

# Clearspan<sup>®</sup> OpEasy<sup>®</sup> Advanced Provisioning Guide

JANUARY 2022

RELEASE 21.2

2877-024



---

## **NOTICE**

The information contained in this document is believed to be accurate in all respects but is not warranted by Clearspan LLC. The information is subject to change without notice and should not be construed in any way as a commitment by Clearspan LLC or any of its affiliates or subsidiaries. Clearspan LLC and its affiliates and subsidiaries assume no responsibility for any errors or omissions in this document. Revisions of this document or new editions of it may be issued to incorporate such changes.

No part of this document can be reproduced or transmitted in any form or by any means - electronic or mechanical - for any purpose without written permission from Clearspan LLC.

## **TRADEMARKS**

The trademarks, service marks, logos and graphics (collectively "Trademarks") appearing on Clearspan's Internet sites or in its publications are registered and unregistered trademarks of Clearspan LLC or its subsidiaries (collectively "Clearspan") or others. Use of the Trademarks is prohibited without the express consent from Clearspan LLC.

### **Clearspan® OpEasy® Advanced Provisioning Guide**

2877-024 Release 21.1 - January 2022

®,™ Trademark of Clearspan LLC  
© Copyright 2021, Clearspan LLC  
All rights reserved

Revision History . . . . .	1
Overview . . . . .	2
Initial System-Level Setup . . . . .	3
Setting Up Users with Phones . . . . .	4
Third Party Phone Provisioning . . . . .	6
Third Party Phone Support . . . . .	6
Phone Templates . . . . .	7
Polycom Phone Support . . . . .	7
Viewing Phone Template Definitions . . . . .	7
Viewing, Adding, or Editing Key Definitions . . . . .	8
Deleting a Key Definition . . . . .	11
Creating a New Phone Template . . . . .	11
Configuring General Settings . . . . .	12
Assigning Lines . . . . .	14
Configuring Soft Keys . . . . .	16
Configuring Hard Keys . . . . .	17
Configuring Features . . . . .	18
Configuring MiVoice Conference Phone Applications . . . . .	19
Configuring Extra Settings . . . . .	19
Editing a Template . . . . .	20
Searching for Template Users . . . . .	21
Renaming a Phone Template . . . . .	22
Copying a Phone Template . . . . .	24
Deleting a Phone Template . . . . .	25
Creating or Editing a Clearspan Mobile/Tablet Template . . . . .	27
Creating or Editing a Grandstream WP820 Template . . . . .	29
Creating or Editing a Media5 Template . . . . .	31
Creating or Editing a Mitel DECT 112 Template . . . . .	33
Creating or Editing a Clearspan Communicator Template . . . . .	34
Creating or Editing a UC ONE/CS Engage Mobile Template . . . . .	37
Creating or Editing an AudioCodes Template . . . . .	39
Viewing or Editing Global Settings . . . . .	44
Editing System, Enterprise, and Group Extra Settings . . . . .	47
System Configuration File Extension . . . . .	49
System, Enterprise, and Group Mitel Phone Global Settings . . . . .	49
System, Enterprise, and Group Mitel MiVoice Conference Phone Global Settings . . . . .	53
System, Enterprise, and Group Mitel Dect-112 Global Settings . . . . .	53

System, Enterprise, and Group AudioCodes Global Settings . . . . .	54
System, Enterprise, and Group Media5 Global Settings . . . . .	55
System, Enterprise, and Group CS Engage/Clearspan Communicator - Desktop Global Settings57	
System, Enterprise, and Group UC ONE/CS Engage Global Settings . . . . .	57
System, Enterprise, and Group Clearspan Mobile/Tablet Global Settings . . . . .	58
System, Enterprise, and Group Grandstream Global Settings . . . . .	59
Dial Plans . . . . .	59
Mitel Phones . . . . .	59
Mitel MiVoice . . . . .	61
Grandstream Phones . . . . .	61
Media5 . . . . .	62
AudioCodes . . . . .	63
Server Addresses . . . . .	65
Viewing EMS Addresses . . . . .	65
Viewing Conference Server Addresses . . . . .	65
Phone Management . . . . .	67
Third Party Phone Support . . . . .	67
Viewing Phone Device Templates . . . . .	67
Changing the Phone Template on a Device . . . . .	68
Phone Devices Table: . . . . .	69
Adding a Phone Device . . . . .	70
Modifying a Phone Device . . . . .	73
Deleting a Phone Device . . . . .	74
Replacing a Phone Device . . . . .	75
Assigning, Removing, or Reordering Users on a Phone Device . . . . .	76
Assigning New Users to a Phone Device . . . . .	77
Removing or Reordering Users on a Phone Device . . . . .	80
User Profiles . . . . .	81
Adding a User Profile . . . . .	81
Editing a User Profile . . . . .	87
Copying a User Profile . . . . .	87
Creating a Trunk User Profile . . . . .	88
Users . . . . .	90
User Licenses . . . . .	90
Adding or Editing a User . . . . .	90
Users Tab . . . . .	91
Optional Tab . . . . .	93
Phones Tab . . . . .	94

Announcements Tab . . . . .	102
Failure Error Messages . . . . .	103
Configuring Advanced User Features . . . . .	104
Alternate Numbers . . . . .	105
Authorization Codes . . . . .	107
Busy Lamp Field (BLF) . . . . .	107
Call Center Agent . . . . .	109
Call Center Supervisor . . . . .	110
Call Forward . . . . .	111
Call Forward Selective . . . . .	113
Call Pickup . . . . .	114
Call Recording . . . . .	115
Clearspan Anywhere . . . . .	116
Fax Messaging . . . . .	119
Flexible Seating Guest . . . . .	120
Hoteling Guest . . . . .	123
Hoteling Host . . . . .	124
Hunt Group . . . . .	126
Integrated IM&P . . . . .	126
Music On Hold . . . . .	127
Priority Alert . . . . .	127
Privacy . . . . .	129
Sequential Ring . . . . .	130
Simultaneous Ring . . . . .	132
Speed Dial 8 . . . . .	134
Speed Dial 100 . . . . .	135
Voice Mail . . . . .	136
Voice Mail Distribution Lists . . . . .	138
Voice Mail Greetings . . . . .	139
User Settings . . . . .	141
New User E-mail Notification . . . . .	141
. . . . .	142
Deleting a User . . . . .	142
Virtual Users . . . . .	145
Auto Attendants . . . . .	145
Planning and Testing Auto Attendants . . . . .	145
Adding a New Auto Attendant . . . . .	146
Configuring Hunt Groups . . . . .	149
Configuring Flexible Seating Hosts . . . . .	154
Group Paging . . . . .	157

Adding a new Group Paging . . . . .	157
Virtual User Inventory . . . . .	160
Import . . . . .	161
Opening a Worksheet . . . . .	161
Editing the Worksheet . . . . .	162
Importing the Worksheet . . . . .	164
Viewing Import Results . . . . .	165
Importing the Worksheet with Multiple Enterprises . . . . .	169
Viewing Import Results with Multiple Enterprises . . . . .	170
Export . . . . .	171
Exporting User Defined Fields . . . . .	171
Selecting Data to Export . . . . .	173
Viewing the Export Results . . . . .	174
Sample Spreadsheets for Export . . . . .	175
Selecting Data to Export with Multiple Enterprises . . . . .	176
Viewing the Export Results with Multiple Enterprises . . . . .	177
Scheduling an Import or Export . . . . .	178
Viewing Scheduled Imports and Exports . . . . .	182
Restarting a Scheduled Import or Export . . . . .	184
Deleting a Scheduled Import . . . . .	184
Enterprise Settings . . . . .	186
Adding Enterprise Departments . . . . .	186
Modifying or Deleting Enterprise Departments . . . . .	186
Selecting the Available Device Types for an Enterprise . . . . .	186
Configuring Custom Device Type Tags for an Enterprise . . . . .	188
Adding Emergency Call Notification for selected Enterprise . . . . .	189
Adding Enterprise Music On Hold Profiles . . . . .	189
Modifying or Deleting Enterprise MOH Profiles . . . . .	190
Configuring Custom Device Type Tags . . . . .	190
Adding Phone Numbers to an Enterprise . . . . .	190
Viewing or Modifying the Enterprise Phone Numbers . . . . .	191
Adding a Service Pack . . . . .	191
Modifying or Deleting a Service Pack . . . . .	192
Authorizing Groups to Use a Service Pack . . . . .	193
Configuring the Voice VPN . . . . .	193
Viewing and Searching Voice VPN Entries . . . . .	193

Configuring Voice VPN Settings . . . . .	194
Adding Voice VPN Entries . . . . .	194
Editing Voice VPN Entries . . . . .	195
Deleting Voice VPN Entries . . . . .	196
Group Settings . . . . .	197
Adding or Deleting Group Announcements . . . . .	197
Adding or Deleting Group Authorization Codes . . . . .	197
Configuring Call Pickup Groups . . . . .	199
Configuring Group Departments . . . . .	199
Configuring Custom Device Type Tags for a Group . . . . .	199
Configuring Emergency Call Notification for a Group . . . . .	200
Configuring Target capacity for a paging group . . . . .	200
Configuring Music On Hold (MOH) for a Group . . . . .	200
Configuring Night Forwarding . . . . .	201
Configuring Phone Directory Management . . . . .	201
Adding a Phone Directory Server . . . . .	201
Testing LDAP . . . . .	202
Editing a Phone Directory Server . . . . .	202
Deleting a Phone Directory Server . . . . .	202
Viewing or Assigning Group Phone Numbers . . . . .	202
Assigning Phone Numbers to a Group . . . . .	203
Configuring a Predefined Speed Dial 8 List . . . . .	203
Configuring a Predefined Speed Dial 100 List . . . . .	203
Assigning Predefined Speed Dial Lists to Users . . . . .	204
Configuring Virtual Extensions . . . . .	204
Administrative Tools . . . . .	206
Managing OpEasy Licenses . . . . .	206
Licensing Allocation for Users and Third Party Phones . . . . .	206
Configuring License Allocations . . . . .	206
Managing Unique IDs . . . . .	207
Login Management . . . . .	209
Adding or Modifying an Administrator Account . . . . .	209
Modifying Administrator Login Rules . . . . .	212
Common Tasks . . . . .	214
Set Up a New Phone for a New User . . . . .	214
Setting Up a New Mitel Phone . . . . .	214
Setting Up a New Polycom Phone . . . . .	214

Replace a Physical Phone with a Different Type of Phone . . . . .	215
Disassociate a Clearspan Device from a Physical Phone . . . . .	215
Reuse a Clearspan User / Device and Reset Voicemail . . . . .	216
Close User Accounts . . . . .	216
Re-open User Accounts . . . . .	216
Appendix A: OpEasy Setup for Polycom Phones . . . . .	217
Polycom Phone Support . . . . .	217
User Profiles for Polycom Phones . . . . .	218
Phone Templates for Polycom Phones . . . . .	218
Key Definitions for Polycom Phones . . . . .	218
System, Enterprise, and Group Global Settings for Polycom Phones . . . . .	220
System, Enterprise, and Group Extra Settings for Polycom Phones . . . . .	222
System, Enterprise, and Group System Configuration File Extension Settings for Polycom Phones . . . . .	223
System, Enterprise, and Group Dial Plans for Polycom Phones . . . . .	224
System and Enterprise Custom Rings for Polycom Phones . . . . .	224
Initialize MAC Address Capture for Polycom Phones . . . . .	225
Phone Templates: Definitions for Polycom Phones . . . . .	226
Polycom Phone Users . . . . .	239
User Device Settings for Polycom Phones . . . . .	239
User General Settings for Polycom Phones . . . . .	242
Phone Management for Polycom Phones . . . . .	243
How to add an ERL for GA and EA . . . . .	244
Appendix B: OpEasy Setup for Panasonic Phones . . . . .	246
User Profiles for Panasonic Phones . . . . .	246
Phone Templates for Panasonic Phones . . . . .	247
Key Definitions for Panasonic Phones . . . . .	247
Phone Templates: Global Settings for Panasonic Phones . . . . .	247
Phone Templates: Definitions for Panasonic Phones . . . . .	254
Panasonic Phone Users . . . . .	263
User Device Settings for Panasonic Phones . . . . .	263
User General Settings for Panasonic Phones . . . . .	266
Phone Management for Panasonic Phones . . . . .	267
Installing Panasonic Phones . . . . .	268
Appendix C: OpEasy and Clearspan Setup for Cisco Phones . . . . .	269
Cisco Phone Support . . . . .	269
User Profiles for Cisco Phones . . . . .	270
Clearspan Setup for Cisco Phones . . . . .	270
Creating the System Device Management Tag Set . . . . .	270

Modifying Firmware Version for a Group .....	270
Configuration 1-Minute Delay .....	271
BLF Configuration .....	271
Installation Instructions .....	271
Installer Setup .....	271
Resetting a Password .....	272
Phone Templates for Cisco Phones .....	273
Key Definitions for Cisco Phones .....	273
System, Enterprise, and Group Global Settings for Cisco Phones .....	275
System, Enterprise, and Group Extra Settings for Cisco Phones .....	277
System, Enterprise, and Group System Configuration File Extension Settings for Cisco Phones	279
System, Enterprise, and Group Dial Plans for Cisco Phones .....	280
Phone Templates: Definitions for Cisco Phones .....	280
Cisco Phone Users .....	287
User Device Settings for Cisco Phones .....	287
User General Settings for Cisco Phones .....	287
Phone Management for Cisco Phones .....	288
Installing Cisco Phones .....	288
Appendix D: Mitel Key Definitions .....	289
ACD (Auto Call Distribution) .....	289
ACD Audio Prompts .....	290
User Guide .....	290
Call Mark .....	290
User Guide .....	291
CLID Block .....	291
Directory Lookup .....	291
LDAP Servers and Credentials .....	291
Directory Search .....	292
Call Logs .....	293
User Guide .....	294
Mobile .....	296
RSS Feeds .....	296
User Guide .....	296
Speed Dial 8/100 .....	297
User Guide .....	297
Appendix E: Polycom Key Definitions .....	301
Call Fwd Off .....	301
Call Fwd On .....	301

Call Pickup	301
Call-Park	301
CallMRtrv	301
Conf	301
Direct Pickup	301
Empty	301
Favorites	301
Line	301
Paging	301
Park	301
Park Rtrv	301
Pickup	301
Recent	301
Retrieve	302
Speed 8/Speed100	302
ZipDial/ZipDial2	302
Appendix F: Panasonic Key Definitions	303
Blind Transfer	303
Call Park	303
Conference	303
Flash/Recall	303
Incoming Call Log	303
Intercom	303
Intercom Call	303
Menu	303
Mute	303
Noise Reduction	303
Original	303
Outgoing Call Log	303
Outgoing Log	303
Page	304
Park Rtrv	304
Pause	304
PhoneBook/PhoneBook	304
Private Hold	304
Redial	304

## Revision History

The following represents the revision history of this publication:

Revision Number	Date Completed	Point of Contact	Description
2877-019	2/2019		R19.1
2877-019	10/2018		R4.11
2877-018	4/2018		R4.10
2877-017	2/2018		R4.9 SP2
2877-016	12/2017		R4.9
2877-015	08/2017		R4.8
2877-014	04/2017		R4.7
2877-013	11/2016		R4.6
2877-012	06/2016		R4.5
2877-011	04/2016		R4.4
2877-010	09/2015	Clearspan Technical Publications	R4.3
2877-009	05/2015		R4.2
2877-008	11/2014		R4.1
2877-007	08/2014		R4.0
2877-006	06/2014		R3.10
2877-005	04/2014		R3.9
2877-004	09/24/13		R3.6
2877-003	08/05/13		R3.5 Corrections
2877-002	06/27/13		R3.5
2877-001	05/12/13		Initial release of this publication. R3.4

## Overview

---

OpEasy is a tool that helps an administrator quickly and easily bring up a Mitel, Polycom, Panasonic and Cisco phone device within an Enterprise on the Clearspan platform and have it already for a specific user. When an administrator sets up a phone using profiles and templates in OpEasy, and designates a user for that phone, a unique configuration file is generated, which is loaded onto the phone when the phone starts up. The configuration file defines the lines and features that are enabled on the phone. Although this file is generated and stored on the Clearspan system, OpEasy controls the content of this file when an OpEasy template is assigned.

An OpEasy administrator's ability to access certain settings depends on the administrator's login level and assigned privileges.

This document provides instructions about performing the following functions, which are generally available to Group Administrators (GA), Enterprise Administrators (EAs), and those with higher levels of access privileges:

- Users—Add, Modify, Delete, or Search for Users.
- Virtual Users—Add a new virtual user or search for, and edit or delete virtual users, including Auto Attendants and Hunt Groups.
- Import—Use spreadsheets to create users and user features.
- Export—Export Clearspan data to a spreadsheet.
- Phone Management—Add, Modify, Delete, or Search for Phone Devices. A list of devices can be exported to a spreadsheet. Devices must be created before User Profiles are created.
- Phone Templates—Add, Modify, Delete, Copy, or Search for phone templates. Templates must be created before creating User Profiles.
- User Profiles—Add, Modify, Delete, or Search for User Profiles. The User Profile is a set of rules that is applied to a User. The User Profile must be created before the Basic OpEasy Admin can create Users.
- Enterprise Settings—Add or Modify departments, phone numbers, or service packs for an Enterprise.
- Group Settings—Configure authorization codes, call pickup groups, departments, custom device type tags, night forwarding, phone directory management, or phone numbers for groups.

Basic provisioning functions such as adding, modifying, and removing users, generally available to Department Administrators (DAs), are covered in the *Clearspan OpEasy Basic Provisioning Guide*.

**Do not Sell My Personal Information:** When the **Do Not Sell Link** check box is enabled in the System Settings by an administrator. It displays the **Do Not Sell My Personal Information** link on all the OpEasy page headers to support the CCPA compliance.

**Skip Nav:** In order to facilitate the navigation of an OpEasy page without the use of a mouse, a **Skip Nav** hyperlink has been added on all the OpEasy page headers.

When the **Skip Nav** link is clicked, the cursor focus is navigated past all the navigation links that exist across the top of the page and down the left side of the page.

When an administrator enters a page, he needs only to hit the tab key to bring focus to the **Skip Nav** link then hit return in order to skip past all navigation links. The administrator can use the tab key to navigate the page content beginning at the OK button.



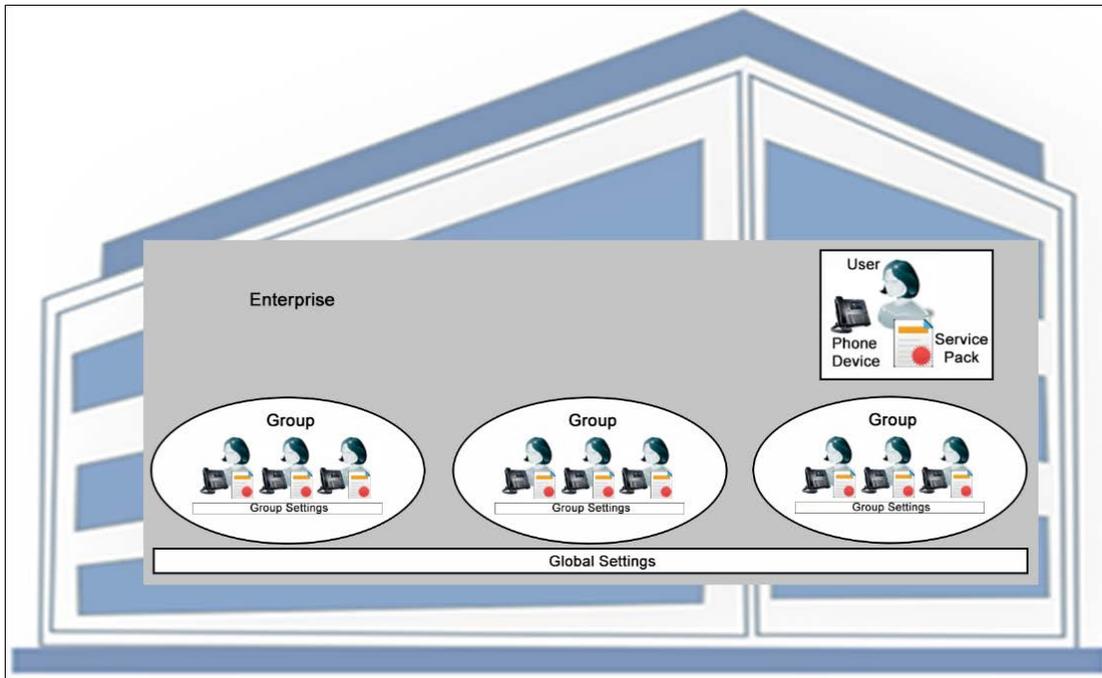
### Notes:

- OpEasy highlights all table rows with view or edit links, with a darker background color when you hover the mouse over the row, and a lighter background color when there are no links in the row.  
Click anywhere on a row containing edit or view links to navigate to the edit link. To execute view, click on the view link or anywhere within the column containing the view link.  
Whenever a row contains multiple links in the row, click on any column of the row for edit or view navigation, except columns containing links for other functions (such as, copy or delete) to navigate to the column's link instead of the edit or view link.
- Mitel 6800 series phones also include the phones formerly known as Aastra 6800 phones.

## Initial System-Level Setup

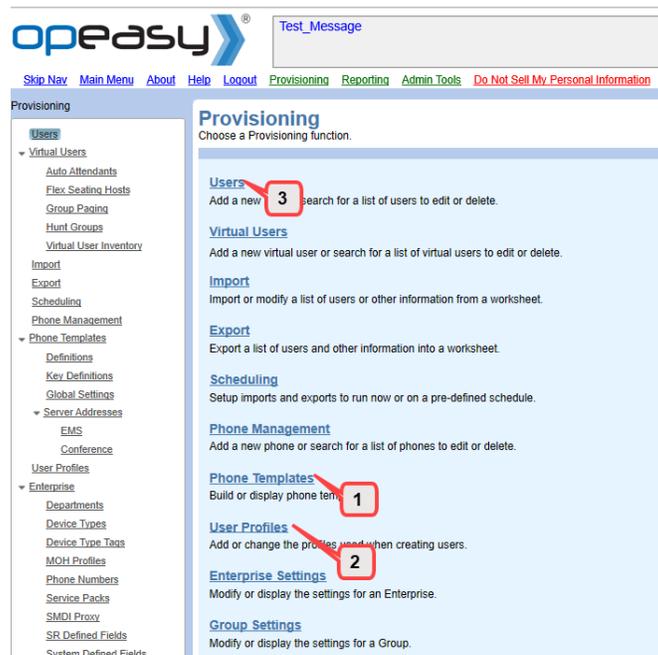
Using the customer's requirements for features and functionality, OpEasy comes set up with an Enterprise, one or more Groups within the Enterprise, Global Settings, and Service Packs to be used across the Enterprise. An Enterprise is the highest-level organization in OpEasy, typically representing an institution or business. At least one Group must exist within an Enterprise. Individual Users are assigned to Groups. Global Settings are set at the System, Enterprise, and Group levels for a specified phone device manufacturer. Clearspan creates the phone device types that OpEasy administrators can provision and assign to users on the Clearspan platform. A device type is typically a phone model, such as the Mitel 6869i SIP phone.

Clearspan and OpEasy administrators may work together to define the Service Packs that will be used within an Enterprise. Service Packs include features, some of which are licensed on a per-user cost basis. Administrators should be familiar with the Enterprise Settings, Global Settings, Groups, and Service Packs configured, so that they can set up devices and users appropriately.



## Setting Up Users with Phones

After the system-level and global settings have been configured, and you are ready to set up a phone for someone, create a user in OpEasy with an associated phone device. The typical steps for creating a user and a phone for that user in OpEasy are as follows:



1. Choose or create a phone Template Definition. Templates define a reusable set of features for a specific type of phone. They control the behavior of each button and softkey; the ring tones,

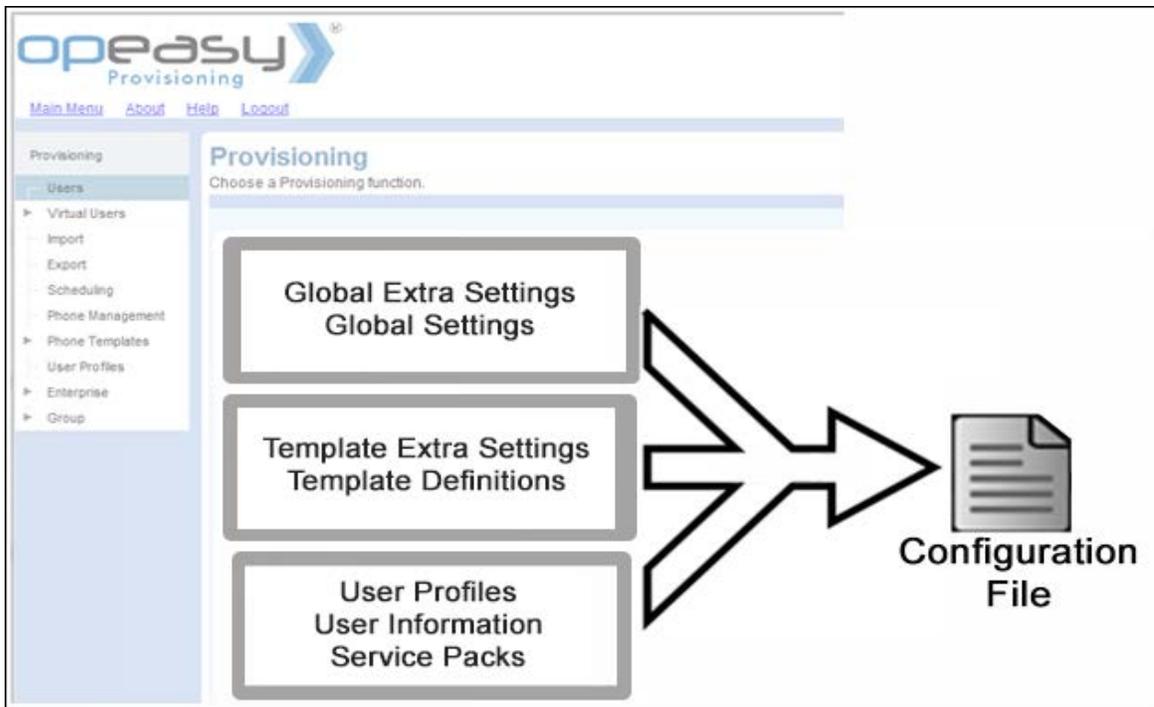
how items are displayed on the screen, and so on. For more information, see the [Phone Templates](#) section.

2. Choose or create a User Profile. User Profiles are reusable sets of rules to be applied when new users are created. User Profiles contain information such as which phone template to use, which Service Packs to assign, what phone number to assign, the Voice Mail settings to use, and so on. For more information, see the [User Profiles](#) section.
3. Create a User in OpEasy for each person who will be using a phone. User information includes first name and last name, email, passwords, phone numbers, phone assignments, location, optional services configuration, and so on. Choosing a User Profile while creating a User simplifies the configuration requirements by automatically filling in many of the details. For more information, see the [Users](#) section.

OpEasy allows you to create a primary Phone Device for a User as part of creating the User. Creating a Phone Device includes identifying information such as the brand and model of phone, associated Phone Template, number of lines/ports, MAC address, assigned phone number or extension, and so on.

You can create one user at a time in the Users section of OpEasy, or you can create multiple users at once using the OpEasy Import feature. For more information, see the [Import](#) section.

4. After a User and an associated Phone Device are created, OpEasy sends setup instructions to the user's Email. New User E-mail Notifications are configured in General Settings under Users.
5. OpEasy also generates a phone configuration file based on device, profile, template, and user information. For more information about how these settings are combined, see the [Viewing or Editing Global Settings](#) section.



6. Install the phone at the user's location. When a phone is connected to the network and started up, it prompts you for a Device ID or for device credentials depending on the device type, to

apply the appropriate configuration file. For more information, refer to the [Set Up a New Phone for a New User](#) section.

7. The phone is ready to use.

### Third Party Phone Provisioning

OpEasy supports creating templates and devices for certain third-party phone manufacturers (Cisco, Panasonic, and Polycom).

This functionality requires a system license quantity to be purchased and installed.



**Note:** For Hosted systems, the system licenses will be allocated (or set for Auto usage) for each enterprise.

### Third Party Phone Support

The Clearspan team provides support for certain third-party phone manufacturers (Cisco, Panasonic, and Polycom).

For Premise systems, support charges are included in your annual maintenance fees.

For Hosted systems, a small charge (per device) will be added to the monthly invoices for deployed quantities of the above devices.

# Phone Templates

The Phone Templates function allows you to manage device configuration files for phones, by creating and assigning phone templates to a phone. The Clearspan system uses the assigned template when building or rebuilding the configuration files for the associated phone. The Provisioning application of OpEasy allows editing, deleting, or copying of templates. You can also create a template for Clearspan Communicator clients and certain AudioCodes devices. The following illustration shows a graphical representation of a phone template.

Build the Templates before configuring the Phone Management, User Profiles, and Users. Building a phone template consists of configuring the following:

- Definitions (Templates)—Creates the phone template definitions.
- Key Definitions—Displays and configures system-wide or Enterprise-wide definitions for keys.
- Global Settings—Displays and changes the global Clearspan settings for a specified Phone Manufacturer.
- EMS Addresses—Displays the list of EMS Server addresses (host names/IP addresses). The EMS server is used by the phone soft keys.

## Notes:

- All the Aastra phones are now known as Mitel phones.
- For a new Opeasy setting added to Templates and Global Settings, the '(Unspecified)' selection option or text value is displayed. The '(Unspecified)' value indicates that no value has ever been set, because of which OpEasy has NOT generated configuration file fields for that new setting. As such, any existing Global Extra Settings for that configuration file field continue to be used.



However, once a setting has been changed to an actual value (replacing the '(Unspecified)' value), then OpEasy generates configuration file fields for that setting from then on. These actual values then override any Global Extra Settings for that field. Once a value is selected to replace the '(Unspecified)' value, the '(Unspecified)' value is no longer an option.

## Polycom Phone Support

You can use OpEasy to configure certain Polycom phones when the Polycom Phone Support 3<sup>rd</sup> party system license for Clearspan is installed. Refer to the appendix of this guide for more information about using OpEasy to provision Polycom phones.

## Viewing Phone Template Definitions

Phone Templates are displayed and configured from the Template Definitions page. There can be many templates for the same device or phone type, depending upon the needs of an organization.

To view a phone template definition:

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.

2. Click **Definitions** in the menu tree or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.

**Figure 1: Template Definitions Page**

3. Choose the **Template Level** from the drop-down list.
4. Select the **Enterprise** and **Group** from the respective drop-down lists, if needed.
5. Select the **Device Type** (phone type) from the drop-down list. All existing templates, including the default for this phone type under this Template Level, display in the list. As soon as you select the device type, the remaining part of the page opens.

## Viewing, Adding, or Editing Key Definitions

There may be times when a new key must be added to a template to access new applications, speed dials, and so on. The Key Definitions page allows you to add additional feature keys to the default list that will be used when building phone templates. All the defined feature keys display in the Key Definitions page.

Each key added requires a label that will appear on the phone key and a value, which can be a URL, an XML application, a feature access code, a number, blank, and so on. The value is the action taken when the key is pressed.



**Note:** The default feature codes for Clearspan are described in the Feature Access Codes Quick Reference Guide, which is available on the Clearspan Technical Publications website.

1. From the main menu in OpEasy, select **Provisioning**, and then select **Phone Templates**.
2. From the **Phone Templates** page, click **Key Definitions** from the menu tree, or click **Key Definitions** in the Phone Templates menu.
3. Select an **Enterprise** to view key definitions for a specific Enterprise. or select **(System Keys)** to view key definitions for all Enterprises in the system.
4. Select one of the following options from the **Template Keys** drop-down list:
  - Both System and Enterprise Keys
  - System Keys Only
  - Enterprise Keys Only

The Template Keys selection determines the keys Administrators will be able to use while creating templates. The Admins can configure to use only System defined keys, only Enterprise Keys or the System and Enterprise Defined Keys.

5. Select the **Phone Manufacturer**, if necessary. The available manufacturers depend on the device types configured for the Enterprise. The Key Definitions page opens, as shown in the following figure.

Type	Label	Value	Idle	Connect	Incoming	Outgoing
Empty			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLF/List	BLF List		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Call Forward	Call Fwd		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Callers	Call Log		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
XML	Call Mark	http://%CS_SOFT_KEY_URI%/callmark.php	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Park	Call Park		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speeddial	Call Pull	%BWFACT-CALL-RETRIEVE-1%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Speeddial	Call Rtrn	%BWFACT-CALL-RETURN-1%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
XML	Callers	http://%CS_SOFT_KEY_URI%/callog.php?%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Speeddial	CLID Block	%BWFACT-CLID-DELIVERY-BLOCKING-PEI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Speeddial	COT	%BWFACT-COT-1%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Speeddial	Dir Pickup	%BWFACT-DIRECTED-CALL-PICKUP-1%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Do Not Disturb	DND		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
XML	LDAP Dir	http://%CS_SOFT_KEY_URI%/ad.php	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Line	Line		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile	Mobile		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Speeddial	Park Rtrv	%BWFACT-CALL-PARK-RETRIEVE-1%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Speeddial	Pickup	%BWFACT-CALL-PICKUP-1%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
XML	RSS Feed	http://%CS_SOFT_KEY_URI%/rss.php	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
XML	Speed 100	http://%CS_SOFT_KEY_URI%/cs.php?is100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 2: Key Definitions Page Part 2 – Keys Portion



**Note:** You can modify an existing Key Definition or add a new one.

6. To add a new Key Definition, click **Add**. A new row is added at the top of the list, and its type is “None” as in the following example.

Type	Label	Value	Idle	Connect	Incoming	Outgoing	Busy	Delete
None			<input type="checkbox"/>	Delete				
Empty			<input type="checkbox"/>	Delete				
Empty			<input type="checkbox"/>	Delete				
Empty			<input type="checkbox"/>	Delete				

Figure 3: Key Definition Row Added

7. Select the key type from the drop-down list as shown in the following example.

Auto Call Distribution	ACD - Ent		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	ACD_Avail	http://%CS_SOFT_KEY_URI%/acd.php?funct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auto Call Distribution	ACD_SignIn	http://%CS_SOFT_KEY_URI%/acd.php?funct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLF	ACD_SignOut	http://%CS_SOFT_KEY_URI%/acd.php?funct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLF/List	ACD_Unavail	http://%CS_SOFT_KEY_URI%/acd.php?funct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLF/Xfer	BLF List		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call Forward	Call Fwd		<input type="checkbox"/>				
Callers	Call Pull	*11	<input checked="" type="checkbox"/>				
Conference	Call Rtn	%BWFAC-CALL-RETURN-1%	<input checked="" type="checkbox"/>				
Directed Call Pickup	Callers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Directory	CallLog	http://%CS_SOFT_KEY_URI%/calllog.php?sp	<input checked="" type="checkbox"/>				
Do Not Disturb	Call_Mark	http://%CS_SOFT_KEY_URI%/callmark.php?	<input checked="" type="checkbox"/>				
Empty	Conf		<input checked="" type="checkbox"/>				
Flash	Dir CallPick	%BWFAC-DIRECTED-CALL-PICKUP-1%	<input checked="" type="checkbox"/>				
Line	Directory		<input checked="" type="checkbox"/>				
Mobile	DND		<input checked="" type="checkbox"/>				
Park	Fmnty		<input type="checkbox"/>				
Phone Lock			<input type="checkbox"/>				
Pickup			<input type="checkbox"/>				
Services			<input type="checkbox"/>				
Speeddial			<input type="checkbox"/>				
Speeddial/Conf			<input type="checkbox"/>				

Figure 4: Key Definitions – Key Type Drop-Down List

8. Enter a **Label** for the key. Key labels are a maximum of 12 characters.
9. Enter a **Value**, if applicable. The value is blank by default. However, it can be a link to an application that this key will access, or a link to an internet news service, and so on. This information should be provided by the system administrator.
10. Select the phone states defining when this key will display on the phone. All states are unchecked by default.

Auto Call Distribution	ACD - Ent	Key Definitions – Key Type Drop-Down List	<input checked="" type="checkbox"/>				
XML	ACD_Avail	http://%CS_SOFT_KEY_URI%/acd.php?funct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XML	ACD_SignIn	http://%CS_SOFT_KEY_URI%/acd.php?funct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XML	ACD_SignOut	http://%CS_SOFT_KEY_URI%/acd.php?funct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XML	ACD_Unavail	http://%CS_SOFT_KEY_URI%/acd.php?funct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLF/List	BLF List		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call Forward	Call Fwd		<input type="checkbox"/>				
Speeddial	Call Pull	*11	<input checked="" type="checkbox"/>				
Speeddial	Call Rtn	%BWFAC-CALL-RETURN-1%	<input checked="" type="checkbox"/>				
Callers	Callers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XML	CallLog	http://%CS_SOFT_KEY_URI%/calllog.php?sp	<input checked="" type="checkbox"/>				
XML	Call_Mark	http://%CS_SOFT_KEY_URI%/callmark.php?	<input checked="" type="checkbox"/>				
Conference	Conf		<input checked="" type="checkbox"/>				

Figure 5: Key Definitions – Added Auto Call Distribution

11. Click **OK** or **Apply**.
12. If you make changes that affect any templates, the Rebuild Configuration Files page appears. Click **Save and Rebuild** to save the changes and start the configuration file rebuild process, or click **Cancel**.

**Key Definitions: Rebuild Configuration Files**

Review the number of Enterprises, Groups, and Templates affected by modifying this Enterprise Key. All devices in the Enterprise that use this Key will be rebuilt. Click "Save and Rebuild" to save the changes and rebuild all configuration files using this template. Click "Cancel" to return without saving or rebuilding.

**The following areas may require Phone Device configuration files to be rebuilt as a result of this change:**

- Template Name: 16 Templates affected
- Template Level: Enterprise and Group Level Templates affected.
- Device Type: 4 Device Types affected
- Phone Manufacturer: Mitel (Aastra)
- Enterprise: 5 Enterprises affected
- Group: 38 Groups affected

Figure 6: Key Definitions: Rebuild Configuration Files Page

- Click **OK**. Rebuild Status is shown on the Template pages and Global Settings page.

## Deleting a Key Definition



**CAUTION:** Deleting a Key Definition affects all phones using that definition.

You can delete a key definition from the Key Definitions page as in the following examples.

- From the main menu, select **Provisioning**, and then select **Phone Templates**.
- From the Phone Templates page, click **Key Definitions** from the menu tree, or click **Key Definitions** in the Phone Templates menu. The Key Definitions page opens.
- Select an **Enterprise** to remove a key definition at the Enterprise level only, or select **(System Keys)** to remove a key definition for the system.
- Click **Delete** on the far-right side of the row of the key to delete the key definition.

Key Definitions								
Type	Label	Value	Idle	Connect	Incoming	Outgoing	Busy	Delete
Auto Call Distribution	ACD	http://%CS_SOFT_KEY_URI%/callmark.php	<input checked="" type="checkbox"/>	Delete				
Call Forward	Call Fwd	http://%CS_SOFT_KEY_URI%/callmark.php	<input checked="" type="checkbox"/>	Delete				
Callers	Call Log	http://%CS_SOFT_KEY_URI%/callmark.php	<input checked="" type="checkbox"/>	Delete				
XML	Call Mark	http://%CS_SOFT_KEY_URI%/callmark.php	<input checked="" type="checkbox"/>	Delete				

**Figure 7: Key Definitions – Delete**

- Click **OK** in the confirmation dialog box. The key definition is deleted and no longer appears in the list.
- Click **OK**. The Phone Templates page opens.

## Creating a New Phone Template

- From the main menu, select **Provisioning**, and then select **Phone Templates**.
- Click **Definitions** in the menu tree or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
- Select a **Template Level** from the drop-down list if necessary.
- Select the **Enterprise** and **Group**, if necessary.
- Select a **Device Type** from the drop-down list.
- Select a **New Template Level** from the drop-down list.
- Enter the name of the template in the **New Template Name** text box.

**Template Definitions**  
Display and configure phone template definitions.

OK

Template Level: Enterprise and Group  
Enterprise: Bulk Provisioning -- Lab Val, Inc  
Group: Group\_G -- Group, Gewel  
Device Type: Aastra 6869i  
Phone Model: Mitel (Aastra) 6869i  
Rebuild Status: Refresh Group: None pending. Enterprise: None pending.

New Template Level: Enterprise  
New Template Name: Test1 Add Template

Name	Level	Description
<Default>	Group	
Legacy_69i_Grp	Group	69i Legacy Device

- End of Templates -

**Figure 8: Enter New Template Name**

8. Click **Add Template**. The Template Add page opens. The General tab opens by default.
9. Configure the general settings, lines, and keys for the new template as described in the following sections, and then click **OK**.

## Configuring General Settings

On the Template Add page:

1. Enter a **Description** of the template.
2. If an expansion module is used, select the **Type of Expansion Module**. Choices depend on the phone device type. Also select the number of **Expansion Modules**. The maximum allowed is no more than three, but it depends on the type of phone and expansion module. When expansion modules are specified, new tabs appear to allow assignment of the additional keys.

Figure 9: Template Add Page

3. Select the **URI for Soft Keys** from the drop-down list. You cannot save the configuration unless you choose the URI. This entry is used to point to the appropriate EMS server for certain key definitions.
4. Select the **Time Zone** from the drop-down list. **Use Global Settings** uses the time zone configured in Global Settings under Phone Templates. **User Time Zone** uses the time zone of the first primary user assigned to the phone. **Use DHCP** uses the time zone from the DHCP server. You can also select a specific time zone.
5. Select **Use VLAN** to add support for configuring phones to use their VLAN capability.



**Note:** Enabling VLAN may cause some phones to stop operating.

6. Use Global Settings for Outbound Proxy, Outbound Proxy Port (No Encryption) and Outbound Proxy Port (Encryption), or uncheck **Use Global Settings** check box to enter the **Outbound Proxy Address, Outbound Proxy Port (No Encryption) and Outbound Proxy Port (Encryption)** used by this phone. These optional fields can contain text up to 256 characters, as well as tags.

7. Select the **Use DNS SRV Lookup** option to use the Outbound Proxy Port (No Encryption) and Outbound Proxy Port (Encryption) of the DNS SRV.
8. Select the setting for Encryption (TLS/SRTP). For the Encryption Certificate File, enter the certificate filename for the device type. Enabling encryption affects both encryption of signaling using Transport Layer Security (TLS) and encryption of the media (voice) using Secure Real-time Transport Protocol (SRTP). These settings are available for Mitel 6800 and 6900 phone models, AudioCodes MP-11X (DMS) and Media5 devices.

When **Encryption (TLS/SRTP)** is required, the transport protocol is set to TLS. Otherwise, the transport specified by the device (UDP or TCP) is used as the transport protocol.

9. Use Global Settings for subscription time (as-feature-event) or uncheck the **Use Global Settings** check box and enter the subscription time in seconds.
10. Enter the location of the Image to be used as the background image on the idle screen of the phone in the **Background Image** field. The Background Image is a text file. The requirements for the file are as follows:
  - 320x240 pixels (Mitel 6867i, 6920)
  - 480x272 pixels (Mitel 6869i, 6930)
  - 800x480 pixels (Mitel 6873i, 6940)
  - 24 or 32-bit color depth
  - 1MB maximum file size
  - JPG and PNG are supported
  - There should be no frame around the image



---

**Note:** **Screen Saver Image** and **Screen Saver Wait Time** setting are supported for Mitel 6867i, Mitel 6869i, Mitel 6873i and Mitel 6900 series phones. This note applies to the following four steps.

11. Set the **Idle Screen Mode** to control the screen display mode when the phone is idle. **Primary Screen Mode** displays the user's name and line number in the top status bar, along with a larger date and time. **Secondary Screen Mode** displays the user's name and phone number or extension. Along with a smaller repositioned date and time.
12. Set the **Idle Screen Font Color** to control the font color used on the idle screen of the phone. The options are Blue (Default setting for System level), White, or Black.
13. Enter the location of the Image to be used as the Screen Saver image on the idle screen of the phone, in the **Screen Saver image** field.
14. Enter the number of seconds to activate the screen saver in **Screen Saver Wait Time** field.

## Assigning Lines

The Lines tab provides Clearspan Line Position to Phone Key mapping. Lines can be assigned to soft keys, programmable keys, and specific hard keys (for some Mitel phone models such as the 6867i). You can also select the Line Label and Ring Type for a line.

1. On the Template Add page, select the **Lines** tab. The number of lines displayed depends on the number of lines that the phone supports.

2. Change the **BLF Line/User** if necessary. This value applies when the Busy Lamp Field (BLF) feature is assigned. The default of 1 is generally the preferred setting. The value is used to identify which line will be associated with the BLF list URI.
3. Select the **Clearspan Line Position** that you want to assign.

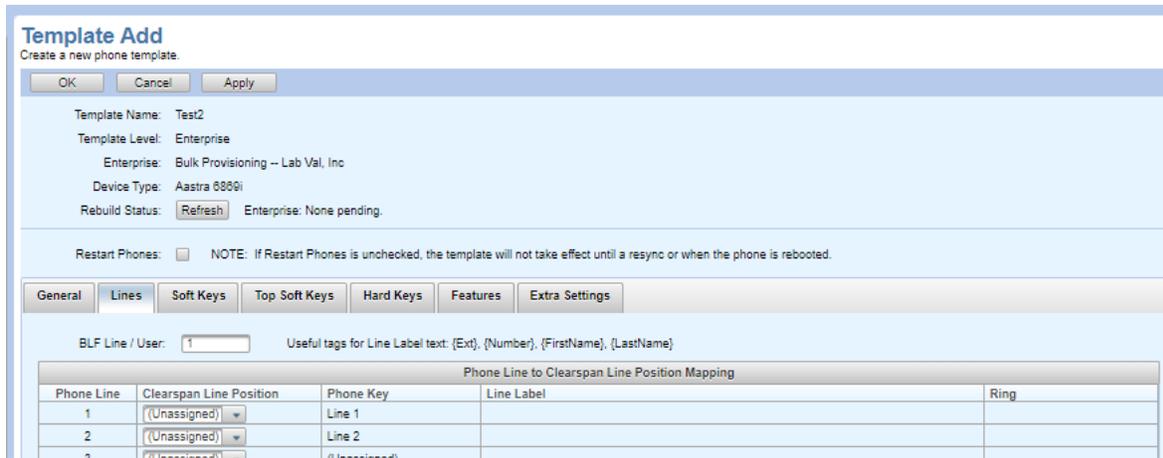
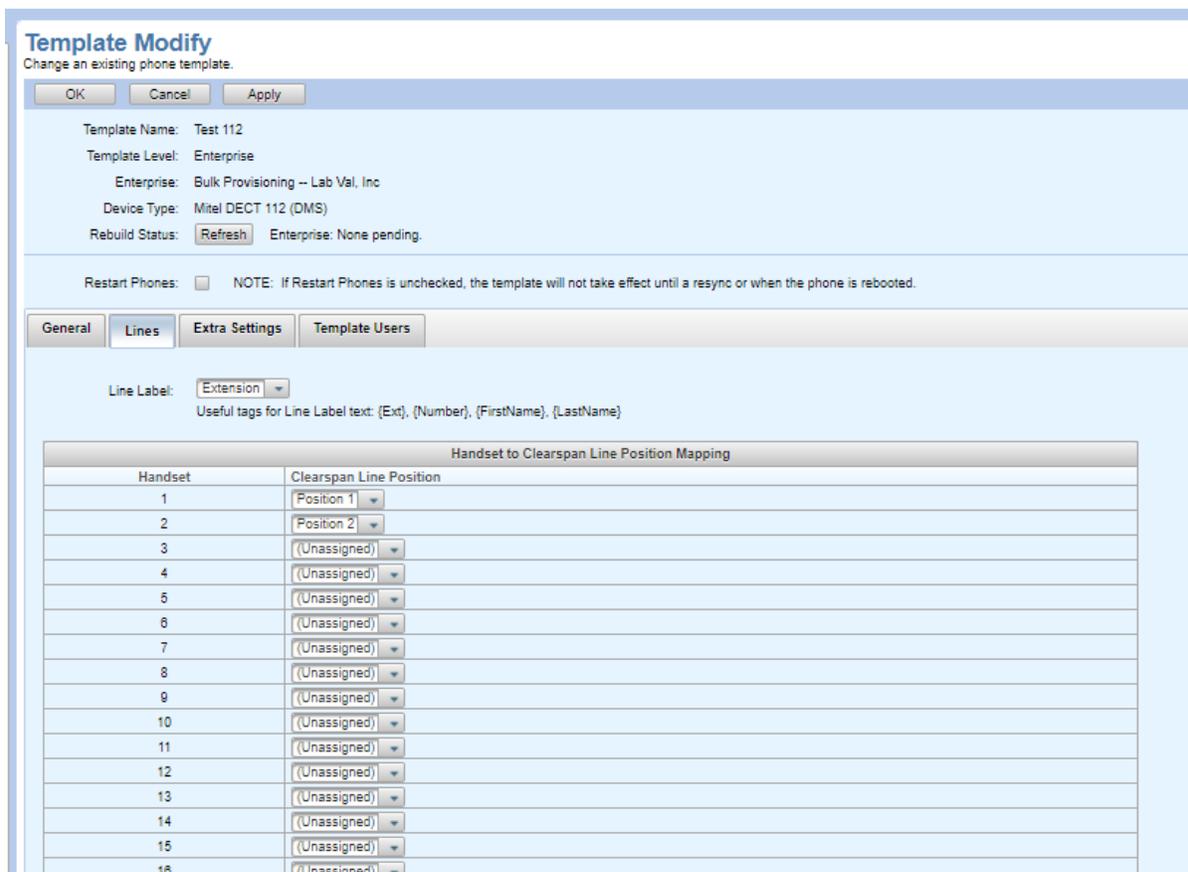


Figure 10: Phone Line to Clearspan Line Position Mapping

For the Mitel DECT 112 phones

1. Choose the Line Label from the **Line Label** drop-down box. All the handsets lines use the same line label. The Line label drop-down box contains the following options:
  - Extension
  - Phone Number
  - Text
2. Select the **Clearspan Line Position**. Handsets range from 1 to 16.



**Figure 11: Handsets to Clearspan Line Position Mapping – Mitel DECT 112**

3. Choose the **Line Label**, which determines the label shown on the phone display. Choosing **Text** allows you to enter up to 16 characters of text along with the Extension, represented by the tag {Ext}, or phone number, represented by the tag {Number}. To display a name, set the Text label to “{First Name} {Last Name}” or “{Last Name}, {First Name}”.
4. Choose the **Ring** type. The default can be changed on the phone, but initially it is the common ring: “2-4”, or two seconds of ringing followed by four seconds of silence.
5. Repeat these steps for every line on the phone that you want to assign.



**Note:** For information about configuring the ringtone for a line on Polycom or Panasonic phones, refer to the appendixes of this guide.

## Configuring Soft Keys

The **Soft Keys**, **Top Soft Keys**, and **Programmable Keys** tabs allow you to assign specific functions to programmable keys on the phone. Top Soft Keys are those located higher on the phone console.

1. On the Template Add page, select the **Soft Keys**, **Top Soft Keys**, or **Programmable Keys** tab. A list of available keys is displayed. The tabs available, the number of lines, and the number of programmable keys depend on the phone.

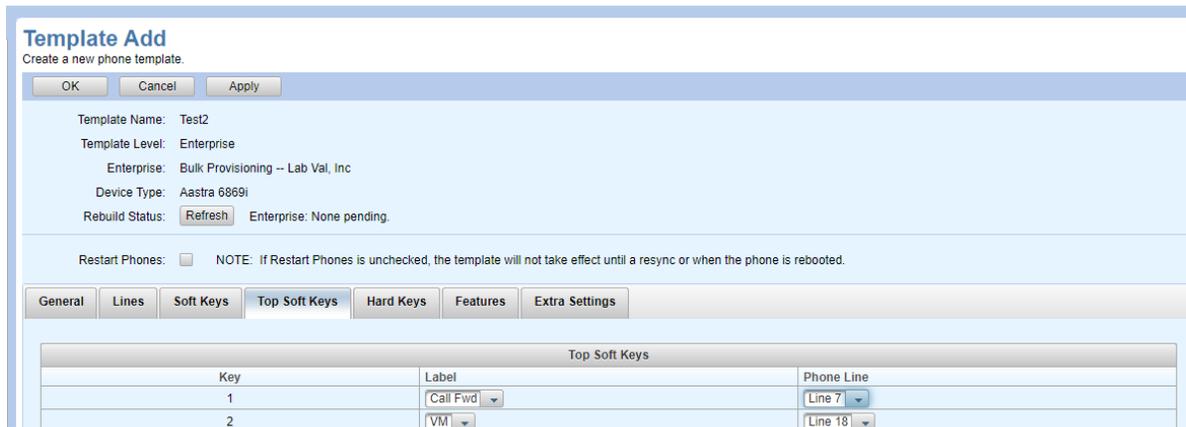


Figure 12: Template Add – Soft Keys Tab

2. Select a feature or line from the **Label** drop-down list for Key 1. This drop-down list of features is derived from the list of Key Definitions.
3. Choose a **Phone Line** for the key if presented.
4. Continue configuring the keys until you have assigned all the features desired to the programmable keys in the template.



**Note:** In addition to the standard Polycom soft keys, some OpEasy-configured soft keys can be assigned to Polycom or Panasonic phones. For more information, refer to the appendixes of this guide.

## Configuring Hard Keys

On the Template Add page, select the **Hard Keys** tab. The Hard Keys list appears. The number of lines and keys depends on the phone. For Mitel phones that support reprogrammable hard keys, the **Hard Keys** tab displays the functions for keys that can be reassigned.

