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Guide to PBX Configuration

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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 guide you through configuration of your Cheetah 1000, 2000, and 3000 series PBX.

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

This document is provided to you for informational purposes only and is believed to be accurate as of the date of its publication, and is subject to change without notice. Telegato LLC assumes no responsibility for any errors or omissions in this document and shall have no obligation to you as a result of having made this document available to you or based upon the information it contains.

1.4 Logging In

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

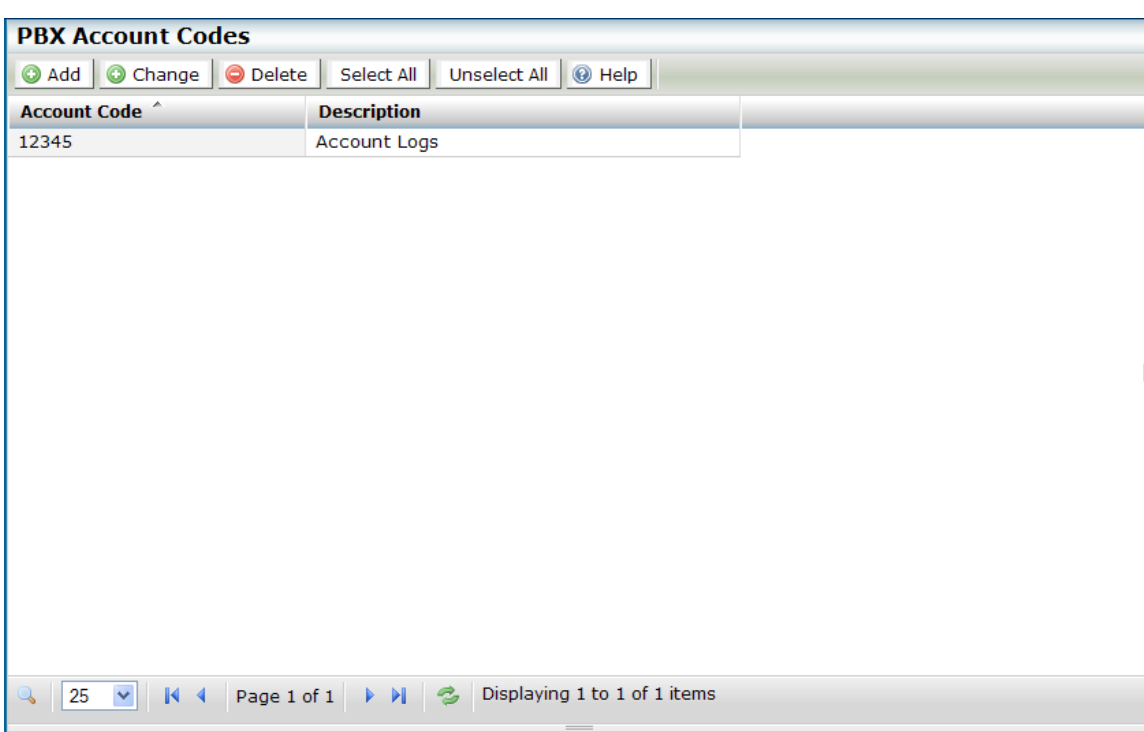
2 Configuring the PBX

To begin configuring the PBX, log into the System Management Console and click on the PBX tab featured in the left hand menu, this will reveal the PBX sub menu. The following is an image of the expanded PBX menu:



2.1 Account Codes

To add, change, or delete the PBX account codes, click on the Account Codes item in the PBX submenu. The following image shows a sample grid for Account Codes:



2.1.1 Adding Account Codes

To add account codes, click on the Add button. The following is a sample image of the Account Codes dialogue box:



The following is an explanation of fields in this dialogue:

Field	Description
Account Code	The alphanumeric code of your choice not to exceed 16 symbols.
Description	Chosen description of inputted code.

After all values have been entered click the Submit button.

2.1.2 Changing Existing Account Codes

To change an existing account code first select a row to change then click the Change button.

The following is a sample image of the Account Codes dialogue box:

PBX Account Codes - Edit Record

* Account Code

Description

You will only be able to change the values for the row you selected. After changing desired data click the Submit button.

2.1.3 Deleting Account Codes

To delete an account code first select the row(s) to delete then click the Delete button.

2.2 Bridged Appearances

To add, change, or delete bridged appearances, click on the Bridged Appearances item in the PBX submenu. The following image shows a sample grid for Bridged Appearances:

PBX Bridged Appearances

Extensi�n	Enabled	Also Rings	Activated On	Activated By
100	✓	102	2010-08-14 15:16:02	100

25 Page 1 of 1 Displaying 1 to 1 of 1 items

2.2.1 Adding Bridged Appearances

To add bridged appearances, click on the Add button. The following is a sample image of the Bridged Appearances dialogue box:

The 'Add Record' dialog box contains the following fields:

- Extension:** A dropdown menu showing '100 (Michael Keilhofer)'.
- Enabled:** A checked checkbox.
- Also Rings:** A list box containing the following items: 101 (Brigid O'Connor), 102 (Karen Shelton), 103 (Paul Ngo), 104 (Edan Kencayd), 105 (Tom Dellinger), and 106 (Greg Bruenning).

Buttons for 'Submit' and 'Cancel' are located at the bottom right.

The following is an explanation of fields in this dialogue:

Field	Description
Extensions	Select from the list of existing extensions which one you would like to ring.
Enabled	Check this box when you want this entry to be active.
Also Rings	Select from the list of existing extensions which one you would like to also ring.

After all values have been selected click the Submit button.

2.2.2 Changing Bridged Appearances

To change bridged appearances first select a row to change then click the Change button. The following is a sample image of the Bridged Appearances dialogue box:

The 'Edit Record' dialog box contains the following fields:

- Extension:** A dropdown menu showing '100 (Michael Keilhofer)'.
- Enabled:** A checked checkbox.
- Also Rings:** A list box containing the following items: 101 (Brigid O'Connor), 102 (Karen Shelton), 103 (Paul Ngo), 104 (Edan Kencayd), 105 (Tom Dellinger), and 106 (Greg Bruenning). The item '102 (Karen Shelton)' is highlighted in blue.

Buttons for 'Submit' and 'Cancel' are located at the bottom right.

You will only be able to change the data for the row you selected. After changing desired data click the Submit button.

2.2.3 Deleting Bridged Appearances

To delete a bridged appearance first select the row(s) to delete then click the Delete button.

2.3 Conferences

To add, change, or delete conferences, click on the Conferences item in the PBX submenu. The following image shows a sample grid for Conferences:

Access Code	Start Time ^	End Time	Announce	Description
1234	2011-01-20 21:30:00	2011-01-20 22:30:00	✓	Marketing Meeting

Page 1 of 1 | Displaying 1 to 1 of 1 items

2.3.1 Adding Conferences

To add conferences, click on the Add button. The following is a sample image of the Conferences dialog box:

PBX Conferences - Add Record

* Access Code

Start Time

End Time

Announce Names

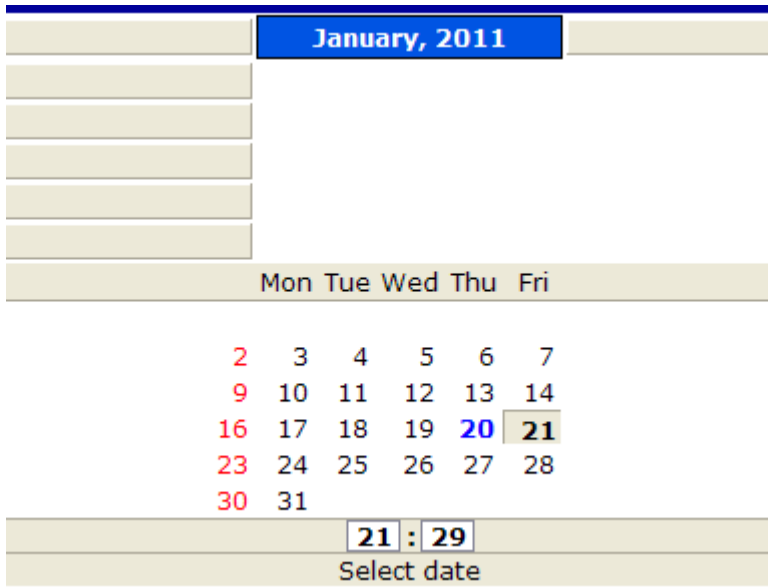
Description

The following is an explanation of fields in this dialogue:

Field	Description
Access Code	Numeric code chosen by you not to exceed 12 numbers
Start Times	The chosen start time of the conference
End Times	The chosen end time of the conference
Announce Names	Check this box when you want callers who join and leave the conference to be announced
Description	Description of the conference

2.3.1.1 Selecting a Start Time and End Time

For both fields, click the calendar to the right hand side. The following is a sample image of the calendar:



Select desired date by clicking on the corresponding number with your mouse. To select the hour first click on the hour box, then either continue clicking or click and drag your mouse to change the value. Repeat process for minute selection. Once all data has been selected click away from the calendar and click the Submit button in the Conference dialogue box.

2.3.2 Changing Conferences

To change conferences, first select a row to change then click the Change button. The following is a sample image of the Conferences dialogue box:

PBX Conferences - Edit Record ✖

* Access Code ⌵

Start Time 📅 ⌵

End Time 📅 ⌵

Announce Names ⌵

Description

You will only be able to change the data for the row you selected. After changing desired data click the Submit button.

2.3.3 Deleting Conferences

To delete a conference first select the row(s) to delete then click the Delete button.

