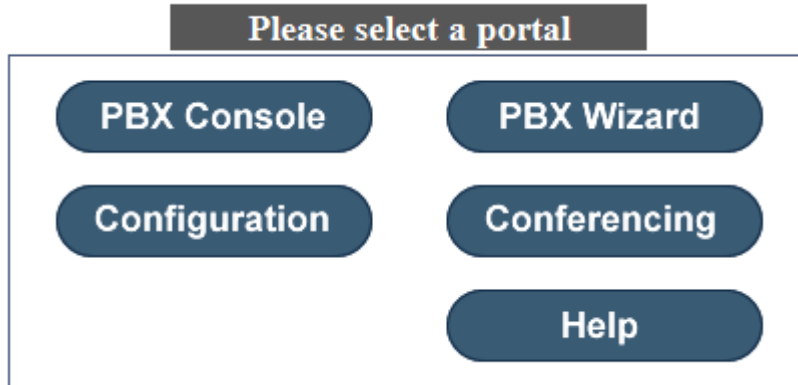


The image shows a login form with the following elements:

- Title: **Please log in.**
- Login Type:  User  Administrator
- User ID:
- Password:
- Log In:

### 2.2.1 User ID and Password

Enter appropriate user ID and password then click Log In. The following is a sample image of the PBX Portal Selection menu options:



The following is an explanation of portal options in this menu:

Field	Description
PBX Console	View and manage extension, hunt group, and trunk statuses. Transfer calls, bridge extensions, toggle DND settings and view conference status
PBX Wizard	Step by step instructional wizard used to configure PBX. Also includes list of common terms
Configuration	View and manage system wide data settings for Auto Attendant, Callouts, Messaging, PBX, Reports, System Config, and Maintenance
Conferencing	Create conferences and manage data including access codes, start times and end times
Help	View and access available admin guides

### 2.2.2 Logging Out

When your session is complete click the Log Out link located in the top right hand section of all System Management Console screens.

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# Evaluation

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