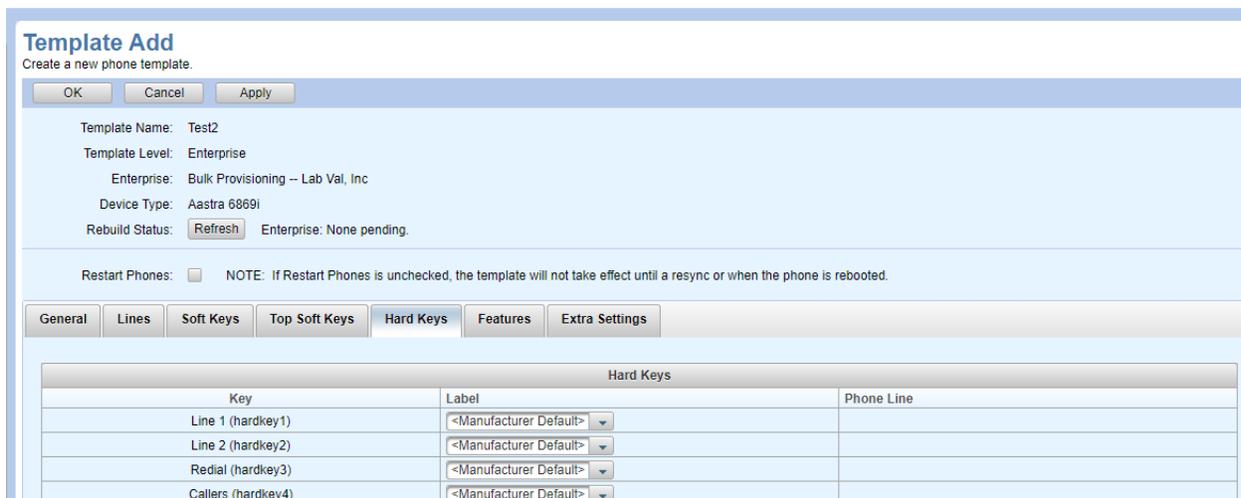


Figure 13: Template Add – Hard Keys Tab

1. Select a feature from the **Label** drop-down list for each key.



**Note:** For some Mitel phone models, selected hard keys (such as Callers List and Redial for the Mitel 6867i) can also be assigned as a Line, BLF, BLF/List, BLF/Xfer, or Auto Call Distribution. Only the selected hard keys can be used as Line keys.

2. Choose a **Phone Line** for the key.
3. Continue configuring the keys until you have assigned all the features you want to the hard keys in the template.

## Configuring Features

On the Template Add page, select the **Features** tab. The Features list appears.

The screenshot shows the 'Template Add' interface with the 'Features' tab selected. The 'Features' section includes the following options:

- Disable Missed Calls Msg:
- Conference Server: (Use Global Settings) [dropdown]
- Clearspan Directory Type:  Enterprise,  Enterprise Common,  Group,  Group Common,  Personal
- Static Call Park/Pickup: (Use Global Setting) [dropdown]

**Figure 14: Template Add – Features Tab**

1. Select **Disable Missed Calls Message** to disable the Missed Calls message from displaying on Mitel phones.
2. Select the Conference Server from the **Conference Server** drop-down box.
3. Select the **Clearspan Directory Type**. You can select multiple directory types from the following list:
  - Enterprise
  - Enterprise Common
  - Group
  - Group Common
  - Personal



**Note:** The **Clearspan Directory Type** option is supported only for 6800 and 6900 series phones.

4. Enable **Static Call Park/Pickup** if you want Park and Pickup keys to appear on the phone automatically, without the need to specifically define a Park or Pickup key. If you enable this

setting when those keys are also defined, then two Park/Pickup keys appear on the phone. This setting appears only for phone models that support display of these keys.

5. Select the **Enable Mobile Link Dir** check box to enable the mobile contacts to be synced to the phone and displayed as a directory on the desk phone.
6. Enter the desired name for the mobile directory on the desk phone in the **Name for Directory** field.



**Notes:** The **Enable Mobile Link Dir** and **Name for Directory** fields are available for Mitel 6930 and Mitel 6940 phones.

7. Click **OK** or **Apply**.



**Notes:** For information about Features Settings for templates specific to Polycom or Panasonic phones, refer to the appendixes of this guide.

## Configuring MiVoice Conference Phone Applications

Templates for the Mitel MiVoice Conference Phone (UC360 Collaboration Point) include an Applications tab. Select the box beside an application to enable it on the phone: MiCollab Conference, Browser, Smart Office 2, Cisco WebEx Meetings, Join.me, Remote RDP, and Remote VNC.

## Configuring Extra Settings

Template Add Extra Settings:

1. On the Template Add page, select the **Extra Settings** tab to view or change configuration information. The Extra Settings tab allows entry of additional configuration file information that is specific to this template, as shown in the following example.

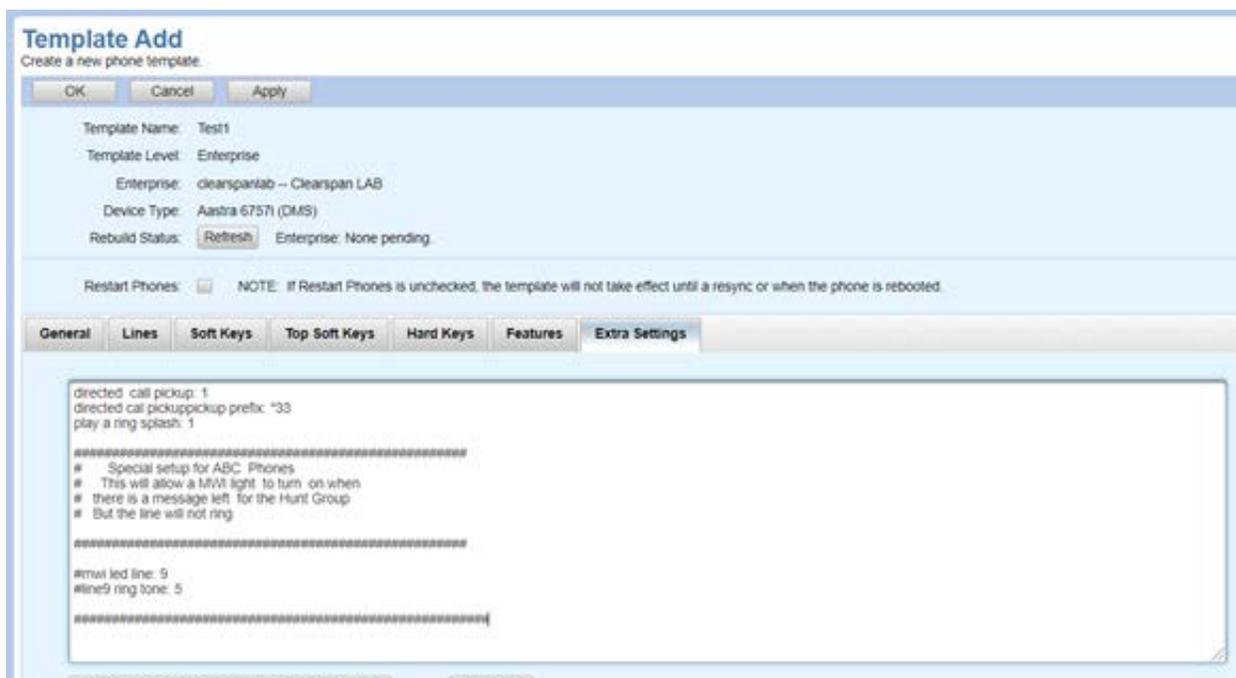


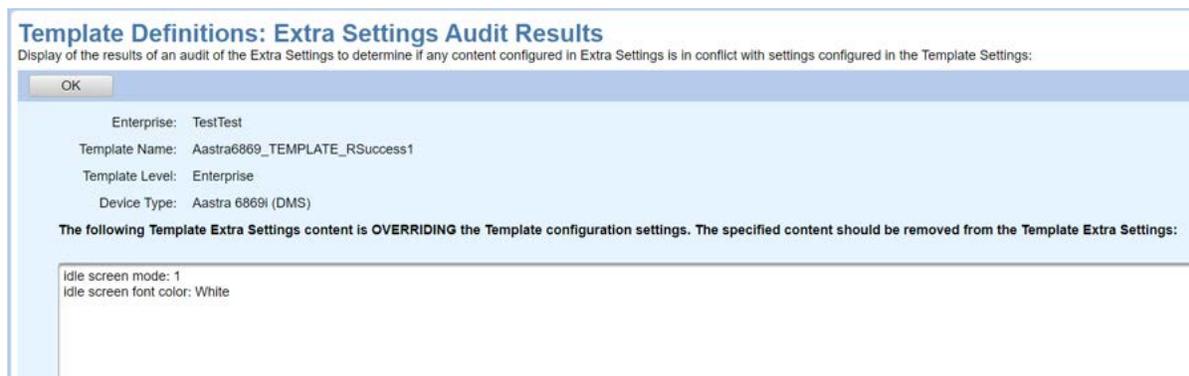
Figure 15: Template Extra Settings Tab

2. Click **Browse** to choose a configuration settings file that was previously created, if necessary, and use the **Upload File** button to access the file. You can create a text file that contains extra settings that apply to many templates. The text file can be uploaded using this field to reduce the risk of typos and provide consistency of content.



**Note:** For information about configuring items for Polycom or Panasonic phone templates on phone template tabs, refer to the appendixes of this guide.

OpEasy analyzes the Template Extra Settings to determine whether there are any parameters in the Extra Settings that are being overridden by the Template settings. If parameters that correspond to any of the Template settings are found in the Extra Settings, then the **Template Definitions: Extra Settings Audit Results** page is displayed, indicating the extra settings parameters that conflict with the Template settings configuration.



**Figure 16: Template Definitions: Extra Settings Audit Results Page**

## Editing a Template

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Click **Definitions** in the menu tree, or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
3. Choose the **Template Level** from the drop-down list.
4. Choose the **Enterprise** from the drop-down list.
5. Choose the **Group** from the drop-down list.
6. Choose the **Device Type** from the drop-down list. A list of templates that were created for this device type is displayed.
7. For the template you want to edit, click the **Edit** link in the row or click anywhere on the template you want to modify. The Template Modify page opens.
8. Follow the procedures in the [Creating a New Phone Template](#) section to make any changes by using the Template Modify tabs.
9. Click **OK** or **Apply**.
10. On the Rebuild Configuration Files page that appears, click **Save and Rebuild** to save the changes and start the configuration file rebuild process, or click **Cancel** to discard the changes.



**Notes:** This only applies to Group and Enterprise and does not display for System Settings.

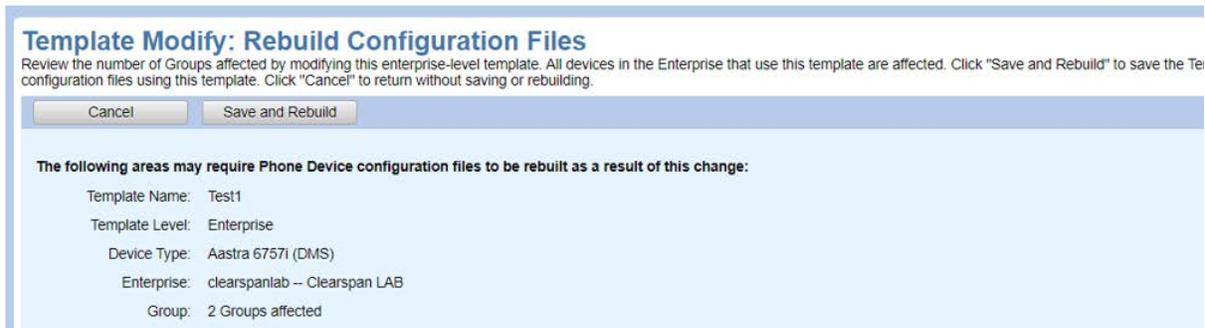


Figure 17: Template Modify: Rebuild Configuration Files Page

Rebuild Status is shown on the Template pages and the Global Settings page.

## Searching for Template Users

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Click **Definitions** in the menu tree, or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
3. Click the **Edit** link in the row or click anywhere on the template you want to modify. The Template Modify page opens.
4. Select the **Template Users** tab.
5. Select **Usage Displayed By** for a list of users or devices that use the template.
6. Click **Search** or enter Search parameters to view all the Template Users.

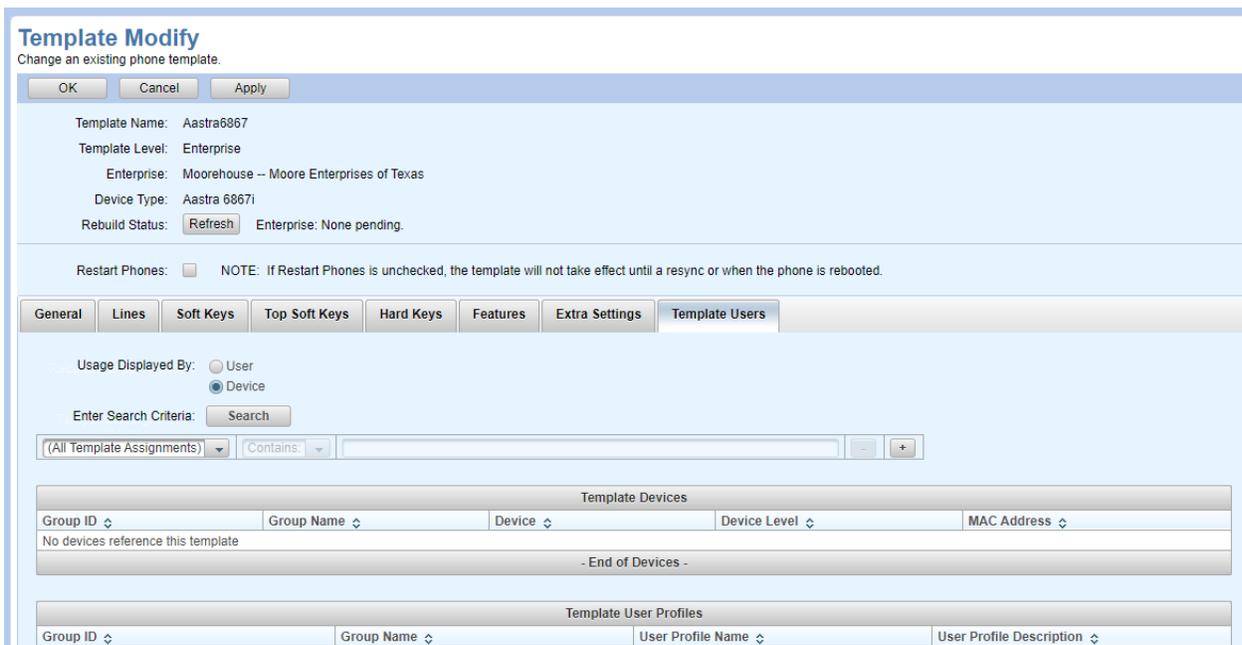


Figure 18: Searching for Template Users



**Notes:**

- If you select **All Template Assignments**, both the **Template Users** table and the **Template User Profiles** table are displayed.
- If you select **All User Profiles**, only the **Template User Profiles** table is displayed.
- If you select any other option, only the **Template Users** table is displayed.

For Clearspan Communicators:

- The **MAC Address** column is not displayed in the **Template Users** table.

## Renaming a Phone Template

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Click **Definitions** in the menu tree or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
3. Click the **Edit** link in the row or click anywhere on the template you want to modify. The Template Modify page opens.
4. Change the **Name** on the Template Modify page.

**Template Modify**  
Change an existing phone template.

OK Cancel Apply

Template Name: Aastra887  
Template Level: Enterprise  
Enterprise: Moorehouse -- Moore Enterprises of Texas  
Device Type: Aastra 887i  
Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Soft Keys Top Soft Keys Hard Keys Features Extra Settings Template Users

Name: Moorehouse Temp  
Description:

**General Settings**

Type of Expansion Module: None URI for Soft Keys: (Select EMS Address)  
Expansion Modules: 0 Time Zone: (Use Global Settings)

Use VLAN:  WARNING: Enabling VLAN may cause some phones to stop operating.

Outbound Proxy:  Use Global Settings  
 Use DNS SRV Lookup  
Port (No Encryption):  
Port (Encryption):

Encryption (TLS/SRTP): (Use Global Settings) WARNING: Configure encryption in the network before setting Encryption to Required.  
Encryption Certificate File:

Subscription Time:  Use Global Settings  
(as-feature-event) seconds

**Display Settings**

Background Image URL:  
Idle Screen Mode: Primary Screen Mode  
Idle Screen Font Color: Blue  
Screen Saver Image:

**Figure 19: Renaming a Template**

- Click **OK**. The template appears in the list with “(Rename Pending)” next to the template name to indicate that OpEasy is searching for user profiles or devices that use the template. While the rename operation is pending, the template cannot be assigned, edited, or copied.

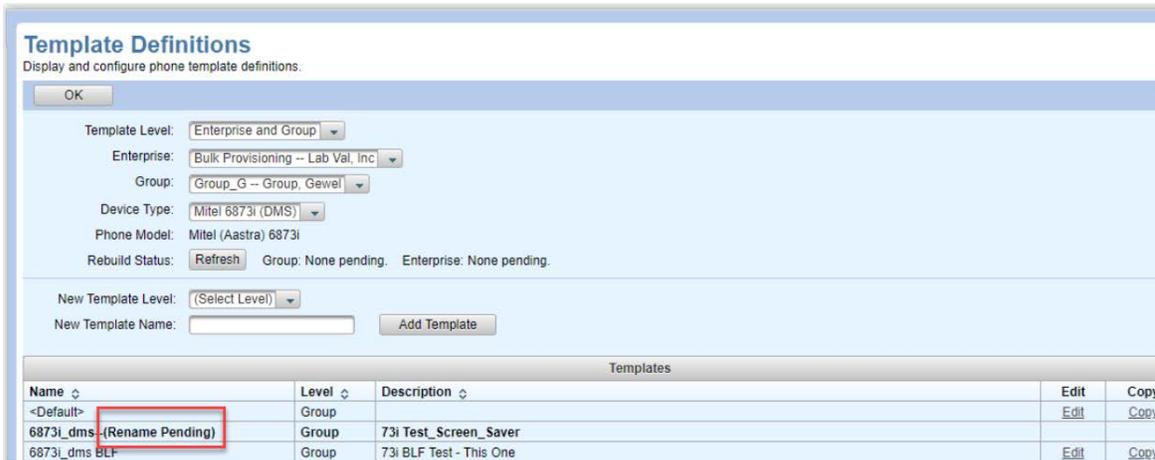


Figure 20: Template Rename Pending

The search for template usage may take several minutes. Refresh the page to view the status updates. If OpEasy confirms that the template is not in use, it is renamed. However, if any references are found, “(Rename Failed: Template In Use)” appears next to the template name, with a link to the Template Usage page.

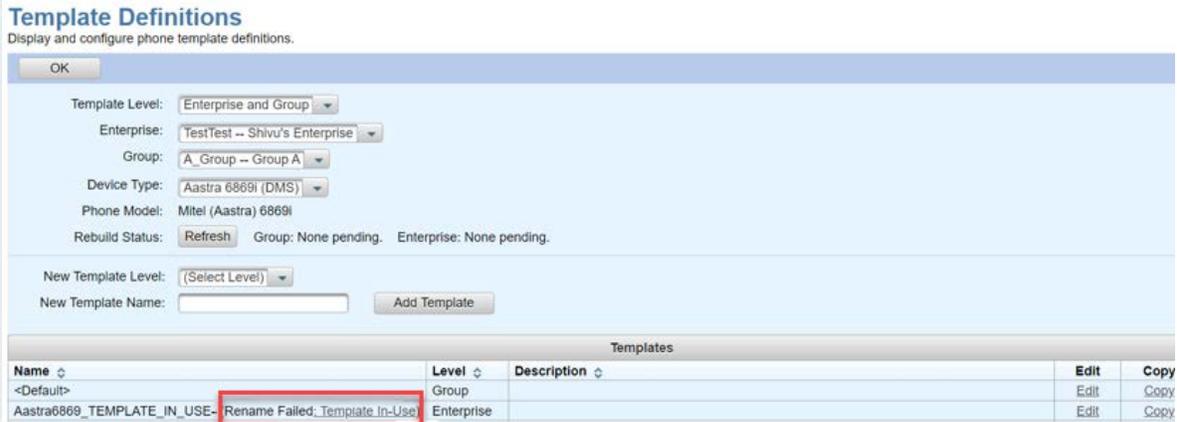


Figure 21: Template Rename Failed: Template In Use

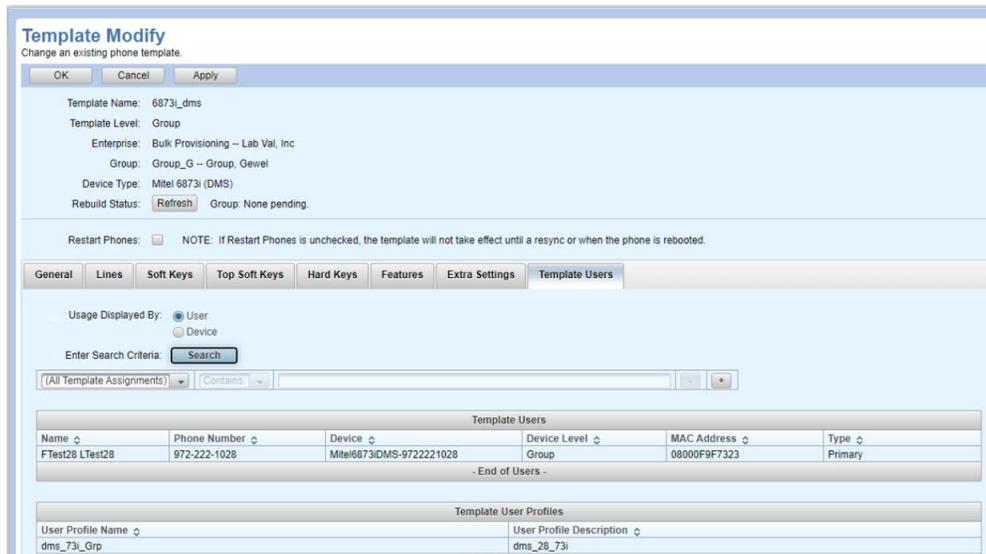


Figure 22: Template Usage Page

6. If you still want to rename the template, edit the associated users or devices to remove the template from their configuration, and then try again. The “(Rename Failed: Template In-Use)” message remains for 24 hours or until you modify the template (if a change is made or saved).

## Copying a Phone Template

1. From the main menu, select Provisioning, and then select Phone Templates.
2. Click **Definitions** in the menu tree, or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
3. Choose the **Template Level** from the drop-down list.
4. Choose the **Enterprise** from the drop-down list.
5. Choose the **Group** from the drop-down list.
6. Choose the **Device Type** from the drop-down list. A list of Templates that were created for this device type is displayed.
7. For the template you want to copy, click the **Copy** link. The Template Copy page opens.

**Template Copy**  
Copy an existing phone template.

OK Cancel

**Copied Template**

Template Name: 67i Template  
 Template Level: Group  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Group: Group\_G -- Group, Gewel  
 Device Type: Aastra 6867i  
 Phone Model: Mitel (Aastra) 6867i  
 Description: Template for the 6867i Aastra SIP phone

**New Template**

Template Name: 67i Template  
 Template Level: (Select Level) ▾  
 Enterprise: (Select Enterprise) ▾  
 Group: (Select Group) ▾  
 Device Type: Aastra 6867i  
 Phone Model: Mitel (Aastra) 6867i  
 Description: Template for the 6867i Aastra SIP phone

Replace Existing Template:

**Figure 23: Template Copy Page – New Template Section**

8. In the **New Template** section of the Template Copy page, select the target **Template Level**.
9. Select the target **Enterprise** and **Group** from the drop-down lists, if necessary.
10. Enter a **Name** and **Description** for the copied template.
11. If there is already a template in the target Enterprise/Group with the same name, the newly copied template can replace the existing template by checking the **Replace Existing Template** box.
12. Click **OK** to save the changes. The Template Definitions page opens, and the copied template appears in the list.



**Note:** Templates can only be copied to another Enterprise, if both the Enterprises have Template Keys set to System.

## Deleting a Phone Template

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Click **Definitions** in the menu tree, or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
3. Click the **Delete** link to delete the Phone Template selected.

Templates					
Name	Level	Description	Edit	Copy	Delete
<Default>	Group		Edit	Copy	
Aastra6867	Enterprise		Edit	Copy	Delete
test	Enterprise		Edit	Copy	Delete

- End of Templates -

**Figure 24: Template Selected to Delete**

4. Click **Delete** on the Template Delete page. A confirmation dialog opens.
5. Click **OK**. The template is marked for deletion with “(Delete Pending)” beside the template name to indicate that OpEasy is searching for user profiles or devices that use the template. While the delete operation is pending, the template cannot be assigned, edited, or copied.

### Template Definitions

Display and configure phone template definitions.

OK

Template Level: Enterprise and Group

Enterprise: Bulk Provisioning -- Lab Val, Inc

Group: Group\_G -- Group, Gewel

Device Type: Mitel 6873i (DMS)

Phone Model: Mitel (Aastra) 6873i

Rebuild Status: Refresh Group: None pending. Enterprise: None pending.

New Template Level: (Select Level)

New Template Name:  Add Template

Templates				
Name	Level	Description	Edit	Copy
<Default>	Group		Edit	Copy
6873i_dms (Delete Pending)	Group	73i Test_Screen_Saver		
6873i_dms BLF	Group	73i BLF Test - This One	Edit	Copy
6873i_dms Multiple_SCA Only	Group	73i BLF Test -	Edit	Copy
6873i_dms SCA Only	Group	73i BLF Test - This One	Edit	Copy
ENT_6873i_dms	Enterprise	73i Test	Edit	Copy

**Figure 25: Template Delete Pending**

The search for template usage may take several minutes. Refresh the page to view the status updates. If OpEasy confirms that the template is not in use, it is deleted. However, if any references are found, “(Delete Failed: Template In Use)” appears beside the template name, with a link to the Template Usage page.

### Template Definitions

Display and configure phone template definitions.

OK

Template Level: Enterprise and Group

Enterprise: TestTest -- Shivu's Enterprise

Group: A\_Group -- Group A

Device Type: Aastra 6869i (DMS)

Phone Model: Mitel (Aastra) 6869i

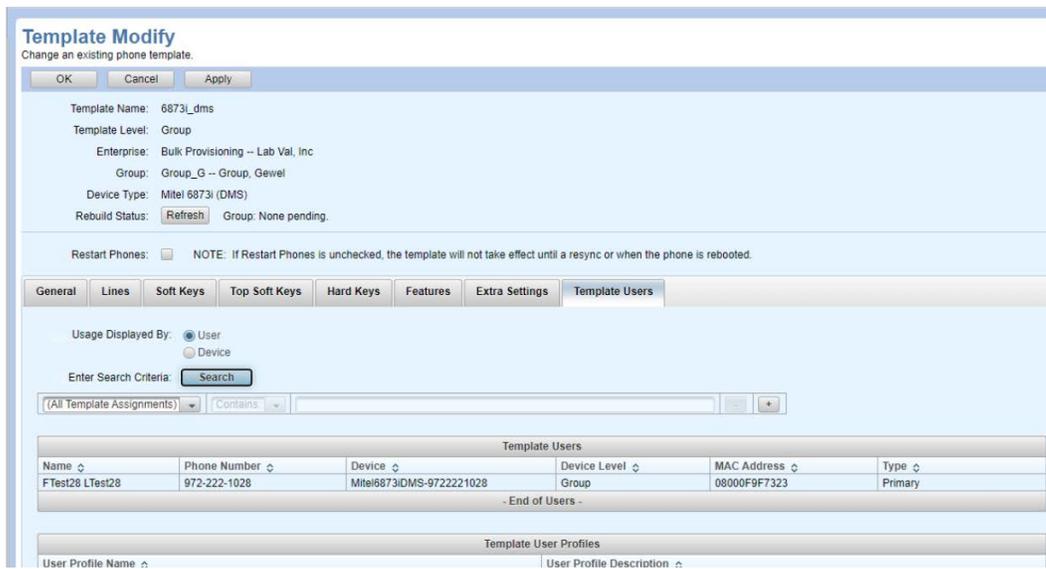
Rebuild Status: Refresh Group: None pending. Enterprise: None pending.

New Template Level: (Select Level)

New Template Name:  Add Template

Templates				
Name	Level	Description	Edit	Copy
<Default>	Group		Edit	Copy
Aastra6869_TEMPLATE_IN_USE (Delete Failed: Template In-Use)	Enterprise		Edit	Copy

**Figure 26: Template Delete Failed: Template In Use**



**Figure 27: Template Usage Page**

6. If you still want to delete the template, edit the associated users or devices to remove the template from their configuration, and then try again. The “(Delete Failed: Template In-Use)” message remains for 24 hours or until you modify the template (whether or not a change is made or saved).

## Creating or Editing a Clearspan Mobile/Tablet Template

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Click **Definitions** in the menu tree or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
3. Select a **Template Level** from the drop-down list.
4. Select the **Enterprise** and **Group**, if necessary.
5. Select the **Device Type** from the drop-down list.
6. Select a **New Template Level** from the drop-down list.
7. Enter the name of the template in the **New Template Name** text box.
8. Click **Add Template**. The **Template Add** page opens. The **General tab** is displayed by default.

**Template Add**  
Create a new phone template.

OK Cancel Apply

Template Name: Mobile Temp  
 Template Level: Enterprise  
 Enterprise: Moorehouse -- Moore Enterprises of Texas  
 Device Type: Clearspan Mobile  
 Rebuild Status: Refresh Enterprise: None pending.

General Features Extra Settings

Name: Mobile Temp  
 Description:

**General Settings**  
 Outbound Proxy:  Use Global Settings  
  
 Use DNS SRV Lookup  
 Port (No Encryption):   
 Port (Encryption):   
 Encryption (TLS/SRTP): (Use Global Settings) WARNING: Configure encryption in the network before setting Encryption to Required.  
 Subscription Time:  Use Global Settings  
 seconds

**Clearspan Settings**  
 Functionality: Audio

**Default Dialing Method**  
 VoIP Mode Enabled:   
 Default Dialing: Call Back  
 Call Back Enabled  
 Native Call Enabled

**Contact Search**  
 Clearspan Directory:  Search Enterprise Directory  
 Search Enterprise Common Phone List  
 Search Group Common Phone List  
 Search Personal Phone List

**IM&P**  
 IM&P:  Chat Enabled  
 Presence Enabled

**Figure 28: Template Add – General for Clearspan Mobile**

9. Configure Clearspan Tablet/Mobile Settings on the General tab. Choose to **Use Global Settings**, or enter the Outbound Proxy, and Outbound Proxy Port in the **Outbound Proxy Port (No Encryption)** box when encryption is not being used by the client, or in the **Outbound Proxy Port (Encryption)** box when encryption is being used by the client. These optional fields can contain text up to 256 characters, as well as tags.
10. Select the Encryption (TLS/SRTP) setting.
11. Use Global Settings for subscription time (as-feature-event), or uncheck the **Use Global Settings** check box and enter the subscription time in seconds.
12. Select the **Functionality** for the device.
13. The **VoIP Mode** is enabled by default in the **Default Dialing Method** section. Select the **Default Dialing** mode. Both Call Back and Native Call options are enabled by default, uncheck the box to disable either dialing method.
14. The Clearspan Directory is enabled in the Contact Search section. The Search Enterprise Directory is enabled by default. Check the box Search Enterprise Common Phone List, Search Group Common Phone List and Search Personal Phone List to enable the list.

15. The **IM&P** (Chat and Presence) settings are enabled by default. Uncheck the option to disable either setting.
16. On the **Features** tab, enable the features for the device. All features in the **Enabled Features** and **Side Menu** list are enabled by default.
17. On the **Extra Settings** tab, enter any custom configuration information for the template.



**Note:** OpEasy analyzes the Template Extra Settings to determine if there are any parameters in the Extra Settings that are being overridden by the Template settings. If parameters that correspond to any of the Template settings are found in the Extra Settings, then **Template Definitions: Extra Settings Audit Results** page is displayed, indicating the extra settings parameters that conflict with the Template settings configuration.

18. If you are modifying an existing template, select the **Template Users** tab to display a list of users or devices that use this template. Click **OK**.

## Creating or Editing a Grandstream WP820 Template

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Click **Definitions** in the menu tree or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
3. Select a **Template Level** from the drop-down list.
4. Select the **Enterprise** and **Group**, if necessary.
5. Select the **Device Type** Grandstream WP820 (DMS) from the drop-down list.
6. Select a New Template Level.
7. Enter the name of the template in the **New Template Name** text box.

8. Click **Add Template**. The **Template Add** page opens. The **General tab** is displayed by default.

The screenshot shows the 'Template Add' page with the following details:

- Buttons:** OK, Cancel, Apply
- Template Name:** GrandStreamEnt
- Template Level:** Enterprise
- Enterprise:** Bulk Provisioning -- Lab Val, Inc
- Device Type:** Grandstream WP820 (DMS)
- Rebuild Status:** Refresh Enterprise: None pending.
- Restart Phones:**  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.
- Tabs:** General (selected), Features, Extra Settings
- Name:** GrandStreamEnt
- Description:** (empty text box)
- General Settings:**
  - Time Zone: (Use Global Settings)
  - Use VLAN:  WARNING: Enabling VLAN may cause some phones to stop operating.
  - Outbound Proxy:  Use Global Settings
  - Outbound Proxy 1: (empty text box)
  - Outbound Proxy 2: (empty text box)
  - Port (No Encryption): (empty text box)
  - Port (Encryption): (empty text box)
  - Encryption (TLS/SRTP): (Use Global Settings) WARNING: Configure encryption in the network before setting Encryption to Required.
- Grandstream Settings:**
  - Keypad Access Mode: (Use Global Settings)
  - Sys/Debug Log: Disabled
  - Sys/Debug Log Host: (empty text box)

**Figure 29: Template Add – General for Granstream WP820**

9. Enter the **Description** of the template.

10. Configure General Settings on the General tab

- Select the **Time Zone** from the drop-down list.
- Chose to **Use VLAN** check box.
- Choose to **Use Global Settings**, or enter the Outbound Proxy, and Outbound Proxy Port in the **Outbound Proxy Port (No Encryption)** box when encryption is not being used by the client, or in the **Outbound Proxy Port (Encryption)** box when encryption is being used by the client. These optional fields can contain text up to 256 characters, as well as tags.
- Select the **Encryption (TLS/SRTP)** setting.

11. Configure Grandstream Settings on the General tab:

- Select any mode from the **Keypad Access Mode**.
- Select **Enabled** or **Disabled** from the **Sys/Debug Log** drop-down list.
- Enter the host for the **Sys/Debug Log Host** drop-down list.

12. On the **Features** tab, select the features to enable the **Clearspan Directory Type**:

- Enterprise
- Enterprise Commonl
- Group
- Group Common

- Personal
13. On the **Extra Settings** tab, choose the file to Upload the custom configuration information for the template.
  14. On the Template Users tab,
    - Select **Usage Displayed by** User or Device from the drop-down list.
    - Click **Search** or enter Search parameters to view the full list.
  15. If you are modifying an existing template, select the Template listed in the **Template Definition** page. Click **Edit** to do the required changes and Click **OK** to save the changes.



**Note:** Only one line can be configured and provisioned through OpEasy for the Grandstream device.

### Creating or Editing a Media5 Template

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Click **Definitions** in the menu tree or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
3. Select a **Template Level** from the drop-down list.
4. Select the **Enterprise** and **Group**, if necessary.
5. Select the **Device Type**:
  - Media5 4102
  - Media5 C710
  - Media5 C711
  - Media5 C775
  - Media5 S724
  - Mitel TA7102
  - Mitel TA7104
  - Mitel TA7108
  - Mitel GXGateway24FXS
6. Select a New Template Level.
7. Enter the name of the template in the **New Template Name** text box.
8. Click **Add Template**. The **Template Add** page opens. The **General tab** is displayed by default.

**Template Add**  
Create a new phone template.

OK Cancel Apply

Template Name: Media  
 Template Level: Enterprise  
 Enterprise: Moorehouse -- Moore Enterprises of Texas  
 Device Type: Media5 4102 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Ports Extra Settings

Name: Media  
 Description:

**General Settings**  
 Time Zone: (Use Global Settings)  
 Outbound Proxy:  Use Global Settings  
 Port (No Encryption):  
 Port (Encryption):  
 Encryption (TLS/SRTP): (Use Global Settings) WARNING: Configure encryption in the network before setting Encryption to Required.

**Media 5 Settings**  
 Conference Server: (Use Global Settings)  
 Voice Quality Monitoring:   
 Sys/Debug Log: Disabled  
 Sys/Debug Log Host:

Figure 30: Template Add – General for Media5

9. Enter the description in the **Description** text box.
10. Configure General Settings on the General tab.
  - Select the **Time Zone** from the drop-down list.
  - Choose to **Use Global Settings**, or enter the Outbound Proxy, and Outbound Proxy Port in the **Outbound Proxy Port (No Encryption)** box when encryption is not being used by the client, or in the **Outbound Proxy Port (Encryption)** box when encryption is being used by the client. These optional fields can contain text up to 256 characters, as well as tags.
  - Select the **Encryption (TLS/SRTP)** setting.
11. Configure Media5 Settings on the General tab.
  - Select the conference server from the **Conference Server** drop-down list.
  - Select the **Voice Quality Monitoring** check box to enable the voice quality monitoring.
  - Select Enable or Disable from the **Sys/Debug Log** drop-down list to enable/disable the log.
  - Enter the host name in the **Sys/Debug Log Host** text box.
12. Configure Port Definition settings on the Ports tab.
  - By default, the **MWI** is set to Tone and Visual.
  - By default, the **Call Waiting** and **Caller ID** check boxes are all checked.
13. Configure the Media5 on the Extra Settings tab.
  - On the Extra Settings tab, enter any custom configuration information for the template.

- Click the **Choose File** button to browse and select the file.
- Click the **Upload File** to upload the file.



**Note:** OpEasy analyzes the Template Extra Settings to determine if there are any parameters in the Extra Settings that are being overridden by the Template settings. If parameters that correspond to any of the Template settings are found in the Extra Settings, then **Template Definitions: Extra Settings Audit Results** page is displayed, indicating the extra settings parameters that conflict with the Template settings configuration.

14. Click **OK**.

## Creating or Editing a Mitel DECT 112 Template

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Click **Definitions** in the menu tree or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
3. Select a **Template Level** from the drop-down list.
4. Select the **Enterprise** and **Group**, if necessary.
5. Select the Mitel DECT 112 device from the **Device Type** drop-down list.
6. Select a New Template Level.
7. Enter the name of the template in the **New Template Name** text box.
8. Click **Add Template**. The Template Add page opens. The General tab is displayed by default.

**Template Add**  
Create a new phone template.

OK Cancel Apply

Template Name: Dect  
 Template Level: Enterprise  
 Enterprise: Moorehouse -- Moore Enterprises of Texas  
 Device Type: Mitel DECT 112 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Extra Settings

Name: Dect  
 Description:

**General Settings**

Time Zone: (Use Global Settings)

Use VLAN:  Warning: Enabling VLAN may cause some phones to stop operating.

Outbound Proxy:  Use Global Settings  
 Use DNS SRV Lookup  
 Port:

Encryption (TLS/SRTP): (Use Global Settings) WARNING: Configure encryption in the network before setting Encryption to Required.

Subscription Time:  Use Global Settings  
 seconds

**DECT 112 Settings**

Figure 31: Template Add – General for Mitel Dect 112

9. Enter the description in the **Description** text box.
10. Configure General Settings on the General tab.
  - Select the **Time Zone** from the drop-down list.
  - Select **Use VLAN** to add support for configuring phones to use their VLAN capability.



**Note:** Enabling VLAN may cause some phones to stop operating.

- Choose to **Use Global Settings**, or enter the Outbound Proxy in the **Outbound Proxy** text box. Select the **Use DNS SRV Lookup** option to enter the Outbound Proxy Port in the **Port** text box. These optional fields can contain text up to 256 characters, as well as tags.
- Select the **Encryption (TLS/SRTP)** setting.



**Note:** Configure encryption in the network before setting Encryption to Required.

- Use Global Settings for subscription time (as-feature-event) or uncheck the **Use Global Settings** check box and enter the subscription time in seconds.
11. Configure DECT 112 settings on the General tab.
    - Enable or Disable the **Hotel Mode**(Phone Lock).
    - Enable or Disable the **Repeaters**.
    - Select the **Use LDAP** check box to enable the LDAP on the Mitel DECT-112 phone, the option is disabled by default. This applies only to Mitel DECT-112 phones
  12. Configure Line settings on the Line tab.
    - Choose the Line Label from the **Line Label** drop-down list. All the handsets lines use the same line label.
    - Select the **Clearspan Line Position**. Handsets range from 1 to 16.
  13. Configure Extra settings: The Extra Settings tab views or changes the configuration Information.
    - Click **Browse** to choose a configuration settings file that was previously created, if necessary.
    - Use the **Upload File** button to access the file. You can create a text file that contains extra settings that apply to many templates.

## Creating or Editing a Clearspan Communicator Template

1. From the main menu, select Provisioning, and then select Phone Templates.
2. Click **Definitions** in the menu tree or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
3. Select a **Template Level** from the drop-down list.
4. Select the **Enterprise** and **Group**, if necessary.
5. Select the **Device Type**:

## Creating or Editing a Clearspan Communicator Template

- Choose Business Communicator – Mobile: Clearspan Communicator for iOS or Android clients,
  - Choose Business Communicator – PC: Clearspan Engage Desktop or Clearspan Communicator Desktop.
  - Choose Business Communicator – S4B: Clearspan Communicator for Desktop, Skype Add-In.
  - Choose Business Communicator – Tablet: Clearspan Communicator for iOS tablets.
6. Select a New Template Level.
  7. Enter the name of the template in the **New Template Name** text box.
  8. Click **Add Template**. The Template Add page opens. The General tab is displayed by default.

The screenshot shows the 'Template Modify' web interface. At the top, there are buttons for 'OK', 'Cancel', and 'Apply'. Below these, the current template details are displayed: Template Name: Engage\_PC\_Ent, Template Level: Enterprise, Enterprise: Bulk Provisioning -- Lab Val, Inc, Device Type: Business Communicator - PC, and Rebuild Status: Refresh Enterprise: None pending. The 'General' tab is selected, showing fields for Name (Engage\_PC\_Ent) and Description. Under 'General Settings', there are checkboxes for 'Use Global Settings' (checked) and 'Use DNS SRV Lookup'. Below these are input fields for 'Port (No Encryption)' and 'Port (Encryption)'. A dropdown menu for 'Encryption (TLS/SRTP)' is set to '(Use Global Settings)', with a warning message: 'WARNING: Configure encryption in the network before setting Encryption to Required.' At the bottom, the 'Desktop Type' section has two radio buttons: 'Clearspan Engage Desktop' (selected) and 'Clearspan Communicator Desktop'.

**Figure 32: Template Modify – General for CS Engage Desktop/CS Communicator Desktop**

9. Configure General Settings on the General tab.  
Choose to **Use Global Settings**, or enter the Outbound Proxy, and Outbound Proxy Port in the **Outbound Proxy Port (No Encryption)** box when encryption is not being used by the client, or in the **Outbound Proxy Port (Encryption)** box when encryption is being used by the client. These optional fields can contain text up to 256 characters, as well as tags.
10. Select the **Encryption (TLS/SRTP)** setting.
11. For Device Type, Business Communicator - PC, choose **Desktop Type**:
  - Select **Clearspan Engage Desktop**
    - Click **OK**. This closes the Edit page and saves the template. Continue with **Features** tab.
  - Select **Clearspan Communicator Desktop**

- Continue with the following Steps
- 12.** Configure Communicator Settings on the General tab.  
Select the **Functionality** for the client, depending on the Device Type:
- Business Communicator – Mobile: Basic, Audio, or Video
  - Business Communicator – PC: Basic, Audio or Video
  - Business Communicator – S4B: Video (Only General Settings and Password Update Settings is applicable)
  - Business Communicator – Tablet: Basic, Audio, or Video
- 13.** In the **Chat** section, Chat can be enabled and the following:
- Business Communicator - PC
    - Chat Recording
    - Server Based Chat History
    - Prohibit Clickable Links
    - File Transfer (Media Sharing) Enabled: Encrypt File Transfer and Prohibit File Types
  - Business Communicator - Mobile
    - Chat Recording Enabled
  - Business Communicator - Tablet
    - Chat and Presence
- 14.** In the **My Room** section, **My Room** can be enabled and the following:
- For Business Communicator – PC
    - Guest Client: Auto - accept All Guests
    - Collaboration: Participant Sharing
  - Business Communicator – Mobile
    - Guest Client
- 15.** On the **Features** tab, select the features to enable for the client.
- Call Forward Always
  - Call Pull
  - Call Transfer
  - Clearspan Anywhere
  - Conference - If enabled has the option to configure Show Participant List and Max Parties drop down options: “No Limit, 4 to 15”
  - Message Waiting Indicator
  - Voicemail
    - Visual Voicemail

16. On the **Extra Settings** tab, enter any custom configuration information for the template.



**Note:** OpEasy analyzes the Template Extra Settings to determine if there are any parameters in the Extra Settings that are being overridden by the Template settings. If parameters that correspond to any of the Template settings are found in the Extra Settings, then **Template Definitions: Extra Settings Audit Results** page is displayed, indicating the extra settings parameters that conflict with the Template settings configuration.

17. If you are modifying an existing template, select the **Template Users** tab to display a list of users or devices that use this template. Click OK.

## Creating or Editing a UC ONE/CS Engage Mobile Template

1. From the main menu, select Provisioning, and then select Phone Templates.
2. Click **Definitions** in the menu tree or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
3. Select a **Template Level** from the drop-down list.
4. Select the **Enterprise** and **Group**, if necessary.
5. Select the **Device Type** as Connect Mobile or Connect Tablet.
6. Select a New Template Level.
7. Enter the name of the template in the **New Template Name** text box.
8. Click **Add Template**. The Template Add page opens. The General tab is displayed by default.

The screenshot shows the 'Template Add' web interface. At the top, there are buttons for 'OK', 'Cancel', and 'Apply'. Below these, the following information is displayed: Template Name: test111, Template Level: Enterprise, Enterprise: BengaluruLab -- Bengaluru Lab, Device Type: Connect - Mobile, and Rebuild Status: Refresh Enterprise: None pending. The interface has three tabs: 'General', 'Features', and 'Extra Settings', with 'General' selected. Under the 'General' tab, there are input fields for 'Name' (containing 'test111') and 'Description'. Below these is a 'General Settings' section with 'Outbound Proxy' set to 'Use Global Settings' (checked), 'Use DNS SRV Lookup' (unchecked), and input fields for 'Port (No Encryption)' and 'Port (Encryption)'. At the bottom of this section, 'Encryption (TLS/SRTP)' is set to '(Use Global Settings)' with a warning message. The 'Mobile Type' section at the bottom has radio buttons for 'UC-ONE Connect' (selected) and 'Clearspan Engage'.

Figure 33: Template Add – General for UC ONE/CS Engage Mobile/Tablet

9. Configure General Settings on the General tab.  
Choose to **Use Global Settings**, or enter the Outbound Proxy, and Outbound Proxy Port in the **Outbound Proxy Port (No Encryption)** box when encryption is not being used by the client, or in the **Outbound Proxy Port (Encryption)** box when encryption is being used by the client. These optional fields can contain text up to 256 characters, as well as tags.
10. Select the **Encryption (TLS/SRTP)** setting.
11. Configure **Mobile/Tablet Type** on the General Tab. Choose UC-ONE Connect or Clearspan Engage.
12. On the **Features** tab, select the features to enable for the client:
  - **Enabled Features:**
    - Call Forward Always
    - Call Back
    - Call Center
    - Call Park
    - Call Pull
    - Call Recording
    - Call Transfer
    - Conference - If enabled, it has the option to configure Show Participant List and Max parties drop down options: "No Limit, 4 to 15"
    - Message Waiting Indicator
    - Voicemail - If enabled, it has the option to configure Visual Voicemail
  - **Allow User Self Care Portal Access for:**
    - Call Forward Always
    - Call Forward Busy
    - Call Forward Not Reachable
    - Call Forward No Answer
    - Clearspan Anywhere
    - Do Not Disturb
    - Anonymous Call Rejection
    - Simultaneous Ring
    - Sequential Ring
    - Automatic Callback
    - Call Waiting
    - Caller ID Delivery Blocking
    - Personal Assistant
    - Call Center
    - Remote Office

13. On the **Extra Settings** tab, enter any custom configuration information for the template.



**Note:** OpEasy analyzes the Template Extra Settings to determine if there are any parameters in the Extra Settings that are being overridden by the Template settings. If parameters that correspond to any of the Template settings are found in the Extra Settings, then **Template Definitions: Extra Settings Audit Results** page is displayed, indicating the extra settings parameters that conflict with the Template settings configuration.

14. If you are modifying an existing template, select the **Template Users** tab to display a list of users or devices that use this template. Click OK.

## Creating or Editing an AudioCodes Template

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Click **Definitions** in the menu tree or click **Definitions** in the Phone Templates menu. The Template Definitions page opens.
3. Select a **Template Level** from the drop-down list.
4. Select the **Enterprise** and **Group**, if necessary.
5. For the **Device Type**, choose an AudioCodes device.
6. Select a New Template Level.
7. Enter the name of the template in the **New Template Name** text box.
8. Enter the **New Template Name**, and Click **Add Template**. The Template Add page opens.

On the General tab:

9. Enter the **Description** of the template.
10. Select the **Time Zone** from the drop-down list.
11. Select the Encryption Settings from the **Encryption (TLS/SRTP)** drop-down list.



**Note:** An error is displayed when the number of ports exceeds the maximum number of encryption ports supported when the Encryption Settings is set to Required or Use Global Settings, where the Global Settings encryption is set to Required.

Maximum number of AudioCodes ports supported when encryption is used is listed in the following table:

DEVICE TYPE	MAXIMUM NUMBER OF ANALOG PORTS	MAXIMUM ENCRYPTION PORTS SUPPORTED
AudioCodes MP 112	2	2
AudioCodes MP 114	4	3
AudioCodes MP 118	8	6
AudioCodes MP 124	24	18
AudioCodes MP 124E	24	16

DEVICE TYPE	MAXIMUM NUMBER OF ANALOG PORTS	MAXIMUM ENCRYPTION PORTS SUPPORTED
AudioCodes MP 1288	288	288

12. Enter the certificate filename in the **Encryption Certificate File** for the device type. Contact your Supervisor for the Encryption Certificate File name.

13. Select the **Audiocodes Settings** that you want to enable.

- **Survivable Mode:** Enables the AudioCodes device for survivability. When this box is selected, Stand-Alone Survivability is enabled using the configuration in the AudioCodes Global Settings.
- **3-Way Conference:** Enables 3-way conferencing. Select the Conference Server from the from the Conference Server drop-down list or choose Use Global Settings.
- **Message Waiting Indicator:** Enables the Message Waiting Indicator (MWI).
- **FAX Support:** Enables FAX support.
- **Voice Quality Monitoring:** Enables voice quality monitoring. When this box is selected, Voice Quality Monitoring is enabled using the configuration information in the AudioCodes Global Settings.

14. Select **Use Global Settings** to use the global settings for External Proxy, or uncheck **Use Global Settings** check box, enter the **External Proxy**, and the **External Proxy Port** with encryption or **External Proxy Port** without encryption, and **External Backup Proxy 1**, **External Backup Proxy 2**, **External Backup Proxy 3**, and **External Backup Proxy 4** values. These optional fields can contain text up to 256 characters, as well as tags.

**Template Add**  
Create a new phone template.

OK Cancel Apply

Template Name: Audiocode114  
 Template Level: Enterprise  
 Enterprise: Moorehouse -- Moore Enterprises of Texas  
 Device Type: AudioCodes MP114Combo (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Ports Groups Extra Settings

Name: Audiocode114  
 Description:

**General Settings**  
 Time Zone: (Use Global Settings)  
 Encryption (TLS/SRTP): (Use Global Settings) WARNING: Configure encryption in the network before setting Encryption to Required.  
 Encryption Certificate File:

**AudioCodes Settings**  
 Survivable Mode:   
 3-Way Conference:   
 Conference Server: (Use Global Settings)  
 Message Waiting Indicator:   
 FAX Support:   
 Voice Quality Monitoring:   
 External Proxy:  Use Global Settings  
 Port (No Encryption):  
 Port (Encryption):  
 External Backup Proxy 1:  
 External Backup Proxy 2:  
 External Backup Proxy 3:

Figure 34: Template Add – General for AudioCodes

15. In the Ports tab, configure the **Group Number** for each port. The same group may be assigned to more than one port. When creating a template, the Groups tab should be filled out first so you can create the groups referenced on the Ports tab.