2.4 Class of Service

To add, change, or delete class of service assignments, click on the Class of Service item in the PBX submenu. The following image shows a sample grid for Class of Service:

PBX Class Of Service							
<input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Select All"/> <input type="button" value="Unselect All"/> <input type="button" value="Help"/>							
Name	Allow Conf	Allow Park	Allow Pickup	Call Out	Record Calls	Need Auth Code	Description
default	✓	✓	✓	✓	✓		The default class for ex

Page 1 of 1

 Displaying 1 to 1 of 1 items

2.4.1 Adding Class of Service Assignments

To add class of service assignments, click on the Add button. The following is a sample image of the Class of Service dialogue box:

The following is an explanation of fields in this dialogue:

Field	Description
Class of Service Name	Name designated for class of service assignment
Allow Conferencing	Check this box when you want this assignment to allow conferencing
Allow Call Park	Check this box when you want this assignment to allow call parking
Allow Call Pickup	Check this box when you want this assignment to allow call pickup
Allow Call Waiting	Check this box when you want this assignment to allow call waiting
Allow Call Logging	Check this box when you want this assignment to allow call logging
Stop Anonymous Calls	Check this box when you want this assignment to disallow anonymous calls
Account Code Required	Check this box if calls outside your PBX require an account code
Can Place Outgoing Calls	Check this box when you want to allow assigned extensions to call numbers outside your PBX
Can Record Calls	Check this box when you want this assignment to allow call recording
Music On Hold File Name	Select the music on hold file to be used for extensions assigned to this class of service

Field	Description
Auth Code Required for Outbound Calls	Check this box when you want assigned extensions to enter a required authorization code to make outbound calls
Description	Description of this class of service

After all values have been entered and selected click the Submit button.

2.4.1.1 Selecting Music On Hold File Name

To select desired music on hold file first click on the menu's down arrow which will display file options. Select desired file. The following is a sample image of the file options:

The screenshot shows a dialog box titled "PBX Class Of Service - Add Record". It contains several configuration options, each with a checkbox and a help icon:

- Class Of Service Name: [Text Field]
- Allow Conferencing:
- Allow Call Park:
- Allow Call Pickup:
- Allow Call Waiting:
- Allow Call Logging:
- Stop Anonymous Calls:
- Account Code Required:
- Can Place Outgoing Calls:
- Can Record Calls:
- Music Onhold File Name: [Dropdown Menu]
- Auth Code Required For Outbound Calls:
- Description: [Text Field]

The dropdown menu for "Music Onhold File Name" is open, displaying the following options:

- Select Music On Hold
- Dispersion Relation
- Eternal Hope
- Kool Kats
- Disco Lounge
- Revival
- Sunshine
- Slow Burn
- On The Cool Side

At the bottom right of the dialog box, there are "Submit" and "Cancel" buttons.

2.4.2 Changing Class of Service Assignments

To change class of service assignments, first select a row to change then click the Change button. The following is a sample image of the Class of Service dialogue box:

PBX Class Of Service - Edit Record

* Class Of Service Name

Allow Conferencing

Allow Call Park

Allow Call Pickup

Allow Call Waiting

Allow Call Logging

Stop Anonymous Calls

Account Code Required

Can Place Outgoing Calls

Can Record Calls

Music Onhold File Name

Auth Code Required For Outbound Calls

Description

Submit **Cancel**

You will only be able to change the data for the row you selected. After changing desired data click the Submit button.

2.4.3 Deleting Class of Service Assignments

To delete a class of service assignment first select the row(s) to delete then click the Delete button.

2.5 Defaults

To view and edit the PBX's default settings click on the Defaults item in the PBX submenu. The following image shows a sample image for the Defaults dialogue box:

PBX Defaults - Edit Record

Max Extension Digits

First Extension

Music On Hold File

Operator Extension

Announce Call Forward

Log All Calls In

Log All Calls Out

Help **Submit** **Cancel**

The following is an explanation of fields in this dialogue:

Field	Description
Max Extension Digits	Maximum number of digits an extension can be
First Extension	First and lowest extension number
Music On Hold File	Default music on hold to be played
Operator Extension	Extension to be called when anyone sends a call to "0"
Announce Call Forward	Type of calls you would like announced when forwarded
Log All Calls In	Check this box when you want to log all inbound calls
Log All Calls Out	Check this box when you want to log all outbound calls

After changing desired data click the Submit button.

2.5.1 Selecting Max Extension Digits

To select maximum number of extension digits first click on the menu's down arrow which will display quantity options. Select your desired number. The following is a sample image of the quantity options:

The screenshot shows a web form titled "PBX Defaults - Edit Record". The form contains several fields:

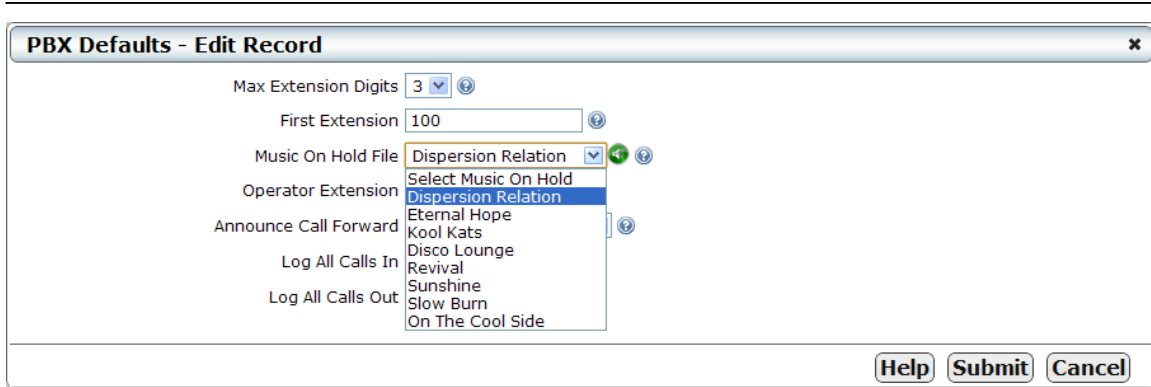
- Max Extension Digits:** A dropdown menu is open, showing options 3, 4, and 5. The number 3 is currently selected.
- First Extension:** A text input field with the value 3.
- Music On Hold File:** A dropdown menu showing "Dispersion Relation".
- Operator Extension:** A text input field with the value 110.
- Announce Call Forward:** A dropdown menu showing "External".
- Log All Calls In:** A checked checkbox.
- Log All Calls Out:** A checked checkbox.

 At the bottom right of the form are three buttons: "Help", "Submit", and "Cancel".

2.5.2 Selecting Music On Hold File

To select music on hold file first click on the menu's down arrow which will display file options. Select your desired music on hold. The following is a sample image of the music on hold file options:

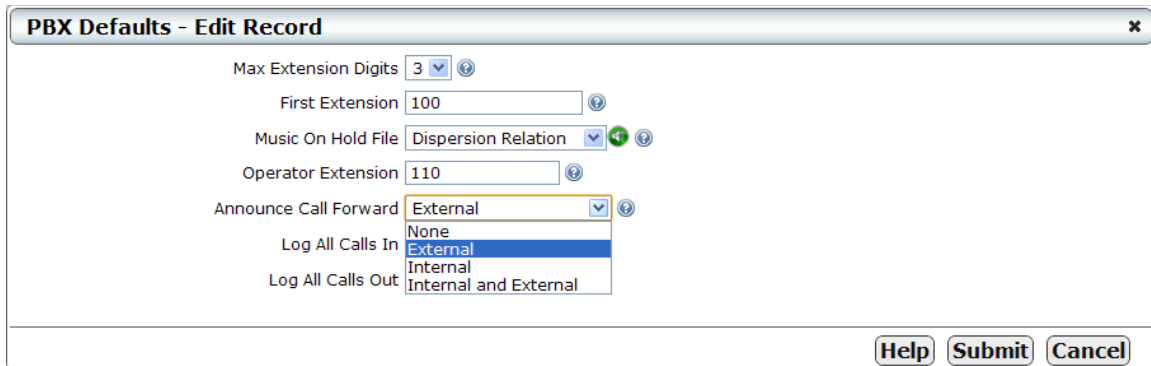
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The screenshot shows the 'PBX Defaults - Edit Record' window. The 'Music On Hold File' dropdown menu is open, displaying a list of music files: Dispersion Relation, Select Music On Hold, Dispersion Relation, Eternal Hope, Kool Kats, Disco Lounge, Revival, Sunshine, Slow Burn, and On The Cool Side. The 'Dispersion Relation' option is currently selected. Other fields include Max Extension Digits (3), First Extension (100), Operator Extension (110), and Log All Calls In/Out options.

2.5.3 Selecting Announce Call Forward

To select announce call forward settings first click on the menu's down arrow which will display announcement options. Select your desired calls to be announced. The following is a sample image of the announce call forward options:



The screenshot shows the 'PBX Defaults - Edit Record' window. The 'Announce Call Forward' dropdown menu is open, displaying a list of options: None, External, Internal, and Internal and External. The 'External' option is currently selected. Other fields include Max Extension Digits (3), First Extension (100), Operator Extension (110), and Log All Calls In/Out options.

2.6 Dialed Digits

To add, change, or delete dialed digit settings click on the Dialed Digits item in the PBX submenu. The following image shows a sample grid for Dialed Digits:

PBX Dialed Digits							
Dial Pattern	Enabled	Blocked	# Digits	Strip	Prefix	IP Address	Description
101	✓		3	0		192.168.1.13	Brigid O'Connor (HB)
102	✓		3	0		192.168.1.13	Karen Shelton (HB)
108	✓		3	0		192.168.1.13	Edan Kencayd (HB)
111	✓		3	0		192.168.1.13	Greg Bruenning (HB)
115	✓		3	0		192.168.1.13	Billy Johnson (HB)
122	✓		3	0		192.168.1.13	Conference Room (HB)
127	✓		3	0		192.168.1.13	Training Room (HB)
128	✓		3	0		192.168.1.13	Warehouse-1-north (HB)
129	✓		3	0		192.168.1.13	Warehouse-2-south (HB)
151	✓		3	0		192.168.1.13	Phone on Tom's desk (HB)

2.6.1 Adding Dialed Digits Settings

To add dialed digit settings, click on the Add button. The following is a sample image of the Dialed Digits dialogue box:

PBX Dialed Digits - Add Record ✕

* Dial Pattern

Enabled

Blocked

Number of Digits Dialed

Number Of Digits To Strip

Digits To Prefix

IP Address

Description

The following is an explanation of fields in this dialogue:

Field	Description
Dial Pattern	The dial pattern for this entry
Enabled	Check this box when you want to enable this dial pattern
Blocked	Check this box when you want to block calls to this dial pattern
Number of Digits Dialed	Select number of desired digits no less than 3 and not to exceed 10

Field	Description
Number of Digits to Strip	Select number of desired digits to strip from the beginning of dialed digits, selected number not to exceed 11
Digits To Prefix	Digits to prefix
IP Address	IP address of a SIP trunk to use for this pattern
Description	Description of this entry

After all values have been entered and selected click the Submit button.