16. Call Waiting and Caller ID are enabled by default.

**Template Add**  
Create a new phone template.

OK Cancel Apply

Template Name: Audiocode114  
 Template Level: Enterprise  
 Enterprise: Moorehouse -- Moore Enterprises of Texas  
 Device Type: AudioCodes MP114Combo (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

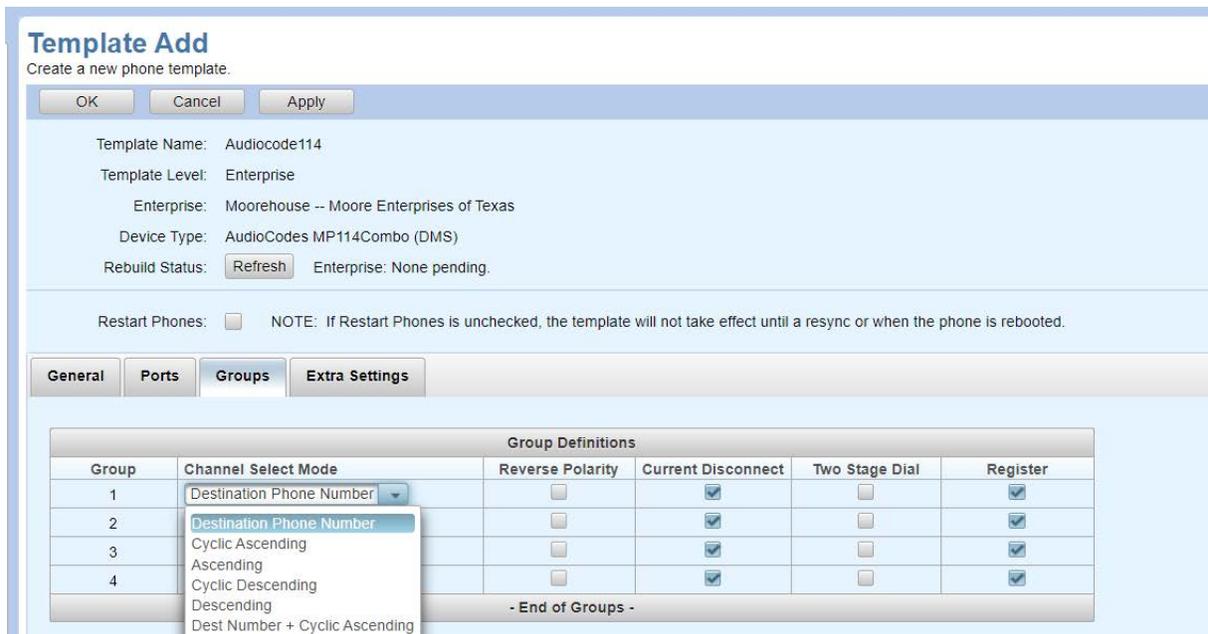
General Ports Groups Extra Settings

Port Definitions				
Port	Type	Group Number	Call Waiting	Caller ID
1	FXS	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 35: Template Add – Ports for AudioCodes

17. In the Groups tab, choose the **Channel Select Mode** for each group.

- By Destination Phone Number - The channel is selected according to the called (destination) number. If the number is not located, the call is released. If the channel is unavailable (busy), the call is put on call waiting (if call waiting is enabled and no other call is on call waiting); otherwise, the call is released.
- Cyclic Ascending - The next available channel in the Hunt Group, in ascending cyclic order, is selected. After the device reaches the highest channel number in the Hunt Group, it selects the lowest channel number in the Hunt Group, and then starts ascending again.
- Ascending - The lowest available channel in the Hunt Group is selected, and if unavailable, the next higher channel is selected.
- Cyclic Descending - The next available channel in descending cyclic order is selected. The next lower channel number in the Hunt Group is always selected. When the device reaches the lowest channel number in the Hunt Group, it selects the highest channel number in the Hunt Group, and then starts descending again.
- Descending - The highest available channel in the Hunt Group is selected, and if unavailable, the next lower channel is selected.
- Destination Number + Cyclic Ascending - The channel is selected according to the called number. If the called number isn't found, the next available channel in ascending cyclic order is selected.
- Source Phone Number - The channel is selected according to the calling number.
- Ring to Hunt Group - The device allocates IP-to-Tel calls to all the FXS ports (channels) in the Hunt Group. When a call is received for the Hunt Group, all telephones connected to the FXS ports belonging to the Hunt Group start ringing. The call is eventually received by whichever telephone first answers the call (after which the other phones stop ringing). This option is applicable only to FXS interfaces.
- Destination Number + Ascending - The device allocates a channel to incoming IP-to-Tel calls as follows:
  - The device attempts to route the call to the channel that is associated with the destination (called) number. If located, the call is sent to that channel.
  - If the number is not located or the channel is unavailable (busy), the device searches in ascending order for the next available channel in the Trunk Group. If located, the call is sent to that channel.
  - If all the channels are unavailable, the call is released.



**Figure 36: Template Add – Groups for AudioCodes**

**18. Select the Group Definitions for each group.**

- Channel Mode: Destination Phone Number is set by default.
- Reverse Polarity: Enables or disables the reverse polarity signaling used by the ports in the group. If enabled the FXS interface changes the line polarity on call answer and then changes it back on call release. The FXO interface sends a 200 OK response when polarity reversal signal is detected (applicable only to one-stage dialing) and releases a call when a second polarity reversal signal is detected. By default, the Reverse Polarity is set to Disabled.
- Current Disconnect: Enables or disables the detection of the current disconnect signal by the ports in the group. If enabled the FXO interface releases a call when a current disconnect signal is detected on its port, and the FXS interface generates a 'Current Disconnect Pulse' after a call is released from IP. By default, the Current Disconnect is set to Enabled.
- Two Stage Dial: Enables or disables Two Stage Dial for the ports in the group. With Two Stage Dial, the caller is presented with a secondary dial tone and must enter additional digits to reach the destination. By default the Two Stage Dial is set to Disabled.
- Register: Indicates whether the endpoints in the group are to register. By default, Register is set to Enabled.

**19. On the **Extra Settings** tab, enter any custom configuration information for the template.**



**Note:** OpEasy analyzes the Template Extra Settings to determine if there are any parameters in the Extra Settings that are being overridden by the Template settings. If parameters that correspond to any of the Template settings are found in the Extra Settings, then **Template Definitions: Extra Settings Audit Results** page is displayed, indicating the extra settings parameters that conflict with the Template settings configuration.

**20. If you are modifying an existing template, select the **Template Users** tab to display a list of users or devices that use this template. Click **OK**.**

## Viewing or Editing Global Settings

The Global Settings page allows you to view or change the global Clearspan settings at the System, Enterprise, and Group levels. After being saved, the change for the individual phones occurs at the next scheduled re-sync or reboot of the phones.

This feature should not be used without a thorough understanding of the device configuration files. All settings on the Global Configuration File Settings pages are optional, and some of them override others. For duplicated and conflicting configuration information, the following hierarchy is applied when creating the configuration file for the device

Highest Priority

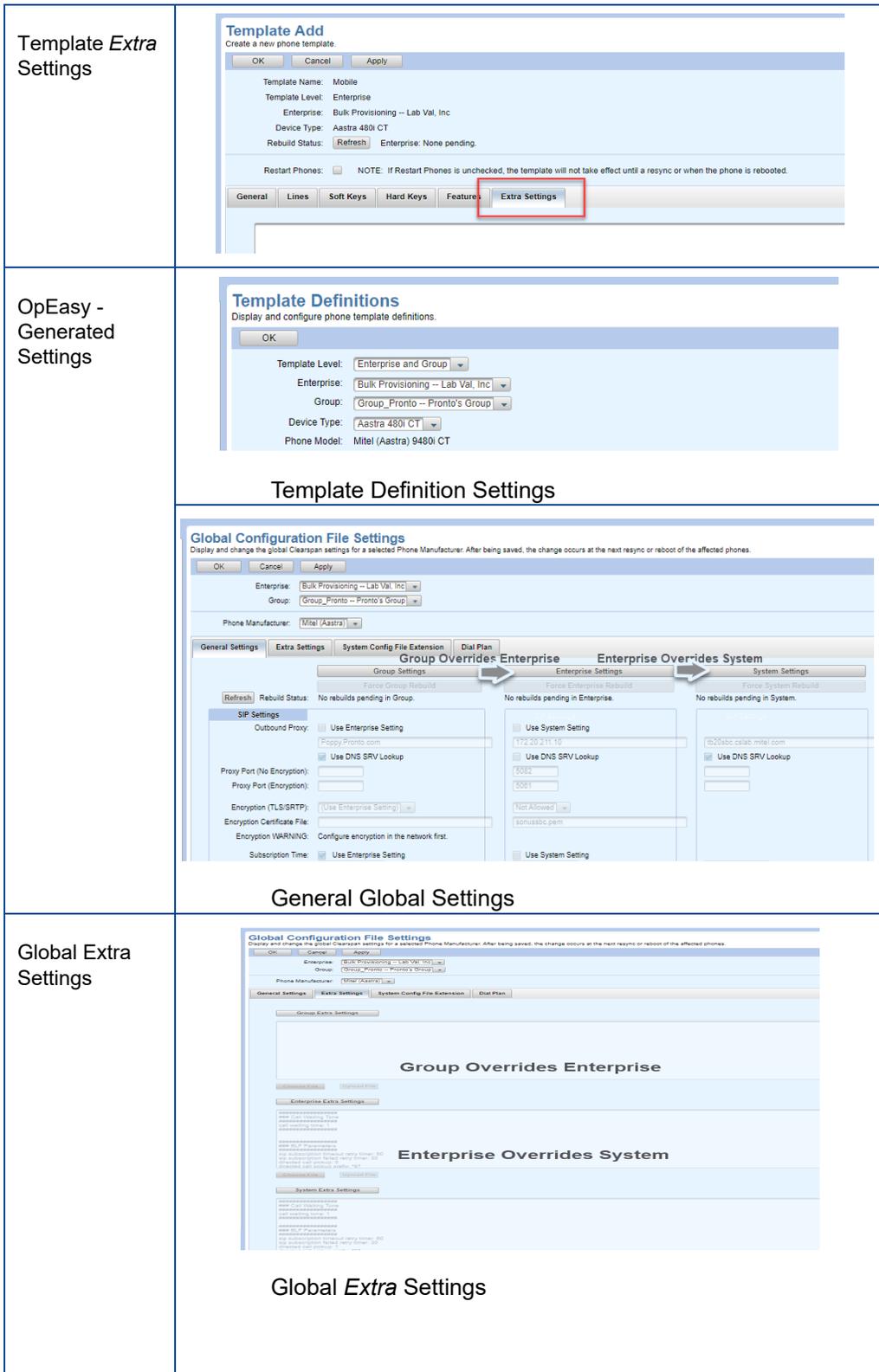
Lowest Priority

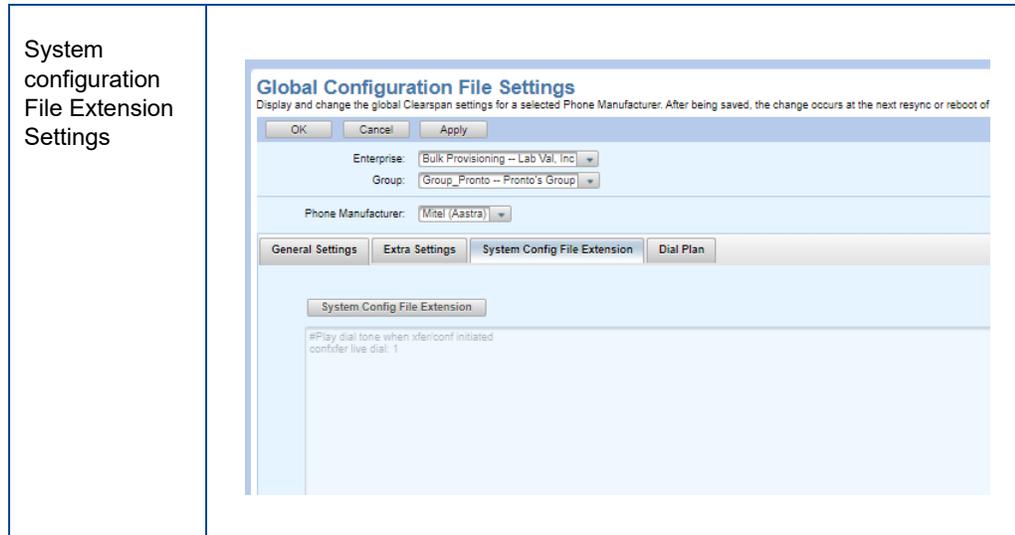
Overrides

Overrides

Overrides

X





To view or edit global settings, General tab:

1. From the main menu, select Provisioning, and then select Phone Templates.
2. Select **Global Settings** from the Phone Templates menu. The Global Configuration File Settings page opens.
3. Select the **Enterprise** from the drop-down list.
4. Select the **Group** from the drop-down list.
5. Select the **Phone Manufacturer**. The available manufacturers depend on the device types configured for the Enterprise.
6. To change any global configuration settings on the General Settings tab, an Admin with the privilege clicks the **System/Enterprise/Group Settings** button and makes the corrections required.
7. You can click **Force System Rebuild**, **Force Enterprise Rebuild**, or **Force Group Rebuild** to rebuild the configuration files for the selected phone manufacturer without making any changes. Rebuild Status is shown on the Template pages and Global Settings page.

The following sections describe the global settings for Mitel phones, Clearspan Mobile, Mitel DECT, Mitel MiVoice, Clearspan Communicator, UC ONE/CS Engage, AudioCodes and Media5 devices. For global settings information for Panasonic and Polycom phones, refer to [Phone Templates: Global Settings for Panasonic Phones](#), [System, Enterprise, and Group Global Settings for Polycom Phones](#) and [System, Enterprise, and Group Global Settings for Cisco](#)



**Note:** The \*.conf file format is not supported in extra settings.

[Phones.](#)

8. Click **OK** or **Apply**.
9. The Global Configuration File Settings: Rebuild Configuration Files page displays, click **Save** and **Rebuild** to save the changes and start the configuration file rebuild process, or click **Cancel**.



**Note:** This applies only to Group and Enterprise, and does not display for System Settings.

Rebuild Status is shown on the Template pages and Global Settings page.



**Figure 37: Global Configuration File Settings: Rebuild Configuration Files Page**

## Editing System, Enterprise, and Group Extra Settings

Extra Settings are applied to all the Mitel Phones, MiVoice Conference Phones, Grandstream phones, Mitel DECT-112 phones, Audiocodes and Media5 devices.

1. From the main menu, select Provisioning, the Provisioning menu is displayed.
2. Select Phone Templates, the Phone Templates menu is displayed.
3. Select **Global Settings**. The Global Configuration File Settings page is displayed.
4. Select the **Enterprise** from the drop-down list, if needed.
5. Select the **Group** from the drop-down list, if needed.
6. Select the **Phone Manufacturer**. The available manufacturers depend on the device types configured for the Enterprise.



**Note:**

- The Admin must have the permission to edit Extra Settings.
- Only Group Administrators and above can modify Group Extra Settings
- Only Enterprise Administrators and above can modify Enterprise Extra Settings
- Only System Administrators and above can modify System Extra Settings

7. Click the Extra Settings tab. The Extra Settings page is displayed.
8. Click the **Group, Enterprise or System Extra Settings** button. A confirmation box is displayed, "Updating Extra Settings is potentially dangerous. Are you sure you want to update Extra Settings?".
9. Click **Yes** to edit the Group, Enterprise or System Extra Settings. The Group, Enterprise or System Extra Settings are enabled.
10. Enter the extra settings in the Group, Enterprise or System Extra Settings box.
11. Click **Apply or OK**. If the Group or Enterprise Extra Settings were changed, then the Global Configuration File Settings: Rebuild Configuration Files page is displayed.
12. Click the **Save and Rebuild** button.

13. If the Extra Settings are overriding any parameter in the General Settings or Dial Plan setting, the **Global Configuration File Settings: Extra Settings Audit Results** page is displayed.

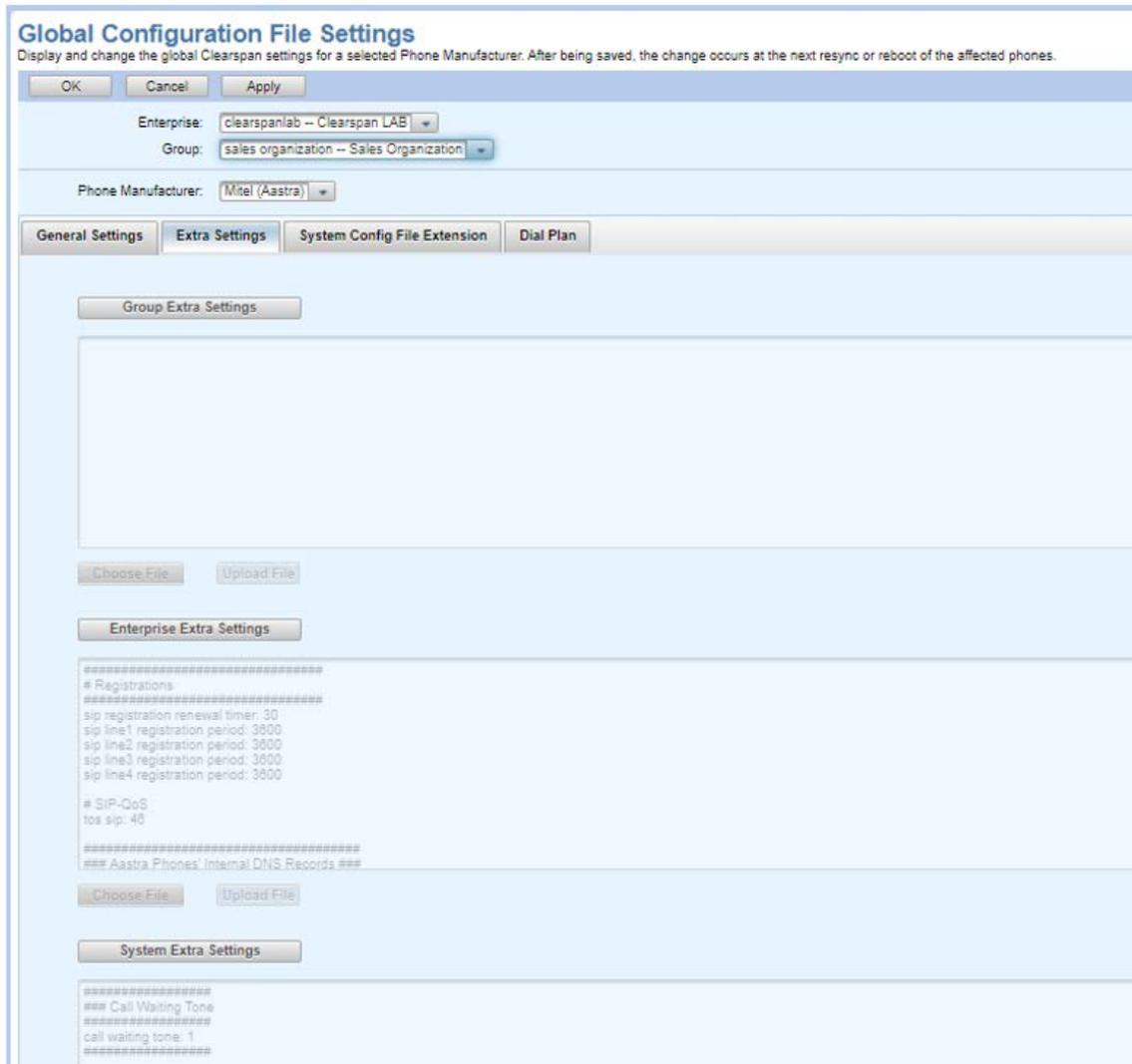


Figure 38: Global Extra Settings for Mitel Phones

OpEasy analyzes the Group, Enterprise, or System Extra Settings to determine if the parameters in the Extra Settings are being overridden by the General Settings or Dial Plan Settings. If parameters that correspond to any of the General Settings or Dial Plan Settings are found in the Global Extra Settings, then the **Global Configuration File Settings: Extra Settings Audit Results** page is displayed, indicating the extra settings parameters that conflict with the Global Settings configuration.

### Global Configuration File Settings: Extra Settings Audit Results

Display of the results of an audit of the Group Extra Settings to determine if any content configured in Extra Settings is in conflict with settings configured in the Group Global Settings.

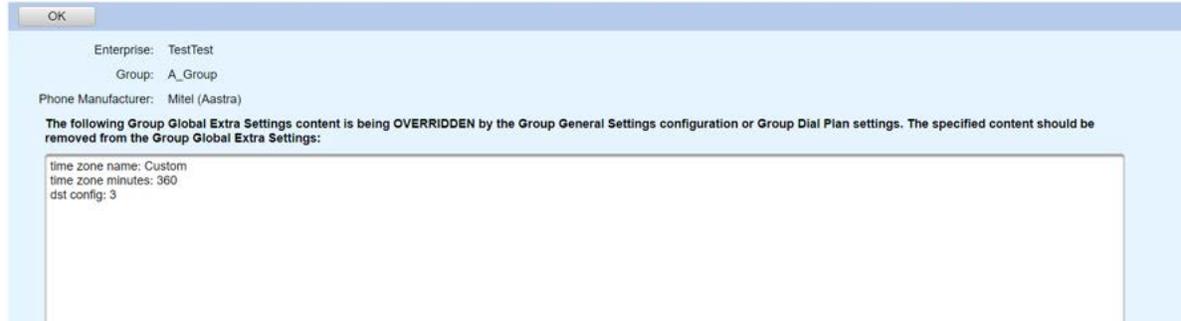


Figure 39: Global Configuration File Settings: Extra Settings Audit results page

## System Configuration File Extension

The System Configuration File Extension settings are an extension of the system-wide phone configuration file specific to each phone manufacturer (such as “startup.cfg” for Mitel phones).

This tab only appears for the following devices:

- Mitel – Settings extend the “startup.cfg” file.
- Polycom Phones – Settings extend the “sys.cfg” file.
- Panasonic Phones – Settings extend the “KX-TGP600.cfg” file.
- Cisco Phones

Just as with the phone configuration files, the settings on the Extension tab have a lower-priority than ALL other Global Settings (including Global Extra Settings) and Template Settings. However, the Extension tab settings have higher-priority than the settings in the phone configuration file being extended. Unlike changes to other Global Settings, when settings in the System Config File Extension tab are changed, the configuration file for all affected phones will NOT be rebuilt. Instead, the next time each phone’s configuration file is rebuilt, it will include the System Config File Extension settings.

## System, Enterprise, and Group Mitel Phone Global Settings

The Global Configuration File Settings page contains the following settings for Mitel phones:

- SIP Settings
  - Outbound Proxy
  - Use DNS SRV Lookup
  - Proxy Port (No Encryption) and Proxy Port (Encryption)
  - Encryption settings
  - Encryption Certificate File (Name for certificate file. Must be entered if Encryption is set to Required)
  - Subscription Time (as-feature-event).
- Time Settings
  - Time Server 1 are text fields that contain the FQDN/IP address of the Time Server.

- Time Server 2 are text fields that contain the FQDN/IP address of the Time Server.
- Time Server 3 are text fields that contain the FQDN/IP address of the Time Server.
- Time Zone
- Device Settings
  - LAN Port Mode
  - Admin Password. Valid password characters are a-z, A-Z, 0-9, or special characters – (dash), \_ (underscore), (period), or @ (at symbol).
  - Confirm Admin Password
  - User Password. Valid password characters are a-z, A-Z, 0-9, or special characters – (dash), \_ (underscore), (period), or @ (at symbol).
  - Confirm User Password
  - Web Interface enables/disables the web interface for the phone
  - Phone Lock enables/disables the ability to lock the phone
- Voice Codecs
  - Voice Codec #1 (highest priority)
  - Voice Codec #2
  - Voice Codec #3
  - Voice Codec #4 (lowest priority).
- Quality Monitoring
  - Quality Monitoring
  - Collector Server Address. The Collector Server Address is the fully qualified domain name
  - Collector Server Port
- General Settings
  - If Static Call Park/Pickup is enabled, Park and Pickup keys appear on the phone automatically without the need to specifically define a Park or Pickup key. If you enable this setting when those keys are also defined, then two Park/Pickup keys appear on the phone.
  - Conference Server is the conference server to be used for conference calls. The drop-down-list shows all configured conference servers.
  - Firmware Server is a text field that contains the location of the firmware to be loaded.
  - Image Server is a text field that contains the URI of the image server where pictures are stored for the display on the phone during incoming and outgoing calls, in the Directory, Received Callers list, and Outgoing Redial List entries. This applies to 6867i, 6869i, 6873i series phones and 6900 series phones. The requirements for the file are as follows:
    - Pictures must be PNG format
    - 150x150 pixels
    - 24 or 32-bit color
    - Filenames must be stored using the phone number as the filename (for example, 9995551234.png)
  - Upload System Info on Crash
  - Upload System Info Server contains the location where the phone sends the system and crash files (server.cfg, local.cfg, and crash.gz) if Upload System Info On Crash is enabled.

- Directory Settings
  - Resync Start Time (00:00 - 23:59)
  - Resync Frequency (1 - 364 days)
  - Resync Window length (120 - 1439 mins)
- 6800/6900 Held Settings
  - Select **Use Enterprise Setting** for Held Settings
  - Enter the server details in the **Server** field
  - Enter the account name in the **Account Name** field
  - Enter the account id in the **Account ID** field
  - Enter public certificate in the **Public cert** field
  - Enter private certificate in the **Private cert** field

### Global Configuration File Settings

Display and change the global Clearspan settings for a selected Phone Manufacturer. After being saved, the change occurs at the next resync or reboot of the affected phones.

Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Group: Group\_Pronto -- Pronto's Group

Phone Manufacturer: Mitel (Astra)

Rebuild Status: No rebuilds pending in Group.

Group Settings	Enterprise Settings	System Settings
<p><b>SIP Settings</b></p> <p>Outbound Proxy: <input type="checkbox"/> Use Enterprise Setting                      PoppyPronto.com</p> <p>Proxy Port (No Encryption): <input type="text"/>                      Proxy Port (Encryption): <input type="text"/></p> <p>Encryption (TLS/SRTP): (Use Enterprise Setting)</p> <p>Encryption Certificate File: <input type="text"/>                      Encryption WARNING: Configure encryption in the network first.</p> <p>Subscription Time: <input checked="" type="checkbox"/> Use Enterprise Setting                      (as-feature-event)</p>	<p><input type="checkbox"/> Use System Setting                      172.20.211.10</p> <p><input checked="" type="checkbox"/> Use DNS SRV Lookup                      5082                      5081                      Not Allowed                      sonussbc.pem</p> <p><input type="checkbox"/> Use System Setting                      382</p>	<p><input type="checkbox"/> Use System Setting                      tb20sbc.cslab.mitel.com</p> <p><input checked="" type="checkbox"/> Use DNS SRV Lookup</p> <p>380</p>
<p><b>Time Settings</b></p> <p>Time Server Settings: <input checked="" type="checkbox"/> Use Enterprise Setting</p> <p>Time Server 1: <input type="text"/>                      Time Server 2: <input type="text"/>                      Time Server 3: <input type="text"/>                      Time Zone: (Use Enterprise Setting)</p>	<p><input checked="" type="checkbox"/> Use System Setting</p> <p>(User Time Zone)</p>	<p><input type="checkbox"/> Use System Setting</p> <p>172.20.209.31                      172.20.208.41                      172.20.209.32                      (GMT-06:00) (US) Central Time</p>
<p><b>Device Setting</b></p> <p>LAN Port Mode: (Use Enterprise Setting)</p> <p>Admin Password: <input checked="" type="checkbox"/> Use Enterprise Setting Password                      Admin Password: <input type="text"/>                      Confirm Admin Password: <input type="text"/></p> <p>User Password: <input checked="" type="checkbox"/> Use Enterprise Setting Password                      User Password: <input type="text"/>                      Confirm User Password: <input type="text"/></p> <p>Web Interface: (Use Enterprise Setting)                      Phone Lock: (Use Enterprise Setting)</p>	<p>Auto</p> <p><input type="checkbox"/> Use System Setting Password                      *****                      *****</p> <p><input type="checkbox"/> Use System Setting Password                      *****                      *****</p> <p>(Use System Setting)                      (Use System Setting)</p>	<p>Auto</p> <p>*****                      *****                      *****                      *****</p> <p>Enabled                      Allow Use of Phone Lock</p>
<p><b>Voice Codes</b></p> <p>Voice Codec Setting: <input checked="" type="checkbox"/> Use Enterprise Setting</p> <p>Voice Codec #1: (None) (highest priority)                      Voice Codec #2: (None)                      Voice Codec #3: (None)                      Voice Codec #4: (None) (lowest priority)</p>	<p><input checked="" type="checkbox"/> Use System Setting</p> <p>(None) (highest priority)                      (None)                      (None)                      (None) (lowest priority)</p>	<p><input type="checkbox"/> Use System Setting</p> <p>G711 u-law (highest priority)                      G729A                      G722                      (None) (lowest priority)</p>
<p><b>Quality Monitoring</b></p> <p>Quality Monitoring: (Use Enterprise Setting)</p> <p>Collector Server Address: <input type="text"/>                      Collector Server Port: 5080</p>	<p>Off</p> <p>poppyppop@labval.mitel.com                      5080</p>	<p>On</p> <p>telcheny@tb20hq.aastra.com                      5080</p>
<p><b>General Settings</b></p> <p>Static Call Park/Pickup: (Use Enterprise Setting)</p> <p>Conference Server: (Use Enterprise Setting)</p> <p>Firmware Server: <input checked="" type="checkbox"/> Use Enterprise Setting  <input type="text"/></p> <p>Image Server: <input checked="" type="checkbox"/> Use Enterprise Setting  <input type="text"/></p> <p>Upload System Info On Crash: (Use Enterprise Setting)                      Upload System Info Server: <input type="text"/></p>	<p>Enabled</p> <p>Aastra - conference@%B%HOST-1%</p> <p><input type="checkbox"/> Use System Setting                      http://tb20ems.cslab.mitel.com/web/MitelFW3.3.1.43</p> <p><input type="checkbox"/> Use System Setting                      http://172.20.208.41/DN_images                      (Use System Setting)</p>	<p>Enabled</p> <p>Aastra - conference@%B%HOST-1%</p> <p>https://tb20ems.cslab.mitel.com/web/MitelFW3.3.1.4</p> <p>Disabled</p>
<p><b>Directory Settings</b></p> <p>Directory Settings: <input checked="" type="checkbox"/> Use Enterprise Setting</p> <p>Resync Start Time: (00:00-23:59)                      Resync Frequency: (1-384 days)                      Resync Window Length: (120-1439 mins)</p>	<p><input checked="" type="checkbox"/> Use System Setting</p> <p><input type="text"/>  <input type="text"/>  <input type="text"/></p>	<p><input type="checkbox"/> Use System Setting</p> <p>00:00                      1                      120</p>

Figure 40: Global Configuration File Settings Page – Mitel Phones

### System, Enterprise, and Group Mitel MiVoice Conference Phone Global Settings

The Global Configuration File Settings page contains the following settings for Mitel MiVoice phones:

- SIP Settings
  - Outbound Proxy
  - Use DNS SRV Lookup
  - Outbound Proxy Port
- Time Settings
  - Time Server
  - Time Zone
- Voice Codecs
  - Voice Codec #1 (highest priority),
  - Voice Codec #2
  - Voice Codec #3
  - Voice Codec #4 (lowest priority)
- General Settings
  - Firmware Server is a text field that contains the location of the firmware to be loaded.

### System, Enterprise, and Group Mitel Dect-112 Global Settings

The Global Configuration File Settings page contains the following settings for Mitel DECT-112 devices:

- SIP Settings
  - Outbound Proxy (enter the Outbound Proxy server address)
  - Use DNS SRV Lookup
  - Proxy Port
  - Encryption Settings
  - Subscription Time
- Time Settings
  - Time Server
  - Time Zone
- Device Settings
  - Admin Password (Valid password may contain text with a maximum of 15 characters)
  - Confirm Admin Password
  - Handset Registration Code - If not configured, the Handset Registration Code will be populated.
  - Hotel Mode (Phone Lock)
  - Repeater 1 with enable and disable options

- Repeater 2 with enable and disable options
- Repeater 3 with enable and disable options
- General Settings
  - Firmware Server Settings
  - Firmware file server location
  - Base Station/Handset Firmware Version
  - Base Station/Handset Firmware Branch
  - Repeater Firmware Version
  - Repeater Firmware Branch are entered when the Firmware Server Settings is not selected to use the higher-level setting



**Note:** The base station file, and the handset firmware file version and branch must be the same.

## System, Enterprise, and Group AudioCodes Global Settings

The Global Configuration File Settings page contains the following settings for AudioCodes MP-1xx devices:

- SIP Settings
  - External Proxy
  - Proxy Port (No Encryption)
  - Proxy Port (Encryption)
  - External Backup Proxy 1
  - External Backup Proxy 2
  - External Backup Proxy 3
  - External Backup Proxy 4
  - Local SIP Port
  - Local SIP TLS Port
  - Encryption (TLS/SRTP) settings for Group and Enterprise Settings
  - Encryption Certificate File (Name for certificate file. Must be entered if Encryption is set to Required)
- Stand-Alone Survivability
  - Local SIP Port
  - Local SIP TLS Port
  - SAS Local SIP Port
  - SAS Local SIP TLS Port
  - SAS Default Gateway Settings
  - SAS Default Gateway
  - SAS Default Gateway Port
- DNS Servers
  - DNS Server Settings
  - Primary DNS Server

- Secondary DNS Server
- Time Settings
  - Time Server Settings
  - Time Server
  - Backup Time Server
  - Time Zone
- Device Settings
  - LAN Port Mode
- Voice Codecs
  - Voice Codec Settings
  - Voice Codec #1 (highest priority)
  - Voice Codec #2
  - Voice Codec #3
  - Voice Codec #4 (lowest priority)
- SNMP Settings
  - SNMP Traps
  - SNMP Server 1
  - SNMP Server 2
  - SNMP Server 3
  - SNMP Server 4
  - SNMP Server 5
- Quality Monitoring
  - Quality Monitoring (Session Only or Session and Periodic)
- General Settings
  - Conference Server is the conference server to be used for conference calls. The drop-down list shows all configured conference servers.

## System, Enterprise, and Group Media5 Global Settings

The Global Configuration File Settings page contains the following settings for Medi5 devices:

- SIP Settings
  - Outbound Proxy server address
  - Proxy Port (No Encryption)
  - Proxy Port (Encryption)
  - Encryption (TLS/SRTP)
- DNS Servers
  - DNS Server Settings
  - DNS Server 1
  - DNS Server 2

- DNS Server 3
- DNS Server 4
- Time Settings
  - Time Server 1
  - Time Server 2
  - Time Server 3
  - Time Server 4
  - Time Zone
- Device Settings
  - Admin Password
  - Confirm Admin Password
  - Public Password
  - Confirm Public Password
- Voice Codecs
  - Voice Codec Settings
  - Voice Codec #1
  - Voice Codec #2
- SNMP Settings
  - SNMP Traps
  - SNMP Server 1
  - SNMP Server 2
  - SNMP Server 3
  - SNMP Server 4
  - SNMP Server5
- Quality Monitoring
  - Quality Monitoring
  - Collector Server Address
- General Settings
  - Conference server
  - Firmware version for all types of Mitel Media5/Media5 devices
    - TA7102 / 4102
    - TA7104 / C710/ C775
    - TA7108 / C711
    - GX Gateway 24FXS / S724

## System, Enterprise, and Group CS Engage/Clearspan Communicator - Desktop Global Settings

The Global Settings: Clearspan Communicator pages contain the following settings for Clearspan Communicator devices:

- SIP Settings
  - Outbound Proxy
  - Use DNS SRV Lookup
  - Proxy Port (No Encryption)
  - Proxy Port (Encryption)
  - Encryption (TLS/SRTP)
- Codecs
  - Adaptive Quality (Mobile and Tablet only)
  - Voice Codec Setting
  - Voice Codec #1 (highest priority),
  - Voice Codec #2
  - Voice Codec #3
  - Voice Codec #4
  - Voice Codec #5 (lowest priority)
- Quality Monitoring (NOT applicable to CS Engage)
  - Quality Monitoring
  - Collector Server Address. The Collector Server Address is the fully qualified domain name
  - Collector Server Port
- Miscellaneous (NOT applicable to CS Engage)
  - Emergency Number List (Desktop and S4B only). Select **Use Enterprise Settings** or enter the list of emergency numbers separated by commas. The Emergency Calling feature can be enabled or disabled in the template.
- General Settings (NOT applicable to Communicator Desktop)
  - Unified Call History

## System, Enterprise, and Group UC ONE/CS Engage Global Settings

An Admin has to select UC One/CS Engage - Mobile/Tablet in the Global settings. The Global Configuration File Settings page contains the following settings for UC One or CS Engage - Mobile/Tablet:

- SIP Settings
  - Outbound Proxy
  - Use DNS SRV Lookup
  - Proxy Port (No Encryption)
  - Proxy Port (Encryption)

- Encryption (TLS/SRTP)
- Codecs
  - Voice Codec Setting
  - Voice Codec #1 (highest priority),
  - Voice Codec #2
  - Voice Codec #3
  - Voice Codec #4
  - Voice Codec #5 (lowest priority)
- Quality Monitoring (NOT applicable to CS Engage)
  - Quality Monitoring
  - Collector Server Address
  - Collector Serve Port
- General Settings (NOT applicable to Communicator Desktop)
  - Unified Call History

## System, Enterprise, and Group Clearspan Mobile/Tablet Global Settings

The Global Configuration File Settings page contains the following settings for Clearspan mobile and tablet:

- SIP Settings
  - Outbound Proxy
  - Use DNS SRV Lookup
  - Proxy Port (No Encryption)
  - Proxy Port (Encryption)
  - Encryption (TLS/SRTP)
  - Subscription Time
- Codecs
  - Voice Codecs Setting
  - Voice Codec #1 (highest priority)
  - Voice Codec #2
  - Voice Codec #3
  - Voice Codec #4
  - Voice Codec #5 (lowest priority)
- Quality Monitoring
  - Quality Monitoring
  - Collector Server Address. The Collector Server Address is the fully qualified domain nameF
  - Collector Server Port

### System, Enterprise, and Group Grandstream Global Settings

The Global Configuration File Settings page contains the following settings for Grandstream:

- SIP Settings
  - Outbound Proxy
  - Outbound Proxy 1
  - Outbound Proxy 2
  - Proxy Port (No Encryption)
  - Proxy Port (Encryption)
  - Encryption (TLS/SRTP)
- Time Settings
  - Time Server Settings
  - Time Server
  - Time Zone
- Device Settings
  - Keypad Access Mode
  - Admin Password
  - Confirm Admin Password
  - User Password
  - Confirm User Password
- Video Codec Settings
  - Voice Codec Setting
  - Voice Codec #1 (highest priority)
  - Voice Codec #2
  - Voice Codec #3 (lowest priority)
- General Settings
  - Firmware Version

### Dial Plans

A dial plan is the expected sequence of digits dialed from a phone to make calls or activate certain features. The Global Settings: Dial Plans page allows you to view or change the dial plans at the System, Enterprise, or Group level, for a selected Phone Manufacturer. This setting is available for Mitel, MiVoice, Media5 and AudioCodes devices.



**Note:** For information about Dial Plans specific to Panasonic, Polycom and Cisco phones, refer to the Appendices of this guide.

### Mitel Phones

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Select **Global Settings** from the Phone Templates menu. The Global Configuration File Settings page opens.

3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Select Mitel phone from the **Phone Manufacturer**. The available manufacturers depend on the device types configured for the Enterprise.
5. Click the **Dial Plan** tab. The Dial Plan page is displayed.

**Global Configuration File Settings**  
Display and change the global Clearspan settings for a selected Phone Manufacturer. After being saved, the change occurs at the next resync or reboot of the affected phones.

Enterprise: Moorehouse -- Moore Enterprises of Texas  
Group: Relyks  
Phone Manufacturer: Mitel (Aastra)

General Settings | Extra Settings | System Config File Extension | **Dial Plan**

Refresh | Line Mode

**Group Dial Plan**

Dial Plan Settings:  Use Enterprise Setting  
Digit Timeout: 4 seconds

Clear | Copy | Paste

Enterprise Dial Plan

Dial Plan Settings:  Use System Setting  
Digit Timeout: 4 seconds

System Dial Plan

Digit Timeout: 4 seconds

qwertyui

**Mitel Phone Dial Plan**

Enter a dial plan consisting of one or more digit patterns. When in Block Mode, the digit patterns must be separated by a | symbol, such as [01]XXX[09XXXXXXXXXX]XX. When in Line Mode, each digit pattern is displayed on a separate line and the administrator only needs to enter the | symbol when entering more than one digit pattern on a line. Otherwise, OpEasy automatically adds the | symbol between the digit patterns.

Use the following in the digit patterns:

**Figure 41: Global Configuration File Settings: Dial Plans Tab for Mitel Phones**

6. Click the **Group Dial Plan**, **Enterprise Dial Plan** or the **System Dial Plan** to modify the dial plans.
  - Use the **Clear** button to delete a dial plan.
  - Use the **Copy** and **Paste** buttons to copy an existing dial plan to another field.
  - Use the **Line Mode** and **Block Mode** buttons to toggle between the two format views.
  - Enter or change the **Digit Timeout** values as required. The Digit Timeout is the time that the phone waits between key presses before timing out and returning to the idle state.

If values are entered in multiple fields, Enterprise settings take precedence over System settings, Group settings take precedence over System and Enterprise settings, and phone template Extra Settings take precedence over all others.

7. Dial Plan changes might also require changes to the configuration settings in the Phone Number Formatting phone application. Contact your system administrator. If modifications have been made, click **OK**. If no modifications have been made, or you want to cancel your changes, click **Cancel**.

## Mitel MiVoice

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Select **Global Settings** from the Phone Templates menu. The Global Configuration File Settings page opens.
3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Select Mitel MiVoice from the **Phone Manufacturer**. The available manufacturers depend on the device types configured for the Enterprise.
5. Click the **Dial Plan** tab. The Dial Plan page is displayed.

**Global Configuration File Settings**  
Display and change the global Clearpass settings for a selected Phone Manufacturer. After being saved, the change occurs at the next resync or reboot of the affected phones.

OK Cancel Apply

Enterprise: Moorehouse -- Moore Enterprises of Texas  
Group: Relyks  
Phone Manufacturer: Mitel MiVoice

General Settings Extra Settings **Dial Plan**

Refresh Line Mode

**Group Dial Plan**

Dial Plan Settings:  Use Enterprise Setting

Clear Copy Paste

Enterprise Dial Plan

Dial Plan Settings:  Use System Setting

System Dial Plan

1100x,2100x,3200x,3100x,3200x,33000x,3400x,3500x,3600x,3700x,3800x,3900x,4000x,5x,872555x000x,820000000000x,830000000000x,840000000000x,850000000000x,860000000000x,870000000000x,880000000000x,890000000000x,812000000000x,813000000000x,814000000000x,815000000000x,816000000000x,817000000000x,818000000000x,819000000000x,811#00x,\*0x

Mitel MiVoice Phone Dial Plan

**Figure 42: Global Configuration File Settings: Dial Plans Tab for Mitel MiVoice**

6. Click the **Group Dial Plan**, **Enterprise Dial Plan** or the **System Dial Plan** to modify the dial plans.
  - Use the **Clear** button to delete a dial plan.
  - Use the **Copy** and **Paste** buttons to copy an existing dial plan to another field.
  - Use the **Line Mode** and **Block Mode** buttons to toggle between the two format views.

If values are entered in multiple fields, Enterprise settings take precedence over System settings, Group settings take precedence over System and Enterprise settings, and phone template Extra Settings take precedence over all others.

7. Dial Plan changes might also require changes to the configuration settings in the Phone Number Formatting phone application. Contact your system administrator. If modifications have been made, click **OK**. If no modifications have been made, or you want to cancel your changes, click **Cancel**.

## Grandstream Phones

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.

2. Select **Global Settings** from the Phone Templates menu. The Global Configuration File Settings page opens.
3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Select Grandstream from the **Phone Manufacturer**. The available manufacturers depend on the device types configured for the Enterprise.
5. Click the **Dial Plan** tab. The Dial Plan page is displayed.

**Global Configuration File Settings**  
Display and change the global Clearspan settings for a selected Phone Manufacturer. After being saved, the change occurs at the next resync or reboot of the affected phones.

OK Cancel Apply

Enterprise: Bulk Provisioning -- Lab Val, Inc  
Group: Group\_G -- Group, Gevel

Phone Manufacturer: Grandstream

General Settings Extra Settings **Dial Plan**

Refresh Block Mode

Group Dial Plan

Dial Plan Settings:  Use Enterprise Setting

Enterprise Dial Plan

Dial Plan Settings:  Use System Setting

System Dial Plan

1000X  
15-8000X  
330000X  
800000000000X  
800000000000X  
470000000000X  
800000000000X

**Figure 43: Global Configuration File Settings: Dial Plans Tab for Grandstream**

6. Click the **Group Dial Plan**, **Enterprise Dial Plan** or the **System Dial Plan** to modify and enter the number for the dial plans.
7. Dial Plan changes might also require changes to the configuration settings in the Phone Number Formatting phone application. Contact your system administrator. If modifications have been made, click **OK**. If no modifications have been made, or you want to cancel your changes, click **Cancel**.

## Media5

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.

2. Select **Global Settings** from the Phone Templates menu. The Global Configuration File Settings page opens.
3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Select Media5 from the **Phone Manufacturer**. The available manufacturers depend on the device types configured for the Enterprise.
5. Click the **Dial Plan** tab. The Dial Plan page is displayed.

**Global Configuration File Settings**  
Display and change the global Clearspan settings for a selected Phone Manufacturer. After being saved, the change occurs at the next resync or reboot of the affected phones.

OK Cancel Apply

Enterprise: Moorehouse -- Moore Enterprises of Texas  
Group: Relixs  
Phone Manufacturer: Media5

General Settings Extra Settings **Dial Plan**

Refresh

Group Dial Plan

Dial Plan Settings:  Use Enterprise Setting

Dial Plan 1 (Emergency):  
Dial Plan 2:  
Dial Plan 3:  
Dial Plan 4:  
Dial Plan 5:  
Dial Plan 6:  
Dial Plan 7:  
Dial Plan 8:  
Dial Plan 9:  
Dial Plan 10:

**Enterprise Dial Plan**

Dial Plan Settings:  Use System Setting

Dial Plan 1 (Emergency):  
Dial Plan 2:  
Dial Plan 3:  
Dial Plan 4:  
Dial Plan 5:  
Dial Plan 6:  
Dial Plan 7:  
Dial Plan 8:  
Dial Plan 9:  
Dial Plan 10:

System Dial Plan

Dial Plan 1 (Emergency):  
Dial Plan 2:  
Dial Plan 3:  
Dial Plan 4:  
Dial Plan 5:  
Dial Plan 6:

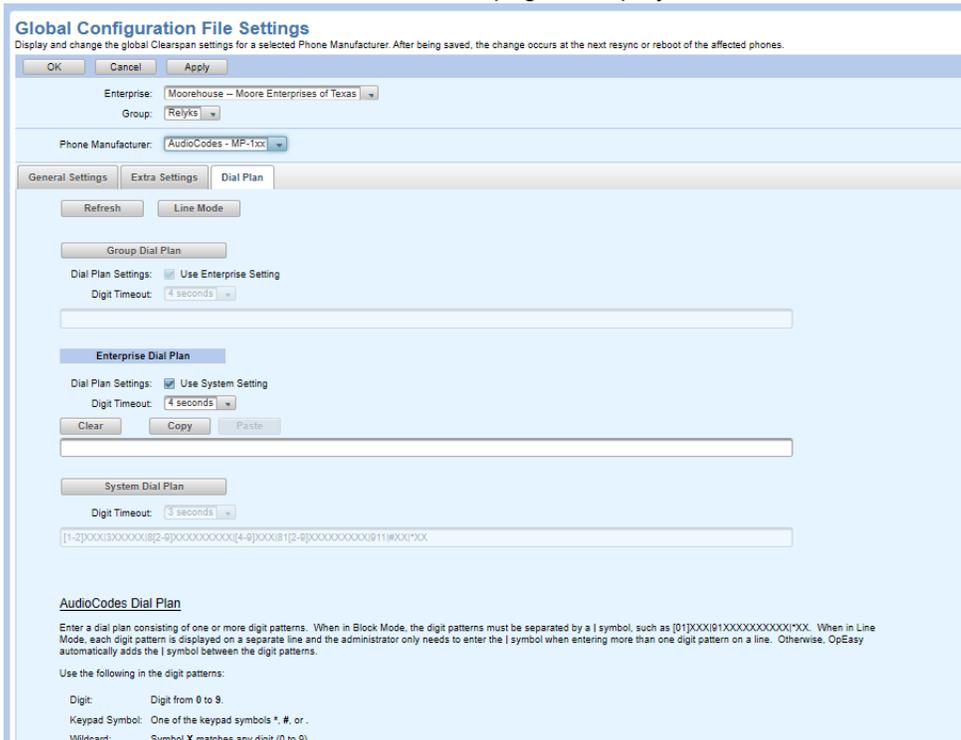
**Figure 44: Global Configuration File Settings: Dial Plans Tab for Media5**

6. Click the **Group Dial Plan**, **Enterprise Dial Plan** or the **System Dial Plan** to modify and enter the number for the dial plans.
7. Dial Plan changes might also require changes to the configuration settings in the Phone Number Formatting phone application. Contact your system administrator. If modifications have been made, click **OK**. If no modifications have been made, or you want to cancel your changes, click **Cancel**.

## AudioCodes

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.

2. Select **Global Settings** from the Phone Templates menu. The Global Configuration File Settings page opens.
3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Select Media5 from the **Phone Manufacturer**. The available manufacturers depend on the device types configured for the Enterprise.
5. Click the **Dial Plan** tab. The Dial Plan page is displayed.



**Figure 45: Global Configuration File Settings: Dial Plans Tab for AudioCodes**

6. Click the **Group Dial Plan**, **Enterprise Dial Plan** or the **System Dial Plan** to modify the dial plans.
  - Use the **Clear** button to delete a dial plan.
  - Use the **Copy** and **Paste** buttons to copy an existing dial plan to another field.
  - Use the **Line Mode** and **Block Mode** buttons to toggle between the two format views.
  - Enter or change the **Digit Timeout** values as required. The Digit Timeout is the time that the phone waits between key presses before timing out and returning to the idle state.

If values are entered in multiple fields, Enterprise settings take precedence over System settings, Group settings take precedence over System and Enterprise settings, and phone template Extra Settings take precedence over all others.

7. Dial Plan changes might also require changes to the configuration settings in the Phone Number Formatting phone application. Contact your system administrator. If modifications have been made, click **OK**. If no modifications have been made, or you want to cancel your changes, click **Cancel**.

## Server Addresses

### Viewing EMS Addresses

Each Phone Template is assigned an EMS Server address, which is used by the Soft Keys. You can view the EMS Server addresses that have been set up by your administrator.

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Click **Server Addresses** from the menu tree, or click **Server Addresses** from the Phone Templates menu. Then click **EMS Server Addresses**. The EMS Addresses page opens. The current EMS servers are displayed in the list.

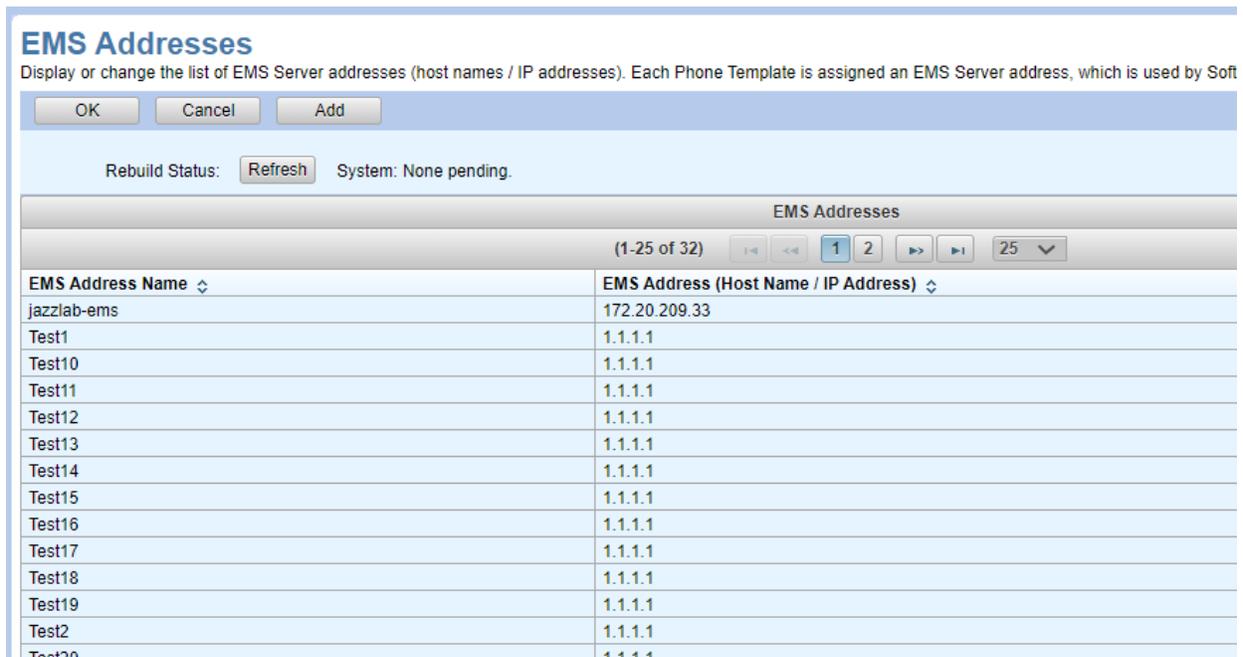


Figure 46: Phone Templates Page - EMS Addresses

3. Click **OK**.

### Viewing Conference Server Addresses

You can display the list of available Conference Server addresses (host names/IP addresses) that have been set up by your administrator.

1. From the main menu, select **Provisioning**, and then select **Phone Templates**.
2. Click **Server Addresses** from the menu tree, or click **Server Addresses** from the Phone Templates menu. Then click **Conference Server Addresses**. The Conference Server Addresses page opens. The current Conference Servers are displayed in the list.



Figure 47: Phone Templates Page – Conference Server Addresses

3. Click **OK**.

---

# Phone Management

---

Phone Management allows you to view, add, modify, and restart phone devices. Phone Templates must already exist.

## Third Party Phone Support

You can use OpEasy to configure certain Third Party phones when the 3<sup>rd</sup> Party system license for Clearspan is installed. Refer to the appendix of this guide for more information about using OpEasy to provision Third Party phones.

## Viewing Phone Device Templates

To view existing Phone Templates:

1. From the main menu, select **Provisioning**, and then select **Phone Management**. The Phone Management page is displayed.
2. Select the **Enterprise** from the drop down list.
3. Select the **Group** from the drop-down list.
4. Select the **Device Level** from the drop-down lists to search for System, Enterprise or Group.
5. Click **Search** to view all the Devices or enter the Search parameters to filter the Search. A list of phone devices is displayed.

If the Enterprise and Group are not selected, then one of the following criteria can be used to search for a device:

- Device Name
  - Device Type using Equal To(Cannot be Contains or Starts with)
  - MAC Address
  - User ID
  - User: Last Name
  - User: First Name
  - User: Phone Number
  - User: Extension
6. Select a Phone device. Click the **View** button next to the Template column, in the row of the phone device for which you want to view the template. The Phone Management: Phone Template page is displayed.



---

### Notes:

- All the Aastra phones are now known as Mitel phones.
- Group-level devices use Group-level Global Settings.
- Enterprise-level devices use Enterprise-level Global Settings.



Figure 48: Viewing Phone Template Details

## Changing the Phone Template on a Device

1. From the main menu, select **Provisioning**, and then select **Phone Management**. The Phone Management page is displayed.

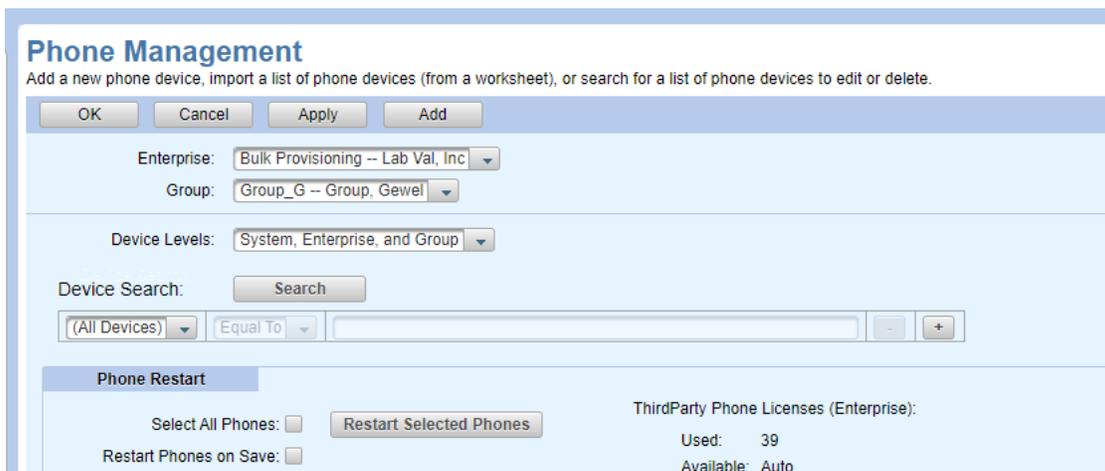


Figure 49: Phone Management Page

2. Select the **Enterprise** and **Group** from the Enterprise drop-down lists.
3. Select the Device Levels.
4. Click **Search** to view all the Devices, or enter Search parameters to filter the Search. A list of phone devices is displayed.
5. Select the new template from the Template drop-down list on the row of the selected phone device, as shown in the following example.

The screenshot shows the 'Phone Management' interface. At the top, there are buttons for 'OK', 'Cancel', 'Apply', and 'Add'. Below these are dropdown menus for 'Enterprise' (Bulk Provisioning -- Lab Val, Inc), 'Group' (Group\_G -- Group, Gewel), and 'Device Levels' (System, Enterprise, and Group). A 'Device Search' section includes a search button and a filter dropdown set to '(All Devices)'. The 'Phone Restart' section has checkboxes for 'Select All Phones' and 'Restart Phones on Save', and a 'Restart Selected Phones' button. To the right, 'ThirdParty Phone Licenses (Enterprise)' are shown as 'Used: 39' and 'Available: Auto'. The 'Display Options' section has checkboxes for 'Template Information' (checked) and 'Registration Status'. The main 'Phone Devices' table has 11 columns: Selected, Device Name, Device Level, OpEasy Managed 3rd Party Phone, Support Device, MAC Address, Device Type, Last, First, Phone Number, Type, and Template. Three rows are visible, with the second row selected. A dropdown menu is open for the 'Template' column of the selected row, showing options like '--ENT-31L\_DMS (Enterprise)' and '--31L\_DMS\_NameLabeling (Enterprise)'. The table footer indicates '(1-25 of 40)' devices.

**Figure 50: Changing Template for a Phone Device**

6. Check the **Restart Phones on Save** check box to restart the phone, if required.
7. Click **OK** or **Apply**.

### Phone Devices Table:

The Phone Devices Table in the Phone Management page by default displays Phone Information, Assigned User and Phone Number. The Template Name and Description are also listed.

This screenshot is identical to Figure 50 but highlights the 'Display Options' section with a red rectangle. The 'Template Information' checkbox is checked, and the 'Registration Status' checkbox is unchecked. The rest of the interface, including the 'Phone Devices' table and search filters, remains the same.

**Figure 51: Display Selection**

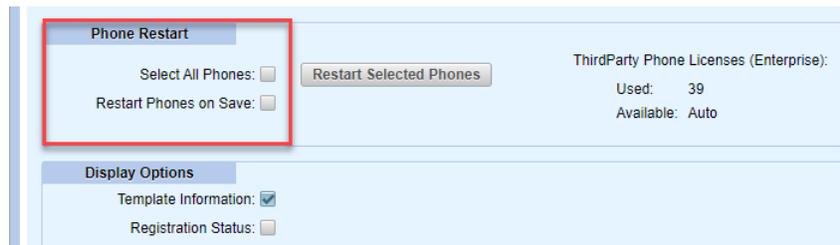
The Admin can view the Phone Information by unchecking the **Template Information** checkbox in the **Display Selection** section.

When the **Template Information** check box is unchecked, the Phone Devices table does not display the Template, View and Template Description columns.

When the **Registration Status** check box is checked, the System Level Registration (expires slowly) and User Agent Information (Model/Version) columns are displayed after the Device Type column.

Restarting Phone Devices

1. From the main menu, select **Provisioning**, and then select **Phone Management**. The Phone Management page is displayed.
2. Select the **Enterprise** and **Group** from the drop-down lists, if necessary.
3. Select the Device Levels.
4. Click **Search** to view all the Devices or enter Search parameters to filter the devices.
5. Restart Phone Devices by:
  - Select the **Select All Phones** check box to restart all the phones.
  - Select **Restart Phones on Save** to restart the selected phones when settings are saved.
  - Click **Restart Selected Phones** to restart only those phones where there is a check mark in the **Selected** column.



The screenshot shows a web interface with two main sections. The top section is titled "Phone Restart" and contains two checkboxes: "Select All Phones:" and "Restart Phones on Save:". To the right of these checkboxes is a button labeled "Restart Selected Phones". Further to the right, there is a section titled "ThirdParty Phone Licenses (Enterprise):" with two lines of text: "Used: 39" and "Available: Auto". The bottom section is titled "Display Options" and contains two checkboxes: "Template Information:" (which is checked) and "Registration Status:".

**Figure 52: Phone Restart and Display Selection Sections**

## Adding a Phone Device

You can add a phone, gateway, or communicator application device in Phone Management or under Users when adding or modifying a user. To add a device in Phone Management:

1. From the main menu, select **Provisioning** and then select **Phone Management**. The Phone Management page is displayed.
2. Click **Add**. The Phone Device Add page opens as shown in the following figure.



**Note:** If the Add button does not appear, then you are not authorized to add or delete devices.

**Figure 53: Phone Device Add Page**

3. Enter the **Device Name**.
4. Select the **Device Level** and **Device Type** from the drop-down lists.
5. Select the **Template** from the drop-down list. To view the template you selected, use the **View Template** button. Do not set Mitel, Polycom, Panasonic or Cisco phone templates to <None>. If an OpEasy template has not been created for those phone devices, set the value to <Default>.
6. In the Device Description section, enter a **Description** and **Serial Number** of the phone, both optional.
7. Enter the physical **Phone Location**.
8. The Device Configuration section includes the following:
  - Host Name/IP Address
  - Outbound Proxy
  - Stun Server
  - MAC Address



**Note:** The MAC Address (Device's MAC Address or Auto Install Device ID) field is required to identify the device and is needed only when the device is assigned to a User.

9. The **Transport Protocol** is "Unspecified" by default.
10. Enter the **ERL Record Name**.

If an Emergency Routing Service (ERS) is assigned to the selected enterprise, then a drop-down list is used to select an ERL for the phone device.

11. Enter the **VLAN ID**.

**Warning:** Modifying the VLAN ID may cause the phone to stop operating.

- The Encryption (TLS/SRTP) field displays the encryption status of the device, None appears in the field for devices that do not support encryption.  
Encryption Override can be used to override Encryption, Encryption Disabled or Encryption Disabled(Timed) or to turn the Override Off, Select None.



**Note:** An error is displayed when the number of ports exceeds the maximum number of encryption ports supported when the Encryption Settings is set to Required.

- The DECT 112 Configuration table is displayed only for Mitel DECT-112 Devices. Enter the Handset IPEI Number and the Handset Registration Code in the DECT 112 Configuration table. If the Handset Registration Code is not entered, then the default code 1539 is used.

Enter the repeater IPEI Numbers if repeaters have been enabled. The allowed values are alphanumeric characters with a maximum length of 10 characters.

- Click **Custom Tags** to configure the name and value of any custom tags for the device. Click **Add** or **Edit** on the Phone Custom Tags page to create or modify a custom tag.
- Click **OK\***.

Figure 54: Phone Custom Tags Add Page

- Click **Custom Rings** to customize the ring selections for each line on the device. Enable Define Custom Ring Tones, and then change any Selected Ring from the default to another ring tone.

Clearspan Line Position	Line User Id	Template Ring	Selected Ring
1	9722221062@labval.mitel.com	Ring 14	Ring 14
2		Ring 15	
3		Ring 2	
4		Ring 3	
5		Ring 4	

Figure 55: Phone Custom Rings Page

17. Click **OK\***.
18. Click **Manage Users** to view the details of the phone template and configure how users are assigned to a phone device as described in [Assigning, Removing, or Reordering Users on a Phone Device](#).

**Phone Device Modify: Manage Users**  
 Display the users assigned to a phone device and details of the associated phone template. Assign, Unassign, or Re-order Users on the phone device. \*Pressing OK does not save entered changes. To save the

OK\* Cancel

Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Group: Group\_G -- Group, Gewel

---

**Phone Device**

Device Name: 00\_FSH\_Phone\_\_67i      Template Name: Ent\_67L\_dms\_w\_Sidecar  
 Device Level: Group      Template Level: Enterprise  
 Device Type: Aastra 68871 (DMS)      Template Description: Enterprise 67i with ExpModule

---

**User Assignment**

Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Group: Group\_G -- Group, Gewel

(All Users) Equal To [ ] [ ] [ ]

Search for Users      Update the list of users in Select User below. (\* indicates an Alternate User ID)

Selection Type:  Ordered by Name (Last, First)     Ordered by Phone Number / Extension     Ordered by User ID

Select User: No Users Found

---

**Assigned Users**

Line Position	First Button	Ring	Last Name	First Name	Department	Phone Number	Extension	User ID	Line/Port
1	Line 1	Ring 14	FSH_1062	Flexible Seating Guest		972-222-1062	1062	9722221062@labval.mitel.com	9722221062.primary@labval.mitel.com
2	TSK1	Ring 15							

**Figure 56: Phone Management: Manage Users**

19. Click **OK\***.
20. Click **OK** again. The Phone Management page opens. The new device appears in the list.

## Modifying a Phone Device

1. From the main menu, select **Provisioning** and then select **Phone Management**. The Phone Management page is displayed.
2. Select the **Enterprise** and **Group** from the drop-down lists, if necessary.
3. Select the Device Levels.
4. Click **Search** to view all the Devices, or enter Search parameters to filter the Search.

The screenshot shows the 'Phone Management' interface. At the top, there are buttons for 'OK', 'Cancel', 'Apply', and 'Add'. Below these are several filter sections:
 

- Enterprise:** A dropdown menu with 'India -- Mitel India Lab' selected.
- Group:** A dropdown menu with 'BNG\_3 -- Bengaluru 3 NAT-AC-Single' selected.
- Device Levels:** A dropdown menu with 'System and Enterprise' selected.
- Device Search:** A section with a 'Search' button and a search input field. The input field has 'Device Name' selected in the dropdown and 'Contains' in the operator dropdown.
- Phone Restart:** A section with 'Select All Phones' and 'Restart Phones on Save' checkboxes, a 'Restart Selected Phones' button, and 'ThirdParty Phone Licenses (Enterprise)' information showing 'Used: 80' and 'Available: Auto'.
- Display Options:** A section with 'Template Information' (checked) and 'Registration Status' (unchecked) checkboxes.

Figure 57: Phone Device Search Example

5. Modify **Display Selection** by:

- Select the **Template Information** check box to include Phone Template information in the "Phone Devices" table.
- Select the **Registration Status** check box to include the Registration Status information in the "Phone Devices" table.



**Note:**

- Group-level devices use Group-level Global Settings.
- Enterprise-level devices use Enterprise-level Global Settings.

6. Click the **Edit** link in the row, or click anywhere in the row of the phone device you want to edit. The **Phone Device Modify** page appears.
7. Click **OK** to confirm the changes made.
8. Click **OK** or **Apply**.

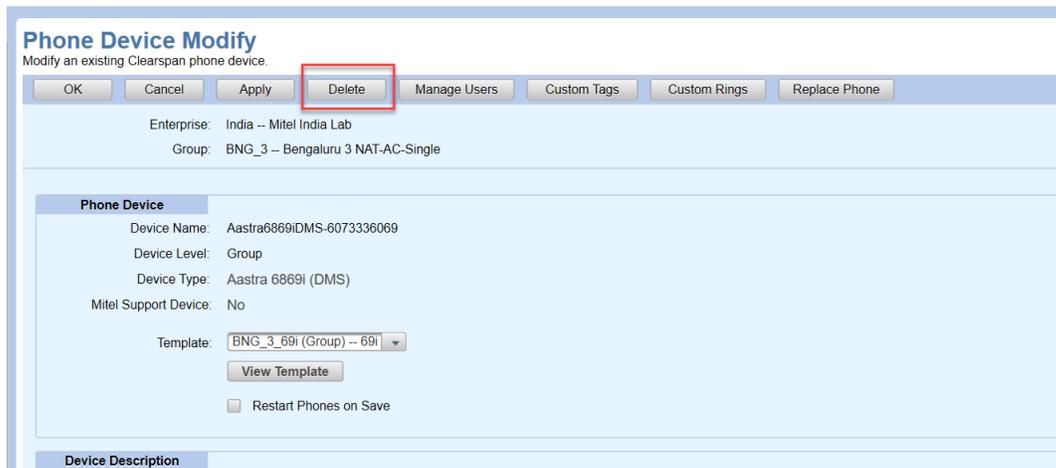
## Deleting a Phone Device



**Note:** The Delete button is not available for assigned Devices.

1. From the main menu, select **Provisioning** and then select **Phone Management**. The Phone Management page is displayed.
2. Select the **Enterprise** and **Group** from the drop-down lists, if necessary.
3. Select the Device Levels.
4. Click **Search** to view all the Devices or enter Search parameters to filter the Search.

5. Select a device without a User assigned and click the **Edit** link in the row or click anywhere in the row of the phone device you want to delete. The **Phone Device Modify** page is displayed with a Delete button.

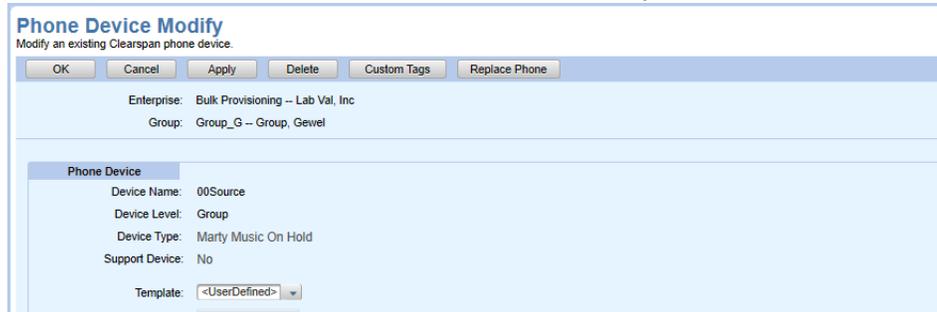


**Figure 58: Deleting a Phone Device**

6. Click the **Delete** button. A confirmation box is displayed.
7. Click **Yes**. The Device is removed from the Phone Devices table.

## Replacing a Phone Device

1. From the main menu, select **Provisioning** and then select **Phone Management**. The Phone Management page is displayed.
2. Select the **Enterprise** and **Group** from the drop-down lists, if necessary.
3. Select the Device Levels.
4. Click **Search** to view all the Devices, or enter Search parameters to filter the Search.



**Figure 59: Replace Phone**

5. Click the **Edit** link in the row, or click anywhere in the row of the phone device you want to edit or delete. The **Phone Device Modify** page appears.
6. Click **Replace Phone** to replace an existing phone with a new phone with the same model and functionality. The Replace Phone button takes you to the Replace Phone page.
7. Enter the MAC Address of the device or enter the Auto Install ID of the device.
8. For Polycom Phones, enter the Device Access User Name, Password and Confirm Password.

9. Click **OK**\*
10. Click **OK** or **Apply** to save the changes.

## Assigning, Removing, or Reordering Users on a Phone Device

1. From the main menu, select **Provisioning** and then select **Phone Management**. The Phone Management page is displayed.
2. Select the **Enterprise** and **Group** from the drop-down lists.
3. Select the Device Levels.
4. Click **Search** to view all the Devices, or enter Search parameters to filter the Search. A list of phone devices configured for this group appears.
5. Click the **Edit** link in the row, or click anywhere in the row of the phone device you want to edit. The **Phone Device Modify** page appears.

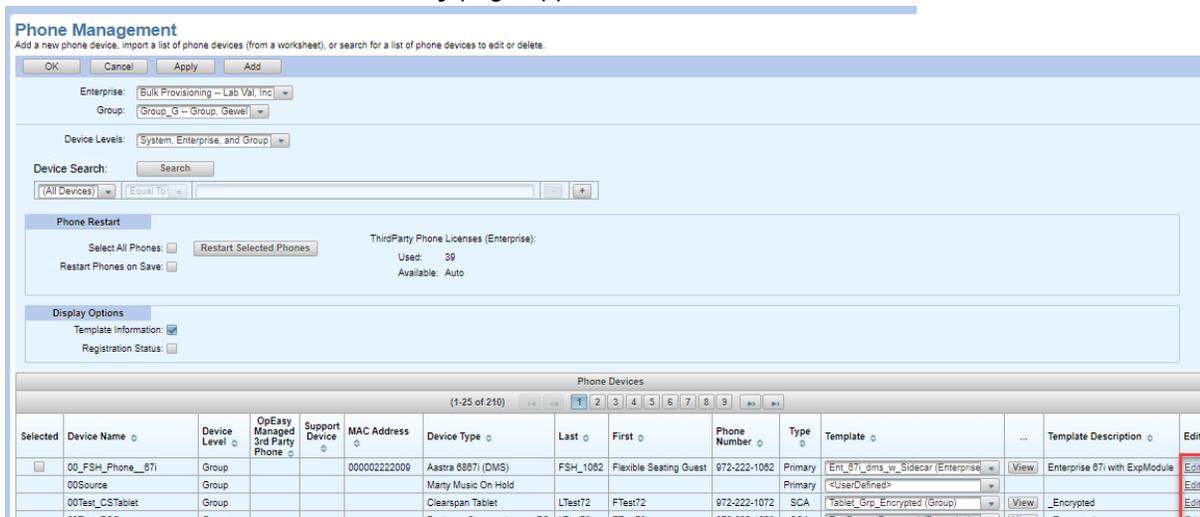


Figure 60: Selecting a Phone Device to Edit

6. On the Phone Device Modify page, click Manage Users.

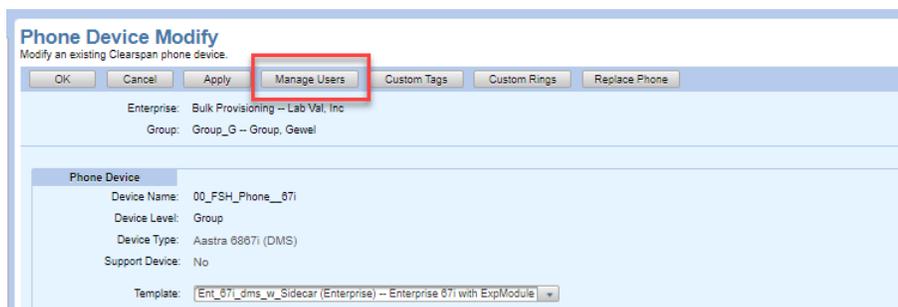


Figure 61: Phone Device Modify: Manage Users Button

7. The Phone Device Modify: Manage Users page opens, enabling you to add new users, remove users, replace users, or reorder users as described in the following sections.

## Assigning New Users to a Phone Device

Follow these steps to add a user to a phone device using Phone Management:

1. On the Manage Users page, Click **Search for Users** to view all the Available Users or enter Search parameters to filter the list of users in the drop-down.
2. Select the user you want to add from the **Select User** drop-down menu. You can choose to list users **Ordered by Name**, **Ordered by Phone Number/Extension**, or **Ordered by User ID**.

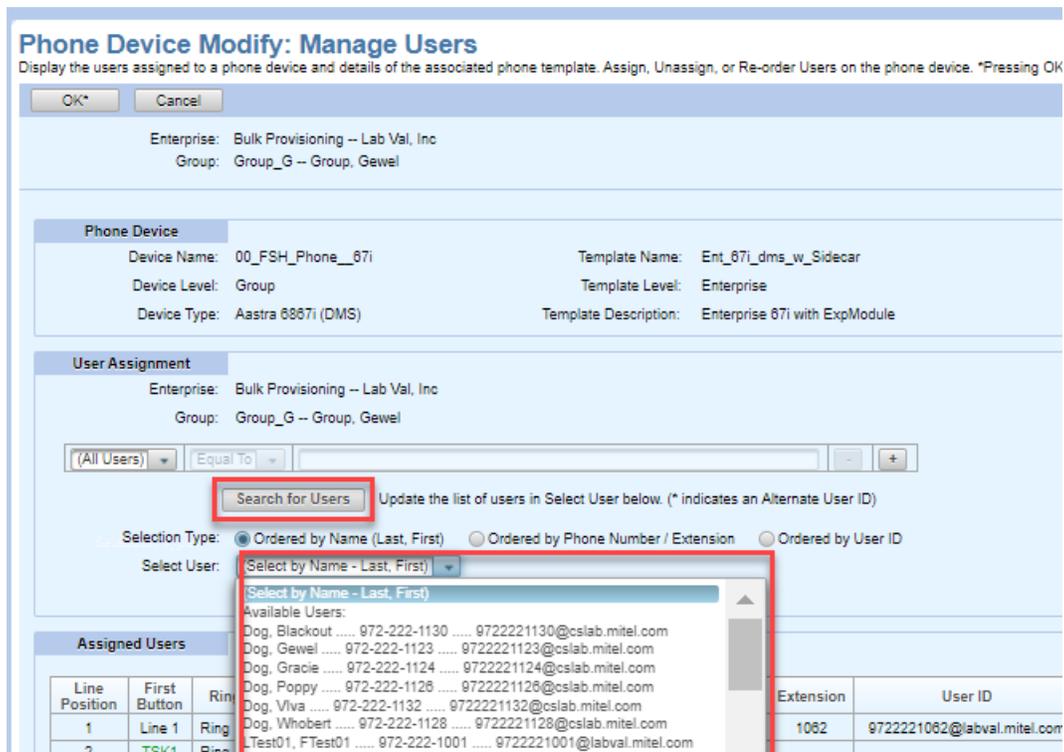


Figure 62: Manage Users: Select User

3. Configure the settings for the assignment
  - **SCA Device:**
    - Select SCA Device from the Endpoint Type drop-down list. If the Endpoint Type selection is grayed out, then it cannot be changed.
    - The line/Port is filled.
    - Enable or Disable the Shared Call Appearance, the SCA are enabled by default.
    - Select Allow Calls to Originated and Allow Calls to this Destination check boxes, both are checked by default.
    - Click the Show SCA Options button to change any of the following options for this SCA:
      - Alert All Shared Appearances for Click-to-Dial calls
      - Allow Call Retrieve from another location
      - Allow Multiple Concurrent Calls on the same shared line
      - Allow Bridging of Users on the same shared line

- Bridge Warning Tone for Barge-in



**Note:** Changing User SCA Options affects all of this user's SCA assignments, not just this one.

**Figure 63: Manage Users: New User Assignment**

- Choose to Insert the user or Replace another user with this one.
- Choose the Line Position for the new user.
- Click Add User.

**Figure 64: Manage Users: Line Position**

- For Primary Device:

## Assigning, Removing, or Reordering Users on a Phone Device

- Select Primary Device from the Endpoint Type drop-down list. If the Endpoint Type selection is grayed out, then it cannot be changed.
- The Line/Port is filled.
- Choose to Insert the user or Replace another user with this one.
- Choose the Line Position for the new user.
- Click Add User.

The Assigned Users table is updated, and the display shows the assignments.

**Assigned Users**

Line Position	First Button	Ring	Last Name	First Name	Department	Phone Number	Extension	User ID	Line/Port	Type	Enab
1	Line 1	Ring 14	FSH_1062	Flexible Seating Guest		972-222-1062	1062	9722221062@labval.mitel.com	9722221062.primary@labval.mitel.com	Primary	
2	TSK1	Ring 15									

**Phone Configuration Display (for reference only)**

Telephone Line	Line Position	Line Label	User Name	Phone Number	Extension	Ring
2	1	Flexible Seating Guest FSH_1062 / 1062	FSH_1062, Flexible Seating Guest	972-222-1062	1062	Ring 14
1	1	Flexible Seating Guest FSH_1062 / 1062	FSH_1062, Flexible Seating Guest	972-222-1062	1062	Ring 14

**Figure 65: Manage Users: Assigned User**

4. To change user assignment settings after adding a user, choose **Edit User Assignment** from the **Action** drop-down on that user's row in the Assigned Users table.

**Assigned Users**

Line Position	First Button	Ring	Last Name	First Name	Department	Phone Number	Extension	User ID	Line/Port	Type	Enabled	Action
1	Line 1	Ring 14	FSH_1062	Flexible Seating Guest		972-222-1062	1062	9722221062@labval.mitel.com	9722221062.primary@labval.mitel.com	Primary		(Change User)
2	TSK1	Ring 15										(Remove User) <b>Edit User Assignment</b> Remove User

**Figure 66: Assigned User - Edit User Assignment**

5. When you are done making changes, select **Save Edit** or **Cancel Edit**.

**Assigned Users**

Line Position	First Button	Ring	Last Name	First Name	Department	Phone Number	Extension	User ID	Line/Port	Type	Enabled	Action
1	Line 1	Ring 14	FSH_1062	Flexible Seating Guest		972-222-1062	1062	9722221062@labval.mitel.com	9722221062.primary@labval.mitel.com	Primary		(End Edit) <b>Save Edit</b> Cancel Edit
2	TSK1	Ring 15										

**Figure 67: Assigned User - Save Edit**

6. Click **OK\***. Click **OK** again.

## Removing or Reordering Users on a Phone Device

Follow these steps to remove or reorder users (SCA and Primary Device Users) on a phone device using Phone Management:

1. On the Manage Users page, in the Assigned user table use the **Action** drop-down menu at the end of a user's row to remove or move that user.

**Phone Device Modify: Manage Users**  
 Display the users assigned to a phone device and details of the associated phone template. Assign, Unassign, or Re-order Users on the phone device. \*Pressing OK does not save entered changes. To save the changes, press OK or Apply on a subsequent page.

Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Group: Group\_Pronto -- Pronto's Group

**Phone Device**  
 Device Name: 671\_Device\_UsingTheTemplate      Template Name: Ent\_671\_dms  
 Device Level: Group      Template Level: Enterprise  
 Device Type: Aastra 6897i (DMS)      Template Description: Enterprise 67i

**User Assignment**  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Group: Group\_Pronto -- Pronto's Group

(All Users) Equal To [ ] [ ] [ ]  
 Search for Users      Update the list of users in Select User below. (\* indicates an Alternate User ID)

Selection Type:  Ordered by Name (Last, First)     Ordered by Phone Number / Extension     Ordered by User ID  
 Select User: No Users Found

**Assigned Users**

Line Position	First Button	Ring	Last Name	First Name	Department	Phone Number	Extension	User ID	Line/Port	Type	Enabled	Action
1		Ring 14	Tester002	Test002		312-448-5502	5502	3124485502@labval.mitel.com	3124485502_sca01@labval.mitel.com	SCA	Enabled	(Change User)
2	TSK1	Ring 15										(Change User) Edit User Assignment Remove User

**Figure 68: Manage Users**

2. The Assigned Users table is updated as per the selection:

- Edit User Assignment
- Remove User - Removes the user
- Move to Position X - Reorders the users
- Move to Position Y - Reorders the users

**Assigned Users**

Line Position	First Button	Ring	Last Name	First Name	Department	Phone Number	Extension	User ID	Line/Port	Type	Enabled	Action
1	Line 1	Default	LTest04	FTest04	Dept_1	9722221004	1004	9722221004@labval.mitel.com	9722221004.primary@labval.mitel.com	Primary		(Change User)
2	Line 3	Default										

**Figure 69: Assigned Users**

3. Click **OK\***. Click **OK** again.

## User Profiles

The User Profile is a set of rules applied at the time of user creation. Having this set of rules simplifies the user creation process because it allows certain user fields to be derived based on the rules. User Profiles must be created before adding Users. User Profiles can be exported and imported using Group Import and Group Export.

### Adding a User Profile

Many of the parameters on this page are set to default values and may not need to be changed.

1. From the main menu, select **Provisioning** and then Click **User Profiles** or click **User Profiles** from the Provisioning page menu. The User Profile page opens.
2. Select the **Enterprise** and **Group** from the drop-down lists.
3. Click **Add**. The **User Profile Add** page opens, as shown in the following example.

**User Profile Add**  
Enter the configuration rules needed to create a new Clearspan user.

OK Cancel Apply

Enterprise: Bulk Provisioning -- Lab Val, Inc  
Group: Group\_G -- Group, Gewel

**User Profile**

\* User Profile Name:   
Description:

User Type: Normal ▾

New User Notification:  Send E-mail Message to New User  
 Send E-mail Message to OpEasy Administrator  
 Send E-mail Message to Phone Procurement:  
\* E-mail Address:

**Primary Phone Device**

Device Type: (Select Device Type) ▾  
Device Level: Group ▾  
Template: (Select Template) ▾  
View Phone Configuration

**Service Packs**

Select all Service Packs required by the User:

Select	Service Pack
<input type="checkbox"/>	All Services
<input type="checkbox"/>	Authentication_Only
<input type="checkbox"/>	Basic Trunk
<input type="checkbox"/>	BasicUser
<input type="checkbox"/>	BLF Only
<input type="checkbox"/>	Business Trunk
<input type="checkbox"/>	Hoteling
<input type="checkbox"/>	SP1
<input type="checkbox"/>	...

Figure 70: User Profile Add Page - Top

4. Enter the User Profile Name.
5. Enter a Description for the user profile.
6. Select the **User Type**. The options are Normal and Voice Mail Only.

7. Choose the E-mail notifications that you want sent when a new user is created that uses this profile.
8. Select the **Device Type** from the drop-down list. Note that if a selection of “Trunk User” is made, the screen refreshes with different fields. See section *Creating a Trunk User Profile* for more information.
9. Select the **Device Level** and **Template** from the drop-down list. The available Templates depend on the Device Level.
10. Click **View Phone Configuration** button to confirm this device and template are correct.
  - The User Profile: Phone Template page is displayed.
  - Click OK to return to the User Profile Add page.
11. Check one or more of the **Service Packs** required by the user. A Service Pack is a grouping of one or more Clearspan services. In this section, all Service Packs available to this Enterprise and Group will be listed. You should know the content of the Service Pack before assigning it to the profile.
12. **User Defined Fields** – These fields are displayed only if the Enterprise User Fields are defined at the Enterprise level. To change the default value of the User Defined Fields, clear the **Use Default** check box and enter the value of the User Defined Field in the **Value** box.
13. Select the **User Domain** from the drop-down list in the **User Information** section. The drop-down list contains all domains assigned to this Group.
14. Select the **User Billing Type**. The **User Billing Type** drop-down box appears only if the Billing User Types are defined in the System Settings.

**User Profile Add**  
Enter the configuration rules needed to create a new Clearspan user.

Enterprise: BengaluruLab -- Bengaluru Lab  
Group: India\_1 -- Bengaluru Lab 1

**User Profile**  
 \* User Profile Name:   
 Description:   
 User Type: Normal  
 New User Notification:  Send E-mail Message to New User  
 Send E-mail Message to OpEasy Administrator  
 Send E-mail Message to Phone Procurement:  
 \* E-mail Address:

**Primary Phone Device**  
 Device Type: (Select Device Type)  
 Device Level: Group  
 Template: (Select Template)  
 View Phone Configuration

**Service Packs**  
 Select all Service Packs required by the User:

Select	Service Pack
<input type="checkbox"/>	Authorization_ONLYNONE
<input type="checkbox"/>	Call Center_Basic
<input type="checkbox"/>	Call Center_Premium
<input type="checkbox"/>	Call Center_Standard
<input type="checkbox"/>	Clearspan Communicators
<input type="checkbox"/>	Most Services

**User Information**  
 User Domain: india.mitel.com  
 User Billing Type: Default: (User)

**Configuration Rules**  
 Site ID:  (Required to create Extension-only users)  
 User ID: (First Name).(Last Name)@india.mitel.com  
 User Password:  Initialize to random password  
 Phone Number: New Phone Number Activation:  Activate  Deactivate  Do Not Change  
 Network Server Site: DFLT\_SITE -- Default Site  
 Selection Method: None (Manually selected by Admin)  
 Extension: Auto Generate Extension from Phone Number:  Yes  No  
 Use Prefix Digits  Plus the Last 4 Digits of the phone number  
 Class of Service: Specify the Class of Service: (Group Default)  
 VM Transcription (Mutare):   
 Voice Mail: No Voice Mail  
 Music On Hold Profile: (None)  
 Calling Line ID: Last Name: User's Last Name  
 First Name: User's First Name  
 Phone Number: User's Phone Number  
 Authentication: Name: User ID (without Domain)  
 Password: Generate Random Password  
 Confirm Password:   
 Line/Port: (Phone Number / Extension) @ india.mitel.com  
 MAC Address: (Device's MAC Address or Auto Install Device ID)

Figure 71: User Profile Add Page – Bottom

15. Enter the **Site ID**, if necessary. The Site ID is appended to an extension number for provisioning of *extension-only users*. This is useful when a Clearspan User ID is to be the user's phone number. The Site ID is appended to make the User ID unique.
16. Select the format for the **User ID** from the drop-down list. The options include, FirstNameLastName, PhoneNumber, or the User's E-mail Address.
17. Check the **User Password** check box to initialize the password to a randomly generated value; leaving the box unchecked requires the administrator to enter a password.
18. Click one of the following for **New Phone Number Activation**:

- **Activate (Recommended):** If the phones will place and receive calls from outside the system
  - **Deactivate:** If the calls will be internal only
  - **Do Not Change:** If no change is required
19. Change the **Network Server Site** if you want to use a site other than the one shown. This setting applies when a user is assigned a phone number.
20. Choose a **Selection Method**. None (Manually selected by Admin), Extension Only, or Preselect Phone Number from Range. When **Preselect Phone Number from Range** is selected, Available Phone Number Ranges appear so that you can add them to Selected Phone Number Ranges.
21. Choose **Yes** for **Auto Generate Extension** to have OpEasy automatically generate an extension for the user based on the User Profile rules.

You can enter prefix digits and select from a drop-down list the number of digits to be used from the phone number to form the extension. For example, you could specify the prefix digits of '44' and select '3 digits' from the drop-down list. This would result in an extension being generated that starts with '44' and ends with the last 3 digits of the assigned phone number. If the user is assigned the phone number 214-555-1234 an extension of 44234 would be assigned to the user.

22. Choose a **Class of Service** from the drop-down list. The list shows all Classes of Services associated with the Enterprise and Group and also allows selection of the Group default.
23. Check or Uncheck the **VM Transcription (Mutare)** check box to enable or disable Mutare for the User.
24. Select a **Voice Mail** from the drop-down list:
- No Voice Mail.
  - No E-mail Notification - The user's phone will notify of a voice mail, but no notification will be sent to the user's e-mail.
  - E-mail Notification - In addition to the user's phone notification, notification will also be sent to the user's e-mail.
  - E-mail Delivery - In addition to the user's phone notification, an e-mail will be sent to the user and the voice message will be included as an attachment.
  - Selectable, with Default: No Voice Mail
  - Selectable, with Default: Voice Mail – No E-mail Notification
  - Selectable, with Default: Voice Mail – E-mail Notification
  - Selectable, with Default: Voice Mail – E-mail Delivery



**CAUTION: E-mail copies of Voice Mail might not be sent over secure E-mail.**

---

The first four options in the drop-down list do not allow administrators to choose any other voice mail type when creating a user with a Basic Import spreadsheet. However, the last four options, labeled 'Selectable', provide a default setting that can be overridden when creating a user with a Basic Import spreadsheet. The Advanced Import spreadsheet does not have these 'Selectable'

options, because you can always select any Voice Mail setting when using an Advanced Import, regardless of the User Profile Voice Mail setting.

25. If the Voice Mail selection is other than No Voice Mail, the Group Mail Server field is presented. Enter the **E-mail Address** for that server.
26. Choose a **Music On Hold Profile** if that service is assigned and you want to specify those settings for this user profile.
27. Specify the information that will appear for **Calling Line ID**.

The options are to provide the user's last name, first name, and phone number, or to specify something different using the text boxes to the right of each field.

Specifying something other than user's name and phone number is useful if, for example, this User Profile will be used for members of a technical support group. It may be more appropriate to show, "Technical Support" and the support center number rather than the user's personal information. Before making a selection, however, it is important to note that the phone number field will be used for 911 purposes in some cases:

- If the OpEasy Emergency Gateway application is in use, the Calling Line ID: Phone Number field will not be used for 911. In this case, the ERL Record Name field will be used for 911 purposes for user location.
- If the OpEasy Emergency Gateway application is not in use, the Calling Line ID: Phone Number field will be used for 911. When the Calling Line ID: Phone Number field is used for 911, the OpEasy Administrator must know the phone numbers that have been provisioned for 911 and must provide the correct phone number for each user.

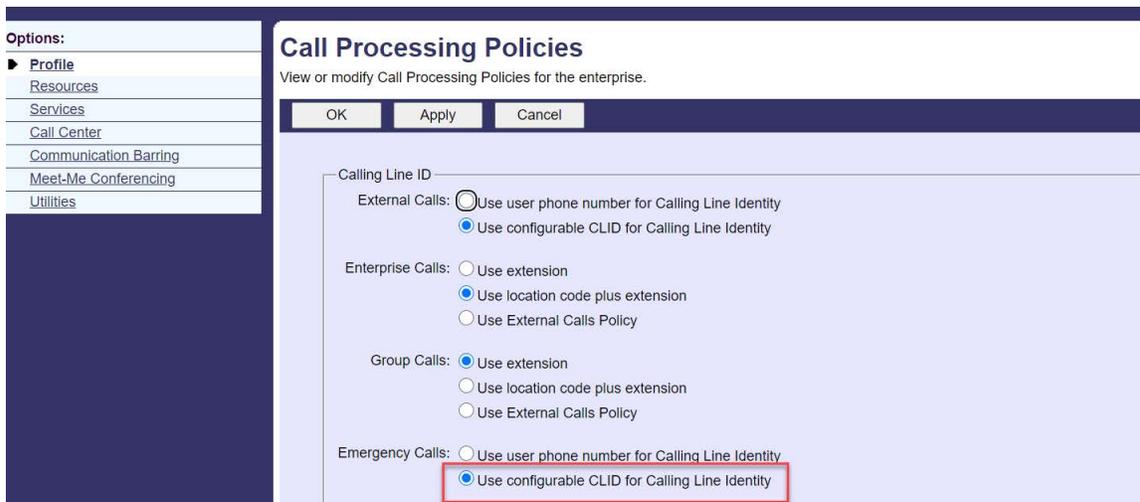
For example, assuming the OpEasy Emergency Gateway application is not in use:

If a single phone number (that is, 469.365.3000) has been provisioned for 911 for an entire building, then the OpEasy Administrator must specify that single phone number (4693653000) as the Calling Line ID: Phone Number for each Clearspan user at this location.

If the DIDs associated with each user's phone number at a specific location have been provisioned for 911, then the OpEasy Administrator can specify the user's phone number as the Calling Line ID: Phone Number (the default setting).



**Note:** On Clearspan, the Call Processing Policies can be set at the Enterprise, Group and User levels. For each level, the default is to "Use configurable CLID for Calling Line Identity" as circled in the following illustration. To make use of the settings configured in User Profile for Calling Line ID, the "Use configurable CLID for Calling Line Identity" settings must be maintained on Clearspan.



**Figure 72: Clearspan Call Processing Policies Page**

28. Choose the rules for creation of the **Authentication Name**.
29. Enter the **Password** and **Confirm Password** if you choose **Specify the Authentication Password**. The Name can be the User ID or a unique ID generated by OpEasy. The Password can be generated randomly by OpEasy if the **Generate Random Password** is chosen, or it can be specified in the text box to the right. Valid Authentication Password characters are a-z, A-Z, 0-9, blank, or special characters: - \_ . , ! \$ % & \* + / = ? ^ { } | ~ @.
30. Select the domain to use for a user's **Phone Line/Port** from the drop-down list.
31. Choose the method to create the **MAC Address** for Mitel, Cisco and DECT112 phones. The 4 options are the last 4 digits of the phone number, last 5 digits of the phone number, phone number, or extension. Each option has a **Unique ID (+2-Digit SCA Number)** added. The 2-Digit SCA number is only added on SCA devices  
  
When configuring a device, the MAC Address can be the device's MAC Address, or the Auto Install Device ID created by the MAC Address rules. After the Auto Install process is complete, the MAC Address field displays the actual MAC address.
32. For **Device Access**, choose the method for determining **User Name**.
33. Enter **Password** and **Confirm Password** if you choose **Specify the Device Access Password**. This field is only used by Polycom and Panasonic phones.
34. If a User also requires a Desktop, Mobile or a Tablet device, check one or more of the check boxes in the **Desktop/Mobile/Tablet** section.
  - Select the device type required for each device option. CS Engage is recommended, the others are available for backward compatibility.
    - For Desktop, select:
      - CS Engage
      - MS Teams Client
      - Communicator Desktop
      - Skype for Business (S4B)

- For Mobile, select:
    - UC-One Connect Mobile
    - CS Engage Mobile
    - Clearspan Mobile
    - Communicator Mobile
  - For Tablet, select:
    - UC-One Connect Tablet
    - CS Engage Tablet
    - Clearspan Tablet
    - Communicator Tablet
  - If MS Teams Client is selected, the assignment of a user to a Desktop, Mobile, or Tablet is controlled by the MS Teams service. OpEasy integrates a Clearspan user with a Teams user for the purpose of phone service.
  - Set the **Line/Port** domain and device **Template** to be used for each device type.
35. Click **OK** or **Apply**.

### Editing a User Profile

1. From the main menu, select **Provisioning**.
2. Click **User Profiles** from the menu tree, or click **User Profiles** from the Provisioning page menu.
3. Select the **Enterprise** and **Group** from the drop-down lists. All the User Profiles are displayed.
4. Click the **Edit** link in the row or click anywhere in the row of the profile to modify. The User Profile Modify page opens. You can modify the profile using the procedures in section *Adding a User Profile*. The only field that you cannot change is the User Profile Name field.
5. Click **OK** or **Apply**. Note that editing a User Profile does not affect any users that were previously built using this profile.

### Copying a User Profile

You can copy a User Profile to another enterprise/group or copy to the same enterprise/group. The template associated with the copied profile can be copied as well.

After the profile is copied, the new profile is edited on a new page to allow you to make any desired changes. The new profile will not be saved until it is edited.

1. From the main menu, select **Provisioning**.
2. Click **User Profiles** from the menu tree, or click **User Profiles** from the Provisioning page menu.
3. Select the **Enterprise** and **Group** from the drop-down lists. All the User Profiles are displayed.
4. Click the **Copy** link on the end of the row of the profile to copy. The User Profile Copy page opens, as shown in the following example.



**Figure 73: User Profile Copy Page**

5. Select the target **Enterprise** and the target **Group** from the drop-down lists. In this case, the target group is in the same enterprise. If you choose another group, the Copy Options change.
6. Enter the name for the new profile in the **User Profile Name** text box.
7. Enter a **Description** in the Description text box.
8. Select **Replace Existing User Profile** if you want to overwrite an existing User Profile of the same name.
9. If you chose a different group to copy this user profile to, you can configure the following:
  - Check Copy Template to copy the template that is associated with the original group to the new group.
  - Enter the Template Name and Description of the template.
10. Click **OK**. After you have copied a user profile, the User Profile Copy Modify page opens, enabling you to modify the new User Profile.
11. Modify any of the settings in the new profile. You can modify the profile using the procedures in section *Adding a User Profile*.
12. Click **OK**. The User Profiles page opens, with the new profile appearing in the list.

## Creating a Trunk User Profile

To create Trunk Users more quickly, you can create a User Profile specifically for Trunk Users that specifies the Trunk Group, Trunk Line/Port, and Enterprise Trunk settings.

1. From the main menu, select **Provisioning**.

2. Click **User Profiles** from the menu tree, or click **User Profiles** from the Provisioning page menu.
3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Click **Add**.

The screenshot shows the 'Trunk User Profile Settings' form. The 'Trunk Group', 'Line/Port', and 'Enterprise Trunk' fields are highlighted with a red box. The 'Trunk Group' is set to 'None (Manually entered by Admin)', 'Line/Port' is '(Phone Number / Extension) @ india.mitel.com', and 'Enterprise Trunk' is 'None (Manually entered by Admin)'. Other fields include 'User Domain' (india.mitel.com), 'User Billing Type' (Default: (User)), 'Site ID', 'User ID', 'User Password', 'Phone Number', 'Network Server Site', 'Selection Method', 'Auto Generate Extension from Phone Number', 'Use Prefix Digits', 'Class of Service', 'VM Transcription (Mutare)', 'Voice Mail', 'Music On Hold Profile', 'Calling Line ID', 'Authentication', 'Device Access', and 'Desktop/Mobile/Tablet'.

**Figure 74: Trunk User Profile Settings**

5. Under the Primary Phone Device section, select **Trunk User** as the **Device Type**. When the Trunk User is selected the Phone Configuration button and the Template drop-down list are removed.
6. Select a **Trunk Group** for this user. Or, if this user will belong to multiple Trunk Groups, choose the appropriate **Enterprise Trunk**.
7. Click **OK**.

# Users

See the *Clearspan OpEasy Basic Provisioning Guide* for more information about creating a User as an Administrator with limited Provisioning privileges.

## User Licenses

The main Users page displays the number of OpEasy User Licenses that are used and available. Administrators can, if needed, set the User or Third Party licensing for an enterprise to Auto, so that licenses do not have to be set and maintained manually. For more information, refer to [Configuring License Allocations](#).

## Adding or Editing a User

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down lists, if necessary.
3. You can use search criteria to filter the Users list, or you can click **Search** or enter Search parameters to view the full list of Users.

You can select (**All Enterprises**) in the Enterprise drop-box with (**All Groups**) automatically selected, and click **Search** to view Users in all the Enterprises and Groups. The User Search criteria for All Enterprises and All groups must include one or more of the following search criteria, in addition to any other search criteria:

- User ID / Alternate User ID
- Last Name
- First Name
- Phone Number (Primary) or Phone Number (Alternate)
- Extension

**Users**  
Choose the desired Enterprise and Group. To add a new user, press the Add button. To display a list of users to edit or delete, press the Search button. To display or modify General User settings, or E-mail sent to new users, press the General Settings button.

Enterprise: Bulk Provisioning -- Lab Val. Inc  
Group: (All Groups)

User Licenses (Enterprise): Used: 100  
Available: Auto

User Search: Search  
(All Users) Equal To

Last Name	First Name	Group	Department	Phone Number	Extension	User ID	OpEasy Managed User	Support User	Device Name	Device Level
ArjunVoice	Varada	Group_G		9722221018	1018	9722221018@labval.mitel.com	false	false	Aastra6869IDMS-9722221018	Group
LTest01	FTest01	Group_G	Dept_1 (Group)	9722221001	1001	9722221001@labval.mitel.com	true	false	Aastra53IDMS-9722221001	Group

Figure 75: Users Page

- Click **Edit** in the search results for the user you want to modify, or click **Add** to add a new user, then the **Advanced: User Add** page opens. The **Advanced: User Modify** page opens if you click edit, as shown in the following figure. If no license is available, an error appears.

**Note:**



- Support Users are created by the support administrator team for testing and troubleshooting only.
- If the Add button does not appear, then you are not authorized to add or delete users.

**Figure 76: Advanced: User Modify Page, User Tab**

## Users Tab



**Note:** If the Admin is not authorized to add or delete then the New Phone Device selection does not appear.

- From the Advanced: User Add or Advanced: User Modify page, select a **User Profile** from the User Profile drop down list in the User Classification section. Choosing a User Profile pre-populates certain fields.
- Enter the user's **Last Name** and **First Name** under the Clearspan User section.
- Enter the **E-mail Address** for the user.

4. Check **Use Organization ID** check box of the User, or uncheck the **Use Organization ID** check box and enter the **Account ID** of the User. This option is enabled only for Enterprise Administrators, System Administrators and Solution Resellers.
5. Select the **User Billing Type**. The **User Billing Type** drop-down box appears only if the User Billing Types are defined in the System Settings.
6. Select the **Department** from the drop-down list.
7. Select the **Phone Number** from the drop-down list. The **Extension** field fills in automatically if a User Profile has been selected.
8. **Activated** or **Deactivated** indicates the current status of the phone number selected. Change this setting if necessary. Select **Activated** (Recommended) if the phone will place and receive calls from outside the system, or **Deactivated** if the calls will be internal only.
9. Change the **Network Server Site** if you want to use a site other than the one shown. This setting applies when a user is assigned a phone number.
10. You can click **View Phone Template** to view the template for the primary phone.
11. Enter the **Phone Location** (Optional data for E911 Emergency services). The Phone Location text box is displayed when using a User Profile.
12. If the user is associated with an AudioCodes MediaPack or Media5 device, you can enter a **User ERL Record Name** to assign a unique ERL for the user in the Emergency Gateway. If the User ERL Record Name field is blank, the ERL Record Name for the AudioCodes or Media5 device is assigned to the user in the Emergency Gateway.

If the Emergency Routing Service (ERS) is assigned to the selected enterprise, then a drop-down list is used to select an ERL for the phone device.

13. Check or Uncheck the **VM Transcription (Mutare)** check box to enable or disable Mutare for the User.
14. Select the **Voice Mail** type from the drop-down list. If Voice Mail was previously enabled and saved, **Delete Voice Mailbox** and **Reset Voice Mailbox** buttons appear.
  - **Delete Voice Mailbox** removes the voice mail account and any associated greetings without deleting the user.
  - **Reset Voice Mailbox** deletes and rebuilds the voice mail account and deletes any associated greetings to restore the Voice Mail Greetings settings to defaults.
15. Enter the **Voice Portal Passcode and Confirm Portal Passcode**. It is typically 4-8 digits in length, to be determined by the administrator. Valid characters are 0-9.
16. Enter the **User Password** and **Confirm User Password**. It can include any characters and is typically at least 6 characters in length, to be determined by the administrator.
  - You can click **Initialize User Password to random password** to auto generate a password. A password is required but as stated the auto generated password is lengthy and complicated. This protects the user from unauthorized access in cases where the password will not be used. If the user will use the password to access the web portal, this random password would not be recommended.

The remaining parameters on this page can be hidden using the Hide Details button, or displayed using the Show Details button. If a User Profile is used, the fields in lower section are filled in

automatically as you edit the upper section of the page. Click Refresh if you want to update the fields on the bottom of the page to reflect changes made on the top of the page.

17. If you are not using a User Profile to create the user or you need to override an entry generated by the User Profile, then review and modify the settings in this section:
  1. New User Notification–Mitel, Panasonic, Cisco, Dect112 and Polycom phones only
  2. Site ID–required if an extension-only user
  3. Clearspan User ID–required
  4. Support User–checked if this user is for Support Administrator and is excluded from billing
  5. Calling Line ID information–last name and first name are required
  6. Service Packs selection–click on the Service Pack(s) on the left and click **Add**
  7. **User Defined Fields** – These fields are displayed only if the Enterprise User Fields are defined at the Enterprise level. To change the default value of the User Defined Fields, clear the **Use Default** check box and enter the value of the User Defined Field in the **Value** box.
  8. Authentication Name, Password and Confirm Password–required if this user is assigned a device that uses authentication, the password is to be determined by the administrator. You can click **Initialize Authentication Password to random password** to auto generate a password. This randomly generated password is lengthy and complicated, which protects the user from unauthorized access in cases where the password will not be used.