2.6.1.1 Selecting Number of Digits Dialed

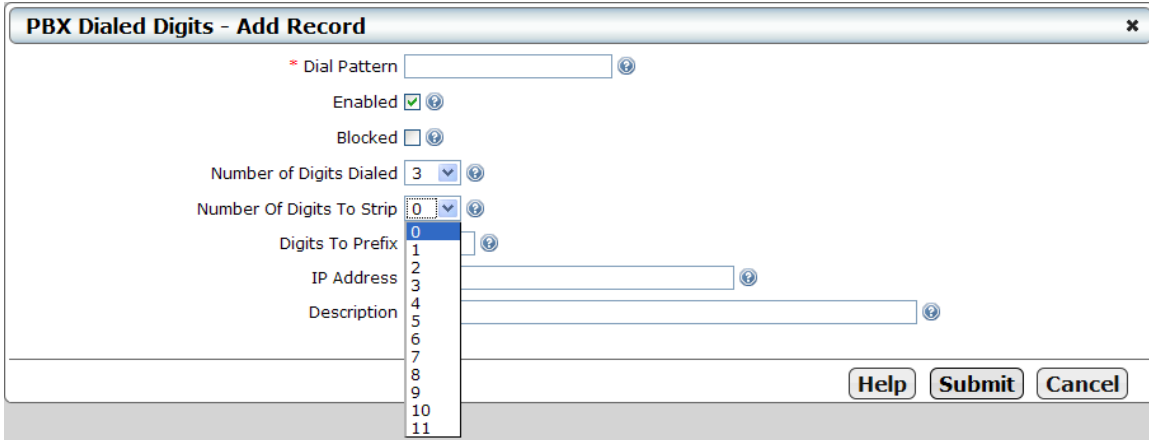
To select desired number of digits dialed first click on the menu's down arrow which will display quantity options. Select your desired number. The following is a sample image of the quantity options:

The screenshot shows a dialog box titled "PBX Dialed Digits - Add Record". It contains several fields and controls:

- Dial Pattern:** A text input field with a red asterisk indicating it is required.
- Enabled:** A checked checkbox.
- Blocked:** An unchecked checkbox.
- Number of Digits Dialed:** A dropdown menu with a down arrow, currently showing the value 3. The dropdown is open, displaying a list of numbers from 3 to 11.
- Number Of Digits To Strip:** A dropdown menu with a down arrow, currently showing the value 3. The dropdown is open, displaying a list of numbers from 3 to 11.
- Digits To Prefix:** A text input field.
- IP Address:** A text input field.
- Description:** A text input field.
- Buttons:** "Help", "Submit", and "Cancel" buttons are located at the bottom right of the dialog.

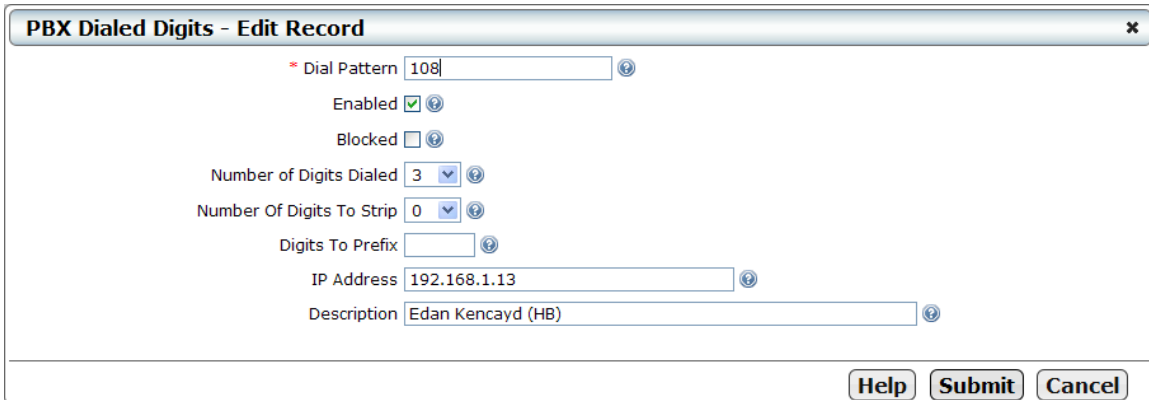
2.6.1.2 Selecting Number of Digits to Strip

To select desired number of digits to strip first click on the menu's down arrow which will display quantity options. Select your desired number. The following is a sample image of the quantity options:



2.6.2 Changing Dialed Digits Settings

To change dialed digits settings, first select a row to change then click the Change button. The following is a sample image of the Dialed Digits dialogue box:



You will only be able to change the data for the row you selected. After changing desired data click the Submit button.

2.6.3 Deleting Dialed Digits Settings

To delete a dialed digits setting first select the row(s) to delete then click the Delete button.

2.7 Extensions

To add, change, or delete extension settings click on the Extensions item in the PBX submenu. The following image shows a sample grid for Extensions:

PBX Extensions										
<input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Select All"/> <input type="button" value="Unselect All"/> <input type="button" value="Help"/>										
Ext	First Name	Last Name	Enabled	Class Of Service	Fwd On Busy	Fwd On No Ans	Answer Timeout	Fwd To	Fwd Always	Fwd Always DN
100	Michael	Keilhofer	✓	default	✓	✓	30			
101	Brigid	O'Connor	✓	default	✓	✓	30			
102	Karen	Shelton	✓	default	✓	✓	30			
103	Paul	Ngo	✓	default	✓	✓	30			
104	Edan	Kencayd	✓	default	✓	✓	30			
105	Tom	Dellinger	✓	default	✓	✓	30			
106	Greg	Bruening	✓	default			45			
107	Warehouse	North	✓	default			45			
108	Warehouse	South	✓	default			45			
109	Test	109	✓	default			45			131
110	Tom	Dellinger	✓	default	✓	✓	30			
111	Greg	Bruening	✓	default			45			
128	Warehouse	North	✓	default			45			
129	Warehouse	South	✓	default			45			
130	Test	130	✓	default			45			
131	Test	131	✓	default			45			

2.7.1 Adding Extensions

To add extensions, click on the Add button. The following is a sample image of the Extensions dialogue box:

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PBX Extensions - Add Record ✕

* Ext

* First Name

* Last Name

Enabled

VoiceMail ID

Class Of Service default

Forward On Busy

Forward On No Answer

Forward After 45 Seconds

Forward To

Forward Always

Forward Always DN

Music Onhold File Select Music On Hold

Call Waiting Enabled

Log All Calls

Dial By Name

Auth Password

Grammar

Alternate Ring Enabled

Record All Calls

The following is an explanation of fields in this dialogue:

Field	Description
Ext	Designated extension number for this entry
First Name	First name of user assigned to this extension
Last name	Last name of user assigned to this extension
Enabled	Check this box when you want this extension to be enabled
Voicemail ID	Voicemail ID used for this extension
Class of Service	Class of service assigned to this extension
Forward on Busy	Check this box when you want calls to this extension to be forwarded when line is busy
Forward on No Answer	Check this box when you want calls to this extension to be forwarded when there is no answer
Forward After	The number of seconds before a call ringing this extension is considered not answered
Forward To	The number to which the PBX will forward calls
Forward Always	Check this box if you want to always forward calls ringing to this extension

Field	Description
Forward Always DN	The number to which the PBX will forward all calls
Music On Hold File	Select the music on hold file to be used when calls to this extension are put on hold
Call Waiting Enabled	Check this box when you want to enable call waiting for this extension
Log All Calls	Check this box when you want all calls to this extension to be logged
Dial By Name	Check this box when you want to enable Dial By Name for this extension
Auth Password	Desired authentication password to be sent by phone at this extension
Grammar	Grammar definition for the name of the user assigned to this extension
Alternate Ring Enabled	Check this box when you want to enable the phone's alternate ring when sending calls to this extension
Record All Calls	Check this box when you want to enable all inbound and outbound calls to this extension

After all values have been entered and selected click the Submit button.

2.7.1.1 Selecting Class of Service

To select desired class of service first click on the menu's down arrow which will display available options. Select your desired class of service. The following is a sample image of the possible options:

PBX Extensions - Add Record

* Ext

* First Name

* Last Name

Enabled

VoiceMail ID

Class Of Service

Forward On Busy

Forward On No Answer

Forward After

Forward To

Forward Always

Forward Always DN

Music Onhold File

Call Waiting Enabled

Log All Calls

Dial By Name

Auth Password

Grammar

Alternate Ring Enabled

Record All Calls

Help **Submit** **Cancel**

2.7.1.2 Selecting Forward After Time Interval

To select desired forward after time interval first click on the menu's down arrow which will display available time options. Select your desired time interval. The following is a sample image of the interval options:

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PBX Extensions - Add Record [X]

* Ext

* First Name

* Last Name

Enabled

VoiceMail ID

Class Of Service **default**

Forward On Busy

Forward On No Answer

Forward After **45 Seconds**

Forward To

Forward Always

Forward Always DN

Music Onhold File **45 Seconds**

Call Waiting Enabled

Log All Calls

Dial By Name

Auth Password

Grammar

Alternate Ring Enabled

Record All Calls

10 Seconds
15 Seconds
20 Seconds
25 Seconds
30 Seconds
35 Seconds
40 Seconds
50 Seconds
55 Seconds
1 minute
1 minute 15 secs
1 minute 30 secs
1 minute 45 secs
2 minutes
2 minutes 15 secs
2 minutes 30 secs
2 minutes 45 secs
3 minutes
4 minutes

Help Submit Cancel

2.7.1.3 Selecting Music On Hold

To select desired music on hold file first click on the menu's down arrow which will display file options. Select desired file. The following is a sample image of the file options:

The screenshot shows a configuration window titled "PBX Extensions - Add Record". The window contains various fields for configuring an extension. The "Music Onhold File" field is currently selected, and its dropdown menu is open, displaying a list of music files. The list includes "Select Music On Hold" (highlighted), "Dispersion Relation", "Eternal Hope", "Kool Kats", "Disco Lounge", "Revival", "Sunshine", "Slow Burn", and "On The Cool Side". Other fields include "Ext", "First Name", "Last Name", "Enabled" (checked), "VoiceMail ID", "Class Of Service" (set to "default"), "Forward On Busy", "Forward On No Answer", "Forward After" (set to "45 Seconds"), "Forward To", "Forward Always", "Forward Always DN", "Call Waiting Enabled", "Log All Calls", "Dial By Name", "Auth Password", "Grammar", "Alternate Ring Enabled", and "Record All Calls". At the bottom right, there are "Help", "Submit", and "Cancel" buttons.