**Note:** For information about configuring Device Access credentials for Polycom phones, refer to the appendix of this guide.

### Optional Tab

Click the **Optional** tab of the User Add page to view or change optional values such as Contact Information, Time Zone, Language information, and Aliases used to place and receive calls. User Information values are pre-populated but can be changed if additional options are available in the drop-down menus.

You can enter up to four Alternate User IDs, which can be used to sign on to the Clearspan system. When searching for users or devices by User ID, matching Alternate User IDs are included in the results.

**Advanced: User Add**  
Select a User Profile and complete the user information to add a new Clearspan user.

OK Cancel

Enterprise: clearspanlab – Clearspan LAB  
Group: sales organization – Sales Organization  
User:  
Service: (Select Service) ▾

User Optional Phones Announcements (Close C)

**User Information**  
Class of Service: None  
Time Zone: (Group Default) ▾  
Language: English ▾

**Alternate User IDs**  
Alternate User ID 1:   
Description:   
Alternate User ID 2:   
Description:   
Alternate User ID 3:   
Description:   
Alternate User ID 4:   
Description:

**User Aliases**  
Aliases: sip:  @ clearspanlab.com ▾  
sip:  @ clearspanlab.com ▾  
sip:  @ clearspanlab.com ▾

**User Contact**  
Title:   
Mobile:   
Pager:   
Address Location:

**Figure 77: Advanced: User Add Page – Optional Tab**

## Phones Tab

Click the Phones tab of the User Add page to view or change the Phone Configuration and Shared Call Appearances, and view the primary phone template, as shown in the following figure.

- Edit – Takes you to the User: Primary Phone Device Edit Phone page.
- View Template – Takes you to the User: Phone Template page.
- Add Shared Call Appearance – Takes you to the User: Shared Call Appearance (SCA) Add page.
- SCA Options (Shared Call Appearance) – Takes you to the SCA Options tab.
- View – Takes you to the User: Phone Template page.

When no User Profile is selected, the User Add Phones tab provides the options to Add Primary Phone or Assign Primary Trunk as shown in the following figure. For more information about Trunk Users, refer to section *Creating a Trunk User*

**Figure 78: Advanced: Alternate User Add Phones Tab**

- **Add Primary Phone**—Takes you to the User: Primary Phone Device Add page.
- **Assign Primary Trunk**—Takes you to the User: Primary Trunk Assign page.

#### *Adding the Primary Phone Device for a User*

The Phones tab provides the ability to change the primary phone device for a user using the Add/Edit button.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users, or enter Search Parameters to filter the Search.
4. Click **Add** button. The Advanced: User Add page is displayed.
5. Click the **Phones** tab on the Advanced: User Add page.
6. Click **Add Primary Phone** button. The User: Primary Phone Device Add page is displayed.
7. Select **Search Phone Devices** to search and select a specific device or set of devices. After you click **Search**, the **Phone Device List** shows a list of devices that match the search criteria.
8. Enter the **Line/Port** information. The field is pre-populated, but you should verify the information. It can be characters or numbers but must be unique. The recommended format is:

<Phone Number/Extension>.<Line Definition>.<Customized Field/Site ID>@<Line/Port Domain>

The following are examples of the Line/Port user portion (before the @):

- Extension Only

Single or primary SCA line:

- 3000.primary.site345

Secondary SCA lines:

- 3000.sca01.site345, 3000.sca02desktop.site345, 3000.sca03mobile.site345
- Phone Number

Single or primary SCA line:

- North American Number: 4693653000.primary.site345 or 4693653000.primary
- E.164 Number: -72884000.primary.site345 or -72884000.primary

9. Select a **Line Position** if more than one user is assigned to this device.
10. If the user is associated with an AudioCodes MediaPack or Media5 device, you can enter a **User ERL Record Name** to assign a unique ERL for the user in the Emergency Gateway. If the User ERL Record Name field is blank, the ERL Record Name for the AudioCodes or Media5 device is assigned to the user in the Emergency Gateway.

If the Emergency Routing Service (ERS) is assigned to the selected enterprise, then a drop-down list is used to select an ERL for the phone device.

11. The **Encryption (TLS/SRTP)** field displays the encryption status of the device, **None** appears in the field for devices that do not support encryption.

Encryption (TLS/SRTP) setting of the phone is specified by the template or global settings. **Encryption Override** can be enabled or disabled.

**User: Primary Phone Device Add**  
Add a phone device as the primary phone for the user. \*Pressing OK retains but does not save entered changes. To save the changes, press OK or Apply on the subsequent page.

OK\* Cancel

Enterprise: BengaluruLab -- Bengaluru Lab  
Group: India\_1 -- Bengaluru Lab 1  
User:

**Phone Device**

Phone Device: (New Phone Device) ▾  
\* Device Name:   
\* Device Level: Group ▾  
Device Type: (Select Device Type) ▾  
Template: (Select Template) ▾  
View Template

**User Line**

\* Line / Port:  @ india.mitel.com ▾  
Line Position: 1st Phone Line

**Device Description**

Description:   
Serial Number:   
Phone Location:

**Device Configuration**

Host Name / IP Address:  Port:   
Outbound Proxy:

Figure 79: User: Primary Phone Device Add Page

**Figure 80: Device Description and Configuration**

12. Enter the MAC Address (Device’s MAC Address or Auto Install Device ID). This field is required to identify the device.
13. Select the protocol from the **Transport Protocol** drop-down list.
14. Select the record name from the **ERL Record Name** drop-down list.
15. Click **OK\***. This adds the Primary Phone Device.

*Adding a Shared Call Appearance (SCA)*

A Shared Call Appearance (SCA) can be added on the Phones tab while you are adding or modifying a user. The SCA is the user’s number assigned to another phone. SCAs can be useful for executive/assistant situations or anytime you want another user answering this user’s phone. Additionally, inbound and outbound calls can be completed on this SCA number.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link at the end of the user’s row or click anywhere in the row of the phone device you want to edit.
5. Click the **Phones** tab on the Advanced: User Modify page.
6. Click the **Add Shared Call Appearance** button. The User: Shared Call Appearance (SCA) Add page opens.

7. Select the desired device from the **Phone Device** drop down list. Select criteria for a specific device or set of devices. Click **Search**, the **Phone Device List** displays the list of devices.

The screenshot shows the 'User: Shared Call Appearance (SCA) Add' page. At the top, there are 'OK\*' and 'Cancel' buttons. Below them, the user information is displayed: Enterprise: India -- Mitel India Lab, Group: BNG\_2 -- Bengaluru 2 NAT-AC-HA, and User: ademo, btry (6063335186@bengaluru2.csllab.mitel.com). The 'Phone Device' section includes a 'Phone Device' dropdown menu, a 'Phone Device Search' field with a 'Search' button, and a 'Phone Device List' dropdown menu. A search filter is set to '(All Devices)' and 'Contains:'. The 'Phone Device List' dropdown is open, showing a list of phone device templates such as '65i (Group)', '6863i (Group)', and 'Aastra6863iDMS-6063335175 (Group)'. The 'User Line' section shows '\* Line / Port:' and 'Line Position:'. The 'Device Configuration' section includes 'Host Name / IP Address:', 'Outbound Proxy:', 'Stun Server:', and 'MAC Address:'.

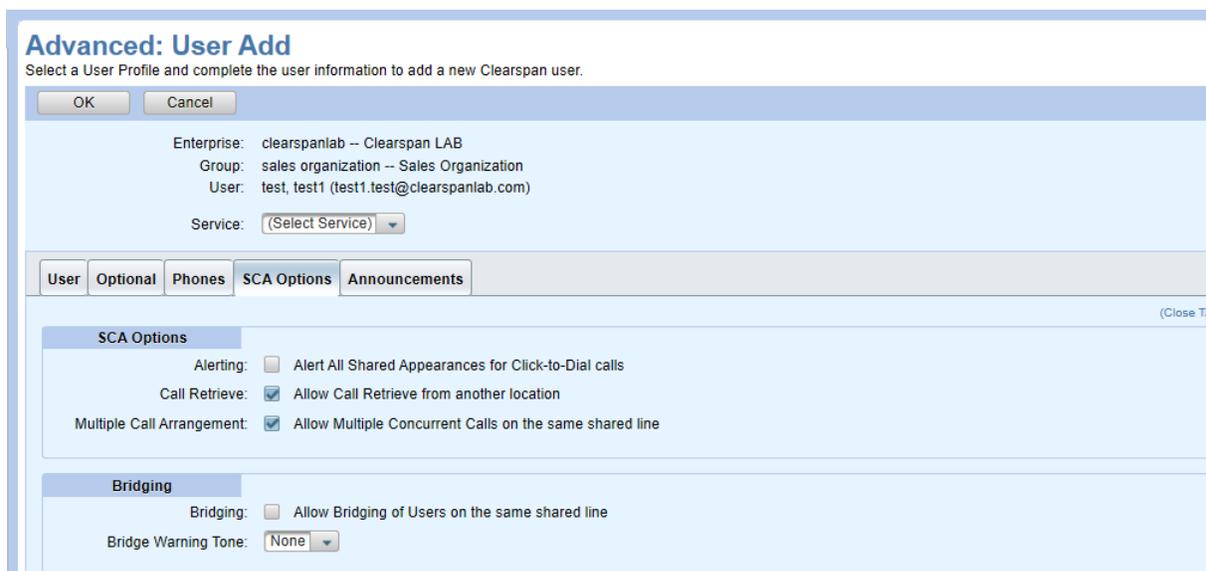
Figure 81: User: SCA Add Page – Phone Device List

8. The **Template** is automatically filled in from the existing information. However, you can change it to a template that will accommodate the SCA.

The screenshot shows the 'User: Shared Call Appearance (SCA) Add' page. At the top, there are 'OK\*' and 'Cancel' buttons. Below them, the user information is displayed: Enterprise: clearspanlab -- Clearspan LAB, Group: sales organization -- Sales Organization, and User: test, test1 (test1.test@clearspanlab.com). The 'Phone Device' section includes a 'Phone Device' dropdown menu, a 'Phone Device Search' field with a 'Search' button, and a 'Phone Device List' dropdown menu. A search filter is set to 'Phone Number' and 'Contains: 8924'. The 'Phone Device List' dropdown is open, showing '(No Phone Devices Found)'. The 'Template:' dropdown is set to '(Select Template)'. The 'User Line' section shows '\* Line / Port:' as '6063338924.sca01.1234 @ clearspanlab.com', 'Line Position:' as '1st Phone Line', and 'Shared Call Appearance:' as 'Enabled'. There are two checked checkboxes: 'Allow Calls to be Originated' and 'Allow Calls to this Destination'.

Figure 82: User: Shared Call Appearance (SCA) Add Page

9. Click the **View Template** button to display the template for this phone device. The User: Phone Template page opens.
10. To change user assignments on this phone device, click **Manage Users** and make changes as described in [Assigning, Removing, or Reordering Users on a Phone Device](#).
11. Check Restart Phones on Save.
12. The **Line/Port** number is entered automatically. In this example, it is 4765552014.sca01, the number of the line that is going onto this phone as an SCA. This recommended naming convention keeps track of the SCA numbers on a particular phone. If you create another SCA on this phone, it would be "Phone Number +.sca02".
13. Choose **Line Position** from the drop-down list to indicate the position of this Shared Call Appearance on the device selected.
14. The **Allow Calls to be Originated** and the **Allow Calls to this Destination** fields are checked by default. Make adjustments if you do not want calls to originate from or terminate on this SCA line.
15. Click **OK\***. The entry is not yet saved.
16. Click the **SCA Options** button on the Phones tab if you want to change any of the following options that apply to all SCAs. The SCA Options tab opens.
  - Alert All Shared Appearances for Click-to-Dial calls
  - Allow Call Retrieve from another location
  - Allow Multiple Concurrent Calls on the same shared line
  - Bridging



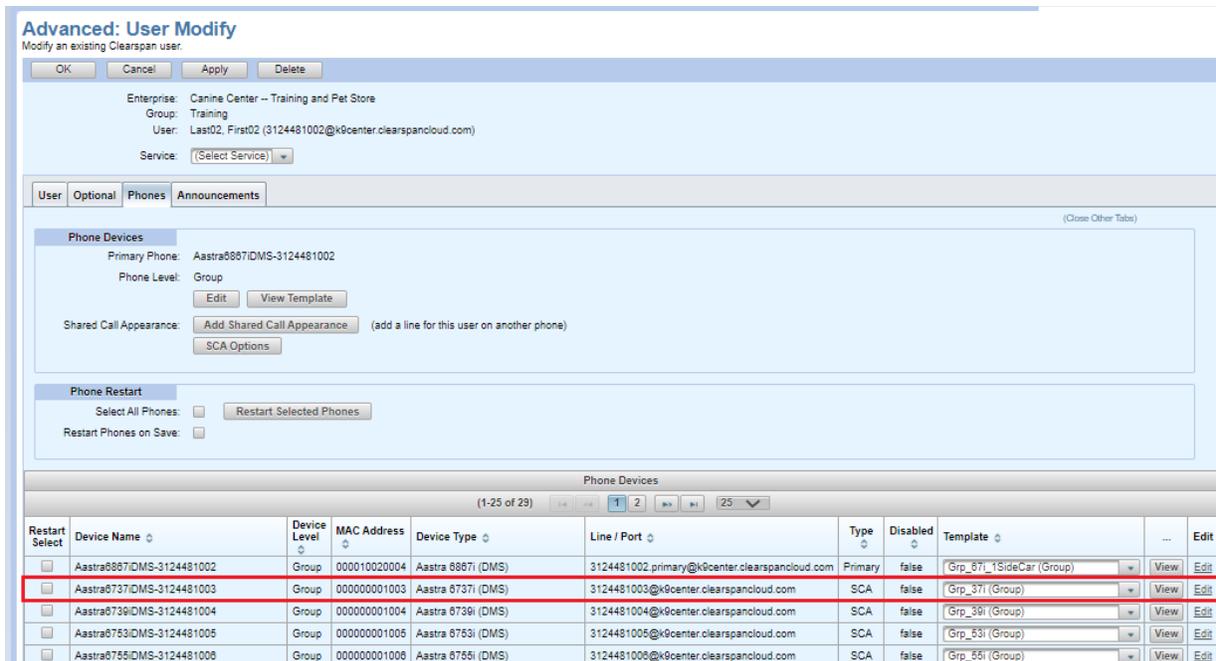
**Figure 83: Advanced: User Modify Page – SCA Options Tab**

17. Select **Allow Bridging of Users on the same shared line**, if required.
18. Choose a **Bridge Warning Tone for Barge-in** option from the drop-down list. The tone can be played one time at Barge-in, or can be repeated every 30 seconds.

19. Click **OK** or **Apply**.

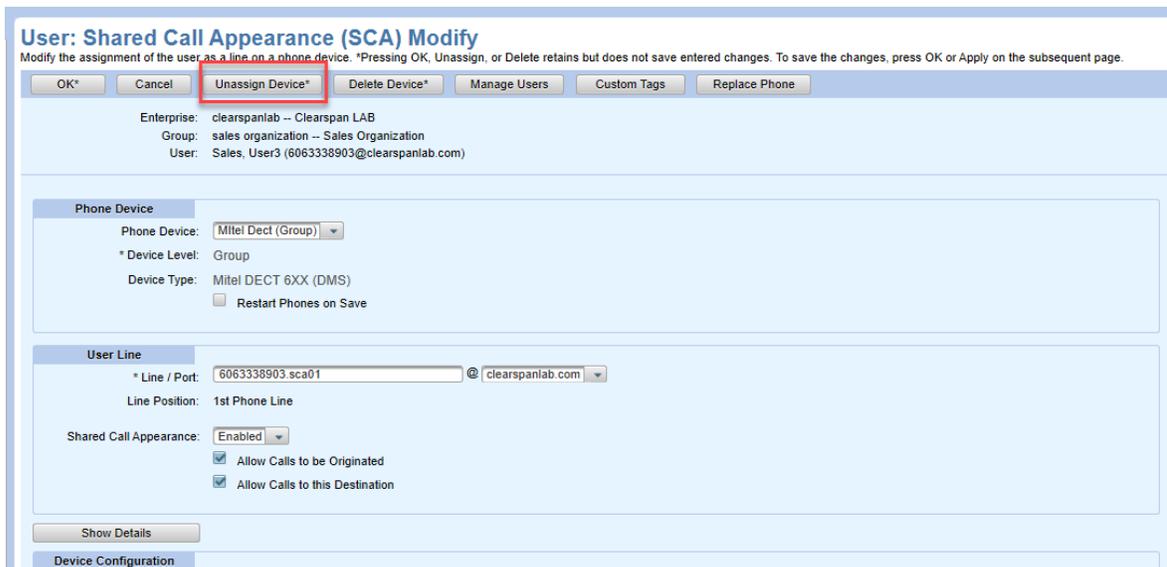
*Removing a Shared Call Appearance*

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the user's row or click anywhere in the row of the phone device you want to edit.
5. Click the **Phones** tab on the Advanced: User Modify page.
6. Click the **Edit** link at the end of the user's row or click anywhere in the row of the SCA to remove, in the Phone Devices table. The User: Shared Call Appearance (SCA) Modify page is displayed.



**Figure 84: Advanced: User Modify Page – SCA to Remove**

7. Click the **Unassign Device** button.



**Figure 85: Unassign a Shared Call Appearance from a Phone Device**

8. Click **OK** in the Unassign confirmation dialog box. The Shared Call Appearance is removed.
9. Click **OK** or **Apply**.

### Creating a Trunk User

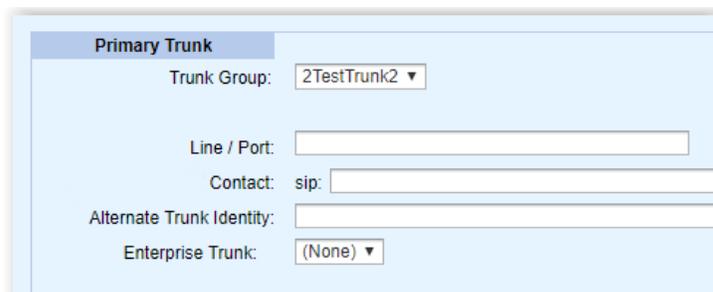
You can create a Trunk User within a Clearspan Trunk Group, to provide SIP-based network services to legacy phone equipment. To create Trunk Users more quickly, you can create a User Profile that specifies the Trunk Group, Line/Port, and Enterprise Trunk settings.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary. You can create a Trunk User by either adding the user to a Trunk Group or assigning the user to an Enterprise Trunk.
3. Click **Add**.



**Note:** If the Add button does not appear, then you are not authorized to add or delete users.

4. Click the **Phones** tab on the Advanced: User Add page.
5. Click the **Assign Primary Trunk** button for the Primary Phone. The User: Primary Trunk Assign page opens.



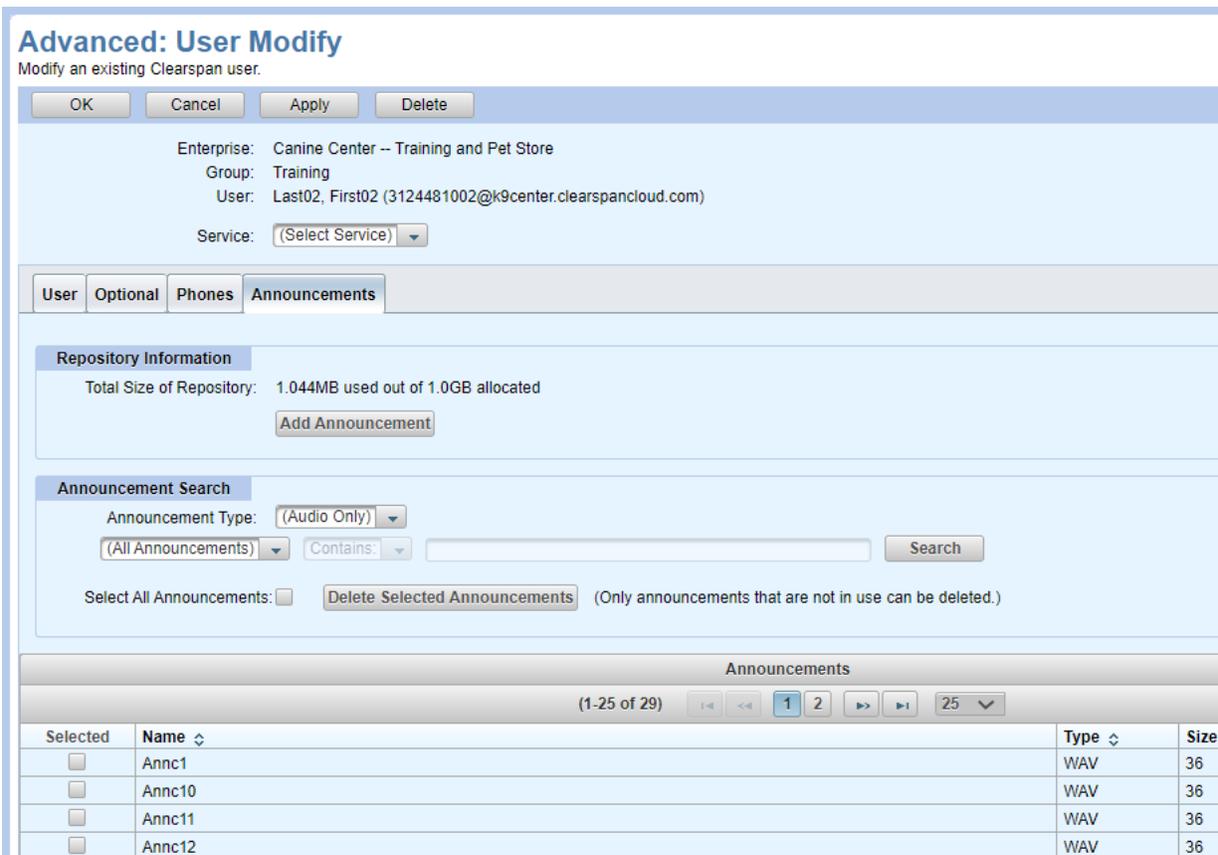
**Figure 86: User: Primary Trunk Assign Page**

6. Select a Trunk Group from the **Trunk Group** drop down list.
7. Enter the **Line/Port**.
8. Enter the contact in the **Contact sip** text box.
9. Enter an **Alternate Trunk Identity**, if required. This field is used to present alternative routing information to the destination. For example, if the user is behind an existing PBX, this field may be used to properly route the trunk to the current PBX destination.
10. Choose an **Enterprise Trunk** when the Trunk User will use more than one Trunk Group.
11. Click **OK\*** and then Click **OK** . The Users page opens.
12. Click **OK** again. The Provisioning menu is opened.

### Announcements Tab

OpEasy allows you to upload, delete, or configure audio and video announcement files to repositories. Announcements repositories are kept for Users, Auto Attendant and Hunt Group virtual users, and Groups. Once an announcement is saved to a repository, OpEasy allows you to assign it to Voice Mail Greetings, Auto Attendant menus, and Music On Hold. You can search, upload, rename, or delete announcements on a user's Announcements tab. You can also view announcement types, size, and usage. You can manage announcements when you create a new user or when modifying a user, as follows:

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row of the user or click anywhere in the row for which you want to configure Announcements. The Advanced: User Modify page opens.
5. Select the **Announcements** tab.



**Figure 87: Advanced: User Modify Page – Announcements Tab**

6. To upload a new file, click **Add Announcement**. The User: Announcement Add page opens. Enter an Announcement Name, and click Browse to choose the audio or video file to upload. Supported file types include WAV, WMA, MOV, or 3GP. Click OK\*. The new announcement appears in the Announcements list.
7. To rename or replace an announcement, search for the announcement. Search results appear in the list at the bottom of the page. Click Edit on the row of the announcement you want to modify. Make any desired changes on the Announcement Modify page, and then click OK\*.
8. To delete an announcement, select the announcement to be deleted from the search results list and click Delete Selected Announcements, or click Delete on the Announcement Modify page. You cannot delete announcements that are in use.
9. Click **OK** or **Apply**. You *must* click **OK** or **Apply** again to save your changes.

## Failure Error Messages

When you click OK to finish creating or modifying a user, any errors that prevent the user from being created or changed will be reported at the top of the page as in the following figure. Failures are also reported on the User Add Messages page

**Advanced: User Add**  
Select a User Profile and complete the user information to add a new Clearspan user.

- Last Name is required.
- First Name is required.
- Phone Number and/or Extension are required.
- User Password and Confirm password are required.
- [Details] Clearspan User ID is required.

Enterprise: clearspanlab -- Clearspan LAB  
Group: sales organization -- Sales Organization  
User:  
Service: (Select Service)

User Optional Phones Announcements

User Classification (Close Other Tabs)  
User Profile: (Select User Profile)

Clearspan User  
\* Last Name: \* First Name:  
E-mail Address:  
 Use Organization ID  
Account ID:  
User Billing Type: Default: (USER)  
Department:  
Phone Number: (Select Phone Number)  
Extension:  
Voice Mail: No Voice Mail  
Voice Portal Passcode: (create a numeric passcode of 4 to 8 digits)  
Confirm Portal Passcode:

Figure 88: User Add Error Messages

**User Add Messages**  
While adding a Clearspan user, the user was successfully added but a failure occurred while completing non-essential configuration.

Enterprise: Bulk Provisioning -- Lab Val, Inc  
Group: Group\_G -- Group, Gewel  
User: Smith, Tom (9722221051@labval.mitel.com)

**Failure**  
User: Smith, Tom (9722221051@labval.mitel.com)  
Primary Phone Device: Aastra6869iDMS-9722221051  
Failure: User successfully added! However, related configuration failed set up:  
Voice Mail: Unable to add Surgemail User Account: A user (9722221051@tb20.aastra.com) already exists existing user in database

Figure 89: User Add Failure Page

## Configuring Advanced User Features

When you add or modify a user, the Service drop-down list allows you to configure the following additional features:

- Alternate Numbers
- Authorization Codes
- Busy Lamp Field (BLF)
- Call Center Agent
- Call Center Supervisor
- Call Forward
- Call Forward Selective
- Call Pickup
- Call Recording
- Clearspan Anywhere
- Fax Messaging
- Flexible Seating Guest
- Hoteling Guest
- Hoteling Host
- Hunt Group
- Integrated IM&P
- Music On Hold
- Priority Alert
- Privacy
- Sequential Ring
- Simultaneous Ring
- Speed Dial 8
- Speed Dial 100
- Voice Mail
- Voice Mail Distribution Lists
- Voice Mail Greetings

### Alternate Numbers

Alternate Numbers allows you to add up to ten additional phone numbers or extensions to be assigned in addition to your primary number and extension. All additional numbers and extensions ring your phone (s) just like your primary phone. In addition, you can specify a distinctive ringing pattern for each number, if your phone supports it.



**Note:** Alternate Numbers is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The **Users** page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row for which you want to set up alternate numbers. The **Advanced: User Modify** page opens.
5. Select **Alternate Numbers** from the **Service** Drop-down list. The **Alternate Numbers** tab opens as in the following example:

**Advanced: User Modify**  
Modify an existing Clearspan user.

OK Cancel Apply Delete

Enterprise: clearspanlab -- Clearspan LAB  
Group: sales organization -- Sales Organization  
User: Sales, User3 (6063338903@clearspanlab.com)

Service: Alternate Numbers

User Optional Phones Announcements **Alternate Numbers**

Alternate Numbers

Alternate Numbers allows up to ten additional phone numbers or extensions to be assigned in addition to your primary number and extension. All additional numbers and extensions must be unique and different from your primary phone(s) just like your primary phone. In addition, you can specify a distinctive ringing pattern for each number, if your phone supports it. Only your administrator can configure new numbers and extensions for you.

Distinctive Ring:

Alternate Numbers					
ID	Phone Number	Activated	Extension	Ring Pattern	Description
1	606-333-8904	<input type="checkbox"/>	5123	Long-Long	
2	606-333-8906	<input type="checkbox"/>		Long-Long	
3	606-333-8909	<input type="checkbox"/>		Short-Short-Long	
4	606-333-8924	<input type="checkbox"/>		Short-Long-Short	
5	(None)			Normal	
6	(None)			Normal	
7	(None)			Normal	
8	(None)			Normal	
9	(None)			Normal	
10	(None)			Normal	

- End of Alternate Numbers -

**Figure 90: Advanced: User Modify Page**

6. To add an alternate number, select a **Phone Number**, enter an **Extension**, select the **Ring-Pattern** from the drop-down list, and enter the Description. The Ring Pattern is available in the following formats:
  - Long-Long
  - Short-Short-Long
  - Short-Long-Short formats.
7. Click the **Activated** check box to activate the alternate number.
8. Click **OK** or **Apply**.

## Authorization Codes

Authorization Codes allows you to add or delete Communication Barring Authorization Codes for a user.



**Note:** Authorization Codes is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row for which you want to set up authorization codes. The Advanced: User Modify page displays.
5. Select **Authorization Codes** from the **Service** Drop-down list. The Auth. Codes tab opens as shows in the following example.

**Advanced: User Modify**  
Modify an existing Clearspan user.

Enterprise: clearspanlab -- Clearspan LAB  
Group: sales organization -- Sales Organization  
User: Sales, User1 (6063338901@clearspanlab.com)  
Service: Authorization Codes

User Optional Phones Announcements **Auth Codes**

Communication Barring Authorization Codes  
Create new Communication Barring Authorization Codes and manage existing codes.

Authorization Codes:

Communications Barring Authorization Codes		
Authorization Code	Description ↕	Delete
No Authorization Codes exist.		
- End of Authorization Codes -		

**Figure 91: Advanced: User Modify Page – Auth Codes Tab**

6. Click Add Authorization Code.
7. Enter an **Authorization Code** and **Description**.
8. Click **Delete** to delete an existing code.
9. Click **OK** or **Apply**.

## Busy Lamp Field (BLF)

The Busy Lamp Field (BLF) feature allows a station in the network to monitor the call state of other stations in the network. For example, an executive assistant or “front desk” operator might be equipped with an enhanced station that offers enough line keys to adequately monitor a large set of lines in the network. When calls arrive for a user that has a line that is being monitored, the operator

can easily determine if the user is busy, by looking at the lamp associated with the line key of that user, and make appropriate call routing decisions.



**Note:** Busy Lamp Field is a service that must be assigned to the user on Clearspan, and a key must be assigned on the user's phone for every user monitored.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Select **Busy Lamp Field (BLF)** from the **Service** drop-down list. The BLF tab opens as shown in the following example.

**Advanced: User Modify**  
Modify an existing Clearspan user.

OK Cancel Apply Delete

Enterprise: clearspanlab -- Clearspan LAB  
Group: sales organization -- Sales Organization  
User: Sales, User1 (6063338901@clearspanlab.com)

Service: Busy Lamp Field (BLF)

User Optional Phones Announcements Auth Codes **BLF** (Close Tab) (Pin Tab)

**Busy Lamp Field**

Busy Lamp Field (BLF) allows monitoring of another user's phone status.

\* BLF List URI: sip: [ ] @ clearspanlab.com  
 Restart Phones on Save (Only when the BLF list URI is added or deleted)

User Search: Search  
(All Users) Contains: [ ]

Available Users Monitored Users

Add > Remove < Add All >> Remove All <<

**Figure 92: Advanced: User Modify Page - BLF Tab**

5. Enter the BLF List URI, for example, 9785551003BLF@moorehouse.com. The BLF List URI must be unique. You can choose any name, but it cannot be duplicated elsewhere in the system.



**Note:** Select the **Restart Phones on Save** check box only when a BLF list URI is added, or the existing BLF list URI is deleted by adding a new BLF List URI.

6. Click Search to view all the Users available for assignment; or, enter Search parameters to filter the Search.
7. Select the users that you want to be in the BLF **Monitored Users** list.
8. Click the following options required:
  - Click **Add** to add the specific users to the list, or click **Add All** to add all users to the list of those to be monitored.

- Click **Remove** or **Remove All** to remove users from the list.
- Click **Move Up** or **Move Down** to reorder the list. The ordering dictates the order in which it is displayed on the user's phone.

9. Click **OK** or **Apply**.

## Call Center Agent

The Call Center Agent tab allows you to set the Automatic Call Distribution (ACD) state and to add or remove users from the ACD call center.



**Note:** Call Center Agent is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Select **Call Center Agent** from the **Service** drop-down list. The Call Center Agent tab opens as shown in the following example:

Join	Call Center Name	Phone Number	Extension	Routing Type	Skill Level	Remove
<input checked="" type="checkbox"/>	CC10CC10@k9center.clearspancloud.com			Priority Based		<a href="#">Remove</a>
<input checked="" type="checkbox"/>	CC11CC11@k9center.clearspancloud.com			Priority Based		<a href="#">Remove</a>
<input checked="" type="checkbox"/>	CC12CC12@k9center.clearspancloud.com			Priority Based		<a href="#">Remove</a>
<input checked="" type="checkbox"/>	CC13CC13@k9center.clearspancloud.com			Priority Based		<a href="#">Remove</a>
<input checked="" type="checkbox"/>	CC14CC14@k9center.clearspancloud.com			Priority Based		<a href="#">Remove</a>
<input checked="" type="checkbox"/>	CC15CC15@k9center.clearspancloud.com			Priority Based		<a href="#">Remove</a>

**Figure 93: Advanced: User Modify Page – Call Center Agent Tab**

5. Select the agent's **Guard Timer Setting**. **Default** uses the default settings. User overrides the default setting for the user. The guard timer is used to provide a short interval between the time

that a call ends and the time that a new call is offered to the agent. The typical setting is 2-5 seconds.

6. Set the **ACD State of the Agent** from the drop-down list. The agent can change the ACD state from the web portal as well as from the client.
7. Select the **Agent Threshold Profile** which should be applied to this agent. An Agent Threshold Profile is an optional set of warning thresholds configured for an agent to track metrics.
8. Enable **Make outgoing calls as** to configure the agent's outgoing calls setting. This setting might not be available for some call centers.
9. Select the **Agent Availability Settings** from the following settings to manage the availability to receive inbound calls from the call centers.
  - **Use Default Agent Availability Settings** - User overrides the default setting for the user.
  - **Use User Agent Availability Settings**
    - Force agent to unavailable on Do Not Disturb activation
    - Force agent to unavailable after some consecutive bounded calls
    - Force agent to unavailable on not reachable
    - Force agent to unavailable on personal calls
10. Select the Call Center from the drop down list and the click the **Assign Call Center** button.
11. The **Join** check box is checked by default.
12. Select a **Skill Level** from the drop-down menu in the **Agent's Call Centers** list.
13. Check **Join** to have the user join that call center. Clear **Join** to remove the user from that call center. Select the **Remove** link to remove the call center from the list.
14. Click **OK** or **Apply**.

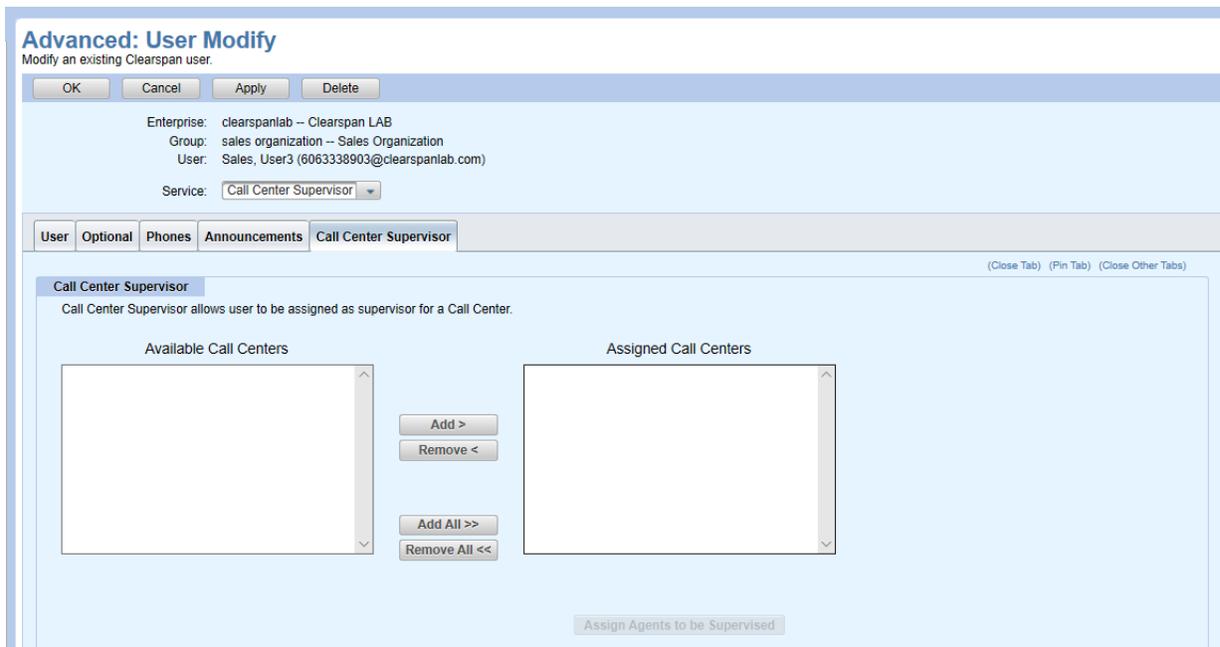
### Call Center Supervisor

The Call Center Supervisor tab allows you to assign the Supervisor to Call Center(s).



**Note:** Call Center Supervisor is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user that will be allowed to monitor other users' phone status. The Advanced: User Modify page opens.
5. Select **Call Center Supervisor** from the **Service** drop-down list. The Call Center Supervisor tab opens.



**Figure 94: Advanced: User Modify Page – Call Center Supervisor Tab**

6. User **Add** and **Remove** to assign Call Centers to the User. The User will be a Supervisor in the selected call center.
7. Select a Call Center from the **Call Center** drop down list, if required. Search to display all Agents available for assignment; or enter the parameters to narrow the search.
8. Use **Add** and **Remove** to assign available agents to be Supervised.
9. Click **OK\***.
10. Click **OK** or **Apply**.

## Call Forward

Call Forwarding allows you to forward some or all calls to a different phone number or SIP-URI, such as a home office or cell phone.



**Note:** Call Forwarding is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user you want to set up call forwarding. The Advanced: User Modify page opens.
5. Select Call Forward from the Service Drop-down list. The Call Forward tab opens, as shown in the following example.

**Advanced: User Modify**  
Modify an existing Clearspan user.

Enterprise: clearspanlab -- Clearspan LAB  
Group: sales organization -- Sales Organization  
User: Sales, User3 (6063338903@clearspanlab.com)

Service: Call Forward

User Optional Phones Announcements **Call Forward**

**Call Forward**

Call Forwarding allows you to forward some or all of your incoming calls to a different phone number or SIP-URI, such as your home office or cell phone. The type of forwarding (Always, Busy Answer, and Not Reachable) determines whether a call is forwarded and the number to which that call is forwarded. The address (phone number or SIP-URI) you forward your calls to must be permitted by your outgoing calling plan. For Call Forwarding Always, you can also make your primary phone emit a short ring burst to inform you if you are next to your phone when the call is by using the Ring Reminder. This is important when you have forgotten the service is turned on and you are at your primary phone waiting to receive calls.

**Always**

Call Forwarding Always:  On  Off

\* Forward-To Number:  (Phone Number or SIP-URI)

Ring Reminder:  Play Ring Reminder when a call is forwarded

**Busy**

Call Forwarding Busy:  On  Off

\* Forward-To Number:  (Phone Number or SIP-URI)

**No Answer**

Call Forwarding No Answer:  On  Off

\* Forward-To Number:  (Phone Number or SIP-URI)

Rings Before Forwarding:  (This setting also affects Sequential Ring Number of Rings for Base Location and Voice Mail Greetings Number of Rings)

**Not Reachable**

Call Forward Not Reachable:  On  Off

\* Forward-To Number:  (Phone Number or SIP-URI)

Figure 95: Advanced: User Modify Page – Call Forward Tab

6. Select **On** or **Off** for **Call Forwarding Always** to have calls always forwarded. Enter a number or SIP-URI for the **Forward-To Number** destination. Check the **Ring Reminder** check box to hear a short ring burst when the call is forwarded. This is important when users have forgotten the service is turned on and are at their primary phone waiting to receive calls.
7. Select **On** or **Off** button for **Call Forwarding Busy** to have calls forwarded when the primary phone is busy. Enter a number or SIP-URI for the **Forward-To Number** destination.
8. Select **On** or **Off** button for **Call Forwarding No Answer** to have calls forwarded when the primary phone is not answered. Enter a number or SIP-URI for the **Forward-To Number** destination. Select the **Rings Before Forwarding** to set the number of rings to occur before the call is forwarded on No Answer.
9. Select **On** or **Off** button for **Call Forwarding Not Reachable** to have calls forwarded when this number is not reachable. Enter a number or SIP-URI for the **Forward-To Number** destination.
10. Click **OK** or **Apply**.

## Call Forward Selective

Call Forward Selective allows you to forward specific calls matching pre-defined criteria. This feature is useful for forwarding calls from a manager, family member, or important client, or for forwarding calls during a certain time.



**Note:** Call Forwarding is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user you want to set up call forwarding. The Advanced: User Modify page opens.
5. Select **Call Forward Selective** from the **Service** Drop-down list.
6. Select **On** for Call Forwarding Selective to have specific calls forwarded, and enter a number or SIP-URI for the **Default Forward-To Number** destination. Check the **Ring Reminder** box to hear a short ring burst when the call is forwarded. This is important when users have forgotten the service is turned on and are at their primary phone waiting to receive calls.
7. Click **Add Forwarding Criteria** to create a set of call forwarding criteria, or click **Edit** in the **Forwarding Criteria** table to modify or delete existing criteria. The User: Call Forwarding Selective Add/Modify page opens.
8. Enter a **Name/Description** for the call forwarding selective entry.
9. Select to forward calls to the default number or another number, or Do Not Forward.
10. Specify the **Time Schedule** and/or **Holiday Schedule** for which to forward calls.
11. The received calls that use a Selective Criteria are based on the **Calls From** settings. Select or Enter one or more of the following options to use the selective criteria:
  - Select All Calls (from any phone number)
  - Select Calls from any or all the following:
    - Private Numbers
    - Unavailable Numbers
  - Enter Specific Phone Numbers (upto 12 numbers). The Phone numbers digit strings can include digits
    - from 0 through 9
    - the following wildcard characters:
      - \* (star) – This wild card can only be used as the last character of the digit strings and matches any number of trailing digits. For example 60833374\*
      - ? (question mark) – This wild card can be used anywhere in the string and matches any single digit. For example: 608????114 or 6?833??23 or 60?33374\*
12. Choose the numbers from the **Available Call To Numbers** list in the **Calls To** section, and click **Add** to use the number for the Calls To criteria.
13. Click **OK\***.

14. Click **OK** or **Apply**.

The **Forwarding Criteria** table displays the **Calls From** and **Calls To** columns. The **Calls To** criteria indicates if calls are forwarded based on the destination that was dialed.  
The User: Call Forwarding Selective page opens.

## Call Pickup

The Call Pickup feature allows users to answer calls received by other people within the same Call Pickup Group to which they are assigned.



**Note:** The Call Pickup group can be created in Clearspan or OpEasy, Provisioning | Group Settings | Call Pickup Groups. Call Pickup is a service that must be assigned to a user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user you want to set up call pickup. The Advanced: User Modify page opens.
5. Select **Call Pickup** from the **Service** Drop-down list.
6. Select the Call Pickup Group.
7. The User's **Last Name**, **First Name**, and **User ID** display under the Call Pickup group assignment.
8. Click **OK** or **Apply**.

**Advanced: User Modify**  
Modify an existing Clearspan user.

OK Cancel Apply Delete

Enterprise: clearspanlab -- Clearspan LAB  
Group: sales organization -- Sales Organization  
User: Sales\_User1 (6063338901@clearspanlab.com)  
Service: Call Pickup

User Optional Phones Announcements **Call Pickup**

Call Pickup  
Call Pickup allows you to answer calls received by other users within the Call Pickup Group to which you are assigned.  
Call Pickup Group: Sales\_Organization\_Pickup\_Group

Users Assigned to Call Pickup Group 'Sales\_Organization\_Pickup\_Group'

Last Name	First Name	Department	Phone Number	Extension	User ID
Sales	User1		6063338901	8901	6063338901@clearspanlab.com

- End of Users -

Figure 96: Advanced: User Modify Page – Call Pickup Tab

## Call Recording

The Call Recording feature allows you to configure the recording settings for a new or existing user.



**Note:** Call Recording is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user you want to set up call recording. The Advanced: User Modify page opens.
5. Select **Call Recording** from the **Service** Drop-down list.

**Advanced: User Modify**  
Modify an existing Clearspan user.

OK Cancel Apply Delete

Enterprise: clearspanlab -- Clearspan LAB  
Group: sales organization -- Sales Organization  
User: Sales, User3 (6063338903@clearspanlab.com)

Service: Call Recording

User Optional Phones Announcements **Call Recording** (Close Tab) (Pin Tab) (C)

**Call Recording**

Call Recording allows you to record calls.

Record Call:  Never  
 Always  
 Always with Pause/Resume  
 On Demand  
 On Demand with User Initiated Start

Options:  Play Call Recording Start/Stop Announcement  
 Record Voice Messaging

Pause/Resume Notification:  None  
 Beep  
 Play Announcement

Recording Notification:  Repeat Record Call Warning Tone Every  seconds

**Figure 97: Advanced: User Modify Page – Call Recording Tab**

6. The **Record Call** setting determines when and how the user's calls are recorded.
7. Enable the **Play Call Recording Start/Stop Announcement** option to play an announcement when starting or stopping the recording of a call.
8. Enable the **Record Voice Messaging** option to record calls that go to Voice Mail.
9. The **Pause/Resume Notification** setting determines whether to play a beep or announcement notification when pausing or resuming the recording.
10. Enable **Repeat Record Call Warning Tone Every X seconds** to repeat a periodic warning tone to the caller to indicate that the call is being recorded. The time values range from 10 to 1800 seconds.

11. Click OK or **Apply**.

## Clearspan Anywhere

The Clearspan Anywhere feature allows you to view a list of available Clearspan Anywhere Portals, and manage the Clearspan Anywhere phone numbers.



**Note:** Clearspan Anywhere is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The **Users** page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user you want to configure the Clearspan Anywhere feature. The **Advanced: User Modify** page opens.
5. Select **Clearspan Anywhere** from the **Service** Drop-down list. The **Clearspan Anywhere** tab appears.

**Advanced: User Modify**  
Modify an existing Clearspan user.

OK Cancel Apply Delete

Enterprise: Canine Center -- Training and Pet Store  
Group: Training  
User: Last02, First02 (3124481002@k9center.clearspancloud.com)  
Service: Clearspan Anywhere

User Optional Phones Announcements Alternate Numbers Call Center Agent Call Pickup **Clearspan Anywhere**

(Close Tab) (Pin Tab) (Close Other Tabs)

**Clearspan Anywhere**

Setup Clearspan Anywhere for the fixed phones and mobile phones you would like to link to this account.

Alerting:  Alert all locations for Click-to-Dial calls  
 Alert all locations for Group Paging calls

Available Portals: [Available Portal List](#)

Phone Number:

**Clearspan Anywhere Phone Numbers**

(1-25 of 29) 1 2 25

Phone Number	Description	Edit
9722221001		<a href="#">Edit</a>
9722221002		<a href="#">Edit</a>
9722221003		<a href="#">Edit</a>
9722221004		<a href="#">Edit</a>
9722221005		<a href="#">Edit</a>
9722221006		<a href="#">Edit</a>
9722221007		<a href="#">Edit</a>
9722221008		<a href="#">Edit</a>
9722221009		<a href="#">Edit</a>
9722221010		<a href="#">Edit</a>

**Figure 98: Advanced: User Modify Page – Clearspan Anywhere**

6. Enable the Alert all locations for Click-to-Dial calls option and/or Alert all locations for Group Paging calls option.
7. Click **Available Portal List** to view a list of available Clearspan Anywhere Portals, the **Available Clearspan Anywhere Portals** page appears.



Figure 99: Available Clearspan Anywhere Portals page

8. Click **Add Phone Number**. The **User: Clearspan Anywhere Phone Number Add** page appears,
9. Click **Edit** in the row of **Clearspan Anywhere Phone Numbers** table. The **User: Clearspan Anywhere Phone Number Modify** page appears.

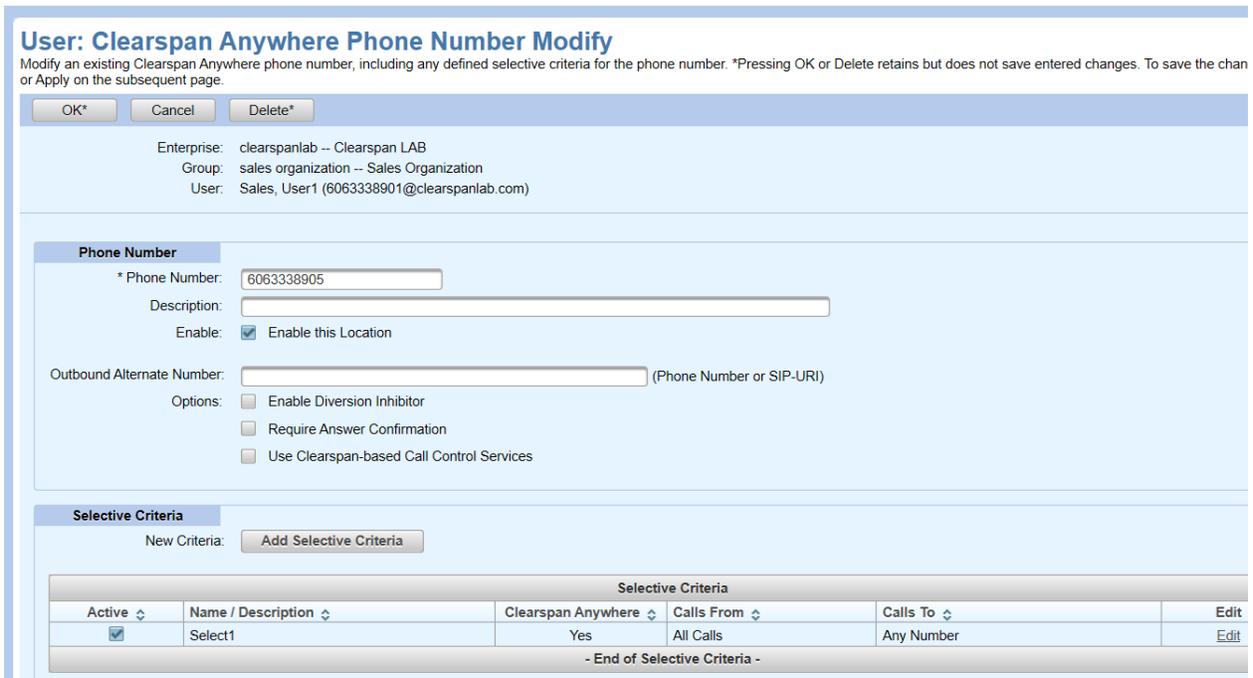


Figure 100: Available Clearspan Anywhere Portals page

10. Enter or modify the Clearspan Anywhere phone number and description. Check the **Enable** check box to enable access to the configured Clearspan Anywhere location.
11. Enter or modify the **Outbound Alternate Number**. The **Outbound Alternate Number** allows you to add an outbound number or SIP URI to use when an alternate number must be dialed to reach this Clearspan Anywhere location.
12. Select the options:
  - **Enable Diversion Inhibitor** (specifies whether calls to this Clearspan Anywhere location may be redirected. If this setting is enabled, internal and PSTN/PLMN calls cannot be redirected),

- **Require Answer Confirmation** (specifies whether calls to this Clearspan Anywhere location require a confirmation digit be entered by the answering party. Enabling this setting ensures that calls either connect to a live party or roll over to your Clearspan mailbox)
- **Use Clearspan-based Call Control Services** (specifies whether the Clearspan Anywhere location uses its own device or Clearspan for call control).

13. Click **Add Selective Criteria** to Add a Selective Criteria, or Click **Edit** in the **Selective Criteria** table to modify the Selective Criteria.

**User: Clearspan Anywhere Selective Criteria Modify**  
Modify a selective criteria entry for a Clearspan Anywhere phone number. \*Pressing OK or Delete retains but does not save entered changes. To save the changes, press OK or Apply on the subsequent page.

OK\* Cancel Delete\*

Enterprise: clearspanlab -- Clearspan LAB  
Group: sales organization -- Sales Organization  
User: Sales, User1 (6063338901@clearspanlab.com)

**Selective Criteria**

Phone Number: 6063338905

\* Name / Description:

Use Clearspan Anywhere  
 Do not use Clearspan Anywhere

Time Schedule:

Holiday Schedule:

**Calls From**

Calls From:  All Calls (from any phone number)  
 Calls from the following Phone Numbers:

Private Numbers  
 Unavailable Numbers

Specific Phone Numbers: (wildcard characters: ? for any digit, trailing \* for multiple digits)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Calls To**

Select called numbers that this criteria applies to. When no numbers are selected, the called number is not used as part of the criteria.