2.7.2 Changing Extensions

To change extension settings, first select a row to change then click the Change button. The following is a sample image of the Extensions dialogue box:

PBX Extensions - Edit Record

* Ext

* First Name

* Last Name

Enabled

VoiceMail ID

Class Of Service

Forward On Busy

Forward On No Answer

Forward After

Forward To

Forward Always

Forward Always DN

Music Onhold File

Call Waiting Enabled

Log All Calls

Dial By Name

Auth Password

Grammar

Alternate Ring Enabled

Record All Calls

Help **Submit** **Cancel**

You will only be able to change the values for the row you selected. After changing desired data click the Submit button.

2.7.3 Deleting Extensions

To delete a dialed digits setting first select the row(s) to delete then click the Delete button.

2.8 Find Me Settings

To add, change, or delete find me settings click on the Find Me Settings item in the PBX submenu. The following image shows a sample grid for Find Me Settings:

PBX FindMe													
<input type="button" value="Add"/> <input type="button" value="Change"/> <input type="button" value="Delete"/> <input type="button" value="Select All"/> <input type="button" value="Unselect All"/> <input type="button" value="Help"/>													
Ext	Tel Num	Ena	Key	Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Start Time	En
100	4698531746		2	Cell - weekends	✓							12:30:00	17
100	4698531746		2	Cell - week days		✓	✓	✓	✓	✓		10:00:00	17

25 Page 1 of 1 Displaying 1 to 2 of 2 items

2.8.1 Adding Find Me Settings

To add find me settings, click on the Add button. The following is a sample image of the Find Me Settings dialogue box:

PBX FindMe - Add Record

Ext

Tel Num

Enabled

Key

Description

Activation Schedule

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Start Time

End Time

The following is an explanation of fields in this dialogue:

Field	Description
Ext	Designated extension number for this entry
Tel Number	The telephone number to dial
Enabled	Check this box when you want to enable this find me entry
Key	Pressing * plus this digit will transfer a call to this telephone number
Description	Description of this entry
Sun	Check this box when you want the find me feature to this telephone number to be active on Sundays
Mon	Check this box when you want the find me feature to this telephone number to be active on Mondays
Tue	Check this box when you want the find me feature to this telephone number to be active on Tuesdays
Wed	Check this box when you want the find me feature to this telephone number to be active on Wednesdays
Thu	Check this box when you want the find me feature to this telephone number to be active on Thursdays
Fri	Check this box when you want the find me feature to this telephone number to be active on Fridays
Sat	Check this box when you want the find me feature to this telephone number to be active on Saturdays
Start Time	The time of day, selected by you, to start using this telephone number. If the start and end times are the same than the whole is used.
End Time	The time of day, selected by you, to stop using this telephone number. If the start and end times are the same than the whole is used.

After all values have been entered and selected click the Submit button.

2.8.1.1 Selecting Key Preference

To select desired key preference first click on the menu's down arrow which will display available options. Select your desired key. The following is a sample image of the digit options:

The screenshot shows a web form titled "PBX FindMe - Add Record". The form contains several fields: "Ext" (text input), "Tel Num" (text input), "Enabled" (checkbox, checked), "Key" (dropdown menu showing "2"), "Description" (text input), "Activation Schedule" (checkbox, checked), "Sun" (checkbox, checked), "Mon" (checkbox, checked), "Tue" (checkbox, checked), "Wed" (checkbox, checked), "Thu" (checkbox, checked), "Fri" (checkbox, checked), "Sat" (checkbox, checked), "Start Time" (dropdown menu showing "8:00 AM"), and "End Time" (dropdown menu showing "8:00 AM"). A dropdown menu is open for the "Key" field, displaying options 2, 3, 4, 5, 6, 7, 8, and 9. The "Activation Schedule" checkbox is highlighted with a blue bar.

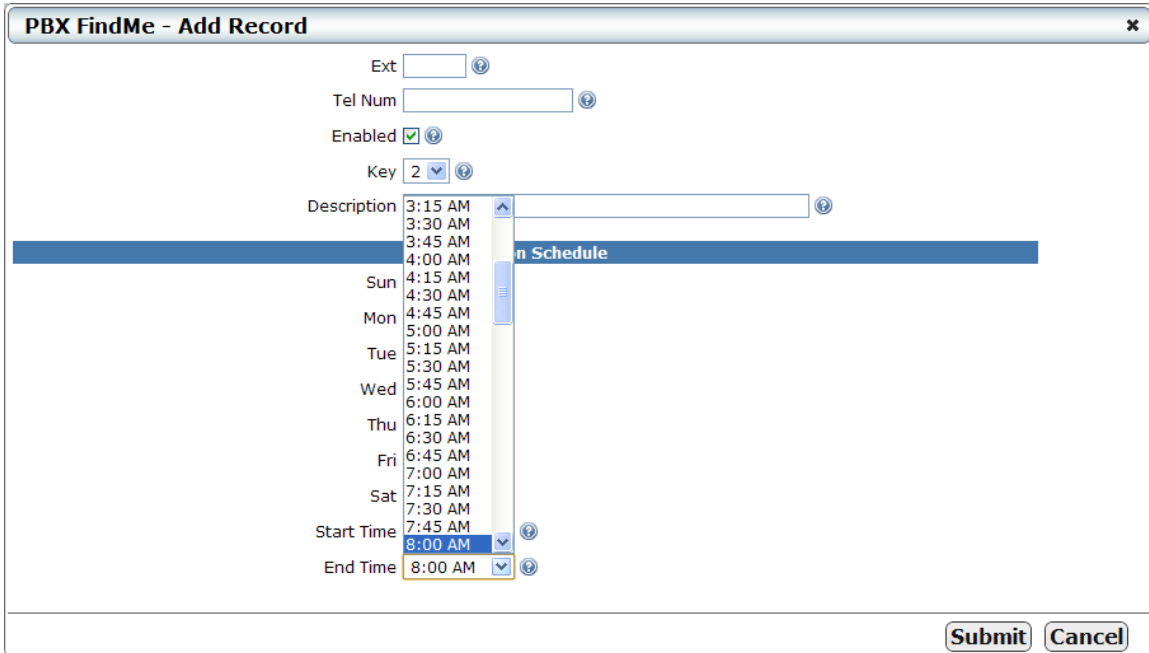
2.8.1.2 Selecting Start Time

To select desired start time first click on the menu's down arrow which will display available options. Select your desired start time. The following is a sample image of the start time options:

The screenshot shows the same "PBX FindMe - Add Record" form. The "Key" dropdown is now closed, and the "Start Time" dropdown menu is open, displaying a list of time options from 3:15 AM to 8:00 AM. The "8:00 AM" option is highlighted. The "Activation Schedule" checkbox remains checked and highlighted with a blue bar.

2.8.1.3 Selecting End Time

To select desired end time first click on the menu's down arrow which will display available options. Select your desired end time. The following is a sample image of the end time options:



2.8.2 Changing Find Me Settings

To change find me settings, first select a row to change then click the Change button. The following is a sample image of the Find Me Settings dialogue box:

The screenshot shows a web-based configuration window titled "PBX FindMe - Edit Record". The window contains the following fields and controls:

- Ext:** A text input field containing the value "100".
- Tel Num:** A text input field containing the value "4698531746".
- Enabled:** A checkbox that is currently unchecked.
- Key:** A dropdown menu showing the value "2".
- Description:** A text input field containing the value "Cell - weekends".

Below these fields is a section titled "Activation Schedule" with a blue header bar. This section contains a list of days of the week, each with a checkbox and a help icon:

- Sun: (checked)
- Mon:
- Tue:
- Wed:
- Thu:
- Fri:
- Sat:

At the bottom of the activation schedule section are two time selection fields:

- Start Time:** A dropdown menu showing "12:30 PM".
- End Time:** A dropdown menu showing "5:00 PM".

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

You will only be able to change the values for the row you selected. After changing desired data click the Submit button.

2.8.3 Deleting Find Me Settings

To delete a find me setting first select the row(s) to delete then click the Delete button.

2.9 Phones

To add, change, or delete phones click on the Phones item in the PBX submenu. The following image shows a sample grid for Phones:

PBX Phones				
Ext [^]	MAC Addr	Vendor	Model	Description
100		L	SPA942	
101		L	SPA921	
102		L	SPA921	
103		L	SPA921	
104		L	SPA921	
105		L	SPA921	
106		A	51i	
107		A	51i	
108		A	51i	
109		A	51i	
110		L	SPA921	
111		A	51i	
112		A	51i	
113		A	51i	
114		A	51i	
115		A	51i	
116		A	51i	
117		A	51i	
118		A	51i	
119		A	51i	

25 Page 1 of 1 Displaying 1 to 20 of 20 items

2.9.1 Adding Phones

To add phones, click on the Add button. The following is a sample image of the Phones dialogue box:

PBX Phones - Add Record

* Ext

* MAC Addr

* Vendor

* Model

Proxy

Outbound Proxy

Dial Plan

Description

The following is an explanation of fields in this dialogue:

Field	Description
Ext	Extension number this phone is assigned to
MAC Addr	MAC address of this phone
Vendor	Vendor that manufactures this phone

Field	Description
Model	Model of this phone
Proxy	The proxy, if any, this phone should use for inbound calls
Outbound Proxy	The proxy, if any, this phone should use for outbound calls
Dial Plan	Dial plan for this phone
Description	Description of this entry

After all values have been entered and selected click the Submit button.

2.9.1.1 Selecting Vendor Information

To select desired vendor information first click on the menu's down arrow which will display available options. Select the appropriate vendor. The following is a sample image of the vendor options:

The screenshot shows a web form titled "PBX Phones - Add Record". The form contains several fields: Ext, MAC Addr, Vendor, Model, Proxy, Outbound Proxy, Dial Plan, and Description. The Vendor field is currently set to "Aastra" and its dropdown menu is open, showing a list of vendor options: Aastra, Grandstream, Linksys, and Polycom. The Model field is currently empty. The Proxy, Outbound Proxy, and Dial Plan fields are also empty. The Description field is a text input box. At the bottom right of the form, there are "Submit" and "Cancel" buttons.