Available Call To Numbers

Selected Call To Numbers

Primary (6063338901 / 8901)

Add >  
Remove <  
Add All >>

**Figure 101: Clearspan Selective Criteria Modify page**

14. Enter the Name or Description of the Selective Criteria, select a Time Schedule and/or Holiday Schedule to determine when the criteria apply.
15. The received calls that use a Selective Criteria are based on the **Calls From** settings. Select or Enter one or more of the following options to use the selective criteria:
- Select All Calls (from any phone number)
  - Select Calls from any or all the following:
    - Private Numbers
    - Unavailable Numbers
    - Etc

- Enter Specific Phone Numbers (upto 12 numbers). The Phone numbers digit strings can include digits
    - from 0 through 9
    - the following wildcard characters:
      - \* (star) – This wild card can only be used as the last character of the digit strings and matches any number of trailing digits. For example 60833374\*
      - ? (question mark) – This wild card can be used anywhere in the string and matches any single digit. For example: 608????114 or 6?833??23 or 60?33374\*
16. Click the **Available Call To Numbers** from the **Calls To** section, and click **Add** to add a Call To number to the **Selected Call To Numbers** list. When a received call uses the criteria, the Calls To settings determine the user's phone numbers that will use the selected criteria when called. The phone numbers in the **Available Call To Numbers** list includes the users Primary number and any configured Alternate Numbers.
  17. Click **OK\***.
  18. Click the **Active** check box to activate a Selective Criteria or clear the **Active** check box to deactivate the Selective Criteria.
  19. Click **OK\***. The Advanced: User Modify page opens.
  20. Click OK or Apply.

## Fax Messaging

The Fax Messaging feature allows users to receive faxes over a dedicated phone number.



**Note:** Fax Messaging is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user you want to set up fax messaging. The Advanced: User Modify page opens.
5. Select **Fax Messaging** from the **Service** Drop-down list.
6. Check the **Enable Fax Messaging** box to enable fax messaging for this user.
7. Select a **Phone Number**. A phone number is required when Fax Messaging is enabled.
8. **Activated** or **Deactivated** indicates the current status of the phone number selected. Change this setting if necessary. Select **Activated** (Recommended) if the phone will receive fax messaging from outside the system, or **Deactivated** if fax messaging will be internal only.
9. You can enter an **Extension** for Fax Messaging. This field is optional.
10. You can enter up to three optional SIP **Aliases**.
11. You can configure the user's account so that any fax message received by Voice Mail is sent to email.
  - a. Select Voice Mail from the **Service** Drop-down list.

- b. Enable **Send Notification to E-mail Address** or **E-mail Carbon Copy to E-mail Address** and enter a valid email address. Any fax message received is sent to the email address listed.



**CAUTION:** E-mail copies of Voice Mail might not be sent over secure E-mail.

12. Click **OK** or **Apply**.

The screenshot shows the 'Advanced: User Modify' interface with the 'Fax Messaging' tab selected. At the top, there are buttons for 'OK', 'Cancel', 'Apply', and 'Delete'. Below these, user information is displayed: Enterprise (clearspanlab -- Clearspan LAB), Group (sales organization -- Sales Organization), and User (Sales, User3 (6063338903@clearspanlab.com)). The 'Service' dropdown is set to 'Fax Messaging'. The 'Fax Messaging' tab is active, showing a section titled 'Fax Messaging' with the text 'Fax Messaging allows you to receive faxes over a dedicated phone number.' Below this, there is a checkbox for 'Enable Fax Messaging', a 'Phone Number' dropdown menu currently set to '(None)', and an 'Extension' text input field. There are three 'Aliases' rows, each with a 'sip:' label, a text input field, and a dropdown menu currently set to '@ clearspanlab.com'.

**Figure 102: Advanced: User Modify Page – Fax Messaging Tab**

## Flexible Seating Guest

Flexible Seating Guests can be associated with a Flexible Seating host device, to use it as if it were their own phone. Flexible Seating Guests can be any users within the relevant Group or Enterprise who have the “Flexible Seating Guest” service assigned, and who have a configured Primary device that is the same device type as the host device. While a guest is associated with it, the host phone functions like the user’s phone device, including all the key assignments and functions.



**Note:** Flexible Seating Guest is a service that must be assigned to the user on Clearspan.

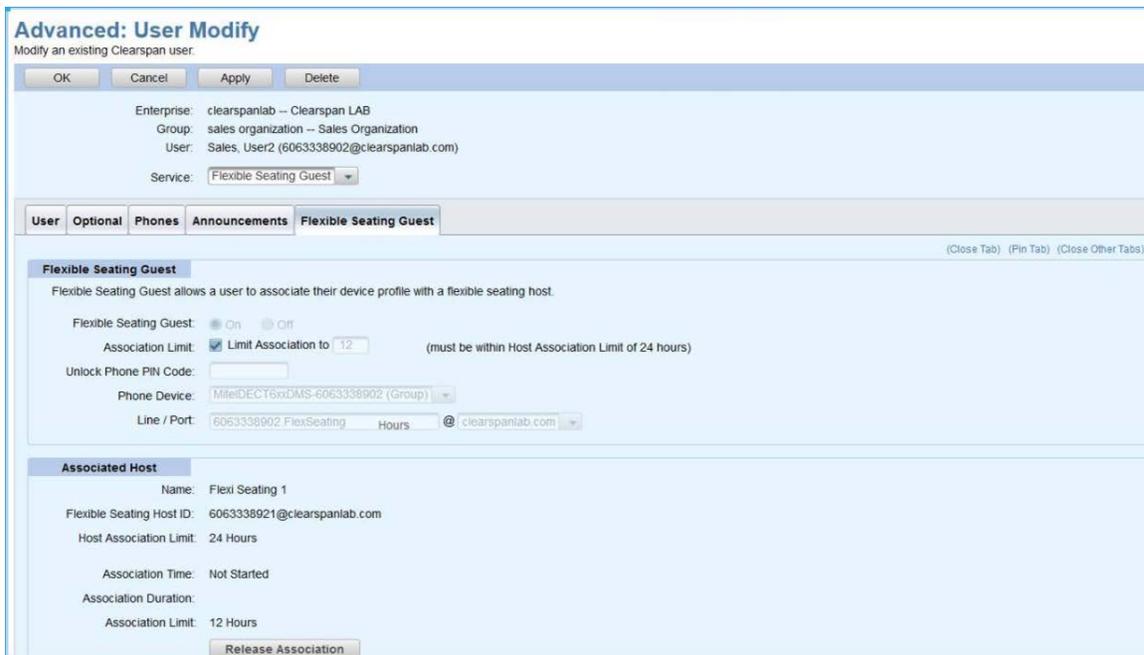
1. Complete the steps for [Configuring Flexible Seating Hosts](#).
2. Then, from the main menu, select **Provisioning** and then **Users**. The Users page opens.
3. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
4. Click **Search** to view all the Users or enter Search parameters to filter the Search.
5. Click the **Edit** link in the row or click anywhere in the row of the user who will be the Flexible Seating Guest. The Advanced: User Modify page opens.
6. Select **Flexible Seating Guest** from the **Service** drop-down list.

**Figure 103: Advanced: User Modify – Flexible Seating Guest Tab**

7. When the **On** button is selected, the page refreshes and the Associated Host section is displayed.
8. Select the **Association Limit** check box, and enter the number of hours, if you want to limit the time that the association is active. If an Association Limit is not configured for the guest or the host, the guest is allowed to stay logged onto the host phone indefinitely.
9. Enter an **Unlock Phone PIN Code** if entry of a code is required at the time the user associates with the host phone using the voice portal. If used, the code must be between 4-10 characters.
10. Select the **Phone Device**. The drop-down provides all primary line and SCA devices associated with this user (Mitel and Polycom phones). When you select a phone device, the **Line/Port** field populates automatically.

*Associating with a Flexible Seating Phone in OpEasy*

1. In the **Associated Host** section of the Flexible Seating Guest tab of the User page, click **Search** to view all the Available Hosts for this group or enterprise that are built with the device type that matches the guest phone's device type.
2. Select the host from the Available Hosts list and click **Associate Host**. The screen refreshes with information in the Flexible Seating Guest section no longer modifiable. The host association information is presented along with a button to Release Association.



**Figure 104: Advanced: User Modify – Flexible Seating Guest Tab with Host Association**

3. To start the association, click **Apply** or **OK** to reboot the host phone, which then loads a new configuration file matching the guest user’s device configuration.
4. After the new file is loaded, the host phone functions like the user’s primary phone, including all the key assignments and functions of the user’s primary phone device. Calls placed to the user’s extension are presented to both the user’s device and the host phone, and calls can be placed from the host phone.
5. To release the association with the host phone, guests use the host phone to call their personal voice portal, access the Flexible Seating menu, and choose to unassociate from the host phone.

*Associating with a Flexible Seating Phone using the Voice Portal*

Guests can associate with a host phone using the voice portal following these steps.

1. Guests use the host phone to call into their personal voice portal using their mailbox ID and passcode.
2. After logging into their personal voice portal, guest users access the Flexible Seating menu, choose to associate with the host, and enter the Unlock Phone PIN Code if one was configured.
3. The phone reboots and loads a new configuration file matching the guest user’s device configuration. While a guest is associated with it, the host phone functions like the user’s primary phone, including all the key assignments and functions of the user’s primary phone device. While the guest is logged onto the host phone, both the primary device and the host phone are functional and capable of making and receiving calls.
4. To release the association with the host phone, guests use the host phone to call their personal voice portal, access the Flexible Seating menu, and choose to unassociate from the host phone.

### *Unassociating a Flexible Seating Guest*

The Flexible Seating association remains in effect until one of the following occurs:

- Click the **Release Association** button on the Flexible Seating Guest tab
- The Association Time Limit for the guest expires
- The host phone is used to call the voice portal and make menu selections to unassociate
- Click the **Force Release Association** button on the Guest Association tab for the host

When the Flexible Seating association is released, the phone reboots and loads the Flexible Seating host configuration. When no guest is associated with it, the host phone can only make emergency calls or calls into the voice portal.

## Hoteling Guest

Hoteling Guest allows users to associate their configuration with a Hoteling Host user. This allows the guest user to use the host's phone device along with the guest user's configuration. This is useful for transient employees.



**Note:** The Hoteling Host and Hoteling Guest services must be assigned to the user on Clearspan. These are two separate services and should be assigned accordingly.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user who will be the Hoteling Guest. The Advanced: User Modify page opens.
5. Select **Hoteling Guest** from the **Service** drop-down list. The Association Host section is displayed.
6. Select **On** to enable this user as a Hoteling Guest.
7. Check the Associated Limit check box to limit the time the Guest is Associated with the Host's Phone. The default is 12 hours.
8. Search for a **Hoteling Host** in the Associated Host section. Select a host from the list of Available Hosts.
9. Click the **Associate Host** button. The page is refreshed and the Associated Host and Associated Time Limit is displayed in the Associated Hosts section.
10. Click **OK** or **Apply**. The Users page opens.

#### **To release the Hoteling Association:**

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user who is the Hoteling Guest. The Advanced: User Modify page opens.

5. Select **Hoteling Guest** from the **Service** drop-down list. The Hoteling Guest tab opens.
6. Click **Release Association** to release the Guest association.

**Advanced: User Modify**  
Modify an existing Clearspan user.

OK Cancel Apply Delete

Enterprise: clearspanlab -- Clearspan LAB  
Group: sales organization -- Sales Organization  
User: Sales, User3 (6063338903@clearspanlab.com)  
Service: Hoteling Guest

User Optional Phones Announcements Flexible Seating Guest **Hoteling Guest**

**Hoteling Guest**

Hoteling Guest allows a user to associate their configuration with a Hoteling Host user. This allows the guest user to use the host's phone device with the guest user's configuration. This is useful for transient employees.

Hoteling Guest:  On  Off  
Association Limit:  Limit Association to  Hours

**Associated Host**

Search for and select a Hoteling Host. Then press 'Associate Host' to complete the association of the host with this guest.

Host Search:  Search

(All Users) Contains:

Available Hosts

Figure 105: Advanced: User Modify – Hoteling Guest Tab

## Hoteling Host

Hoteling Host allows user to be designated as a Host user. Another user, who is assigned as a Hoteling Guest, can then be “associated” to the host user. When associated, the host user allows the guest user to use the host phone device along with the guest's service profile. If an association limit is not enabled, the guest user is allowed to associate with the host user indefinitely.



**Note:** The Hoteling Host and Hoteling Guest services must be assigned to the user on Clearspan. These are two separate services and should be assigned accordingly.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the search.
4. Click the **Edit** link in the row or click anywhere in the row of the user who will be the Hoteling Host. The Advanced: User Modify page opens.
5. Select **Hoteling Host** from the **Service** drop-down list.
6. If the User is Host and has been Associated with a Guest then the **ON** button is disabled and the Associated Guest information is displayed.
7. Click **On** to enable this user as a **Hoteling Host**. The page is refreshed and the Associated Guest section is displayed.

8. Choose the **Association Limit** check box to limit the time the Guest is Associated with the Host's Phone. The default is 24 hours.
9. Set the **Access Level** to Enterprise or Group.
10. Click **OK** or **Apply**.

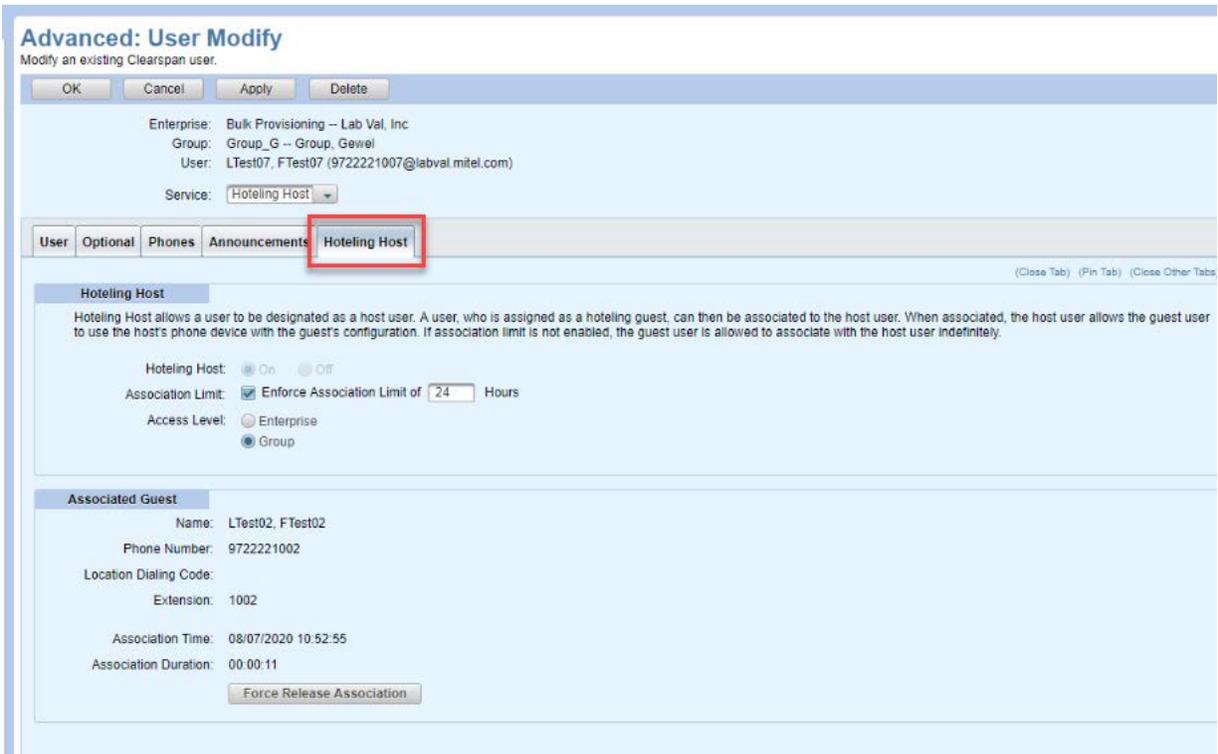


Figure 106: Advanced: User Modify – Hoteling Host Tab

**To release the Hoteling Association:**

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user who is the Hoteling Guest. The Advanced: User Modify page opens.
5. Select **Hoteling Host** from the **Service** drop-down list. The Hoteling Host tab opens.
6. Click **Force Release Association** to release the Host association.

**Associated Guest**

Name: LTest02, FTest02

Phone Number: 9722221002

Location Dialing Code:

Extension: 1002

Association Time: 08/07/2020 10:52:55

Association Duration: 00:00:11

**Force Release Association**

**Figure 107: Advanced: User Modify – Host and Guest Association**

### Hunt Group

A Hunt Group allows incoming calls to be rotated through a sub-group of users until a free line is found and the caller is connected.



**Note:** Hunt Group is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user that will be allowed to monitor other users' phone status. The Advanced: User Modify page opens.
5. Select **Hunt Group** from the **Service** drop-down list. The Hunt Group tab opens.
6. Select the Hunt Groups in the **Available Hunt Groups** list that the User/Agent will be assigned to. You can use Shift+Click to select specific groups.
7. Click **Add** to assign the User/Agent to the selected Hunt Group(s) or click **Add All** to assign the User/Agent to all Hunt Groups. Use **Remove** or **Remove All** to remove the user from lists.
8. Click **OK** or **Apply**.

### Integrated IM&P

Integrated IM&P allows service providers to offer instant messaging, presence, buddy list, chat and telephony integration. IM&P is enabled by default for a new user when the service is assigned.



**Note:** Integrated IM&P is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search**.
4. Click the **Edit** link at the end of the user's row or click anywhere in the row of the user. The Advanced: User Modify page opens.

5. Select **Integrated IM&P** from the **Service** drop-down list. The Integrated IM&P tab opens.
6. Click **On** to enable IM&P services for the user.
7. Select the **Regenerate IM&P Password** check box to create a new IM&P password.
8. Click **OK** or **Apply**.

### Music On Hold

The Music On Hold tab allows you to specify settings for playing music during the calls that are holding or parked on the user's phone.



**Note:** Music On Hold is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user for whom you want to configure Music On Hold settings. The Advanced: User Modify page opens.
5. Select **Music On Hold** from the **Service** drop-down list.
6. If **Music On Hold Profile** is not selected,
 

Select a **Music On Hold Profile**, The Profile settings are filled in. Go to the last step.

If no **Music On Hold Profile** is selected continue with the steps.
7. Select the **Enable Music On Hold** box to enable music on hold for this user in the General Settings section.
8. Select the **Music Source** for this feature. **Group** uses the music selected for the Group. **Custom Announcement** allows you to select different music for this user. If **Music Source** is set to **Custom Announcement**, specify an **Audio Announcement** or **Video Announcement** by choosing a file from an Announcement Repository. To load a new announcement file, use the Announcements tab.
9. To configure the user's music on hold to be different for internal and external calls, check the **Use Alternate Source** box and configure the Internal Calls Settings.
10. Click **OK** or **Apply**.

### Priority Alert

Priority Alert allows you to make a user's phone ring with a different ring based on pre-defined criteria. Use this service if you want to distinguish when a specific person calls such as a manager or spouse, or when a call is from inside or outside the user's group. The criteria for each Priority Alert entry can be a list of up to 12 phone numbers or digit patterns, a specified time schedule, and a specified holiday schedule. All criteria (phone number, day of week, and time of day) for an entry must be true for the phone to ring with a different tone.



**Note:** Priority Alert is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user who will get priority alerts. The Advanced: User Modify page opens.
5. Select **Priority Alert** from the **Service** drop-down list.  
Click **Add Priority Alert** to create a new priority alert, or click **Edit** in the **Priority Alert** table to modify or delete a priority alert. The **Priority Alert** table displays the **Calls From** and **Calls To** columns.  
The User: Priority Alert Add/Modify page opens as shown in the following example.

Figure 108: Priority Alert Setup Page

6. Enter a **Name/Description** for the alert.
7. Click **On** for **Priority Alert**.
8. Specify the **Time Schedule** and/or **Holiday Schedule** for which to provide priority alerts.
9. Choose to provide alerts for **All External Calls** or calls from specific numbers. If you specify **Calls from the following Phone Numbers**, you can choose calls from **Private Numbers** and/or calls from **Unavailable Numbers**. You can also enter 12 **Specific Phone Numbers** or number patterns using wildcard characters.

10. Choose the numbers from the **Available Call To Numbers** list in the **Calls To** section, and click **Add** to use the numbers for the Priority Alert.
11. Click **OK\***. The Priority Alert is added or changed.
12. Click **OK** or **Apply** again on the Advanced: User Modify page.

## Privacy

Privacy allows you to exclude a user from Directory listings, Auto Attendant extension and/or name dialing, and Phone Status monitoring. You can also select the users who are allowed to monitor someone's phone status.



**Note:** Privacy is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user for which to enable privacy. The Advanced: User Modify page opens.
5. Select **Privacy** from the **Service** drop-down list.

**Figure 109: Advanced: User Modify – Privacy Tab**

6. Select the types of Privacy that you want to enable in the Privacy section. You can select **Enable Directory Privacy**, **Enable Auto Attendant Extension Dialing Privacy**, **Enable Auto**

**Attendant Name Dialing Privacy**, or **Enable Phone Status Privacy** to exclude this user from those features.

7. Click **Search** to view all the Users in the Users Authorized to Monitor section, or enter Search parameters to filter the search of Available Users, if you want to allow certain users to monitor the phone status of this user.
8. Select the users authorized to monitor the phone status when Privacy is enabled. Click **Add** to add specific users to the Users Authorized to Monitor list, or click **Add All** to add all users to the list. Use **Remove** or **Remove All** to remove users from the Users Authorized to Monitor list.
9. Click **OK** or **Apply**.

### Sequential Ring

Sequential Ring allows sequential ringing on multiple phones when calls are received. Sequential Ring allows you to add up to five locations in addition to the base location for a specified number of rings. The locations can either be a phone number or a SIP-URI. The sequential ring feature applies to calls matching your pre-defined criteria. The criteria for each Sequential Ring entry can list up to twelve phone numbers or digit patterns, a specified time schedule, and a specified holiday schedule. All criteria for an entry must be satisfied for the call to enter a sequential ring (for example: phone number, time). If the criteria do not match, the call continues as if this service was not turned on.



**Note:** Sequential Ring is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The **Users** page opens.
2. Select the Enterprise and Group from the drop-down list, if necessary.
3. Click **Search**.
4. Click the **Edit** link in the row or click anywhere in the row of the user for which you want to set up the Sequential Ring service. The **Advanced: User Modify** page appears.
5. Select **Sequential Ring** from the **Service** drop-down list. The **Sequential Ring** tab opens as shown in the following example:

**Advanced: User Modify**  
Modify an existing Clearspan user.

Enterprise: Canine Center -- Training and Pet Store  
Group: Training  
User: Last02, First02 (3124481002@k9center.clearspancloud.com)  
Service: Sequential Ring

User | Optional | Phones | Announcements | Alternate Numbers | Call Center Agent | Call Pickup | Clearspan Anywhere | **Sequential Ring**

Sequential Ring

Sequential Ring allows you to sequentially ring up to 5 locations in addition to the base location for a specified number of rings. The 5 locations can be either a phone number or a SIP-URI. The feature applies to calls matching your pre-defined criteria. Use this service to ring calls from your manager, a family member, or an important customer on your cell phone, alternate business phone, or home phone. The criteria for each Sequential Ring entry can be a list of up to 12 phone numbers or digit patterns, a specified time schedule, and a specified holiday schedule. All criteria for an entry must be satisfied for the call to enter Sequential Ring (phone number and day of week and time of day). If the criteria do not match, the call continues as if this service was not turned on.

Use Base Location first  
Number of rings for Base Location: 3 (This setting also affects Call Forward Rings Before Forwarding and Voice Mail Greetings Number of Rings)

Continue the search process if the base location is busy.

Enable caller to skip search process. Assumes forwarding or messaging is enabled.

Location	Phone Number / SIP-URI	Number of rings	Answer confirmation required
1	<input type="text"/>	3	<input type="checkbox"/>
2	<input type="text"/>	3	<input type="checkbox"/>
3	<input type="text"/>	3	<input type="checkbox"/>
4	<input type="text"/>	3	<input type="checkbox"/>
5	<input type="text"/>	3	<input type="checkbox"/>

Sequential Ring Criteria: [Add Sequential Ring Criteria](#)

Sequential Ring Criteria				
(1-25 of 29)				
Active	Name / Description	Ring Sequentially	Calls From	Edit
<input checked="" type="checkbox"/>	Seq1	Yes	All Calls	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	Seq10	Yes	All Calls	<a href="#">Edit</a>

**Figure 110: Advanced: User Modify Page – Sequential Ring Tab**

6. The **Use Base Location first** option is selected by default, uncheck the **Use Base Location first** check box to disable the option.
7. Select the number of rings for base location.
8. The option to continue the search process if the base location is busy is selected by default, uncheck the **Continue the search process if the base location is busy** check box to disable the option.
9. Enter the Phone Number/SIP-URI, select the number of rings and click the **Answer confirmation required** check box to receive an answer confirmation.
10. Click **Add Sequential Ring Criteria** to add a new Sequential ring entry, the **User: Sequential Ring Add** page appears.

Figure 111: User: Sequential Ring Add

- a. Enter the Name or Description of the criteria, select the option to **Use sequential ring**, or **Do not use sequential ring**.
  - b. Select the Time Schedule and Holiday Schedule.
  - c. Select the option to receive a sequential ring from **All Calls (from any phone number)** or **Calls from the following Phone Numbers** and enter up to 12 phone numbers or digit patterns.
  - d. Select **Private Numbers** or **Unavailable Numbers** or both, to receive calls from private and unavailable numbers.
  - e. Click **OK**.
11. Click any row in the **Sequential Ring Criteria** table to modify an existing sequential ring entry. The **User: Sequential Ring Modify** page opens.
  12. Click **OK** or **Apply**.

## Simultaneous Ring

Simultaneous Ring service allows simultaneous ringing on multiple phones when calls are received. Simultaneous Ring allows you to add up to 10 phone numbers or SIP-URI addresses to ring simultaneously, in addition to your primary phone, when you receive a call.

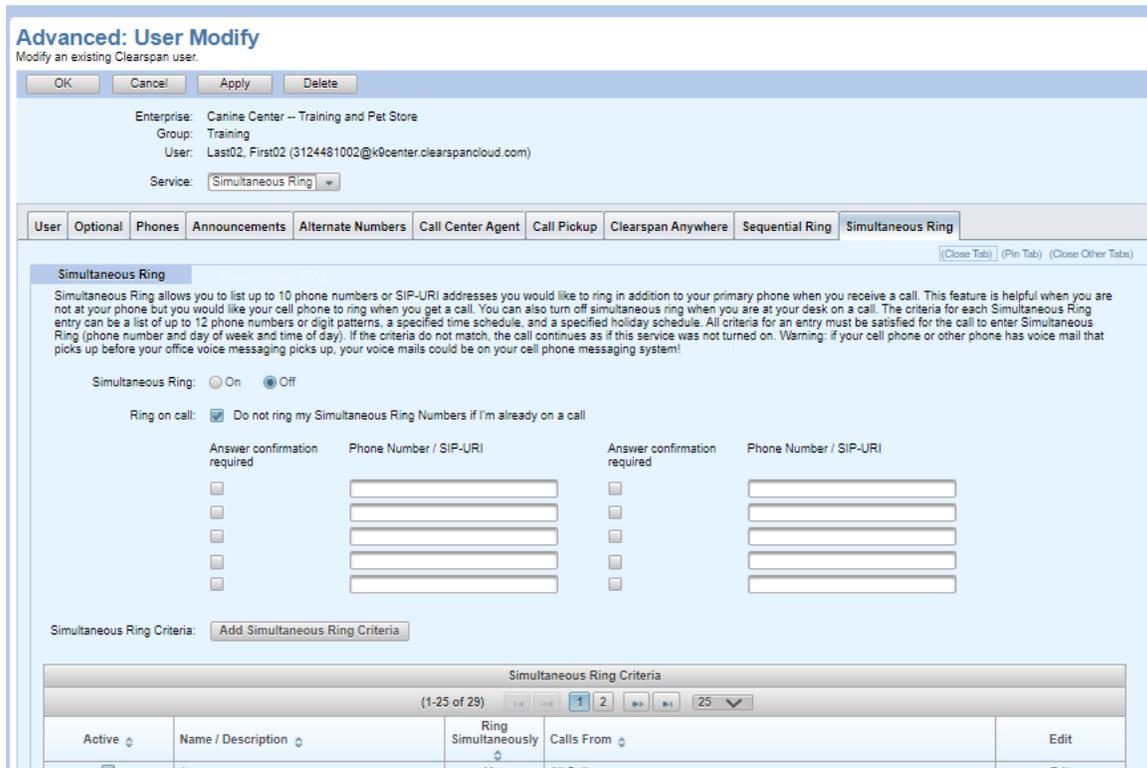


**Note:** Simultaneous Ring is a service that must be assigned to the user on Clearspan.

If the Simultaneous Ring criteria does not match, the call continues without simultaneous ring.

1. From the main menu, select **Provisioning** and then **Users**. The **Users** page opens.

2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user for which you want to set up the Simultaneous Ring service. The **Advanced: User Modify** page appears.
5. Select **Simultaneous Ring** from the **Service** drop-down list. The **Simultaneous Ring** tab opens as shown in the following example:



**Figure 112: Advanced: User Modify Page – Simultaneous Ring Tab**

6. Select **On** to enable the Simultaneous Ring service.
7. Select the **Do not ring my Simultaneous Ring Numbers if I'm already on a call** check box if you do not want to ring the Simultaneous Ring numbers when already on a call.
8. Enter the Phone Number or SIP-URIs. You can configure up to 10 phone numbers or SIP-URI addresses.
9. Click **Add Simultaneous Ring Criteria** to add a new Simultaneous ring entry, the **User: Simultaneous Ring Add** page appears.

**User: Simultaneous Ring Add**  
 Add a new simultaneous ring entry. Specify the time schedule and/or holiday schedule you would like calls ring. You can have the calls ring for only specified numbers or all numbers. If you need more than 12 numbers or more distinct time or holiday periods, you can create multiple simultaneous ring entries. \*Pressing OK retains but does not save entered changes. To save the changes, press OK or Apply on the subsequent page.

OK\* Cancel

Enterprise: clearspanlab -- Clearspan LAB  
 Group: sales organization -- Sales Organization  
 User: Sales, User3 (6063338903@clearspanlab.com)

**Simultaneous Ring**

\* Name / Description:

Simultaneous Ring:  Use simultaneous ring  
 Do not use simultaneous ring

Time Schedule:

Holiday Schedule:

**Calls From**

Simultaneous Ring:  All Calls (from any phone number)  
 Calls from the following Phone Numbers

Private Numbers  
 Unavailable Numbers

Specific Phone Numbers: (wildcard characters: ? for any digit; trailing \* for multiple digits)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Figure 113: User: Simultaneous Ring Add**

- a. Enter the Name or Description of the criteria, select the option to **Use simultaneous ring**, or **Do not use simultaneous ring**.
  - b. Select the Time Schedule and Holiday Schedule.
  - c. Select the option to receive a simultaneous ring from **All Calls (from any phone number)** or **Calls from the following Phone Numbers** and enter up to 12 phone numbers or digit patterns.
  - d. Select **Private Numbers** or **Unavailable Numbers** or both, to receive calls from private and unavailable numbers.
  - e. Click **OK**.
10. Click any row in the **Simultaneous Ring Criteria table** to modify an existing simultaneous ring entry. The **User: Simultaneous Ring Modify** page opens.

## Speed Dial 8

Speed Dial 8 allows you to set up to eight speed dial numbers (2 through 9) that can be called with the push of a button. Users can press the speed code on the touchpad of the phone to call the number.



**Note:** Speed Dial 8 is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the users or enter Search parameters to filter the Search.

4. Click the **Edit** link in the row or click anywhere in the row of the user for which to configure Speed Dial 8. The Advanced: User Modify page opens.
5. Choose **Speed Dial 8** from the **Service** drop-down list. The Speed Dial 8 tab opens.
6. If you want to assign a predefined Speed Dial 8 List to the user, select it from the **Initialize List Using** drop-down box, and click **Initialize List**. Initializing a predefined list overwrites any existing Speed Code entries.
7. If you want to assign or edit a specific Speed Code entry, enter or change the **Phone Number / SIP-URI** and a **Name/Description**. Enter a phone number as you would normally dial it.
8. Click **OK** or **Apply**.

### Speed Dial 100

Speed Dial 100 allows you to set up to 100 speed dial phone numbers or SIP-URI addresses that can be called with the push of a few buttons. Users can enter the number for a Speed Dial 100 entry as they would normally dial it and then just press the speed code prefix and speed code on the touch pad to call it.



**Note:** Speed Dial 100 is a service that must be assigned to the user on Clearspan.

The default Dialing Prefix is # but can be changed. Be careful not to assign a #nn code that conflicts with a system feature access code.

#### *Adding Speed Dial 100 Entries*

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user for which to configure Speed Dial 100. The Advanced: User Modify page opens.
5. Choose **Speed Dial 100** from the **Service** drop-down list. The Speed Dial 100 tab opens.
6. If you want to assign a predefined Speed Dial 100 List to the user, select it from the **Initialize List Using** drop-down box, and click **Initialize List**. Initializing a predefined list overwrites any existing Speed Code entries.
7. If you want to assign a specific Speed Code entry, click the **Add Speed Dial 100** button. The User: Speed Dial 100 Add page displays as in the following example.

**User: Speed Dial 100 Add**  
Add a new speed dial. \*Pressing OK retains but does not save entered changes. To save the changes, press OK or Apply on the subsequent page.

OK\* Cancel

Enterprise: clearspanlab -- Clearspan LAB  
Group: sales organization -- Sales Organization  
User: Sales, User3 (6063338903@clearspanlab.com)

**Speed Dial 100**

Speed Code 100: 00

Name / Description:

\* Phone Number / SIP-URI:

**Figure 114: User: Speed Dial 100 Add Dialog Box**

8. Choose the **Speed Code 100** number from the drop-down list.
9. Enter the Name/Description.
10. Enter the Speed Dial **Phone Number/SIP-URI**. Enter a phone number as you would normally dial it.
11. Click **OK\***. The Speed Dial 100 tab opens again with the new speed dial entry.
12. Click **OK** or **Apply** again.

### *Editing or Deleting Speed Dial 100 Entries*

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user for which to configure Speed Dial 100. The Advanced: User Modify page opens.
5. Choose **Speed Dial 100** from the **Service** drop-down list. The Speed Dial 100 tab opens.
6. Click the **Edit** link in the row or click anywhere in the row of the Speed Dial 100 entry to modify.
7. Make any changes, or click **Delete\*** to delete the entry.
8. Click **OK\*** to return to the Speed Dial 100 tab.
9. Click **OK** or **Apply** again.

## Voice Mail

The Voice Mail tab allows modification of Voice Mail parameters. If a user has “No Voice Mail” assigned, you can add voice mail on this page, activate it, and configure it accordingly.



**Note:** Voice Mail is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.

4. Click the **Edit** link in the row or click anywhere in the row of the user for which to configure Voice Mail.
5. Select **Voice Mail** from the **Service** drop-down list.

**Figure 115: Advanced: User Modify Page – Voice Mail Tab**

6. If Voice Mail was previously enabled and saved, **Delete Voice Mailbox** and **Reset Voice Mailbox** buttons appear. **Delete Voice Mailbox** removes the voice mail account and any associated greetings without deleting the user. **Reset Voice Mailbox** deletes and rebuilds the voice mail account and deletes any associated greetings to restore the Voice Mail Greetings settings to defaults. These buttons also appear on the **User** tab.
7. Click the **Active** radio button, if necessary.
8. Select the **Calls Sent to Voice Mail** options that you want to set for this user.
9. Enter the **Voice Portal Passcode** and **Confirm Portal Passcode** for a new user. You can **Reset Voice Portal Passcode** and **Confirm Portal Passcode** to reset the voice portal passcode.
10. Choose the **Voice Mail Server** from the drop-down list. It should be the Clearspan: Group Server.
11. Check the **Corrective Action** check box under the **Voice Mail Management** section, to reconcile Clearspan portal with compliance issue.



**Note:** The **Corrective Action** checkbox does not appear, if the voicemail fields are already compliant.

12. Choose the **Arriving Voice Mail Action** options.
13. For **Caller Options**, select whether pressing 0 when voice mail is reached will transfer the caller to another phone number that you specify.
14. Enter the **E-mail address**, **User ID** and Select the **Full Mailbox Limit** in the **Group Mail Server** options. **Reset Server Password** and **Confirm Server Password** will be displayed as per the Voice Mail Account Settings.
15. Click **OK** or **Apply**.

### Voice Mail Distribution Lists

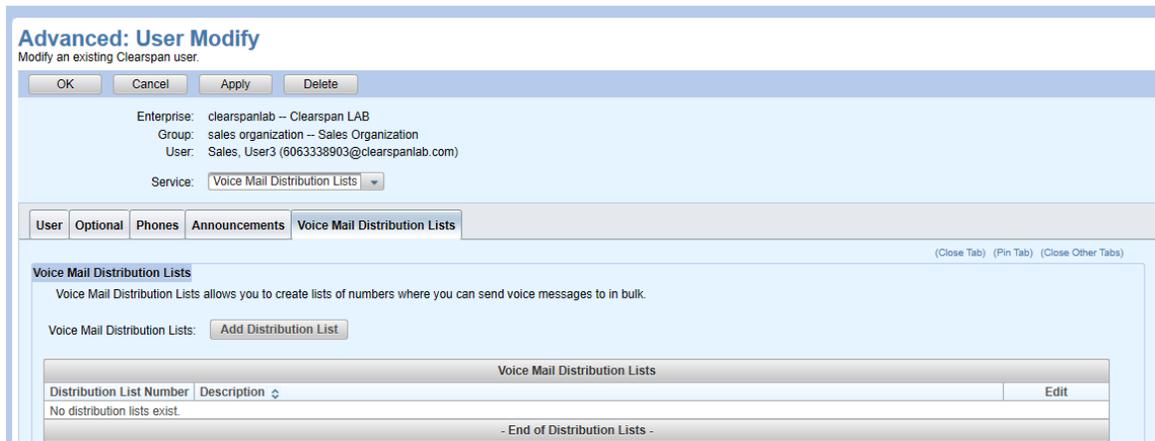
Voice Mail Distribution Lists allow you to create lists of numbers where you can send voice messages to many users at one time.



**Note:** Voice Mail Distribution Lists is a service that must be assigned to the user on Clearspan.

#### *Adding Entries to Voice Mail Distribution Lists*

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user for which to configure Voice Mail Distribution Lists.
5. Select **Voice Mail Distribution Lists** from the **Service** drop-down list. The Voice Mail Distribution Lists tab opens.
6. Click the **Add Distribution List** button.
7. Select the **Distribution List Number** from the drop-down list.
8. Enter a list **Description**.
9. Enter the **Phone Number/SIP-URI** entries for the list, clicking the **Add** button each time. The numbers display in the Phone Number/SIP-URIs table.
10. Click **OK**. The list is saved.
11. Click **OK** or **Apply** again.



**Figure 116: Voice Mail Distribution Lists**

### *Removing an Entry in a Voice Mail Distribution List*

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user for which to configure Voice Mail Distribution Lists.
5. Select **Voice Mail Distribution Lists** from the **Service** drop-down list. The Voice Mail Distribution Lists tab opens.
6. Click the **Edit** link in the row or click anywhere in the row of the distribution list you want to edit. The list opens.
7. Select the box beside the numbers to remove.
8. Click **Remove**. The numbers are removed.
9. Click **OK**.
10. Click **OK** or **Apply** again.

## Voice Mail Greetings

The Voice Mail Greetings tab allows modification of a user's Voice Mail Busy and No Answer greetings.



**Note:** Voice Mail Greetings is a service that must be assigned to the user on Clearspan.

1. From the main menu, select **Provisioning** and then **Users**. The Users page opens.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Users or enter Search parameters to filter the Search.
4. Click the **Edit** link in the row or click anywhere in the row of the user for which to configure Voice Mail.

5. Select **Voice Mail Greetings** from the **Service** drop-down list.

**Advanced: User Modify**  
Modify an existing Clearspan user.

OK Cancel Apply Delete

Enterprise: clearspanlab -- Clearspan LAB  
Group: sales organization -- Sales Organization  
User: Sales, User3 (6063338903@clearspanlab.com)  
Service: Voice Mail Greetings

User Optional Phones Announcements **Voice Mail Greetings** (Close Tab)

**Busy Greeting Settings**  
Greeting Source: System Greeting  
Personal Audio Greeting: (None)  
Personal Video Greeting: (None)

**No Answer Greeting Settings**  
Number of Rings: 3 (This setting also affects Call Forward Rings Before Forwarding and Sequential Ring Number of Rings for Base Location)  
No Answer Greeting Type: Use Normal No Answer Greeting

**Extended Away Settings**  
Audio Greeting: (None)  
Video Greeting: (None)  
Disable Message Deposit:

**Normal No Answer Settings**  
Greeting Source: System Greeting

**Unavailable Greeting Settings**  
Audio Greeting: (None)  
Video Greeting: (None)

**Alternate No Answer Greeting #1**  
Name: \_\_\_\_\_

**Figure 117: Advanced: User Modify Page – Voice Mail Greetings Tab**

6. Set **Greeting Source** to **System Greeting** to use the standard voice mail greeting played for callers when this user's phone line is busy, or set it to **Personal Greeting** if you want to select a file from the user's Announcement Repository. If you choose Personal Greeting, select the **Personal Audio Greeting** or **Personal Video Greeting** file to use.
7. In the No Answer Greeting Settings section, set the **Number of Rings** before callers are sent to Voice Mail, and select the **No Answer Greeting Type** to either Use **Extended Away Greeting** or **Use Normal No Answer Greeting**, as configured on this page.
8. To configure Extended Away Greeting Settings, select an **Audio Greeting** or **Video Greeting** file from the user's Announcement Repository. Select the **Disable Message Deposit** check box to prevent callers from leaving a Voice Mail message.
9. To configure Normal No Answer Greeting Settings, set the **Greeting Source** to the standard **System Greeting**, or select one of the alternate greetings configured on this page.
10. To configure Unavailable Greeting Settings, select an **Audio Greeting** or **Video Greeting** file from the user's Announcement Repository.
11. To configure an Alternate No Answer Greeting, select an **Audio Greeting** or **Video Greeting** file from the user's Announcement Repository, and enter a Name that describes the greeting.
12. Click **OK** or **Apply**.

## User Settings

You can view or modify user settings at the System, Enterprise, and Group level.

1. From the main menu, select **Provisioning** and then **Users**.
2. Click **General Settings** and then **User Settings**. The User Settings page opens.
3. Set the **Account ID** under System Settings. If it is set to **Required**, the administrator must enter an Account ID when creating or modifying a user. By default, the **Voicemail Email** is set to **Enabled**.
4. Set the **Account ID** under Enterprise Settings. It can be **Required**, **Not Required**, or **Use System Setting**, which uses the system setting specified on this screen. This setting appears only when an Enterprise is specified. By default, the **Voicemail Email** is set to **Use System Setting**.
5. Set the **Integrated IM&P** under Enterprise Settings. Setting this to **Use System Setting** uses the configuration set for the system. If you set this to **IM&P service domain**, enter the service domain in the text field that appears. This setting appears only when an Enterprise is specified.
6. Select **Manual** from the **Voicemail Acct Password** dropdown list under Enterprise Settings to manually enter the password. By default, **Voicemail Acct Password** is set to **Automatic**.
7. Set the **Account ID** under Group Settings. It can be **Required**, **Not Required**, or **Use Enterprise Setting**, which uses the enterprise settings on this screen. This setting appears only when a Group is specified. By default, the **Voicemail Email** is set to **Use Enterprise Setting**.
8. Set the **Integrated IM&P** under Group Settings. Setting this to **Use Enterprise Setting** uses the enterprise settings on this screen, if you set this to **IM&P service domain**, enter the service domain in the text field that appears. This setting appears only when a Group is specified.



**Note:** When the **Voicemail Email** setting is **Enabled**, all the Users, Auto Attendants, and Hunt Groups Voicemail Email settings in the Enterprise/Group are disabled for Voicemail Email compliance and vice-versa.

Only SR administrators and above can edit the Voicemail Email settings.

9. Select **Use Enterprise Setting/Manual/Automatic** from the **Voicemail Acct Password** dropdown list under Group Settings for the password. By default, **Voicemail Acct Password** is set to **Use Enterprise Settings**.
10. Click **OK**.

## New User E-mail Notification

After a new user is created, an optional e-mail goes out to the user containing instructions for setting up the new phone. The User Profile specifies whether or not the e-mail will be sent. A DA cannot change the content of this message but can view it.

1. From the main menu, select **Provisioning** and then **Users**.
2. Click **General Settings** and then **New User E-mail Notification**. The User General Settings: New User E-mail Notification page opens.
3. Click **OK** to exit General Settings.

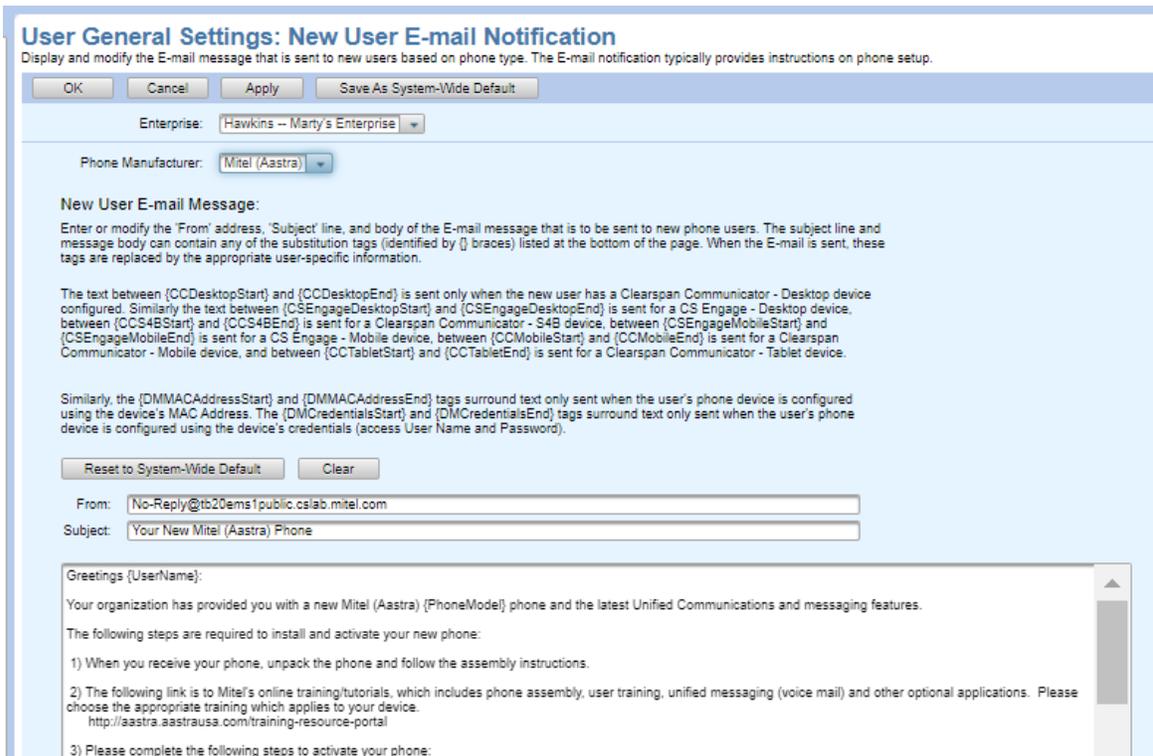


Figure 118: User General Settings: New User E-mail Notification



**Note:** OpEasy validates the length of the new user email content for 8000 bytes and if the limit is exceeded then emails are not sent.

## Deleting a User

You can delete a user after it has been created.

1. From the main menu, select **Provisioning** and then **Users**.
2. Click **Search** to view all the Users.
3. Click the **Edit** link in the row or click anywhere on the row of the user you want to delete. The User Modify page displays with a Delete button.
4. Click **Delete**.



**Note:** If the Delete button does not appear, then you are not authorized to add or delete users.

5. Click **OK** in the confirmation dialog box.
6. If no devices are associated with the user, the user is deleted. If none of the associated devices can be deleted, only the user is deleted. All of the associated devices remain, with other users assigned.

An associated device CANNOT be deleted if:

- The device is a primary phone device of the user and that device is also a primary phone device of another user. In other words, if the primary device of this user either has no other users assigned or the only other users assigned use it as a Shared Call Appearance (SCA) and not as a primary device, the device can be deleted.
  - The device is a Shared Call Appearance of this user and has any other users assigned. In other words, any SCA device of this user that has no other assigned users can be deleted.
7. If any of the devices associated with the user can be deleted, the User Delete page is displayed. Select either **User** or **User and Associated Phone Devices** from the **Settings to Delete** drop-box.

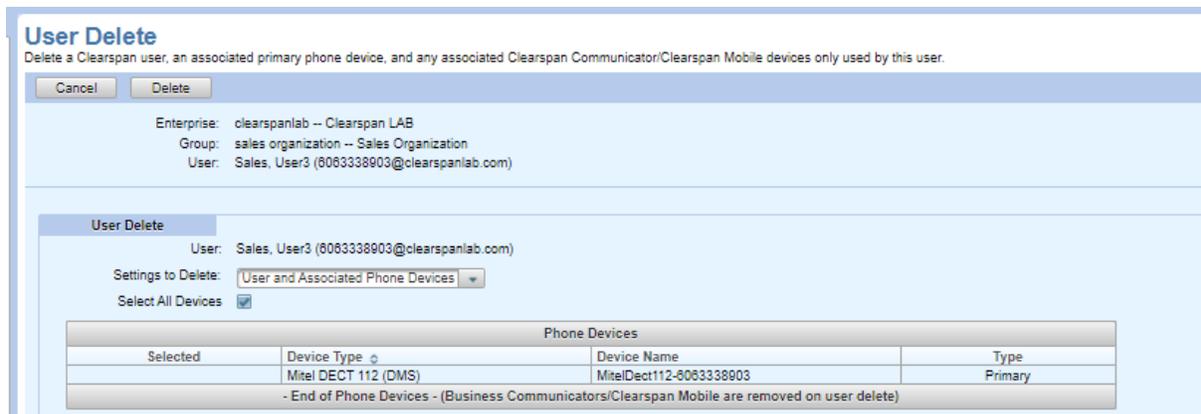


Figure 119: User Delete Page

- When **User** is selected, only the user and any associated Clearspan Business Communicators/Clearspan Mobile devices are deleted. All the associated devices remain, with other users assigned.
- When **User and Associated Phone Devices** is selected:
  - The user is deleted.
  - The Associated Phones Devices such as the Primary Phone device, SCA Phone devices, and the Business Communicators/ Clearspan Mobile devices are displayed in the Phone Devices table. Select the Primary Phone Device check box and/or the SCA Phone Device check box to delete the associated phone device(s). The associated Business Communicators/Clearspan Mobile devices will not contain a check box.
  - The user's primary phone device, if any, is deleted but ONLY if that device has no other assigned primary users. Note that the device is still deleted even if it has other users assigned as long as those users are assigned as a Shared Call Appearance (SCA); the other user will be removed (unassigned) before the device is deleted.
  - Before deleting the user, you can always remove (unassign) any other users, including other primary users, from the user's primary device to allow the device to be deleted.
  - Any devices that the user is assigned to as a Shared Call Appearance (SCA) are deleted but ONLY if that device has no other assigned users.
  - Before deleting the user, you can always remove (unassign) any other users from any of the devices assigned to the user to allow the SCA devices to be deleted.

- Any Clearspan Communicator device/Clearspan Mobile device assigned to the user is deleted because Clearspan Communicators/Clearspan Mobile devices cannot have any other user assigned.
  - In addition, any device that the administrator deleted by editing the device and pressing the “Delete Device” button will be deleted. The “Delete Device” button is available only when the only other users on the device are SCAs (in other words, when no other user has the device as their primary device). Note that these devices are deleted independent of the “User Delete” page, which might not be displayed.
8. Click **Delete** on the **User Delete** page. The user and phone devices are deleted.
- Deleting a user makes available any licenses that were allocated to the user.

---

## Virtual Users

---

A Virtual User is a group service that has many of the characteristics of a user (for example, User Id, Name, Phone Number, and Extension). It can be assigned services just as a normal user can be assigned services. A Virtual User does not consume an OpEasy User License or Clearspan User License by means of its existence. However, if one or more user services are assigned to a Virtual User, a Clearspan User License will be consumed.

The Virtual User types include:

- Auto Attendant
- Clearspan Anywhere Portal
- Call Center
- Collaborate Bridge
- Find Me/Follow Me
- Flexible Seating Host
- Group Paging
- Hunt Group
- Instant Group Call
- Meet-Me Conference Bridge
- Route Point
- VoiceXML

### Auto Attendants

The Auto Attendant is like a virtual receptionist. It automatically answers and directs incoming calls to your main business number with a personalized greeting 24 hours a day, 7 days a week. The Auto Attendant provides your callers with a menu of options which they select from to connect to the right person or department. The Auto Attendant page allows you to add or change this functionality for an enterprise or group.

### Planning and Testing Auto Attendants

1. Map out your interactive menu structure.
2. Configure a time schedule for your organization's business hours and a holiday schedule for your organization's holidays.
3. Configure the addresses for the phone numbers.
4. Create an Auto Attendant account for the main menu in your structure.
5. Set up the main menu and all submenus.
6. Record custom messages using the voice portal or upload audio files using the web interface. If you enabled video support, also upload video files.

7. Call the Auto Attendant numbers to test your design.



**Tip:**

- Internal transfers require only an extension.
- First-level extension dialing and extension dialing at any time allow the user to dial an extension without having to select an option first.
- List the menu options in a predictable order.
- List the menu options that transfer to the operator last (“to reach the operator, press 0 or stay on the line”). Callers who do not press a key are transferred to the operator.

## Adding a New Auto Attendant

1. Select **Provisioning** from the main menu, and then select **Virtual Users** and **Auto Attendants**.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click the **Add** button. The Auto Attendant tab displays by default.