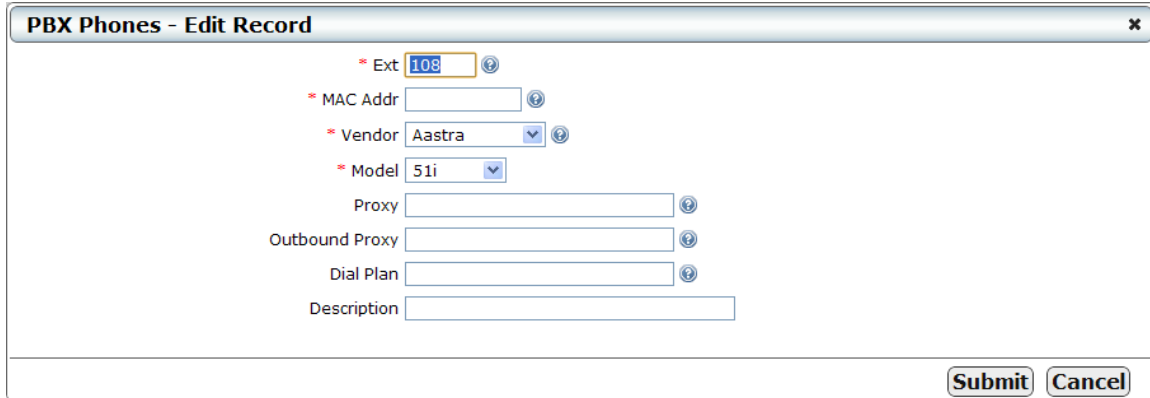
2.9.1.2 Selecting Model Information

To select desired model information first click on the menu's down arrow which will display available options. Select the appropriate model. The following is a sample image of the model options:

The screenshot shows the same "PBX Phones - Add Record" form. In this view, the Vendor field is still set to "Aastra". The Model field is now set to "51i" and its dropdown menu is open, showing a list of model options: 51i, 53i, 55i, and 57i. The Proxy, Outbound Proxy, and Dial Plan fields are empty. The Description field is a text input box. At the bottom right of the form, there are "Submit" and "Cancel" buttons.

2.9.2 Changing Phones

To change phone settings, first select a row to change then click the Change button. The following is a sample image of the Phones dialogue box:



The image shows a dialog box titled "PBX Phones - Edit Record". It contains the following fields and controls:

- * Ext: (with a help icon)
- * MAC Addr:
- * Vendor: (with a dropdown arrow and help icon)
- * Model: (with a dropdown arrow)
- Proxy:
- Outbound Proxy:
- Dial Plan:
- Description:

At the bottom right, there are two buttons: "Submit" and "Cancel".

You will only be able to change the values for the row you selected. After changing desired data click the Submit button.

2.9.3 Deleting Phones

To delete a phone first select the row(s) to delete then click the Delete button.

2.10 Hunt Groups

To add, change, or delete hunt groups click on the Hunt Groups item in the PBX submenu. The following image shows a sample grid for Hunt Groups:

PBX Hunt Groups						
Name ^	Enabled	Hunt Type	Overflow Tim	Overflow Dest	Total Timeout	Description
test	✓	S	20	Ext110	105	

25 Page 1 of 1 Displaying 1 to 1 of 1 items

2.10.1 Adding Hunt Groups

To add hunt groups, click on the Add button. The following is a sample image of the Hunt Groups dialogue box:

PBX Hunt Groups - Add Record

Name

Enabled

Hunt Type

Max Seconds For A Phone To Answer

On-Hold Audio File

Alt Ring Tone

Overflow Timeout

Overflow Destination

Total Timeout

VoiceMail ID

Description

The following is an explanation of fields in this dialogue:

Field	Description
Name	Designated name of hunt group

Field	Description
Enabled	Check this box when you want to enable this hunt group
Hunt Type	Type of hunting to be used for incoming calls
Max Seconds For A Phone To Answer	Number of seconds allowed for each phone to answer
On-Hold Audio File	Audio file to be played while callers are on hold, waiting to be answered
Alt Ring Tone	Alternate ring tone to be used when receiving calls from this hunt group
Overflow Timeout	Number of seconds a caller has been waiting to be answered when overflow is performed
Overflow Destination	Route to send calls that are overflowed
Total Timeout	Total number of seconds before a caller is sent to Voice Mail regardless of the number of overflows taken
Voice Mail ID	Voice mail where callers can leave a message if they are tired of waiting
Description	Description of this entry

After all values have been entered and selected click the Submit button.

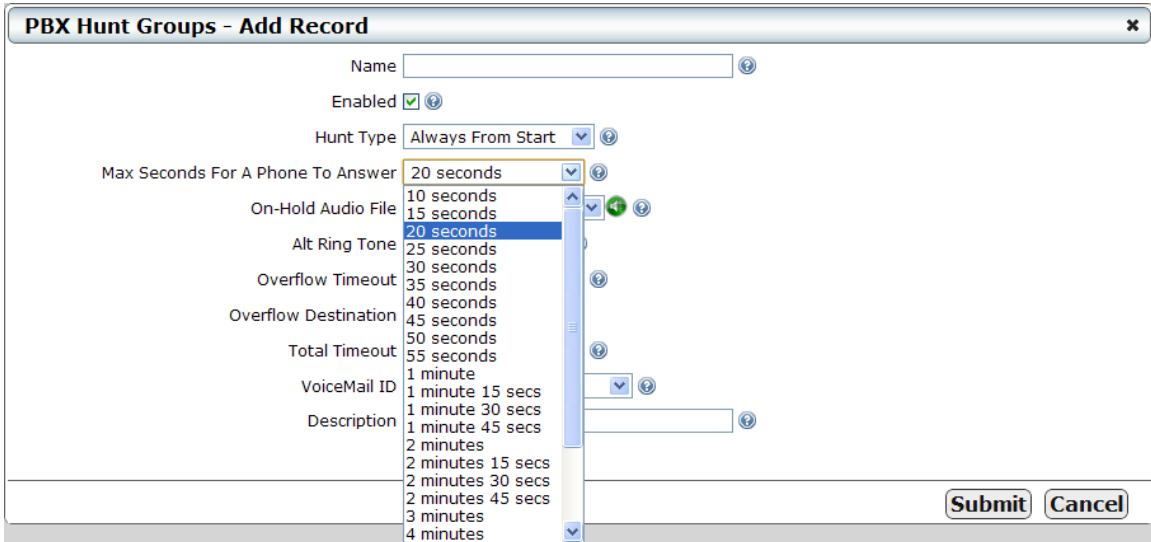
2.10.1.1 Selecting Hunt Type

To select hunt type first click on the menu's down arrow which will display available options. Select desired hunt type. The following is a sample image of the hunt type options:

The screenshot shows a web form titled "PBX Hunt Groups - Add Record". The form contains several fields: Name (text input), Enabled (checkbox), Hunt Type (dropdown menu), Max Seconds For A Phone To Answer (text input), On-Hold Audio File (text input), Alt Ring Tone (dropdown menu), Overflow Timeout (text input), Overflow Destination (dropdown menu), Total Timeout (text input), VoiceMail ID (text input), and Description (text input). The Hunt Type dropdown menu is open, showing four options: "Always From Start" (selected), "Longest Idle Today", "Fewest Calls Today", and "Round Robin". At the bottom right of the form are "Submit" and "Cancel" buttons.

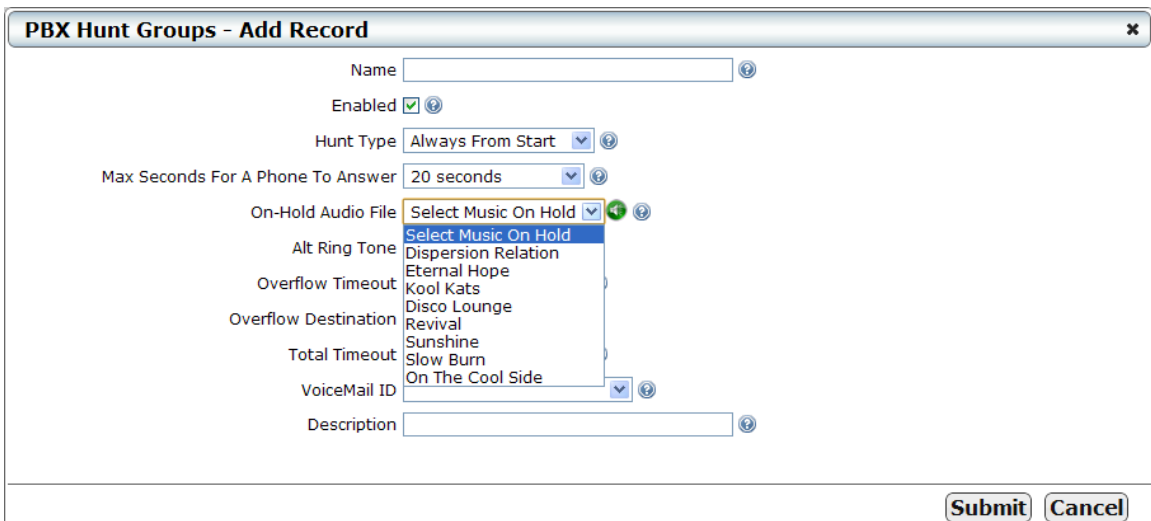
2.10.1.2 Selecting Max Seconds For A Phone To Answer

To select max seconds for a phone to answer first click on the menu's down arrow which will display available second options. Select desired second amount. The following is a sample image of the numerical options:



2.10.1.3 Selecting On-Hold Audio File

To select on hold audio file first click on the menu's down arrow which will display available file options. Select desired audio file. The following is a sample image of the audio file options:



2.10.1.4 Selecting Alternate Ring Tone

To select alternate ring tone first click on the menu's down arrow which will display available ring tone options. Select desired ring tone. The following is a sample image of the alternate ring tone options:

The screenshot shows a dialog box titled "PBX Hunt Groups - Add Record". The "Alt Ring Tone" dropdown menu is open, displaying the following options: "Normal ring", "Alternate ring 1", "Alternate ring 2", and "Alternate ring 3". Other fields in the dialog include "Name", "Enabled" (checked), "Hunt Type" (Always From Start), "Max Seconds For A Phone To Answer" (20 seconds), "On-Hold Audio File" (Select Music On Hold), "Overflow Timeout" (20 seconds), "Overflow Destination" (Alternate ring 3), "Total Timeout" (20 seconds), "VoiceMail ID", and "Description". "Submit" and "Cancel" buttons are at the bottom right.

2.10.1.5 Selecting Overflow Timeout

To select overflow timeout first click on the menu's down arrow which will display available time options. Select desired overflow time. The following is a sample image of the overflow timeout options:

The screenshot shows the same "PBX Hunt Groups - Add Record" dialog box. The "Overflow Timeout" dropdown menu is open, displaying a list of time options: "20 seconds", "25 seconds", "30 seconds", "35 seconds", "40 seconds", "45 seconds", "50 seconds", "55 seconds", "1 minute", "1 minute 15 secs", "1 minute 30 secs", "1 minute 45 secs", "2 minutes", "2 minutes 15 secs", "2 minutes 30 secs", "2 minutes 45 secs", and "3 minutes". The "20 seconds" option is currently selected. Other fields in the dialog are the same as in the previous screenshot. "Submit" and "Cancel" buttons are at the bottom right.

2.10.1.6 Selecting Overflow Destination

To select overflow destination first click on the menu's down arrow which will display available destinations. Select desired overflow destination. The following is a sample image of the overflow destination options:

The screenshot shows a web form titled "PBX Hunt Groups - Add Record". The form contains several fields: Name (text input), Enabled (checkbox), Hunt Type (dropdown menu), Max Seconds For A Phone To Answer (dropdown menu), On-Hold Audio File (dropdown menu), Alt Ring Tone (dropdown menu), Overflow Timeout (dropdown menu), Overflow Destination (dropdown menu), Total Timeout (dropdown menu), VoiceMail ID (dropdown menu), and Description (text input). The Overflow Destination dropdown menu is open, showing a list of options: Ext100, Ext110, and testring. The Ext100 option is highlighted. At the bottom right of the form, there are "Submit" and "Cancel" buttons.

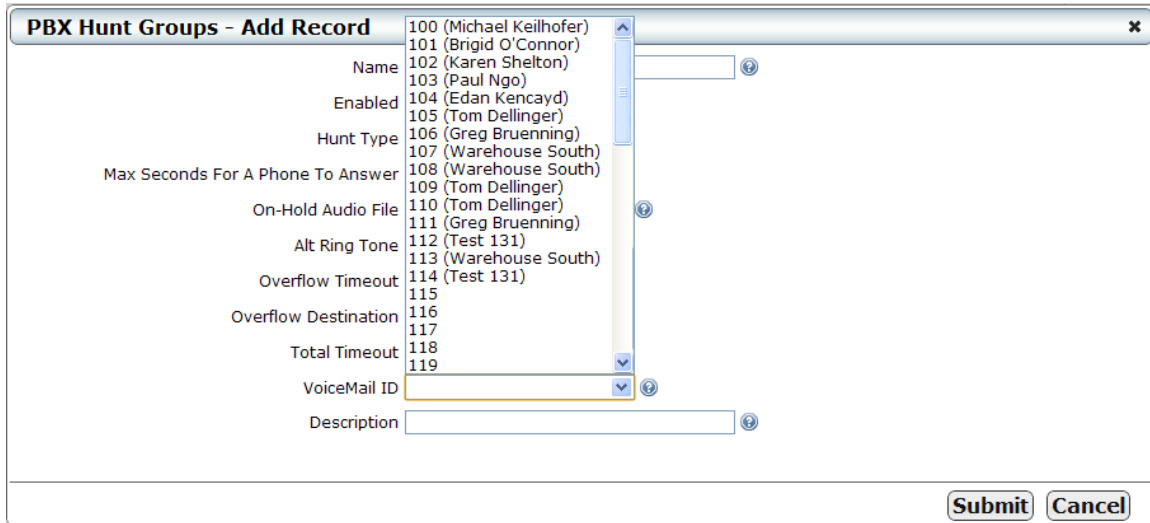
2.10.1.7 Selecting Total Timeout

To select total timeout first click on the menu's down arrow which will display available time options. Select desired total timeout. The following is a sample image of the total timeout time options:

The screenshot shows the same "PBX Hunt Groups - Add Record" form as in the previous image. The Total Timeout dropdown menu is open, displaying a list of time options: Never, 10 seconds, 15 seconds, 20 seconds, 25 seconds, 30 seconds, 35 seconds, 40 seconds, 45 seconds, 50 seconds, 55 seconds, 1 minute, 1 minute 15 secs, 1 minute 30 secs, 1 minute 45 secs, 2 minutes, 2 minutes 15 secs, 2 minutes 30 secs, 2 minutes 45 secs, and 3 minutes. The 20 seconds option is highlighted. At the bottom right of the form, there are "Submit" and "Cancel" buttons.

2.10.1.8 Selecting Voice Mail ID

To select voice mail ID first click on the menu's down arrow which will display available voice mail options. Select desired voice mail ID. The following is a sample image of the voice mail ID options:



2.10.2 Changing Hunt Groups

To change hunt groups, first select a row to change then click the Change button. The following is a sample image of the Hunt Group dialogue box:

You will only be able to change the values for the row you selected. After changing desired data click the Submit button.

2.10.2.1 Adding Hunt Group Assignments

To add a hunt group assignment, click on the Add button. The following is a sample image of the Hunt Group Assignment dialogue box:

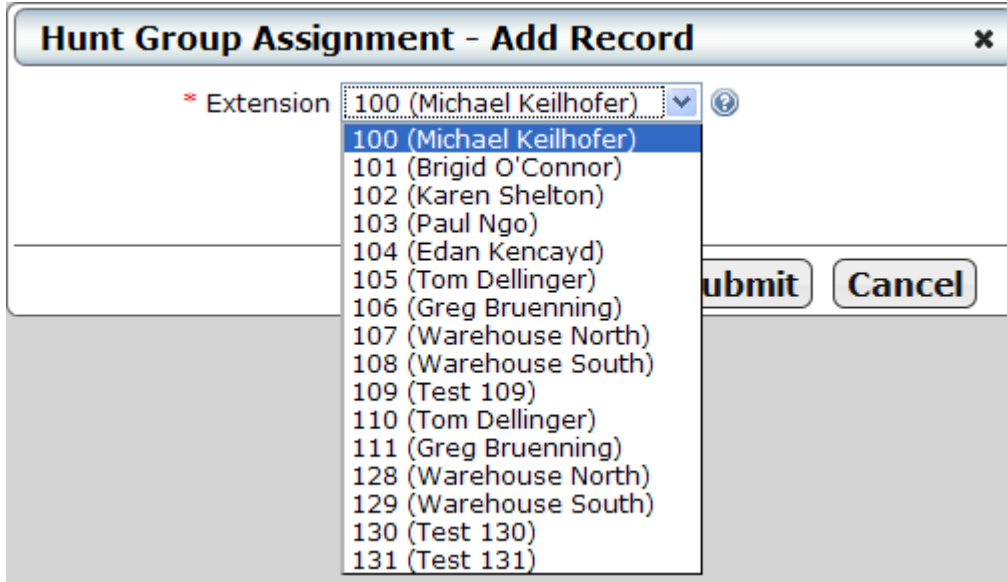
The following is an explanation of fields in this dialogue:

Field	Description
Extension	Extension to add to hunt group

After all values have been selected click the Submit button.

2.10.2.1.1 Selecting Extension

To select an extension click on the menu's down arrow which will display extension options. Select desired extension. The following is a sample image of extension options:



2.10.2.2 Deleting Hunt Group Assignments

To delete a hunt group assignment select the row(s) to delete then click the Delete button.

2.10.3 Deleting Hunt Groups

To delete a hunt group select the row(s) to delete then click the Delete button.

2.11 Recorded Calls

To view, listen or delete recorded calls click on the Recorded Calls item in the PBX submenu. The following image shows a sample grid for Recorded Calls:

PBX Recorded Calls						
Record Time	Filename	Extension	Bytes Recorded	Caller ID	Play File	Notes
2011-02-08 16:35:!	0-1297204553.wav	100	106958	100		

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2.11.1 Listening to Recorded Calls

To listen to a recorded call click on the appropriate filename ending in .wav. A new window will open in your browser. The following is a sample image of the playback app:



The following is an explanation of buttons on the playback app:

Button	Description
	Adjusts listening volume
	Plays recorded message
	Pauses recorded message playback
	Rewinds recorded message playback
	Fast forwards recorded message playback

2.11.2 Deleting Recorded Calls

To delete a recorded call select the row(s) to delete then click the Delete button.

2.12 Ring Groups

To add, change, or delete ring groups click on the Ring Groups item in the PBX submenu. The following image shows a sample grid for Ring Groups:

The screenshot shows a web interface titled "PBX Ring Groups". At the top, there are buttons for "Add", "Change", "Delete", "Select All", "Unselect All", and "Help". Below these is a table with the following data:

Name	Enabled	Overflow Timeout	Overflow Dest	Total Timeout	Description
ring1	✓	20	Ext100	120	
testring	✓	20	Ext110	20	test ring group

At the bottom of the interface, there is a pagination bar showing "Page 1 of 1" and "Displaying 1 to 2 of 2 items".

2.12.1 Adding Ring Groups

To add a ring group, click on the Add button. The following is a sample image of the Ring Groups dialogue box:

The screenshot shows a dialog box titled "PBX Ring Groups - Add Record". It contains the following fields and controls:

- Name: Text input field
- Enabled: Checkmark (checked)
- Overflow Timeout Secs: Dropdown menu (20 seconds)
- Overflow Destination: Dropdown menu (Ext100)
- On-Hold Audio File: Dropdown menu (Select Music On Hold)
- Total Timeout: Dropdown menu (20 seconds)
- VoiceMail ID: Dropdown menu
- Description: Text input field

At the bottom right of the dialog box, there are "Submit" and "Cancel" buttons.