**Note:** If the Add button does not appear, then you are not authorized to add or delete virtual users.

4. If you select a service from the **Service** drop-down list, an additional Service Tab will appear. For example, if you select **Alternate Numbers**, the **Alternate Numbers** tab appears.
5. Enter a **Name** for the Auto Attendant.
6. Enter an **Auto Attendant ID** and domain.
7. Select the **Auto Attendant Type**, either **Basic** or **Standard** based on the license.
8. Select the **Department** for which to implement the Auto Attendant.
9. Select the **Phone Number** and/or **Extension** for which to implement the Auto Attendant.
10. **Activated** or **Deactivated** indicates the current status of the phone number selected. Change this setting if necessary. Select **Activated** (Recommended) if the phone will place and receive calls from outside the system, or **DeActivated** if the calls will be internal only.
11. Choose to **Enable Video Support** and **Confirm Portal Passcode**. This field appears only when the group has Auto Attendant - Basic Video or Auto Attendant - Standard service assigned.
12. Enter the **Voice Portal Passcode** if Voice Mail is enabled for the Auto Attendant. The passcode must contain 4-8 digits as determined by the administrator.
13. For **Calling Line ID**, enter the **Last Name**, **First Name**, and **Phone Number** for the Auto Attendant.
14. Select the **Business Hours** and **Holiday Schedule** to use for the Auto Attendant.
15. Select **Enterprise**, **Group**, or **Department** as the dialing option for **Extension Dialing Scope** and **Name Dialing Scope**. Use the name and extension dialing scope controls to specify whether your Auto Attendant can make direct calls to users in the same group, department, or enterprise.
16. Choose the **LastName** and **FirstName** order for **Name Dialing Order**. This setting determines whether callers can enter either the last name or first name of the person they want to reach, or only the last name.

17. Determine the features to enable for the Auto Attendant. Click the **Available Service(s)** in the list on the left, and click **Add**.
18. **User Defined Fields** – These fields are displayed only if the Enterprise User Fields are defined at the Enterprise level. To change the default value of the User Defined Fields, clear the **Use Default** check box and enter the value of the User Defined Field in the **Value** box.

You can click **OK** at this time to save the Auto Attendant, or you can enter information in the Optional, Menus, Announcements, and Voice Mail tabs. When you click OK, the Auto Attendant is saved.

### *Optional Tab*

Click the Optional tab of the Auto Attendant Add page to view or change optional values such as Time Zone, Language information, and Aliases used to place and receive calls.

### *Menus Tab*

1. Click on the **Menus** tab of the Auto Attendant Add page to view or change the menu selections, options, and key definitions for the Auto Attendant functionality.
2. Choose **Business Hours Menu** to configure the **Menu Selection** for business hours.
3. Select **Default Greeting** or choose a **Personal Greeting** for the **Greeting Selection**. The Personal Greeting choices come from the Auto Attendant's Announcement Repository or its Group's Announcement Repository.
4. Check **Enable First-Level Extension Dialing** if you want to enable that feature. When using First-level Extension dialing, you are not required to configure a key for extension dialing.
5. In the Menu Key Definitions section, configure a **Description**, an **Action**, and the **Action Data** for each key that you want to assign to the Auto Attendant feature.
6. Set **Menu Selection** to **After Hours Menu** if you want to configure separate options for non-business hours.
7. Set **Menu Selection** to **Holiday Menu** if you want to configure separate options for holiday hours.
8. Click **OK**.

### *Submenus Tab*

1. Click on the **Submenus** tab of the Auto Attendant Add page to view or change the submenus for the Auto Attendant functionality. This tab opens when the Auto Attendant Type is set to **Standard**.
2. Search for a Submenu to edit, or click **Add Submenu**.
3. Enter the **Submenu ID**.
4. Select **Default Greeting** or choose a **Personal Greeting** for the **Greeting Selection**. The Personal Greeting choices come from the Auto Attendant's Announcement Repository or its Group's Announcement Repository.
5. Select **Enable extension dialing at any time** if you want to enable that feature. When using extension dialing, you are not required to configure a key for extension dialing if you select this option.

6. In the Submenu Key Definitions section, configure a **Description**, an **Action**, and the **Action Data** for each key that you want to assign to the Auto Attendant feature.
7. Click **OK**.

### *Announcements Tab*

OpEasy allows you to upload, delete, or configure audio or video announcement files to repositories. Announcements repositories are kept for Users, Auto Attendant and Hunt Group virtual users, and Groups. Once an announcement is saved to a repository, OpEasy allows you to assign it to Voice Mail Greetings, Auto Attendant menus, and Music On Hold. You can search, upload, rename, or delete announcements on a user's Announcements tab. You can also view announcement types, size, and usage. You can manage announcements when you create a new user or when modifying a user, as described in the section [Announcements](#).

### *Voice Mail Tab*

1. Select **Voice Mail** from the **Service** drop-down list on the Auto Attendant page to view or change the Voice Mail settings.
2. If Voice Mail was previously enabled and saved, **Delete Voice Mailbox** and **Reset Voice Mailbox** buttons appear. **Delete Voice Mailbox** removes the voice mail account and any associated greetings without deleting the Auto Attendant. **Reset Voice Mailbox** deletes and rebuilds the voice mail account and deletes any associated greetings to restore the Voice Mail Greetings settings to defaults.
3. Click the **Active** radio button, if necessary.
4. Select the **Calls Sent to Voice Mail** options that you want to set for the Auto Attendant.
5. Choose **Voice Mail Server** from the drop-down list. Select Clearspan: Group Server.
6. Choose Voice Mail Management settings to determine the **Arriving Voice Mail Action** options, **Caller Options** for dialing 0 to transfer, and the action to take **After Playing Greeting**.

---

**CAUTION:** E-mail copies of Voice Mail might not be sent over secure E-mail.



- 
7. Enter the **E-mail address**, **User ID** and Select the **Full Mailbox Limit** in the **Group Mail Server** options. **Server Password** and **Confirm Server Password** will be displayed as per the Voice Mail Account Settings.
  8. Click **Apply**, and then click **OK**.

### *Voice Mail Greetings Tab*

1. Select **Voice Mail Greetings** from the **Service** drop-down list. The Voice Mail Greetings tab allows modification of an Auto Attendant's Voice Mail Busy and No Answer greetings.
2. Set **Greeting Source** to **System Greeting** to use the standard voice mail greeting played for callers when the Auto Attendant line is busy, or set it to **Personal Greeting** if you want to select a file from the Auto Attendant's individual or group Announcement Repository. If you choose Personal Greeting, select the **Personal Audio Greeting** or **Personal Video Greeting** file to use.
3. In the No Answer Greeting Settings section, select the **No Answer Greeting Type** as either **Use Extended Away Greeting** or **Use Normal No Answer Greeting**.

4. To configure Extended Away Greeting Settings, select an **Audio Greeting** or **Video Greeting** file from the Auto Attendant's individual or group Announcement Repository. Select the **Disable Message Deposit** check box to prevent callers from leaving a Voice Mail message.
5. To configure Normal No Answer Greeting Settings, set the **Greeting Source** to the standard **System Greeting**, or select one of the alternate greetings configured on this page.
6. To configure Unavailable Greeting Settings, select an **Audio Greeting** or **Video Greeting** file from the Auto Attendant's individual or group Announcement Repository.
7. To configure an Alternate No Answer Greeting, select an **Audio Greeting** or **Video Greeting** file from the Auto Attendant's individual or group Announcement Repository, and enter a **Name** that describes the greeting.

### *Alternate Numbers Tab*

1. Select **Alternate Numbers** from the **Service** drop-down list. The Alternate Numbers tab allows up to 10 additional phone numbers or extensions to be assigned in addition to your primary number and extension.
2. Select the phone number from the **Phone Number** drop-down list and add an extension if available.
3. Click the **Activated** check box to activate the alternate phone number or extension.
4. Click **OK**.

## Configuring Hunt Groups

You can configure Hunt Groups. A Hunt Group allows incoming calls to be rotated through a sub-group of users until a free line is found and the caller is connected.

1. From the main menu, select **Provisioning** and then **Virtual Users**.
2. Select Hunt Groups.
3. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
4. Search for a Hunt Group to edit, or click the **Add** button to create a new Hunt Group.



**Note:** If the Add button does not appear, then you are not authorized to add or delete virtual users.

Figure 120: Hunt Group Page

5. If you select a service from the **Service** drop-down list, an additional Service Tab will appear. For example, if you select **Alternate Numbers**, the **Alternate Numbers** tab appears.
6. On the Hunt Group tab, enter a **Name** and unique **Hunt Group ID** for the hunt group, and select a domain from the drop-down list.
7. Select the **Support User** check box for Support.
8. Configure the Department, Phone Number, Extension, Network Server Site, and Voice Mail settings for the Hunt Group.
9. **Activated** or **Deactivated** indicates the current status of the phone number selected. Change this setting if necessary. Select **Activated** (Recommended) if the phone will place and receive calls from outside the system, or **Deactivated** if the calls will be internal only.
10. Enter the Voice Portal Passcode and Confirm Portal Passcode.

11. Enter the **Last Name**, **First Name**, and **Phone Number** for Calling Line ID (CLID) Settings.
12. Specify the hunt group's Calling Line ID **Handling**.

Select Use the system default CLID configuration to use the setting defined at the system level (displayed in parentheses).

Select Customize the CLID for this Hunt Group to use the setting defined on this page and check or clear **Include the Hunt Group Name** in the CLID.

13. Select the **Group Policy**.

- Circular sends incoming calls to users according to their position in a list. After a call has been sent to the last user on the list, the next call is sent to the user at the top of the list.
- Regular sends incoming calls to the next available user in the Hunt Group.
- Simultaneous sends incoming calls to all user numbers at the same time. Once the call has been answered, the remaining calls to other users are released.
- Uniform sends the current incoming call to the user who has been idle the longest. After a user has answered a call, they are moved to the bottom of the call queue.
- Weighted Call Distribution assigns calls in a pseudo-random fashion according to their relative weight. Agents with a higher weight are assigned more incoming calls than agents with lower weights.

14. Select or clear the **Allow Call Waiting on agents** box. When Directory Number Hunting has been assigned to a Hunt Group, you can assign Call Waiting to Hunt Group agents so that they can handle more than one call directed to them, regardless of their Call Waiting feature status.
15. Select **Enable Group Busy** to activate the group busy policy for the hunt group.
16. You can select **Allow members to control Group Busy** to give group members control over this policy.
17. Select the **Apply Group Busy When Terminating Call to Agent** box to always apply the Enable Group Busy policy when calls are made through the directory hunting number.
18. Select **Allow members to control Group Busy** to allow group members to control the hunt group's busy status.
19. Select **Skip to next agent after** to have the system pass incoming unanswered calls to the next user, determined by the current group policy, after the specified number of rings.
20. Select **Forward call after waiting** to forward calls that have not been answered by any user after the specified number of seconds to the specified phone number. This box accepts values from 0 to 7200 seconds (2 hours). Enter the **Calls Forward to** number where you want to transfer calls not answered in the time specified.
21. Select **Enable Call Forwarding Not Reachable** to forward calls to the specified phone number when all agents are not reachable.
22. Select **Make Hunt Group busy when all available agents are not reachable** to apply busy treatment to calls when all available agents are not reachable. This setting is ignored if Enable Call Forwarding Not Reachable setting is not selected.
23. Enter the **Calls Forward to** number where you want the calls to be forwarded when all agents are unreachable.

24. Use **Add** and **Remove** to select all user services required by the Hunt Group.
25. **User Defined Fields**– These fields are displayed only if the Enterprise User Fields are defined at the Enterprise level. To change the default value of the User Defined Fields, clear the **Use Default** check box and enter the value of the User Defined Field in the **Value** box.

### *Optional Tab*

1. On the Optional tab, configure **Time Zone** and **Language**.
2. Specify up to three additional SIP addresses as **Aliases** to associate with the group. Calls directed to any of these aliases are redirected to the assigned Hunt Group.

### *Users Tab*

On the Users tab, use Add and Remove to select Assigned Users as members of the Hunt Group.

### *User Weights*

On the User Weights tab, weights can be assigned to users of hunt groups. The total weights must sum up to 100%.

### *Announcements Tab*

OpEasy allows you to upload, delete, or configure audio or video announcement files to repositories. Announcements repositories are kept for Users, Auto Attendant and Hunt Group virtual users, and Groups. Once an announcement is saved to a repository, OpEasy allows you to assign it to Voice Mail Greetings, Auto Attendant menus, and Music On Hold. You can search, upload, rename, or delete announcements on a user's Announcements tab. You can also view announcement types, size, and usage. You can manage announcements when you create or modify a user, as described in the section *Announcements*.

### *Call Forward Tab*

To configure call forwarding for the Hunt Group, select Call Forward from the Service drop-down. This service allows you to forward some or all of your incoming calls to a different phone number or SIP-URI. The type of forwarding determines whether a call is forwarded and the number to which that call is forwarded.

### *Call Forward Selective Tab*

This Call Forward Selective service allows you to forward specific calls matching your pre-defined forwarding criteria to a different phone number or SIP-URI. The criteria for each forwarding criteria entry can be a list of up to 12 phone numbers or digit patterns, a specified time schedule, and a specified holiday schedule.

To configure selective call forwarding for the Hunt Group:

1. From the main menu, select **Provisioning** and then **Virtual Users**.
2. Select Hunt Groups.
3. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
4. Search for a Hunt Group to edit, or click **Add** to create a new Hunt Group.

5. Click the **Edit** link in the row or click anywhere in the row of the user for which you want to set up call forwarding. The Advanced: User Modify page opens.
6. Select **Call Forward Selective** from the **Service** drop-down list.
7. Click **On** for Call Forwarding Selective to have specific calls forwarded, and enter a number or SIP-URI for the **Default Forward-To Number** destination. Select the **Ring Reminder** box to hear a short ring burst when the call is forwarded. This is important when users have forgotten the service is turned on and are at their primary phone waiting to receive calls.
8. Click **Add Forwarding Criteria** to create a new set of call forwarding criteria, or click **Edit** in the **Forwarding Criteria** table to modify or delete existing criteria. The **Forwarding Criteria** table displays the **Calls From** and **Calls To** columns. The **Calls To** criteria indicates if calls are forwarded based on the destination that was dialed.  
The Hunt Group: Call Forwarding Selective page opens.
9. Enter a **Name/Description** for the call forwarding selective entry.
10. Select to forward calls to the default number or another number, or choose Do Not Forward.
11. Specify the **Time Schedule** and/or **Holiday Schedule** for which to forward calls.
12. Select to forward **All Calls** or calls from specific numbers. If you specify **Calls from the following Phone Numbers**, you can select calls from **Private Numbers** and/or calls from **Unavailable Numbers**. You can also enter **Specific Phone Numbers** or only 12 numbers or number patterns using wildcard characters.
13. Choose the numbers from the **Available Call To Numbers** list in the **Calls To** section, and click **Add** to use the number for the Calls To criteria.
14. Click **OK\***.
15. Click **OK** or **Apply**.

### *Voice Mail Tab*

1. To configure Voice Mail for the Hunt Group, select **Voice Mail** from the Service list. This service allows you to record messages for calls that are not answered or for busy calls.
2. If Voice Mail was previously enabled and saved, **Delete Voice Mailbox** and **Reset Voice Mailbox** buttons appear. **Delete Voice Mailbox** removes the voice mail account and any associated greetings without deleting the Hunt Group; **Reset Voice Mailbox** deletes and rebuilds the voice mail account and deletes any associated greetings to restore the Voice Mail Greetings settings to defaults.
3. Click the **Active** radio button, if necessary.
4. Select the **Calls Sent to Voice Mail** options that you want to set for the Hunt Group.
5. Choose the **Voice Mail Server** from the drop-down list. Select Clearspan: Group Server.
6. Choose Voice Mail Management settings to determine the **Arriving Voice Mail Action** options, **Caller Options** for dialing 0 to transfer, and the action to take **After Playing Greeting**.

---

**CAUTION:** E-mail copies of Voice Mail might not be sent over secure E-mail.



7. Enter the **E-mail address**, **User ID** and Select the **Full Mailbox Limit** in the **Group Mail Server** options. **Server Password** and **Confirm Server Password** will be displayed as per the Voice Mail Account Settings.
8. Click **Apply**, and then click **OK**.

### *Voice Mail Greetings Tab*

1. Select **Voice Mail Greetings** from the **Service** drop-down list. The Voice Mail Greetings tab allows modification of a Hunt Group's Voice Mail Busy and No Answer greetings.
2. Set **Greeting Source** to **System Greeting** to use the standard voice mail greeting played for callers when the Hunt Group's lines are busy, or set it to **Personal Greeting** if you want to select a file from an available Announcement Repository. If you choose Personal Greeting, select the **Personal Audio Greeting** or **Personal Video Greeting** file to use.
3. In the No Answer Greeting Settings section, select the **No Answer Greeting Type** to either Use **Extended Away Greeting** or **Use Normal No Answer Greeting**, as configured on this page.
4. To configure Extended Away Greeting Settings, select an **Audio Greeting** or **Video Greeting** file from an available Announcement Repository. Select the **Disable Message Deposit** check box to prevent callers from leaving a Voice Mail message.
5. To configure Normal No Answer Greeting Settings, set the **Greeting Source** to the standard **System Greeting**, or select one of the alternate greetings configured on this page.
6. To configure Unavailable Greeting Settings, select an **Audio Greeting** or **Video Greeting** file from an available Announcement Repository.
7. To configure an Alternate No Answer Greeting, select an **Audio Greeting** or **Video Greeting** file from an available Announcement Repository, and enter a **Name** that describes the greeting.
8. Click **OK** or **Apply**.

### *Alternate Numbers Tab*

1. Select **Alternate Numbers** from the **Service** drop-down list. The Alternate Numbers tab allows up to ten additional phone numbers or extensions to be assigned in addition to your primary number and extension.
2. Select the phone number from the **Phone Number** drop-down list or add an extension, and select a **Ring Pattern**.
3. Click the **Active** check box to activate the alternate phone number or extension.
4. Click **OK**.

## Configuring Flexible Seating Hosts

Flexible Seating allows users to associate with a Mitel (DMS) or a Polycom (DMS) host device and use it as if it were their own phone. To set up Flexible Seating, create a **Flexible Seating host** and then configure users with the Flexible Seating Guest service. Flexible Seating Guests can be any users within the relevant Group or Enterprise who have the "Flexible Seating Guest" service assigned, and who have a primary device configured that is the same device type as the host device. Assign the Flexible Seating Guest service to the group that will include the Flexible Seating host. For more information, refer to [Authorizing Groups to Use a Service Pack](#).

Create and configure the Flexible Seating host phone, if you have not already. For more information, refer to Under Display Selection, select the Template Information box to include Phone Template information in the “Phone Devices” table. Check Registration Status to display the column for this additional information in the table *Adding a Phone Device*.

1. To create the Flexible Seating host, select **Provisioning**, **Virtual Users**, and **Flexible Seating Hosts**.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Search for a Flexible Seating host to edit, or click **Add** to create a new Flexible Seating host.



**Note:** If the Add button does not appear, then you are not authorized to add or delete virtual users.

**Figure 121: Flexible Seating Host Add Page**

4. On the Host tab, enter a **Name** and unique **Flexible Seating Host ID**, and select a domain from the drop-down list.
5. Configure the **Department**, **Phone Number**, and **Extension** settings for the Flexible Seating host.
6. Enter the **Last Name**, **First Name**, and **Phone Number** for Calling Line ID (CLID) Settings.
7. Select the Routing Policies.
  - Allow Emergency Calls permits emergency calls from this user.
  - Allow Voice Portal Calls permits voice portal calls from this user.
8. Use **Add** and **Remove** to select all user services required by the Flexible Seating host.

9. **User Defined Fields** – These fields are displayed only if the Enterprise User Fields are defined at the Enterprise level. To change the default value of the User Defined Fields, clear the **Use Default** check box and enter the value of the User Defined Field in the **Value** box.
10. Enter the Name, Password, and Confirm Password for Authentication.
11. The **Primary Phone Device** settings for **Device Name**, **Device Level**, **Line/Port**, **VLAN ID**, **MAC Address**, **ERL Record Name**, and **Encryption** are displayed after they are populated on the Phone Tab of the Flexible Seating Host.

### *Optional Tab*

On the Optional tab, configure **Class of Service**, **Time Zone**, and **Language**.

### *Phone Tab*

1. On the Phone Tab, use the **Phone Devices** section to select a primary phone for the host. The host phone can have multiple users, with the virtual user host as one of the primary users on the phone. Click **Add Primary Phone** to display the Flexible Seating Host: Primary Phone Device Add page. To change an existing host phone device, click **Edit**.
2. On the Flexible Seating Host: Primary Phone Device Add page, search for and select the **Phone Device** to use as the host phone. To remove a phone device currently being used by a host, click **Unassign Device**. Click **OK** or **Cancel** to return to the Flexible Seating Host page.
3. On the Phone tab, select whether to **Restart Phones on Save**.
4. In the Phone Devices table, you can view or change the associated template, or edit the primary phone device for this host.

### *Guest Association Tab*

1. On the Guest Association tab, select the **Association Limit** check box and enter a number for **Enforce Association Limit** if you want to set a maximum time limit for a guest to be logged into the host phone.
2. Choose **Enterprise** or **Group** for the **Access Level** to restrict availability of the host phone to all users in a group or all users in the enterprise.
3. The **Associated Guest** section shows information about any guest currently using the host phone. You can click **Force Release Association** to log the current guest off the host phone.

### *Privacy Tab*

1. Select **Privacy** from the **Service** drop-down menu to access the Privacy tab.
2. For **Privacy Enable**, select the privacy settings for the Flexible Seating host.
  - Enable Directory Privacy excludes the host from Directory listings.
  - Enable Auto Attendant Extension Dialing Privacy excludes the host from auto extension dialing.
  - Enable Auto Attendant Name Dialing Privacy excludes the host from auto name dialing.
3. Click **OK** or **Apply**.

After you have created a **Flexible Seating** host, configure users with the Flexible Seating Guest service to associate with the host device.

While a guest is associated with it, the host phone functions like the user's phone device, including all the key assignments and functions. When no guest is associated with the host phone, the phone can make emergency calls only or calls into the voice portal.

## Group Paging

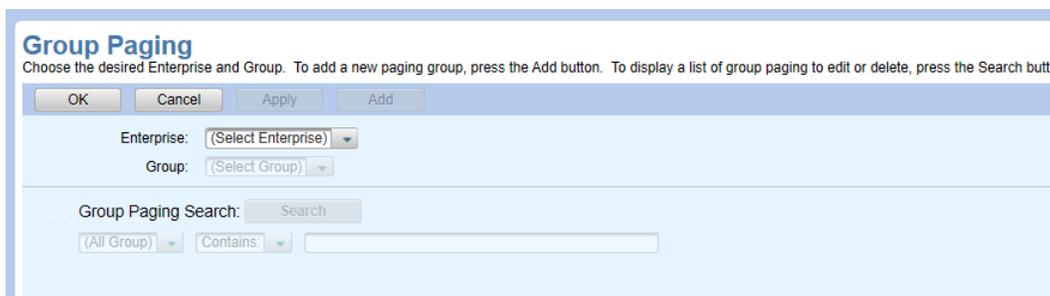
The Group Paging service allows the authorized users (paging group originators) to page a group of users (paging group targets) by dialing a phone number or an extension. OpEasy enables to configure or add the list of originators, targets and manage settings.

Only Group Administrator and above can configure the Group Paging.

The Group Paging screen displays the list of Paging Group for selected Enterprise and Group.

### Adding a new Group Paging

1. Select **Provisioning** from the main menu, and then select **Virtual Users** and **Group Paging**.



The screenshot shows the 'Group Paging' configuration page. At the top, there is a title 'Group Paging' and a subtitle 'Choose the desired Enterprise and Group. To add a new paging group, press the Add button. To display a list of group paging to edit or delete, press the Search button'. Below the subtitle, there are four buttons: 'OK', 'Cancel', 'Apply', and 'Add'. Underneath, there are two dropdown menus: 'Enterprise: (Select Enterprise)' and 'Group: (Select Group)'. Below these, there is a 'Group Paging Search:' section with a 'Search' button, a dropdown menu set to '(All Group)', and a 'Contains:' dropdown menu followed by a text input field.

**Figure 122: Group Paging**

2. Select the **Enterprise** and **Group** from the drop-down list.
3. Click the **Add** button. The Group Paging Add page is displayed.

Figure 123: Add Group Paging

4. Enter a **Name** for the Group Paging under the **Group Paging** tab.
5. Enter a **Paging Group ID**.
6. Select the **Support User** check box for Support.
7. Select **Department** from the drop-down list.
8. Select the **Phone Number**.
9. Enter the **Extension** number.
10. Select the time (seconds) for **Confirmation Tone Sending Timeout**.
11. Select the **Time Zone** from the drop-down list.
12. Enter **Last Name** and **First Name** for Group Paging under the **Calling Line ID Settings** tab.
13. Select **Paging Group** or **Originating User with Prefix** with prefix under **Calling Line ID deliver**.
14. Select all the Services required by the Group Paging under the **Services** tab.
15. **User Defined Fields** – These fields are displayed only if the Enterprise User Fields are defined at the Enterprise level. To change the default value of the User Defined Fields, clear the **User Default** check box and enter the value of the User Defined Field in the **Value** box.
16. Click **OK**.

### Modifying Group Paging

1. Select **Provisioning** from the main menu, and then select **Virtual Users** and **Group Paging**.
2. Select the **Enterprise** and **Group** from the drop-down list in the Group Paging page.
3. Click **Search** to view the list of paging groups.

4. Click **Edit** in the row for any tag you want to edit. It displays the Group Paging Modify page.

**Figure 124: Modify Group Paging**

#### *Optional Tab*

1. Select the **Class of Service** from the drop-down list.
2. Select the **Language** from the drop-down list.
3. Enter the aliases in the Aliases tab.

#### *Originators Tab*

1. Select the **User Search** from drop-down list in the Paging Group Originators tab.
2. Click **Search** to view the list of **Available Originators** that can be added or removed to the **Assigned Targets**.

#### *Targets Tab*

1. Select the **User Search** from drop-down list in the Paging Group Targets tab.
2. Click **Search** to view the list of **Available Targets** that can be added or removed to the **Assigned Targets**.

#### *Activate/Deactivate Group Paging*

1. Select the **Enterprise** and **Group** from the drop-down list in the Group Paging page.
2. Click **Search** to view all the paging groups under the selected Enterprise and Group.
3. Select the **Active** check box to activate the paging group.

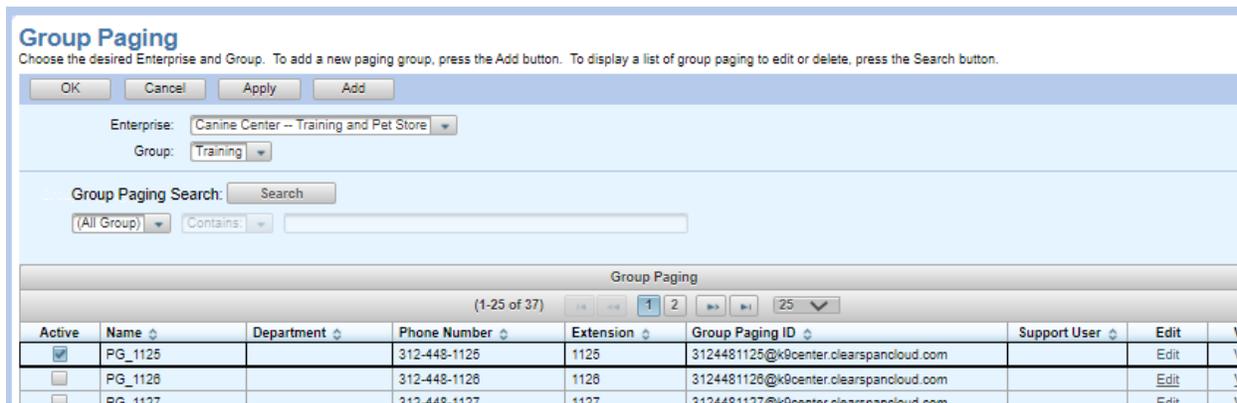


Figure 125: Activate/Deactivate Group Paging

4. Click **OK**.

## Virtual User Inventory

The Virtual User Inventory allows you to search and display the inventory of all virtual users in Clearspan.

1. Select **Provisioning** from the main menu, and then select **Virtual Users** and **Virtual User Inventory**.
2. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
3. Click **Search** to view all the Virtual Users, or enter Search parameters to filter the Search. The search in the following figure is an example of the Virtual User Inventory page.

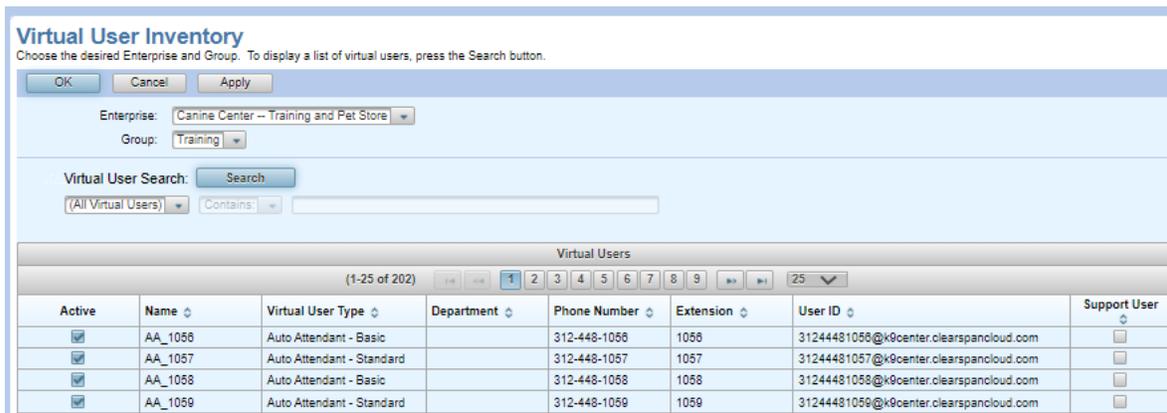


Figure 126: Virtual User Inventory Search

## Import

The Import function allows you to Add, Modify, and Delete multiple users, devices, or features using a spreadsheet (worksheet). Import types include:

- **Advanced**—Advanced Import allows you to manipulate multiple users by spreadsheet as in Basic Import; however, it also allows you to assign features such as Call Forwarding, Busy Lamp Field, Hoteling, and so on. You can perform more functions than you can using Basic Import including Auto Attendant configuration and trunk user migration.
- **Enterprise**—Enterprise Import allows you to configure Enterprise settings such as Departments, Emergency Call Notification, Voice VPN policies, Phone Numbers and Account ID.
- **Group**—Group Import allows you to configure group settings such as Announcements, Authorization Codes, Call Pickup Groups, Departments, Emergency Call Notifications, Phone Numbers, User Profiles and so on. The ManageGroups tab allows creating, modifying, and deleting Groups. It handles Import and Export of the Group profile information, authorizing and assigning the Group Services and Service Packs, Group Call Processing Policies, Password and Passcode rules for the Group, and setting up the Group Voice Portal access.

For information about the worksheet versions for each release, refer to the *OpEasy Release Notes*. For detailed information about each spreadsheet's columns and commands, as well as version differences, refer to the *Import Worksheet Definitions* guide.

The Import: Advanced page displays the number of User Licenses that are used and available. Administrators can, if needed, set the User or 3<sup>rd</sup> Party licensing for an enterprise to Auto, so that licenses do not have to be set and maintained manually. For more information, refer to [Configuring License Allocations](#).

The Import: Advanced and Import: Group pages allow you to upload one or more Announcement Files along with your spreadsheet.



### Note:

- Advanced Import and Enterprise Import includes Multiple Enterprises option in the Enterprise drop down list for SR and above administrator level.
- When Multiple Enterprises are selected from the Enterprise drop down list, Provisioning Spreadsheet accepts a zip file with multiple worksheets for the selected Import type.

## Opening a Worksheet

To add or remove users, devices, or features using import, you must first open and prepare an Excel worksheet to use.

1. In OpEasy, click **Import** from the menu tree or from the main Provisioning menu.
2. Select the **Import Type** and **Enterprise** on the Import page.
3. Click Get Worksheet.
4. Click **Open**. The new worksheet opens. Do not try to edit the worksheet until you have cleared all the Windows security warnings.

5. Click **Enable Editing**. The appropriate new spreadsheet opens.

## Editing the Worksheet

After you have retrieved and opened an Excel worksheet to use, fill it in with the changes you want to import.

A	B	C	D	E	F	G	H	I	J	K
Enterprise: Moorehouse -- Moore Enterprises of Texas										
Date:										
Version: A274										
Modify Command:			ModifyUser	ModifyUser	ModifyUser	ModifyUser	ModifyUser	ModifyUser	ModifyDevice	Modify Device
		(See DataHelp)			(NULL will delete)	(NULL will delete)	(NULL will delete)	(Activate/Deactivate)	(NULL will delete)	(Enter only if ID set at device level) (NULL will delete)
<b>General Information</b>										
Status	Command	Group ID	Last Name	First Name	Email Address	Department	Phone Number (Primary)	Phone Number Activation	Physical Location	VLAN ID
Done										
<b>Commands</b>										
	AddUser	Add a new user								
	ModifyUser	Modify user information (modifiable fields indicated by ModifyUser)								
	DeleteUser	Delete the user								
	AddUserDevice	Add a new User and a new Device (and assign the device)								
	AddUserAssignDevice	Add a new User and assign to an existing device								
	AddMigDeviceUser	Add a new User and new Device without assigning the phone number. A later MigrateTrunkUser can migrate a Trunk User to this Device User.								
	AddDevice	Add a new device								
	ModifyDevice	Modify device information (modifiable fields indicated by ModifyDevice)								
	ReplaceDevice	Prepare database to replace a physical Phone Device with another phone of an identical Model and Functionality								
	DeleteDevice	Delete the device								
	AssignDevice	Assign a device to the specified user								
	UnassignDevice	Unassign a device from the specified user								
	ModifyUserId	Change the UserId to the new one placed in the Extension column								
	AssignSP	Assign one or more Service Packs (separate service packs with ALT-ENTER in the worksheet)								
	ReplaceSP	Replace all user service packs with those specified (separate service packs with ALT-ENTER in the worksheet)								
	DeleteSP	Delete one or more service packs (separate service pack names with ALT-ENTER in the worksheet)								
	DeleteANISIP	Delete all Service Packs for the user								
	AddCBAC	Add the specified communication barring auth code								
	DeleteCBAC	Delete the specified communication barring auth code								

Figure 127: Import Advanced – Get Worksheet – New Worksheet

A	B	C	D	E	F	G	H	I	J	K
Enterprise: Bulk Provisioning -- Lab Val, Inc										
Date:										
Version: E225.1										
Modify Command:				Modify	Modify	Modify	Modify			
			(1-50) chars	Only entered during Modify to change dept name (0-50 chars)	NULL will delete	NULL will delete	NULL will delete			
Status	Command	Group ID	Department Name	New Department Name	Parent Department	Department Calling Line ID Name	Department Calling Line ID Number			
Done										
		<b>Commands:</b>	<b>Description:</b>							
		AddEntDept	Add Enterprise Department							
		ModifyEntDept	Modify Enterprise Department data							
		DeleteEntDept	Delete Enterprise Department							

Figure 128: Import Enterprise – Get Worksheet – New Worksheet

Enterprise: Bulk Provisioning -- Lab Val, Inc						
Date:						
Version: G289.4						
Applicable Command:			Add/Modify/Delete	Modify	Add/Modify	
(Group for Group Repository Type, or leave blank)			(Do NOT include extension)	(Do NOT include extension)	(If using a zip file, include the path within the zip file if one e Include extension.)	
Status	Command	Repository Type	Group ID / Hunt Group ID	Announcement Name	New Announcement Name	Announcement File Name
Done						
	<b>Commands</b>					
	Add	Add a new announcement	Or add multiple announcements to the same repository with specification of only Announcement Name and Announcement F			
	Modify	Modify an announcement	Or modify multiple announcements in the same repository with specification of only New Announcement Name and/or Annou			
			To replace an announcement, specify Announcement Name and Announcement File Name			
			To rename an announcement, specify Announcement Name, New Announcement Name and Announcement File Type			
	Delete	Delete an announcement	To delete multiple announcements, specify the 'Delete' command on each row			

Figure 129: Import Group – Get Worksheet – New Worksheet

1. Enter the commands in the **Command** column and the corresponding information that you wish to process into each column. Each tab shows all possible commands that can be used and the definitions of those commands, as in the following example.

General Information												
Status	Command	Group ID	Last Name	First Name	Email Address	Department	Phone Number (Primary)	Phone Number Activation	Physical Location	VLAN ID	User ERL Record Name	Voice Portal Passcode
Done												
	<b>Commands</b>											
	AddUser		Add a new user									
	ModifyUser		Modify user information (modifiable fields indicated by ModifyUser)									
	DeleteUser		Delete the user									
	AddUserDevice		Add a new User and a new Device (and assign the device)									
	AddUserAssignDevice		Add a new User and assign to an existing device									
	AddMigDeviceUser		Add a new User and new Device without assigning the phone number. A later MigrateTrunkUser can migrate a Trunk User to this Device User.									
	AddDevice		Add a new device									
	ModifyDevice		Modify device information (modifiable fields indicated by ModifyDevice)									
	ReplaceDevice		Prepare database to replace a physical Phone Device with another phone of an identical Model and Functionality									
	DeleteDevice		Delete the device									
	AssignDevice		Assign a device to the specified user									
	UnassignDevice		Unassign a device from the specified user									
	ModifyUserid		Change the Userid to the new one placed in the Extension column									
	AssignSP		Assign one or more Service Packs (separate service packs with ALT-ENTER in the worksheet)									
	ReplaceSP		Replace all user service packs with those specified (separate service packs with ALT-ENTER in the worksheet)									
	DeleteSP		Delete one or more service packs (separate service pack names with ALT-ENTER in the worksheet)									
	DeleteAllSP		Delete all Service Packs for the user									
	AddCBAC		Add the specified communication barring auth code									
	DeleteCBAC		Delete the specified communication barring auth code									
	AssignCPG		Add the user to the specified Call Pickup Group									
	DeleteCPG		Delete the user from the specified Call Pickup Group									
	AssignHG		Assign the user to the specified Hunt Groups									
	DeleteHG		Delete the user from the specified Hunt Groups									
	ReorderUsers		Reorder the users on the specified device. (First row contains the Command, Group ID, first Userid entry, and Device Name, subsequent rows may contain additional Userids. Position column only used by AudioCodes devices, which use Static Orde									
	Done		Done (end processing)									

Figure 130: Advanced Worksheet Commands – Users Tab

Only those rows with “Commands” entered will be processed.

If you just want to assign Hoteling, for example, you can run the spreadsheet and it will process only the commands in the Hoteling portion, if there are no other commands in the spreadsheet. You do not need to have any data in any other tab in the spreadsheet.

Each spreadsheet shows the acceptable commands for that spreadsheet.

2. Save the worksheet with a meaningful name so that you can use it in the Import process. The new worksheet is named, for example, “ClearspanAdvancedImport\_<your username>.xlsx”.

It is helpful to save your spreadsheets and keep the data in the spreadsheet. For example, you can keep your user lists in the Users tab, and if there are no commands to execute, the list remains and you keep your data. This applies to all tabs of the spreadsheet.



**Note:** All users must have the appropriate services assigned to them in Clearspan.

## Importing the Worksheet

The Import page allows you to set up Worksheet processing and view results.

1. In OpEasy, click **Import** in the menu tree or click **Import** on the menu page.
2. Select **Import Type** drop-down list.

**Figure 131: Import Worksheet - Advanced**

3. Select the **Enterprise** from the drop-down list, if needed. You cannot select a group.
4. Browse to the filename of the **Provisioning Spreadsheet** that you want to run. As a reminder, the **Spreadsheet Version** that is required is displayed on the Import page.
5. If you are importing **Announcement Files** to upload to an Announcement Repository, browse to the file to upload. If you are uploading multiple files, use a zip file.
6. Select the **Notification** check box to have an E-Mail notification sent to you with processing results.
7. Select the **Attach Excel Spreadsheet** box if you want to receive the results spreadsheet.
8. Enter the **Attachment File Name** in the text box, or keep the default. The system will rename the results file for you. You can also use the suggested tags (that are listed below the text box) in the filename.
9. Enter the **Retrieve File Name** or keep the default. The system will rename the results file for you. You can also use the suggested tags in the filename.

- Click **Start Import**. Worksheet processing starts and the **Progress Messages** box is updated to reflect the text “**Import waiting to start...**”.



**Note:**

- A User License is required for each added or modified user, and a 3<sup>rd</sup> Party Phone License is required for each added or modified Polycom phone. The import aborts on a line where a license could not be obtained. You can restart the import after adding the appropriate number and type of licenses to the Enterprise.
- Clicking Start Import for a Multiple Enterprise queues the worksheets in a zip file scheduled to run each worksheet individually.

- Click **Refresh** while processing is active to get status updates. The message “Import Advanced completed successfully” appears.

## Viewing Import Results

After the import has processed, a message such as “*Successful: Import Advanced completed successfully*” appears at the bottom of the Import page.

- Click Retrieve Results.
- Click **Open**. An Excel spreadsheet opens.

<b>Enterprise:</b>	Bulk Provisioning -- Lab Val, Inc					
<b>Date:</b>						
<b>Version:</b>	A282					
<b>Modify Command:</b>			ModifyUser	ModifyUser	ModifyUser	ModifyUser
		(See DataHelp)			(NULL will delete)	(NULL will delete)
					(NULL will delete)	(NULL will delete)
<b>General Information</b>						
<b>Status</b>	<b>Command</b>	<b>Group ID</b>	<b>Last Name</b>	<b>First Name</b>	<b>Email Address</b>	<b>Phone Num (Primary)</b>
	Done					
	<b>Commands</b>					
	AddUser		Add a new user			
	ModifyUser		Modify user information (modifiable fields indicated by ModifyUser)			
	DeleteUser		Delete the user			

**Figure 132: Spreadsheet Processed Successfully – User Deleted**

The following tabs are listed in the Advanced import excel sheet:

- Users
- AutoAttendant
- Announcements
- Voicemail
- AlternateNumbers
- BLF
- SCA
- UserDefinedFields
- CallCenterAgent
- CallCenterSupervisor

- CallForwarding
- CallForwardingSelective
- CallRecording
- ClearspanAnywhere
- CutsomRing
- FaxMessaging
- FlexSeatingGuest
- Hoteling
- IntegratedIM&P
- MusicOnHold
- PriorityAlert
- Privacy
- SequentialRing
- SimultaneousRing
- SpeedDial
- VMDistribution
- MigrateTrunkUser
- DeviceTypeConversion

<b>Enterprise:</b> Bulk Provisioning -- Lab Val, Inc							
<b>Date:</b>							
<b>Version:</b> A282							
<b>Modify Command:</b>			<b>ModifyUser</b>	<b>ModifyUser</b>	<b>ModifyUser</b>	<b>ModifyUser</b>	<b>ModifyUser</b>
		(See Data+help)		(NULL will delete)	(NULL will delete)	(NULL will delete)	(Activate/Deactivate)
<b>General Information</b>							
<b>Status</b>	<b>Command</b>	<b>Group ID</b>	<b>Last Name</b>	<b>First Name</b>	<b>Email Address</b>	<b>Department</b>	<b>Phone Number (Primary)</b> <b>Phone Number Activation</b>
	AddUser	BNG_6	BNG_6	x1020			6103331020 Activate
	Done						
	<b>Commands</b>						
	AddUser	Add a new user					
	ModifyUser	Modify user information (modifiable fields indicated by ModifyUser)					
	DeleteUser	Delete the user					
	AddUserDevice	Add a new User and a new Device (and assign the device)					
	AddUserAssignDevice	Add a new User and assign to an existing device					
	AddMinDeviceUser	Add a new User and new Device without assigning the phone number. A later MigrateTrunkUser can migrate a Trunk User to this Device User					

Figure 133: Advanced Import Excel Sheet

The following tabs are listed in the Import System excel sheet:

- AINList

- AccountIDs

Status	Command	Enterprise ID	Group ID	AIN List	Description	Error Response
Failure	Add	India	BING_5	111222	AddedThroughImportSystem	Error: Could not add AIN - Duplicate AIN already exists in the g
	Done					

**Modify Command:**

Modify Command	Modify (5-15 digits)	Modify (max 80 chars)
Add	A list of new AINs are added to a group (First row of each enterprise and group contains the command, subsequent rows may contain additional entries to	
DeleteEntries	A list of AINs are removed from a group (First row of each enterprise and group contains the command, subsequent rows may contain additional entries to	
DeleteList	The entire list of AINs are removed from a group	
ReplaceList	The entire list of AINs for a group are replaced with a newly supplied list (First row of each enterprise and group contains the command, subsequent rows	
Done	Done (end processing)	

Figure 134: Import System Excel Sheet

The following tabs are listed in the Import Enterprise excel sheet:

- Departments
- Emergency Call Notification
- EnterpriseVoiceVPNPolicy
- PhoneNumbers
- AccountIDs

Status	Command	Group ID	Department Name	New Department Name	Parent Department	Department Calling Line ID Name	Department Calling Line ID Number
	Done						

**Modify Command:**

Modify Command	Modify (1-50 chars)	Modify (Only entered during Modify to change dept name (0-50 chars))	Modify (NULL will delete)	Modify (NULL will delete)	Modify (NULL will delete)
AddEntDept	Add Enterprise Department				
ModifyEntDept	Modify Enterprise Department data				
DeleteEntDept	Delete Enterprise Department				

Figure 135: Import Enterprise Excel Sheet

The following tabs are listed in the Import Group excel sheet:

- Announcements
- AuthorizationCodes
- CallPickupGroups
- Departments
- Emergency Call Notification
- FlexSeatingHosts

- FSH Guest Association
- FSH Privacy
- Gbl Settings – Mitel Aastra
- Gbl Settings – Mitel DECT112
- Gbl Settings – Mitel MiVoice
- Gbl Settings – Cisco
- Gbl Settings – Grandstream
- Gbl Settings – Panasonic
- Gbl Settings – Polycom
- Gbl Settings – AudioCodes 1XX
- Gbl Settings – Media5
- Gbl Settings – CSEngage Desktop
- Gbl Settings – CC S4B
- Gbl Settings – CC Mobile
- Gbl Settings – CC Tablet
- Gbl Settings – CS MobileTablet
- Gbl Settings – CSEngage MobTab
- Group Paging
- Hunt Groups
- HG Voicemail
- HG AlternateNumbers
- HG CallForwarding
- HG CallForwardingSelective
- ManageGroups
- MusicOnHold
- PhoneNumbers
- SpeedDial8
- SpeedDial100
- UserDefinedFields
- UserProfiles
- VirtualOnNetExtensions

- VoicePortals

Enterprise: Bulk Provisioning -- Lab Val, Inc							opeas Provisioni
Date:							
Version: G289.4							
Applicable Command:			Add/Modify/Delete		Modify		A
(Group for Group Repository Type, or leave blank)			(Do NOT include extension)		(Do NOT include extension)		(If using a zip file, include th Inclu
Status	Command	Repository Type	Group ID / Hunt Group ID	Announcement Name	New Announcement Name	Announcement File I	
	Done						
		<b>Commands</b>					
		Add	Add a new announcement	Or add multiple announcements to the same repository with specification of only Announcement Name			
		Modify	Modify an announcement	Or modify multiple announcements in the same repository with specification of only New Announcement Name			
				To replace an announcement, specify Announcement Name and Announcement File Name			
				To rename an announcement, specify Announcement Name, New Announcement Name and Announcement File Name			
		Delete	Delete an announcement	To delete multiple announcements, specify the 'Delete' command on each row			

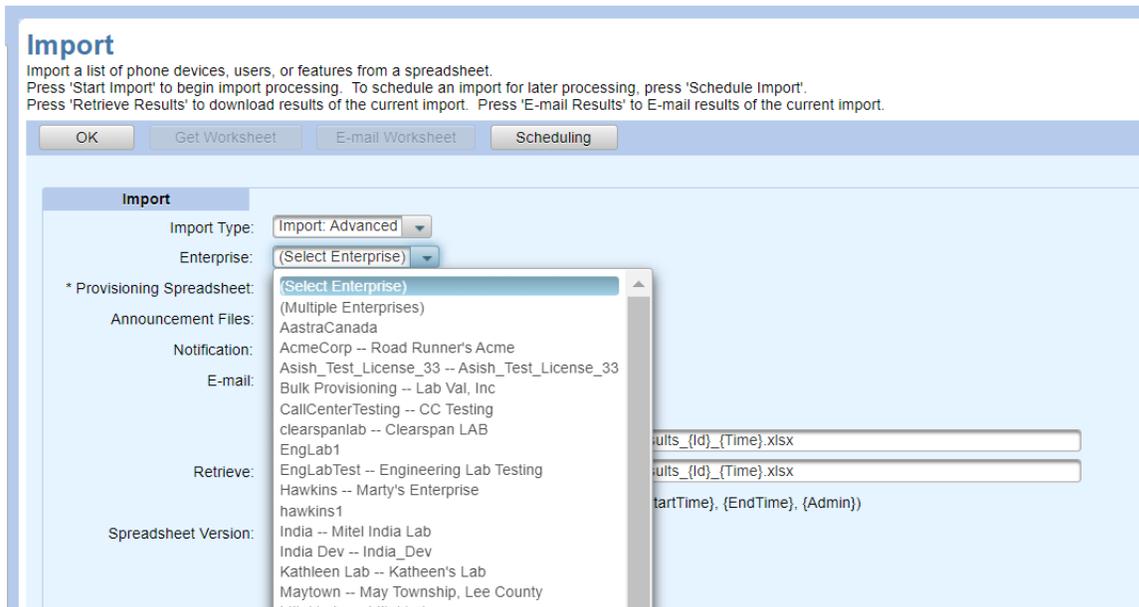
Figure 136: Import Group Excel Sheet

## Importing the Worksheet with Multiple Enterprises

The Import page allows you to set up Worksheet processing and view results with multiple enterprises selected. Advanced and Enterprise data can be imported for SR and above admin level.

1. In OpEasy, click **Import** in the menu tree or click **Import** on the menu page.
2. Select Advanced or Enterprise from the **Import Type** drop-down list.
3. Select the **Multiple Enterprises** from the **Enterprise** drop-down list.

Selecting Multiple Enterprises enables the Provisioning Spreadsheet to accept a zip file with multiple worksheets for the selected import type.



**Figure 137: Import Worksheet - Advanced with Multiple Enterprises**

4. Browse to the filename (zip file) of the **Provisioning Spreadsheet** that you want to run. Zip file contains '.xlsx' extension worksheet files of all the selected **Import Type**.
5. Click **Start Import**. The following message is displayed, "Import queued to start. 'Scheduling' page contains list of all Scheduling requests with progress and result of each worksheet uploaded in the .zip file".

Clicking Start Import for a Multiple Enterprise queues the worksheets in a zip file scheduled to run each worksheet individually.

## Viewing Import Results with Multiple Enterprises

1. Click the **Scheduling** button. The Scheduling page is displayed which lists the current status of the individual worksheets for the multiple enterprises selected with different **Request ID**.
2. Click the **Results** link of each individual worksheet in the Scheduling Requests table. The Scheduling Results: Import Advanced page is displayed.
3. Click **Retrieve Results**. The Import worksheet for the selected enterprise is downloaded.

Similarly Click the **Results** link for the rest of the worksheets for the selected enterprise and click **Retrieve Results** to download the import worksheets.

4. Click **OK**. The Scheduling page is displayed.
5. Click **OK**. The Import page is displayed.

## Export

The Export function allows you to obtain information on users and features from the Clearspan system database. The information is presented in Excel spreadsheets created by the system. Advanced, System, Enterprise, and Group exports are supported; there is no option to export data for Basic Import.

Using the Exported Worksheets checklist, you can export one or more spreadsheets at the same time. If you run more than one at one time, a separate tab is created in the Results spreadsheet for each of the features that you chose.

The Enter Search Criteria section of the page allows you to be selective in the data you choose to obtain. You can search by a specific field and use the plus sign  to add criteria.



### Note:

- Advanced Export and Enterprise Export includes Multiple Enterprises option in the Enterprise drop down list for SR and above administrator level.
- Selecting Multiple Enterprises enables a list box selection containing entire list of Enterprises which allows a SR and above level administrator to select more than one Enterprises.

## Exporting User Defined Fields

Select the **UserDefinedField** check box in the Advanced export page to export the User Defined Field Values for Users and Auto Attendants, or select the **UserDefinedField** check box in the Group Export page to export the User Defined Fields for Hunt Groups and Flexible Seating Hosts.

The following search criteria can be used to refine the export results:

### Advanced Export:

User Defined Field Name

### Group Export:

- User Defined Field: Virtual User ID.
- User Defined Field: Field Name
- User Defined Field: Include Unsupported User Types

If no search criteria are selected in the Enter Search Criteria section, the User Defined Fields of all Users and all Auto Attendants in the Enterprise or Group are exported.

If any of the User tabs (check boxes) are selected in the Advanced Export page, or User search criteria is selected, and the AutoAttendant tab or Auto Attendant search criteria are not selected, then only the User Defined Fields for Users are exported.



### Notes:

- The AutoAttendant search criteria include AutoAttendant ID, AutoAttendant Name, and AutoAttendant Type.

### Export Clearspan Data

Export clearspan data into a spreadsheet.  
 Press 'Start Export' to begin export processing. To schedule an export for later processing, press 'Schedule Export'.  
 Press 'Retrieve Results' to download results of the current export. Press 'E-mail Results' to E-mail results of the current export.