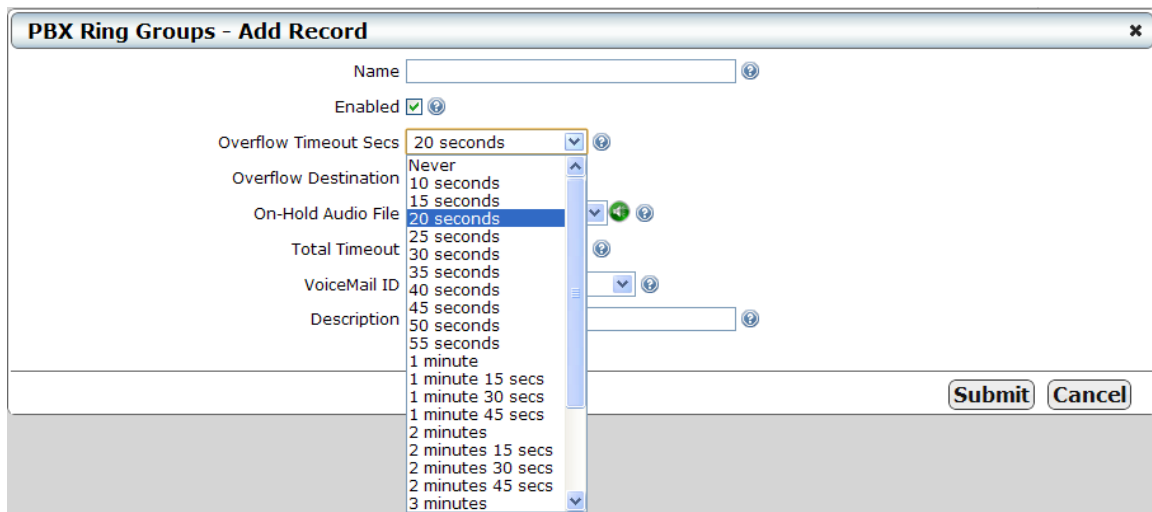
The following is an explanation of fields in this dialogue:

Field	Description
Name	Designated name of ring group
Enabled	Check this box when you want to enable this ring group
Overflow Timeout Secs	Number of seconds a caller has been waiting to be answered when call is sent to overflow route
Overflow Destination	Route where calls are sent when overflowed
On-Hold Audio File	The audio file to be played while callers are on hold, waiting to be answered
Total Timeout	Total number of seconds before a caller is sent to Voice Mail regardless of the number of overflows taken
Voice Mail ID	Voice mail where callers can leave a message if they are tired of waiting
Description	Description of this entry

After all values have been entered and selected click the Submit button.

2.12.1.1 Selecting Overflow Timeout Seconds

To select overflow timeout first seconds click on the menu's down arrow which will display available time options. Select desired overflow time. The following is a sample image of the overflow timeout options:



2.12.1.2 Selecting Overflow Destination

To select overflow destination first click on the menu's down arrow which will display available destinations. Select desired overflow destination. The following is a sample image of the overflow destination options:

The screenshot shows a web form titled "PBX Ring Groups - Add Record". The form contains several fields:

- Name: A text input field.
- Enabled: A checked checkbox.
- Overflow Timeout Secs: A dropdown menu set to "20 seconds".
- Overflow Destination: A dropdown menu with a list of options: "Ext100", "Ext110", and "testring". The "Ext100" option is currently selected.
- On-Hold Audio File: A dropdown menu with a list of options: "Ext100", "Ext110", and "testring". The "Ext100" option is currently selected.
- Total Timeout: A dropdown menu set to "20 seconds".
- VoiceMail ID: A dropdown menu.
- Description: A text input field.

 At the bottom right of the form are "Submit" and "Cancel" buttons.

2.12.1.3 Selecting On-Hold Audio File

To select on hold audio file first click on the menu's down arrow which will display available file options. Select desired audio file. The following is a sample image of the audio file options:

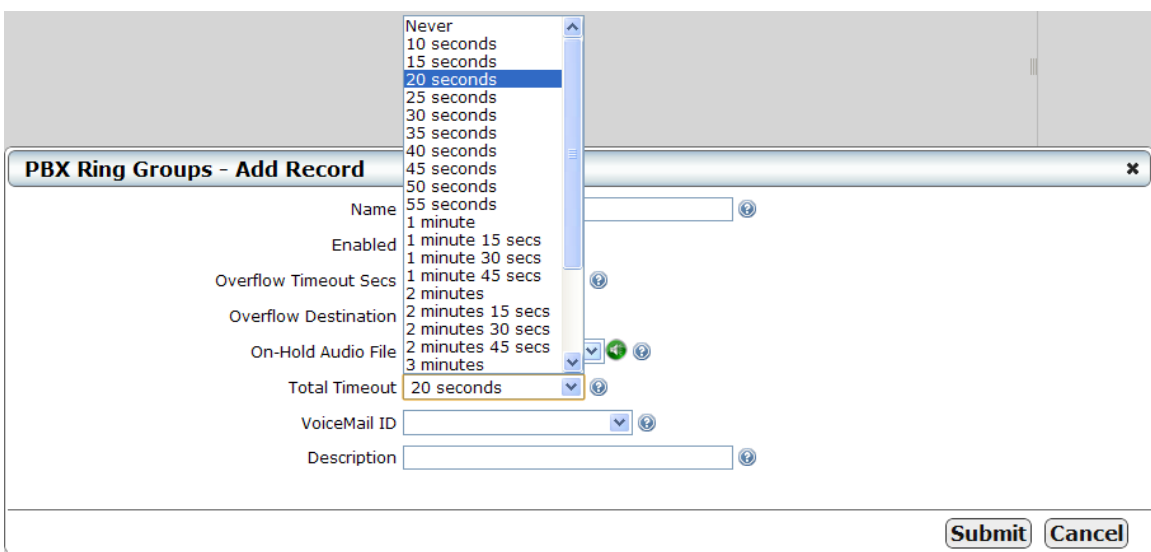
The screenshot shows the same "PBX Ring Groups - Add Record" form. In this view, the "On-Hold Audio File" dropdown menu is open, displaying a list of audio file options:

- Select Music On Hold
- Select Music On Hold
- Dispersion Relation
- Eternal Hope
- Kool Kats
- Disco Lounge
- Revival
- Sunshine
- Slow Burn
- On The Cool Side

 The "Select Music On Hold" option is currently selected. The other fields in the form remain the same as in the previous screenshot.

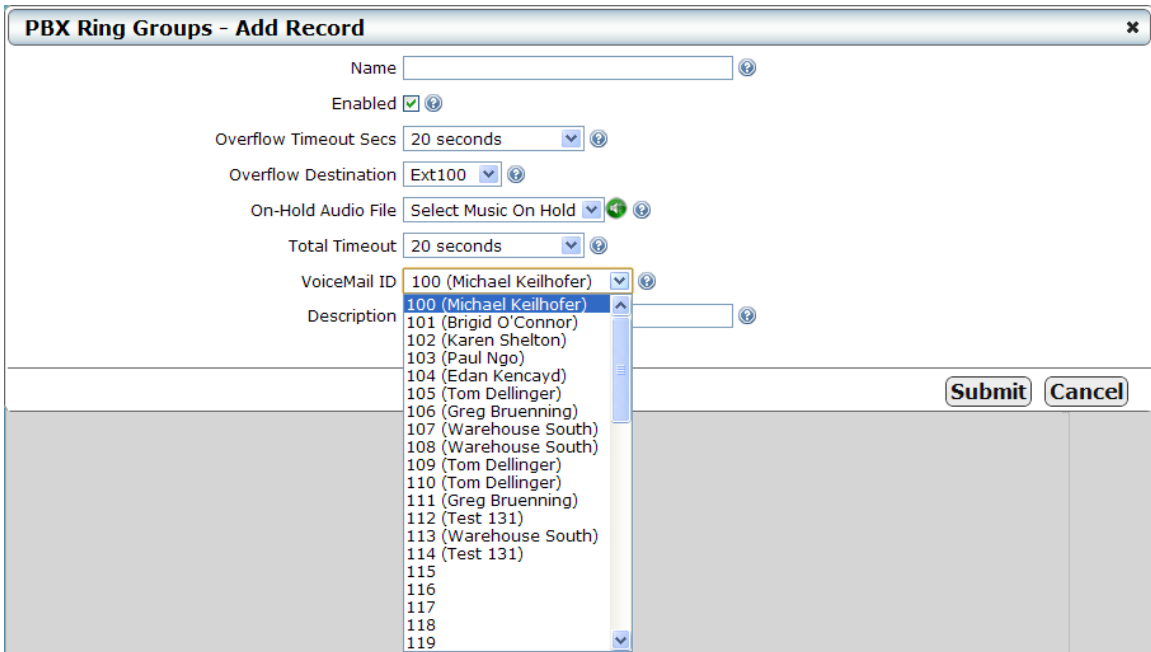
2.12.1.4 Selecting Total Timeout

To select total timeout first click on the menu's down arrow which will display available time options. Select desired total timeout. The following is a sample image of the total timeout time options:



2.12.1.5 Selecting Voice Mail ID

To select voice mail ID first click on the menu's down arrow which will display available voice mail options. Select desired voice mail ID. The following is a sample image of the voice mail ID options:



2.12.2 Changing Ring Groups

To change ring groups, first select a row to change then click the Change button. The following is a sample image of the Ring Group dialogue box:

PBX Ring Groups - Edit Record

Name: ring1

Enabled:

Overflow Timeout Secs: 20 seconds

Overflow Destination: Ext100

On-Hold Audio File: Eternal Hope

Total Timeout: 2 minutes

VoiceMail ID: 100 (Michael Keilhofer)

Description:

Ring Group Assignments

Buttons: Add, Delete, Select All, Unselect All

Extension list:

- 100 (Michael Keilhofer)
- 102 (Karen Shelton)
- 103 (Paul Ngo)

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Buttons: Submit, Cancel

You will only be able to change the values for the row you selected. After changing desired data click the Submit button.

2.12.2.1 Adding Ring Group Assignments

To add a ring group assignment, click on the Add button. The following is a sample image of the Ring Group Assignments dialog box:

Ring Group Assignment - Add Record

* Extension: 101 (Brigid O'Connor)

Buttons: Submit, Cancel

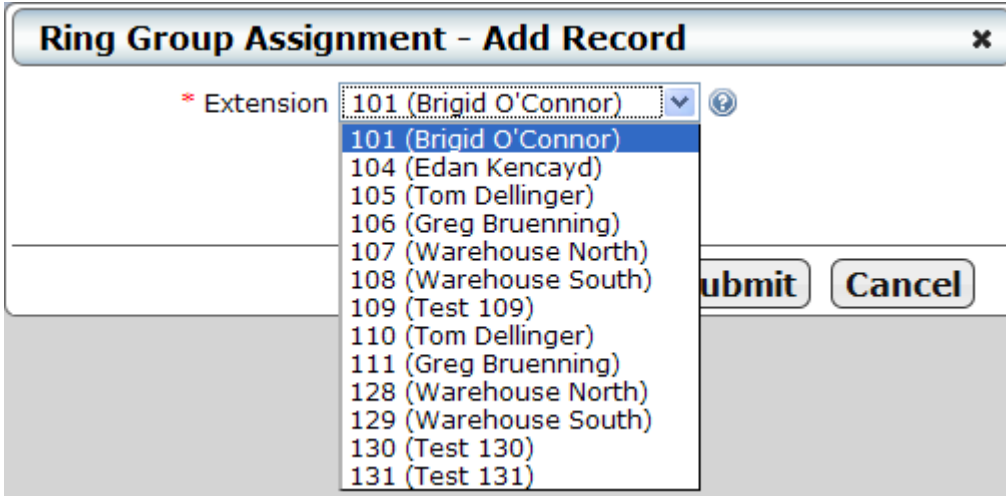
The following is an explanation of fields in this dialogue:

Field	Description
Extension	Extension to add to ring group

After all values have been selected click the Submit button.

2.12.2.1.1 Selecting Extension

To select an extension click on the menu's down arrow which will display extension options. Select desired extension. The following is a sample image of extension options:



2.12.2.2 Deleting Ring Group Assignments

To delete a ring group assignment select the row(s) to delete then click the Delete button.

2.12.3 Deleting Ring Groups

To delete a ring group select the row(s) to delete then click the Delete button.

2.13 Routes

To add, change, or delete routes click on the Routes item in the PBX submenu. The following image shows a sample grid for Routes:

PBX Routes			
Name	Route To	Destination	Description
Ext100	Extension	100 (Michael Keilhofer)	
Ext110	Extension	110 (Tom Dellinger)	
testring	Ring Group	testring	

2.13.1 Adding Routes

To add a route, click on the Add button. The following is a sample image of the Routes dialogue box:

PBX Routes - Add Record

* Name

Route To

Destination

Description

The following is an explanation of fields in this dialogue:

Field	Description
Name	Designated name of route
Route To	Type of destination route uses
Destination	Specific destination based on destination type
Description	Description of this entry

After all values have been entered and selected click the Submit button.

2.13.1.1 Selecting Route To

To select route to first click on the menu's down arrow which will display available routing options. Select desired route to method. The following is a sample image of the route to options:

The screenshot shows a dialog box titled "PBX Routes - Add Record". It contains several fields: "Name" (text input), "Route To" (dropdown menu), "Destination" (dropdown menu), and "Description" (text input). The "Route To" dropdown menu is open, showing a list of options: "Ring Group", "Extension", "Hunt Group", "Ring Group", "Script", "VoiceMail", and "Work Group". The "Ring Group" option is currently selected. At the bottom right of the dialog box are "Submit" and "Cancel" buttons.

2.13.1.2 Selecting Destination

To select destination first click on the menu's down arrow which will display available destination options based on your route to selection. Select desired destination. The following is a sample image of the destination options:

The screenshot shows the same "PBX Routes - Add Record" dialog box. In this view, the "Route To" dropdown menu is set to "Work Group". The "Destination" dropdown menu is open, showing a list of options: "main", "main", and "main2". The "main" option is currently selected. At the bottom right of the dialog box are "Submit" and "Cancel" buttons.

2.13.2 Changing Routes

To change routes, first select a row to change then click the Change button. The following is a sample image of the Routes dialogue box:

The screenshot shows a dialog box titled "PBX Routes - Edit Record". It contains several fields: "Name" (text input with "Ext100"), "Route To" (dropdown menu with "Extension"), "Destination" (dropdown menu with "100 (Michael Keilhofer)"), and "Description" (text input). At the bottom right of the dialog box are "Submit" and "Cancel" buttons.

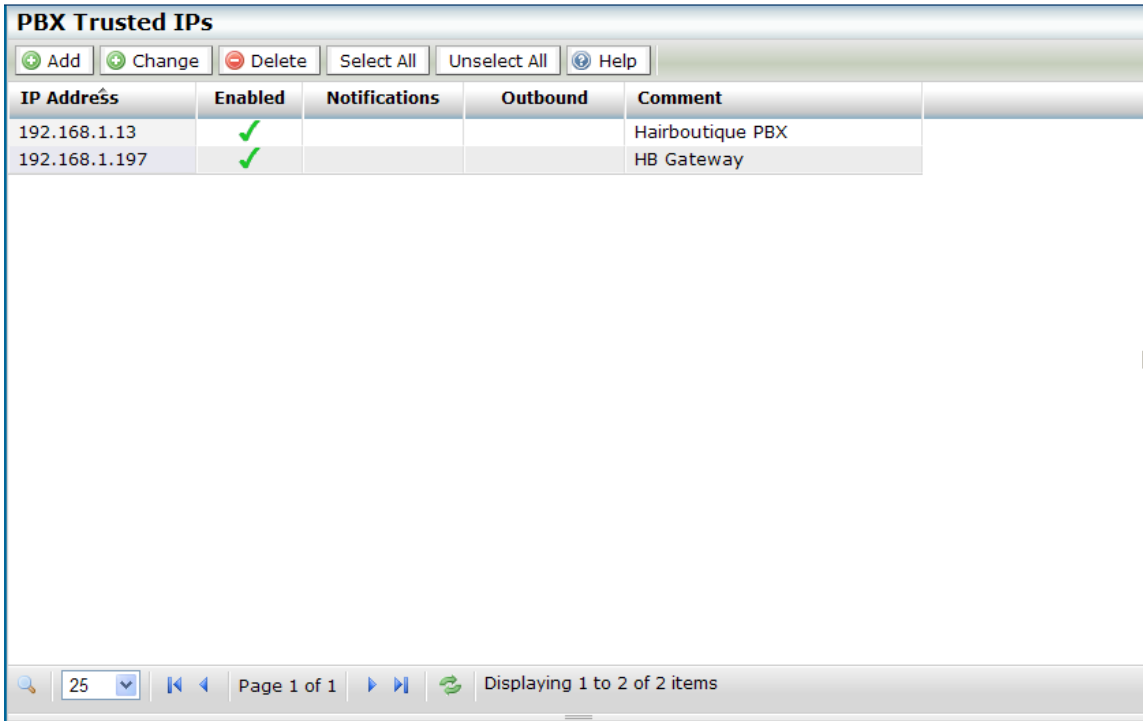
You will only be able to change the values for the row you selected. After changing desired data click the Submit button.

2.13.3 Deleting Routes

To delete a route select the row(s) to delete then click the Delete button.

2.14 Trusted IPs

To add, change, or delete trusted IPs click on the Trusted IPs item in the PBX submenu. The following image shows a sample grid for Trusted IPs:



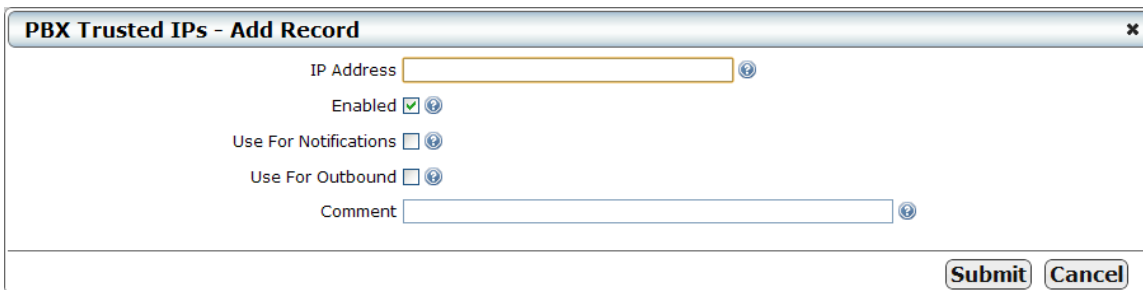
The screenshot shows a web interface titled "PBX Trusted IPs". At the top, there are buttons for "Add", "Change", "Delete", "Select All", "Unselect All", and "Help". Below these is a table with the following data:

IP Address	Enabled	Notifications	Outbound	Comment
192.168.1.13	✓			Hairboutique PBX
192.168.1.197	✓			HB Gateway

At the bottom of the interface, there is a search bar with the number "25" and a "Page 1 of 1" indicator, along with a "Displaying 1 to 2 of 2 items" message.

2.14.1 Adding Trusted IPs

To add a trusted IP, click on the Add button. The following is a sample image of the Trusted IPs dialogue box:



The screenshot shows a dialog box titled "PBX Trusted IPs - Add Record". It contains the following fields and controls:

- IP Address: A text input field with a help icon.
- Enabled: A checked checkbox with a help icon.
- Use For Notifications: An unchecked checkbox with a help icon.
- Use For Outbound: An unchecked checkbox with a help icon.
- Comment: A text input field with a help icon.
- Submit and Cancel buttons at the bottom right.

The following is an explanation of fields in this dialogue:

Field	Description
IP Address	IP address of the system allowed to send SIP messages to this system
Enabled	Check this box when you want to enable this entry
Use For Notifications	Check this box if IP address can be used to send outbound notifications
Use For Outbound	Check this box to use IP address for outbound calls
Comment	Comment about this entry

After all values have been entered and selected click the Submit button.

2.14.2 Changing Trusted IPs

To change trusted IPs, first select a row to change then click the Change button. The following is a sample image of the Trusted IPs dialogue box:

The image shows a dialog box titled "PBX Trusted IPs - Edit Record". It contains the following fields and controls:

- IP Address: 192.168.1.13
- Enabled:
- Use For Notifications:
- Use For Outbound:
- Comment: Hairboutique PBX

At the bottom right, there are "Submit" and "Cancel" buttons.

You will only be able to change the values for the row you selected. After changing desired data click the Submit button.

2.14.3 Deleting Trusted IPs

To delete a trusted IP click the row(s) to delete then click the Delete button.

Evaluation

We hope you found this document useful, and easy to use. To help us provide you with the best documentation possible, we would like to get your feedback on this document. Please complete this form and use one of the following methods to return it to us:

- mail it to Telegato LLC
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Please check Yes or No.

- Is this manual technically accurate? Yes No
If no, please explain: _____

- Is information missing? Yes No
If yes, please explain: _____

- Are the organization and layout clear? Yes No
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