OK    Scheduling

---

**Export**

Export Type:

Enterprise:

Exported Worksheets: [Select All](#) [Clear All](#)

<input checked="" type="checkbox"/> Users	<input type="checkbox"/> AutoAttendant	<input type="checkbox"/> Announcements	<input type="checkbox"/> Voicemail
<input type="checkbox"/> AlternateNumbers	<input type="checkbox"/> BLF	<input type="checkbox"/> SCA	<input type="checkbox"/> CallCenterAgent
<input type="checkbox"/> CallCenterSupervisor	<input type="checkbox"/> CallForwarding	<input type="checkbox"/> CallForwardingSelective	<input type="checkbox"/> CallRecording
<input type="checkbox"/> ClearspanAnywhere	<input type="checkbox"/> CustomRing	<input type="checkbox"/> FaxMessaging	<input type="checkbox"/> FlexSeatingGuest
<input type="checkbox"/> Hotelling	<input type="checkbox"/> IntegratedIM&P	<input type="checkbox"/> MusicOnHold	<input type="checkbox"/> PriorityAlert
<input type="checkbox"/> Privacy	<input type="checkbox"/> SequentialRing	<input type="checkbox"/> SimultaneousRing	<input type="checkbox"/> SpeedDial
<input type="checkbox"/> VMDistribution	<input type="checkbox"/> Media5AndMediaPackReport	<input type="checkbox"/> DeviceTypeConversion	<input type="checkbox"/> UserDefinedFields

Notification:  Send E-mail Notification

E-mail: To: beena.premachandran@mitel.com

Attachment:  Attach Excel Spreadsheet

Attachment File Name:

Retrieve: Retrieve File Name:

(Useful tags for File Names: {id}, {Enterprise}, {Time}, {StartTime}, {EndTime}, {Admin})

Spreadsheet Version: A282.4

Enter Search Criteria:

Figure 138: Export-Advanced Clearspan Data

Figure 139: Export-Group Clearspan Data

## Selecting Data to Export

Advanced, System, Enterprise, and Group data can be exported. However, Group Administrators cannot export Enterprise data, and Department Administrators can export Advanced data only.

1. In OpEasy, click **Export** from the menu tree or from the main Provisioning menu.
2. Select the **Export Type** and **Enterprise** from the drop-down lists.
3. Select the type of information you want in the **Exported Worksheets** checklist.
4. Select the **Notification** check box to have an E-Mail notification sent to you with processing results.
5. Select the **Attach Excel Spreadsheet** box if you want to receive the results spreadsheet.
6. Enter the **Attachment File Name** in the text box or keep the default. The system will rename the results file for you. You can also use the suggested tags in the filename.
7. Enter the **Retrieve File Name** or keep the default. The system will rename the results file for you. You can also use the suggested tags in the filename.
8. Enter the Search Criteria.

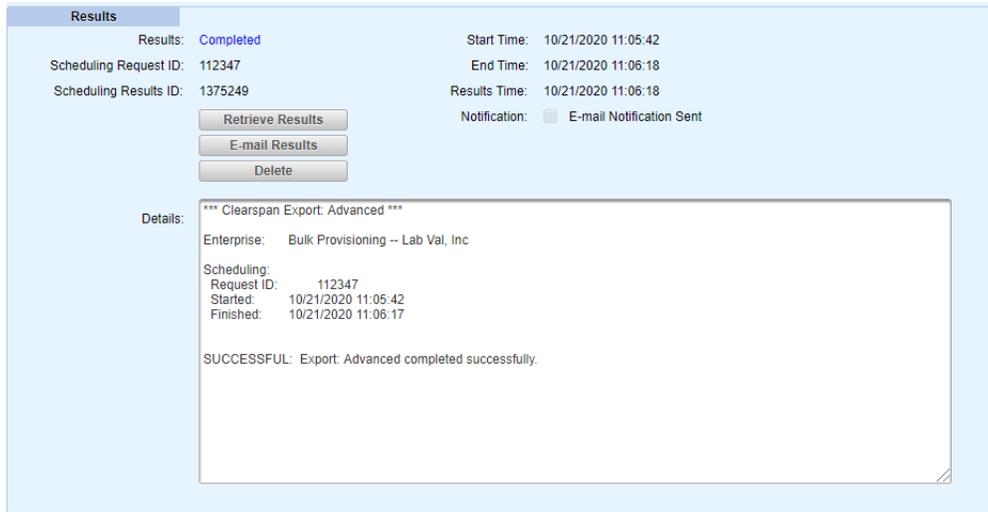
9. Click **Start Export**.



**Note:**

- Clicking Start Export for Multiple Enterprises selected creates an individual request for each enterprise selected from Multiple Enterprises list.
- Scheduling page lists all the Enterprises requests, processing in a queue in the order received.

10. Click **Refresh** to get status updates on processing. When the process is complete, a message such as *Export Advanced completed successfully* will display.



**Figure 140: Export Clearspan Data – Advanced Export Complete**

## Viewing the Export Results

Click **Retrieve Results**. The spreadsheet opens. On each tab, the Command options display so that you can process the spreadsheet using the Import function to make changes if necessary.

## Sample Spreadsheets for Export

<b>Enterprise:</b> Bulk Provisioning -- Lab Val, Inc						
<b>Date:</b> 10/21/2020 10:56:45						
<b>Version:</b> A282.4						
Modify Command:						
			ModifyUser	ModifyUser	ModifyUser	ModifyUser
		(See DataHelp)			(NULL will delete)	(NULL will delete)
Status	Command	Group ID	Last Name	First Name	Email Address	Department
		Group_G	LTest04	FTest04		Dept_1 (Group)
		Group_Pronto	Tester002	Test002	Test002@labval.mitel.com	
		Group_Pronto	Tester003	Test003	Test003@labval.mitel.com	
		Group_Pronto	Tester004	Test004	Test004@labval.mitel.com	
		Group_Pronto	Tester005	Test005	Test005@labval.mitel.com	
		Group_H	Tester001	Test001	Test001@labval.mitel.com	
		Group_H	Tester002	Test002	Test002@labval.mitel.com	
		Group_H	Tester003	Test003	Test003@labval.mitel.com	
		Group_H	Tester004	Test004	Test004@labval.mitel.com	
		Group_H	Tester005	Test005	Test005@labval.mitel.com	

Figure 141: Advanced Export Results Spreadsheet

<b>Date:</b> 01/19/2021 06:32:22						
<b>Version:</b> S206						
Modify Command:						
		(System Login Rules/ By Enterprise)		(System Login Rules/ Enterprise Rules)	(1-256)	(1-256)
General Information				Password Rules		
Status	Command	Login Rules	Enterprise ID	Enterprise Login Rules	Minimum Password Length	Maximum Password Length
		By Enterprise	(System Login Rules)		1	15
		By Enterprise	Varadannavar	System Login Rules	1	15
Done						

Figure 142: System Data Export Results Spreadsheet

Enterprise: Bulk Provisioning -- Lab Val, Inc							
Date: 10/21/2020 11:00:35							
Version: E225							
Modify Command:				Modify Only entered during Modify to change dept name (0-50 chars)	Modify NULL will delete.	Modify NULL will delete.	Modify NULL will delete.
		(1-50) chars					
Status	Command	Enterprise Department	Department Name	New Department Name	Parent Department	Department Calling Line ID Name	Department Calling Line ID Number
			000_Test1'juju				
	Group_G		00TestGrpDpt_EntParent		Dept_1 (Enterprise)		
			CallCenter - Ent				
	Group_G		Department.WithAReallyLongName			Long_Name	
	Group_G		Dept_1				
			Dept_1				
	Group_G		Dept_2			Dept2_Gewel	9763331122
			Dept_2				
	Group_G		Dept_3		000_Test1'juju (Enterprise)	clid name 03	
	Group_G		Dept_4		000_Test1'juju (Enterprise)		
	Group_P		Dept_Pop1				

Figure 143: Enterprise Data Export Results

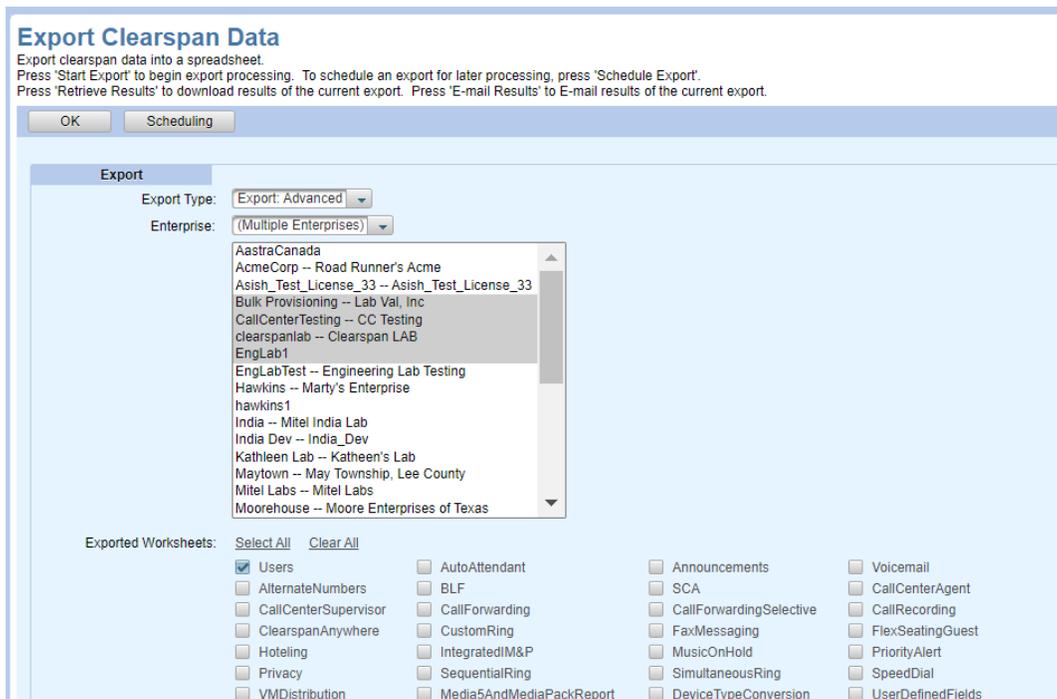
Enterprise: EngLabTest -- Engineering Lab Testing						
Date: G285.3						
Version: G285.3						
Modify Command:		(See DataHelp)	Modify (True/False)		Modify (NULL will delete)	
Status	Command	Group ID	Auto Reset	Authorization Code	Description	Error Response
	Done					
		<b>Commands</b>	<b>Description</b>			
		Add	Add Group Communication Barring Authorization Code			
		Modify	Modify the description or Auto Reset selection of an existing Authorization Code			
		Delete	Delete a Communication Barring Authorization Code			
		Done	Done (end pi Done (end processing))			

Figure 144: Group Data Export Results

## Selecting Data to Export with Multiple Enterprises

Advanced and Enterprise data can be exported for SR and above admin level.

1. In OpEasy, click **Export** from the menu tree or from the main Provisioning menu.
2. Select the Advanced or Enterprise from the **Export Type** drop down list.
3. Select **Multiple Enterprises** from the **Enterprise** drop-down list. This opens a box listing all the enterprises.



**Figure 145: Advanced Export with Multiple Enterprises**

4. Select multiple enterprises from the Enterprise list.
5. Click **Start Export**. The following message is displayed, Export queued to start. 'Scheduling' page contains list of all Scheduling requests with progress and result of each enterprise selected in 'Multiple Enterprises'.

### Viewing the Export Results with Multiple Enterprises

1. Click **Scheduling**. The Scheduling page is displayed and lists the current status for the Exports for multiple enterprises selected with different **Request IDs**.
2. Click **Refresh** to get the status updates on processing.
3. Click the **Results** link in the Scheduling Request table. The Scheduling Results: Export: Advanced page is displayed.
4. Click **Retrieve Results**. The export worksheet for the selected enterprise is downloaded.

Similarly Click the **Results** link for the rest of the worksheets for the selected enterprise and click **Retrieve Results** to download the export worksheets.

5. Click **OK**. The Scheduling page is displayed.
6. Click **OK**. The Export Clearspan Data page is displayed.

## Scheduling an Import or Export

You can schedule an Import or Export to happen later or on a recurring basis. The Scheduling page displays imports and exports that have already been scheduled to run.

1. From the OpEasy main menu, select **Provisioning**, and then select **Import** or **Export**.
2. Configure the Import or Export information that you want to use.
3. Click **Schedule Import** or **Schedule Export**. The Scheduling Request page opens.



**Note:**

- Do not use the Start Import or Start Export button until you have provided the Schedule information.
- For Multiple Enterprises, Clicking the Scheduled Import/Export navigates to the Scheduling page that displays the list of all the enterprises selected in Multiple Enterprises separated by ‘::’.

### Scheduling Request: Import: Advanced

Setup a request to run an Import: Advanced on a pre-defined schedule.

OK
Cancel

**Scheduling Request**

Scheduled Task: Import: Advanced

Request ID: \_\_\_\_\_

Creating OpEasy Admin: Beena

Request Creation Time: \_\_\_\_\_

Enterprise: Bulk Provisioning -- Lab Val, Inc

Import Spreadsheet: ClearspanImportAdvanced\_BulkProvisioning.xlsx

**Schedule**

Schedule: Run Once

Start Time: 11/30/2020 05:28 (Date and time, in 'MM/DD/YYYY HH:MM' format. Example: 11/19/2012 21:00)

**E-mail Notification**

Success:  E-mail notification of successful completion:

To: beena.premachandran@mitel.com

From: No-Reply@tb20ems1public.cslab.mitel.com

Subject: Clearspan Import: Advanced

Attach Excel Spreadsheet:

File Name: ClearspanImportAdvancedResults\_{id}\_{Time}.xlsx

Failure:  E-mail notification of failure:

To: beena.premachandran@mitel.com

From: No-Reply@tb20ems1public.cslab.mitel.com

Subject: Clearspan Import: Advanced FAILED

Attach Excel Spreadsheet:

File Name: ClearspanImportAdvancedResults\_{id}\_{Time}.xlsx

Tags useful in the Subject and attachment File Name fields for both Success and Failure:  
{id}, {Enterprise}, {Group}, {Department}, {RunCount}, {Time}, {StartTime}, {EndTime}, {Admin}

**Figure 146: Scheduling Request: Import: Advanced**

4. Select the **Schedule** type from the Schedule drop-down menu.

**Figure 147: Selecting the Schedule Type**

- If you selected Run Once:
  - Enter the Start Time: The date, a space, and the time (hour and minute). The Import or Export runs only one time.

**Figure 148: Schedule Run Once**

- If you selected Repeated:
  - Enter the Initial Start Time: The date, a space, and the time (hour and minute).
  - Enter the Repeat Run: The Import or Export runs every (number of minutes).
  - Enter the Maximum Number of Runs. Leave the box blank or enter 0 if there is no limit.

**Figure 149: Schedule Repeated**

- If you selected Hourly:
  - Enter the Start After time: The date, a space, and the time (hour and minute).
  - Enter an Hourly Schedule: A list of minutes within the hour. Example: 00:15, 00:45. The Import or Export runs at 15 minutes, and another at 45 minutes.
  - Enter the Maximum Number of Runs. Leave the box blank or enter 0 if there is no limit.

**Figure 150: Schedule Hourly**

- If you selected Daily:
  - Enter the Start After time: The date, a space, and the time (hour and minute).
  - Enter the Daily Schedule: A list of times within the day using the 24-hour clock. See the following example.
  - Enter the Maximum Number of Runs. Leave the box blank or enter 0 if there is no limit.

**Schedule**

Schedule:

Start After:  (Date and time, in 'MM/DD/YYYY HH:MM' format. Example: 11/19/2012 21:00)

\* Daily Schedule:   
 (List of times, in 'HH:MM' format, separated by commas or blanks. Example: 03:00, 21:30)

Maximum Number of Runs:  (Blank or 0 for no limit)

**Figure 151: Schedule Daily**

- If you selected Weekly:
  - Enter the Start After time: The date, a space, and the time (hour and minute).
  - Enter the Weekly Schedule. See the following example.
  - Enter the Maximum Number of Runs. Leave the box blank or enter 0 if there is no limit.

**Schedule**

Schedule:

Start After:  (Date and time, in 'MM/DD/YYYY HH:MM' format. Example: 11/19/2012 21:00)

\* Weekly Schedule: Recurs every  weeks on:

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

at the following times of the day:

(List of times, in 'HH:MM' format, separated by commas or blanks. Example: 03:00, 21:30)

Maximum Number of Runs:  (Blank or 0 for no limit)

**Figure 152: Schedule Weekly**

- If you selected Monthly:
  - Enter the Start After time: The date, a space, and the time (hour and minute).
  - Enter the Monthly Schedule. See the following example.
  - Enter the Maximum Number of Runs. Leave the box blank or enter 0 if there is no limit.

**Schedule**

Schedule:

Start After:  (Date and time, in 'MM/DD/YYYY HH:MM' format. Example: 11/19/2012 21:00)

\* Monthly Schedule: Months:

January  February  March  April  May  June

July  August  September  October  November  December

on the following days of each month (Days separated by commas or blanks. Use 'Last' for last day of the month. If entered day is val month, it gets scheduled for the max allowed day):

at the following times of the day:

(List of times, in 'HH:MM' format, separated by commas or blanks. Example: 03:00, 21:30)

Maximum Number of Runs:  (Blank or 0 for no limit)

**Figure 153: Schedule Monthly**

5. Set up E-mail Notification parameters. E-mails are sent to the E-mail address associated with your OpEasy Admin login. For Imports or Exports that are successful and not successful, select whether to send an E-mail notification, specify the **From** address and **Subject**, and select

whether to attach a spreadsheet. See [Figure 154: E-mail Notification Section - Setup](#) for an example.

**E-mail Notification**

Success:  E-mail notification of successful completion:

To: beena.premachandran@mitel.com

From:

Subject:

Attach Excel Spreadsheet:

File Name:

Failure:  E-mail notification of failure:

To: beena.premachandran@mitel.com

From:

Subject:

Attach Excel Spreadsheet:

File Name:

**Figure 154: E-mail Notification Section - Setup**

6. Click the **Start Import** or **Start Export** button. The import or export will complete on schedule.

After you click Start, the screen refreshes and includes a Status section containing the current status of the Import.

- Click Stop to stop the schedule.
- Click OK to save changes to the schedule and exit the page.
- Click Cancel to discard the changes and exit the page.
- Click Apply to save changes to the schedule.
- Click Delete to delete the schedule.

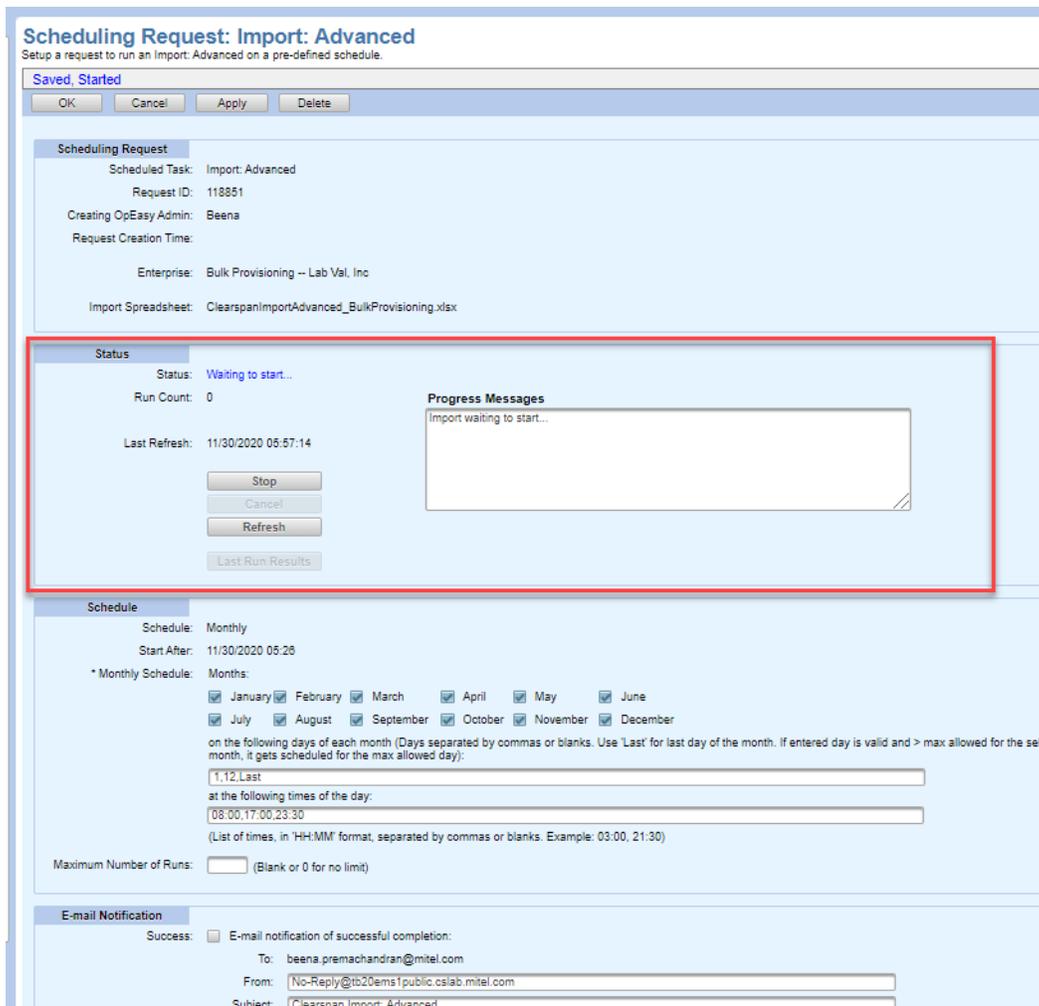


Figure 155: Status Section

## Viewing Scheduled Imports and Exports

The Scheduling page displays imports and exports that have been scheduled to run now or on a pre-defined schedule. You can also delete a schedule on this page.

1. Click **Provisioning** and then **Scheduling** in the menu tree, or click on the **Scheduling** button on the Import page. The Scheduling page opens, displaying the Scheduling Requests of the Administrator. You can select (All Enterprises) in the Enterprise drop-down box to display the scheduled imports and exports of all enterprises.
2. Select the **Scheduled Task** from the drop-down list. This filters the list of schedules.

The following example illustrates a scheduled worksheet import that has not yet started.

The screenshot shows the 'Scheduling' window with the following details:

- Scheduled Task: Import: Advanced
- Enterprise: Bulk Provisioning -- Lab Val, Inc
- Administrator: Beena
- Displayed Requests: All (selected), Active / Waiting, Active, Waiting, Stopped, Finished
- Last Refresh: 11/30/2020 07:09:33

Delete	Request ID	Task	Enterprise ID	Enterprise Name	Group ID	Group Name	Imported File / Exported Worksheets	Schedule	Admin	Request Status
<input type="checkbox"/>	118851	Import: Advanced	Bulk Provisioning	Lab Val, Inc			ClearspanImportAdvanced_BulkProvisioning.xlsx	Monthly (January,February,March,April,May,June,July,August,September,October,November,December on days: 1,12,Last at times: 08:00,17:00,23:30)	Beena	Waiting to Start Next Run: 11/30/2020 08:00:00

**Figure 156: Worksheet Waiting to start a Run**

The following example illustrates a worksheet that failed when it was processed, and a worksheet that imported with errors.

The screenshot shows the 'Scheduling' window with the following details:

- Scheduled Task: Import: Advanced
- Enterprise: Canine Center -- Training and Pet Store
- Administrator: (All Administrators)
- Displayed Requests: All (selected), Active / Waiting, Active, Waiting, Stopped, Finished
- Last Refresh: 08/23/2021 08:50:30

Delete	Request ID	Task	Enterprise ID	Enterprise Name	Group ID	Group Name	Imported File / Exported Worksheets	Schedule	Admin	Request Status	Last Run Time	Last Run Results
<input type="checkbox"/>	313	Import: Advanced	Canine Center	Training and Pet Store			A283_Add_AutoAttendants.xlsx	Now	Gracie.hosp	Finished	08/18/2021 11:10:32	Completed
<input type="checkbox"/>	311	Import: Advanced	Canine Center	Training and Pet Store			ReRun.xlsx	Now	Gracie.hosp	Finished	08/18/2021 10:20:43	Completed
<input type="checkbox"/>	310	Import: Advanced	Canine Center	Training and Pet Store			A284_1_AddUser_AssignERL.xlsx	Now	Gracie.hosp	Finished	08/18/2021 10:17:12	Completed (with Errors)
<input type="checkbox"/>	309	Import: Advanced	Canine Center	Training and Pet Store			A284_1_AddUser_AssignERL.xlsx	Now	Gracie.hosp	Finished	08/18/2021 10:10:57	Completed (with Errors)
<input type="checkbox"/>	308	Import: Advanced	Canine Center	Training and Pet Store			A284_1_AddUser_AssignERL.xlsx	Now	Gracie.hosp	Failed	08/18/2021 10:08:30	Failed
<input type="checkbox"/>	307	Import: Advanced	Canine Center	Training and Pet Store			A284_1_AddUser_AssignERL.xlsx	Now	Gracie.hosp	Finished	08/18/2021 10:07:22	Failed

**Figure 157: Worksheet Run Failed**

3. Click **Refresh** to update the screen.
4. Click the **Results** link in the row of the schedule for which you want to see the results.

**Note:**



- All scheduled service requests with a Never Started status are deleted after 30 days. All scheduled service requests with a Finished, Stopped, or Terminated status are deleted after 90 days.
- For Multiple Enterprises, the export progress and results are displayed by clicking on the Request row that was created individually for each enterprise.

5. Click **OK** to return to the Scheduling page.

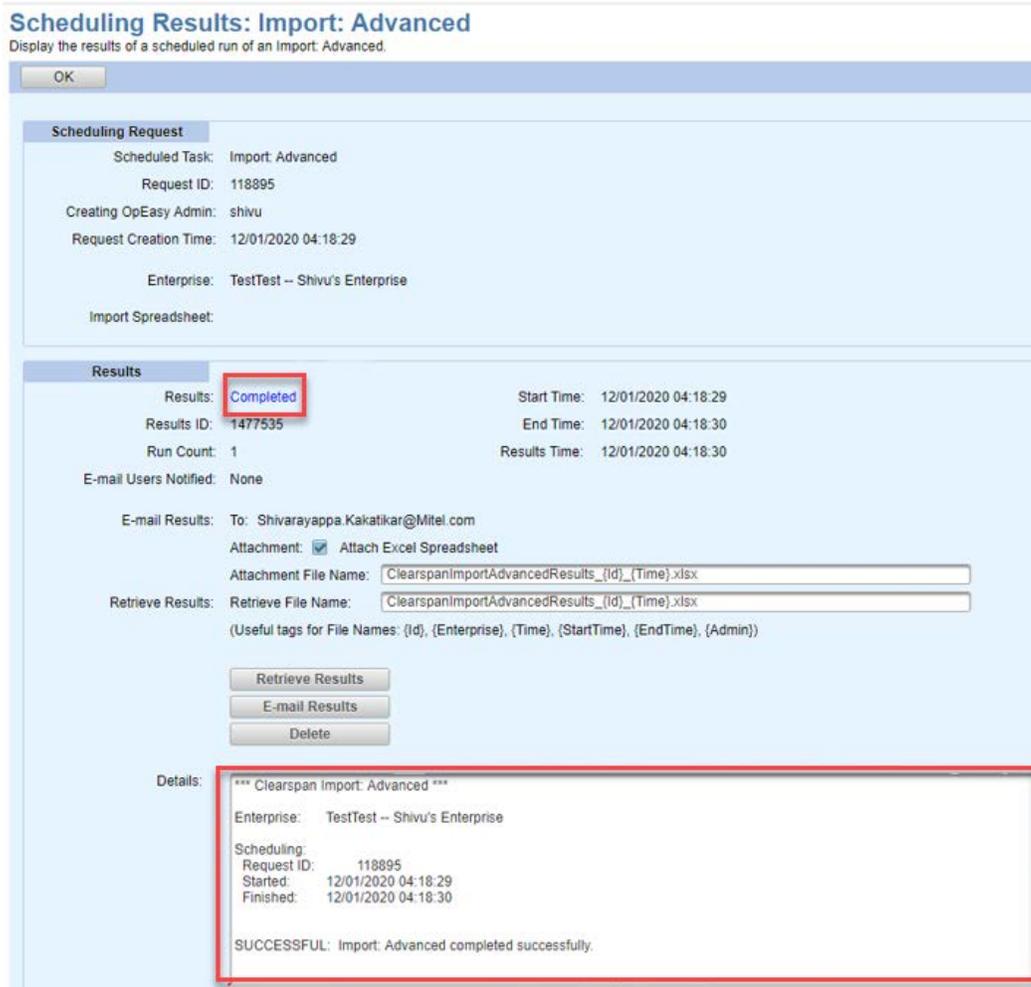


Figure 158: Scheduling Results – Import

## Restarting a Scheduled Import or Export

1. From the main menu, select **Provisioning** and then **Scheduling**.
2. Click the **Edit** link in the row or click anywhere in the row of the schedule you want to edit. The Scheduling Request page opens. The spreadsheet content is already specified. The status is marked as “Finished”.
3. Click **Restart Import** or **Restart Export**. The Import or Export restarts.

## Deleting a Scheduled Import

1. From the main menu, select **Provisioning** and then **Scheduling**.
2. Select the **Delete** box beside the schedule(s) to delete.
3. Click **Apply** or **OK**. The schedule(s) are deleted from the list.

## Deleting a Scheduled Import

**Scheduling**  
Displays imports and exports that have been scheduled to run now or on a pre-defined schedule.

OK Cancel Apply Refresh

**Scheduling**

Scheduled Task: Import: Advanced

Enterprise: Canine Center -- Training and Pet Store

Administrator: dru.hosp

Displayed Requests:  All  Active / Waiting  Active  Waiting  Stopped  Finished

Last Refresh: 08/10/2021 06:14:48

**Scheduling Requests**

(1-25 of 63) 1 2 3 25

Delete	Request ID	Task	Enterprise ID	Enterprise Name	Group ID	Group Name	Imported File / Exported Worksheets	Schedule	Admin	Request Status	Last Run Time	Last Run Results	...	Er
<input checked="" type="checkbox"/>	245	Import: Advanced	Canine Center	Training and Pet Store			A284_1_AddDevices.xlsx	Now	dru.hosp	Finished	08/05/2021 10:44:27	Completed	Results	Er
<input type="checkbox"/>	244	Import: Advanced	Canine Center	Training and Pet Store			A284_1_AddDevices.xlsx	Now	dru.hosp	Finished	08/05/2021 10:41:11	Completed (with Errors)	Results	Er
<input type="checkbox"/>	240	Import: Advanced	Canine Center	Training and Pet Store			A284_1_AddAA_Anouncements.xlsx	Now	dru.hosp	Finished	08/05/2021 09:57:34	Completed	Results	Er
<input type="checkbox"/>	239	Import: Advanced	Canine Center	Training and Pet Store			A284_1_AddAA_Anouncements.xlsx	Now	dru.hosp	Finished	08/05/2021 09:56:14	Completed (with Errors)	Results	Er

Figure 159: Scheduling Page – Delete

## Enterprise Settings

---

The Enterprise Settings pages allow you to configure the departments in an Enterprise, add or change the phone numbers assigned to an Enterprise, and configure Service Packs within an Enterprise.

### Adding Enterprise Departments

1. You can use Enterprise Settings to add new departments for an Enterprise.
2. From the main menu, select **Provisioning** and then **Enterprise Settings**.
3. Select **Departments**.
4. Select the **Enterprise** from the drop-down list.
5. Click **Add**. The Enterprise Departments Add page opens.
6. Enter a Department Name and Parent Department.
7. Click **OK**.

### Modifying or Deleting Enterprise Departments

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select *Departments*.
3. Select the **Enterprise** from the drop-down list.
4. Click **Search** to view all the Departments, or enter Search parameters to filter the Search.
5. Click the **Edit** link in the row or click anywhere for any Department you want to edit. The Department Modify page opens.
6. Click **Delete** to delete the Department, or make any desired changes and click **OK**.

### Selecting the Available Device Types for an Enterprise

You can limit the list of device types available in an enterprise. Then only those device types appear in menus when creating a device, displaying or modifying Phone Templates, selecting Phone Manufacturer for Global Settings, and so on.

Removing a device type from the list prevents access to any existing phone templates for that device type, even if they are in use by existing phone devices. It is best to remove any existing phone devices and templates before removing the associated device type from an enterprise.

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select **Device Types**. The Enterprise Device Types page opens.
3. Select the **Enterprise** from the drop-down list. If you have administrator access to more than one enterprise, you can select **(Multiple Enterprises)** to add or remove device types for more than one enterprise at a time.
4. If you selected one enterprise,

## Selecting the Available Device Types for an Enterprise

- To remove device types from the enterprise, move them to Available Device Types.
- To add device types for use by the enterprise, move them to Enterprise Device Types.

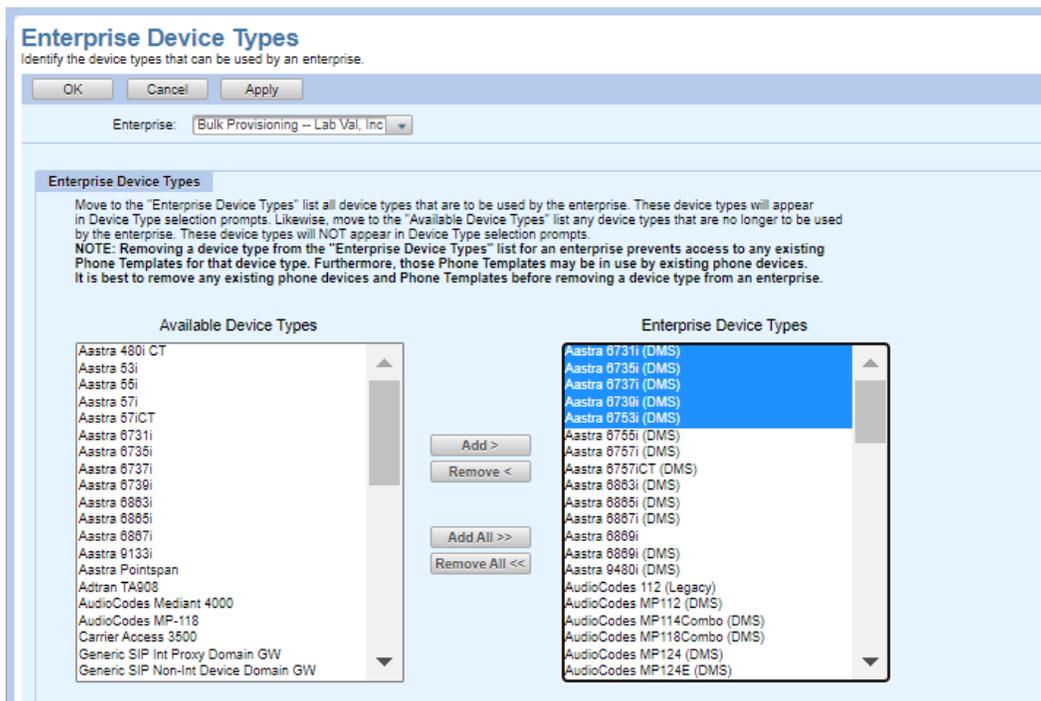


Figure 160: Enterprise Device Types Page

5. If you selected Multiple Enterprises, choose one or more enterprises to move from **Available Enterprises** to **Selected Enterprises**.
  - To remove device types from the chosen enterprises, select device types from Available Device Types and move them to Device Types To Remove.
  - To add device types for use by the chosen enterprises, select device types from Available Device Types and move them to Device Types To Add.
  - To use a specific set of device types for all of the chosen enterprises, select device types to use from Available Device Types and move them to Device Types To Add. Then, move all of the remaining devices types from Available Device Types to Device Types To Remove.

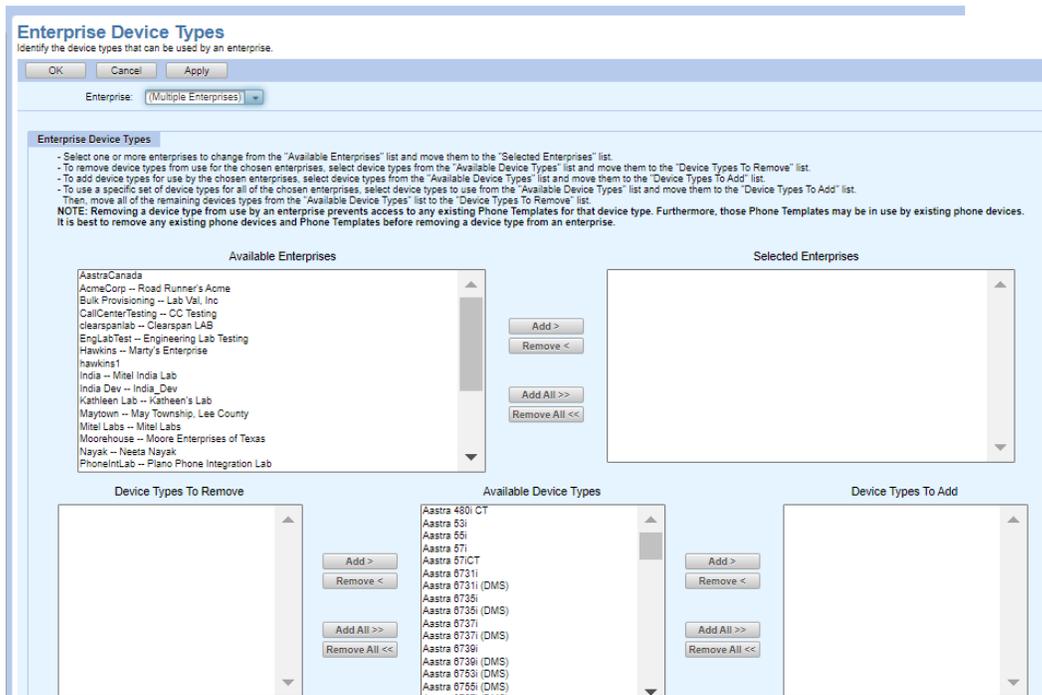


Figure 161: Enterprise Device Types Page – Multiple Enterprises

6. Click **OK**.

## Configuring Custom Device Type Tags for an Enterprise

You can add, modify, and delete custom tags for devices of a specified device type in a selected enterprise. A tag can be created for any device type supported by OpEasy and any other device type for Mitel and Polycom phones even though those device types are not supported by OpEasy.

1. From the main menu, select **Provisioning** and then **Enterprise**.
2. Select **Device Type Tags**.
3. Select the **Enterprise** from the drop-down list, if necessary. If you have administrator access to more than one Enterprise, you can select **(Multiple Enterprises)** to add or remove device types for more than one Enterprise at a time.
4. Select the **Device Type**.
5. Click **Add** to add a new tag, or click **Edit** in the row for any tag you want to edit. The Enterprise Device Type Tag page opens.
6. Enter a **Tag Name** and **Tag Value**, change the **Tag Value**, or click **Delete** to remove the custom tag.
7. Click **OK**.

### Adding Emergency Call Notification for selected Enterprise

When an Emergency number is called, along with providing precise location details, a notification will be triggered to Front desk or Security office.

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select Emergency Call Notification.
3. Select the **Enterprise** from the drop-down list.
4. Select the **Send Notification email to** check box and enter the email address.



**Note:** When the User dials the emergency number 911 from the phone which is provisioned under the selected Enterprise, the User will get an email notification to configure the email address.

5. Select the **Allow Group Override** check box to control the edits in Group Settings.
6. Click **Apply** to save the changes.
7. Click **OK**.

### Adding Enterprise Music On Hold Profiles

You can use Enterprise Settings to add new Music On Hold (MOH) profiles for groups, departments, and users in the Enterprise. If no user MOH settings are configured, group MOH settings are used; if no group MOH settings are configured, enterprise MOH settings are used. MOH profiles are available to Solution Resellers, but not to Enterprise, Group, or Department Administrators. The Music On Hold service must be assigned.

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select Music On Hold (MOH) Profiles.
3. Select the **Enterprise** from the drop-down list, and then select **Profile Type**.
4. Click **Add**. The Music On Hold Profile Add page opens.
5. Enter a **Name** and **Description**. The name must be 1-80 characters. The description is optional.
6. Follow these steps if a Group profile type is being added:
  - a. Choose the types of calls to **Enable music during**. Music On Hold can be enabled for calls on hold, parked calls, and busy camped-on calls.
  - b. Select a Preferred Audio Codec and Music Source.
  - c. For External Device Settings, select a device if **Music Source** is set to **External Device**.
  - d. Enter the Line Port, Port Number, and SIP Contact of the external device.
7. Follow these steps if a User profile type is being added:
  - a. Enable or disable **Music on Hold**
  - b. Select a Music Source.
8. Enter an **Announcement Name** and a value for **Load Audio/Video File** if you chose to add a custom announcement.

9. To configure the group's music on hold to be different for internal and external calls, select the **Use Alternate Source** box and configure the Internal Calls Settings.
10. Click **OK**.

## Modifying or Deleting Enterprise MOH Profiles

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select Music On Hold (MOH) Profiles.
3. Select the **Enterprise** from the drop-down list and select the **Profile Type**.
4. Click the **Edit** link in the row or click anywhere for any profile you want to edit. The Music On Hold Profile Modify page opens.
5. Make changes to the profile, or click **Delete** to delete the profile.
6. Click **Initialize Group/Department Settings** to update selected Music On Hold settings for the selected groups/departments to be updated based on the contents of the Music On Hold profile being edited.
7. Click **OK**.

## Configuring Custom Device Type Tags

You can add, modify, and delete custom tags for devices of a specified device type in the selected groups of an Enterprise.

1. From the main menu, select **Provisioning** and then **Enterprise**.
2. Select Device Type Tags.
3. Select the **Enterprise** from the drop-down list, if necessary.
4. Select the **Device Type**.
5. Click **Add** to add a new tag, or click **Edit** in the row or click anywhere for any tag you want to edit. If there are several tag values for one tag name (in multiple groups), the "Multiple Values" hyperlink appears, which you can click to view the list, and then click **Edit**.

The Enterprise Device Type Tags page opens.

6. Enter a **Tag Name** and **Tag Value**, change the **Tag Value**, or click **Delete** to remove the custom tag.
7. Click Add or Remove to choose the **Assigned Groups** for the enterprise device type tags.
8. Click **OK**.

## Adding Phone Numbers to an Enterprise

You can use Enterprise Settings to add phone numbers assigned to an Enterprise.

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select Phone Numbers.
3. Select the **Enterprise** and **Group** from the drop-down lists.

4. Click **Add**. The Enterprise Phone Number Add page opens.
5. Select a group from the **Assign to Group** drop-box.
6. Choose whether to activate the phone numbers.
7. Enter the ranges of phone numbers to add to the Enterprise.
8. Click **OK**.

### Viewing or Modifying the Enterprise Phone Numbers

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select **Phone Numbers**. The Enterprise Phone Numbers page opens.
3. Select the **Enterprise** and the **Group** from the drop-down lists.
4. Click the **Include Enterprise Phone Numbers When Selecting a Phone Number for a User** check box, if you want to include enterprise phone numbers in the list of available phone numbers that are to be selected when provisioning users, auto attendants, or hunt groups.

When this check box is selected, the phone numbers that are assigned to the enterprise (but not to a group) are included in the phone number selection list appended with “(Enterprise)” to indicate that the phone number is not currently assigned to the group. When an enterprise phone number is selected for a user, and the user information is saved, the phone number is automatically assigned to the appropriate group.

5. Select **Displayed by Group** in the **Phone Number Ranges**.

**Displayed by Group:** When this check box is selected, the display expands to show the group to which each phone number or range is assigned; the Group column is empty if the phone numbers or ranges are only assigned to the Enterprise. When this check box is not selected, “(Multiple)” is displayed in the Group column if phone numbers in the range are assigned to different groups or are assigned to the Enterprise. Clear this box if you want to view ranges of phones numbers in the Enterprise, without regard to the group assignments.

6. To edit a phone number range, click the **Edit** link in the row or click anywhere for any phone number range you want to edit. The Enterprise Phone Number Modify page opens, showing the Enterprise, Phone Number and the group assigned. Click **Activated** or **Deactivated** to activate or deactivate the phone number and click **OK**.
7. Click **OK** again to save the changes.

### Adding a Service Pack

You can use Enterprise Settings to create Service Packs for an Enterprise, choosing which features to include and specifying a name for the pack.

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select Service Packs.
3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Click **Add**. The Service Pack Add page opens.

You can also search for an existing Service Pack and click the Copy link to create a new Service Pack based on that one, and then modify it.

The screenshot shows the 'Service Pack Add' dialog box. At the top, it says 'Create a new service pack - set the name and description, add services, and press OK to create service pack.' Below this are 'OK' and 'Cancel' buttons. The 'Enterprise' is set to 'Bulk Provisioning -- Lab Val, Inc'. There are input fields for 'Service Pack Name' and 'Service Pack Description'. The 'Availability' checkbox is checked and labeled 'Available for Use'. The main section is titled 'Services' and contains two lists: 'Available Services' and 'Services In Pack'. The 'Available Services' list includes: Alternate Numbers, Anonymous Call Rejection, Authentication, Automatic Callback, Automatic Hold/Retrieve, Barge-in Exempt, Basic Call Logs, Busy Lamp Field, Call Center Monitoring, Call Center User - Basic, Call Center User - Premium, Call Center User - Standard, Call Forwarding Always, Call Forwarding Always Secondary, Call Forwarding Busy, Call Forwarding No Answer, Call Forwarding Not Reachable, Call Forwarding Selective, Call Intercept User, and Call Me Now. Between the lists are buttons for 'Add >', 'Remove <', 'Add All >>', and 'Remove All <<'.

**Figure 162: Service Pack Add Page**

5. Enter a Service Pack Name and Service Pack Description.
6. Select the **Available for Use** check box when the Service Pack is ready for use.
7. Use the **Add** and **Remove** buttons to select the features to include in the pack.
8. Click **OK**.

## Modifying or Deleting a Service Pack

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select Service Packs.
3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Click **Search** to view all the Service Packs, or enter Search parameters to filter the Search.
5. Click the **Edit** link in the row or click anywhere for any Service Pack you want to edit. The Service Pack Modify page opens.

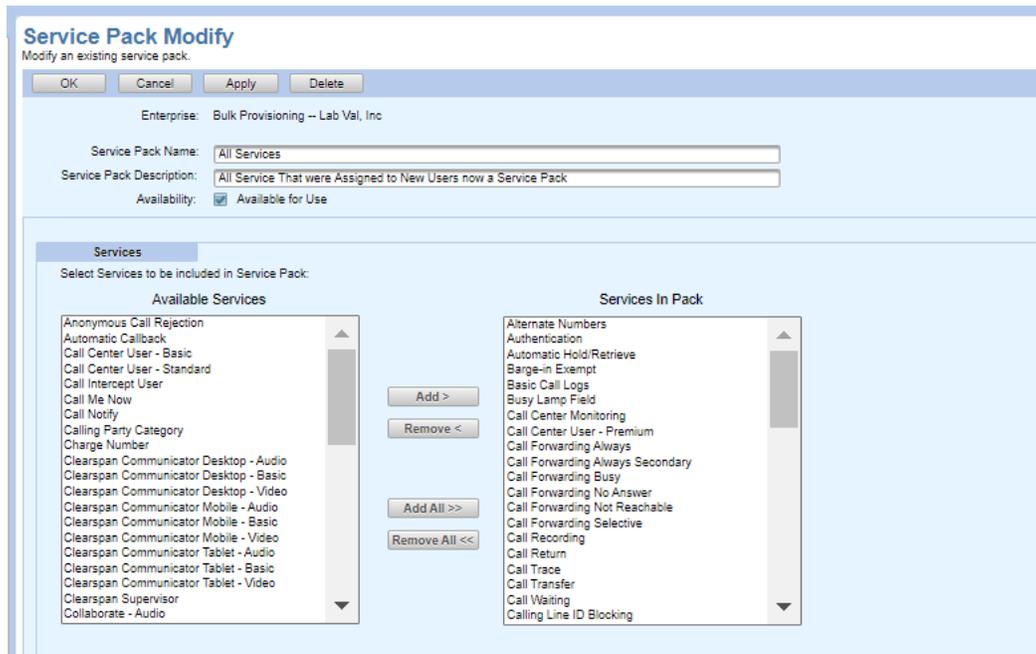


Figure 163: Service Pack Modify Page

6. Click **Delete** to delete the Service Pack, or make any changes and click **OK**.

## Authorizing Groups to Use a Service Pack

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select Service Packs.
3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Click **Search** to view all the Service Packs, or enter Search parameters to filter the Search.
5. Click the **Authorize** link on the row for any Service Pack you want to authorize. The Service Pack Group Authorization page opens.
6. Select the check boxes beside each group that you want to authorize for this Service Pack.
7. Click **OK**.

## Configuring the Voice VPN

You can use OpEasy to add, view, modify and delete the Voice VPN settings for a selected enterprise, and search for existing Voice VPN entries. Only one location code and one policy selector can be included in the search criteria.

Only Enterprise Administrators and above can configure the Voice VPN.

## Viewing and Searching Voice VPN Entries

To view, and search existing Voice VPN entries:

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select **Voice VPN**. The **Voice VPN** page displays:

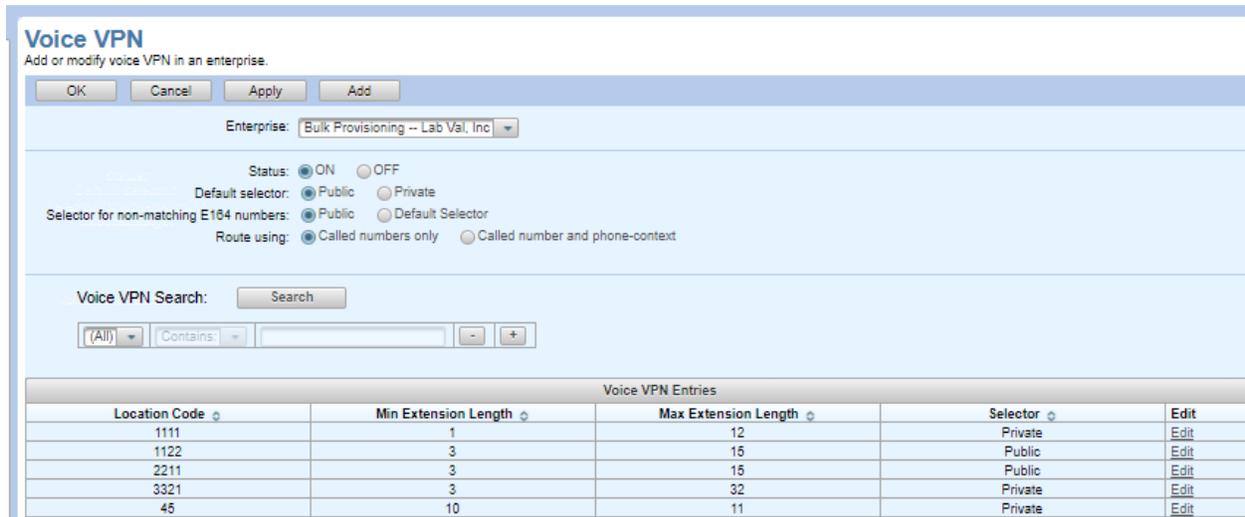


Figure 164: Voice VPN Page

3. Select the **Enterprise**. The existing **Voice VPN Entries** displays.
4. You can search for Voice VPN entries using the **Location Code** and **Selector** filters.
5. Click **Search** to view the **Voice VPN Entries** table.

## Configuring Voice VPN Settings

To configure the Voice VPN settings:

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
1. Select **Voice VPN**. The **Voice VPN** page displays.
1. Select the **Enterprise**.
1. Enable the Status and select the Default selector and the Selector for non-matching E164 numbers.
1. Select the options for the Voice VPN Routing.
1. Click OK or Apply.

## Adding Voice VPN Entries

To add a new voice VPN entry:

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select **Voice VPN**. The **Voice VPN** page displays.
3. Click **Add** to add a new Enterprise Voice VPN entry, the **Enterprise Voice VPN Add** page displays:

Figure 165: Enterprise Voice VPN Add Page

4. Enter the Location code.
5. Enter the **Minimum Extension Length** in the range of 1 to 100.
6. Enter the **Maximum Extension Length** in the range of 1 to 100.
7. Enter the **Description**.
8. Choose the Selector option from the following:
  - Private
  - Public
  - Route
  - Treatment
9. Select the **Operation** from the **Digit Manipulation** table and enter the **Value** for each Operation.
10. Click **OK**.

## Editing Voice VPN Entries

To edit a voice VPN entry:

1. From the main menu, select **Provisioning** and then **Enterprise Settings**.
2. Select **Voice VPN**. The **Voice VPN** page displays.
3. Click **Edit** in the **Voice VPN Entries** table, or click anywhere in the row of the Voice VPN Entry, the **Enterprise Voice VPN Modify** page displays:

Index	Operation	Value
1	Left Trim	GREAT1#
2	Trim	GREATER1#
3	Right Trim	GREATEST1#
4	None	

**Figure 166: Enterprise Voice VPN Modify Page**

4. Enter the **Minimum Extension Length** in the range of 1 to 100.
5. Enter the **Maximum Extension Length** in the range of 1 to 100.
6. Enter the **Description**.
7. Choose the **Selector** option from the following:
  - Private
  - Public
  - Route
  - Treatment
8. Select the **Operation** from the **Digit Manipulation** table and enter the **Value** for each Operation.
9. Click **OK** or **Apply**.

## Deleting Voice VPN Entries

To delete a Voice VPN Entry:

1. From the main menu, select **Provisioning** and then **Enterprise Settings**
2. Select **Voice VPN**. The Voice VPN page displays.
3. Click **Edit** in the **Voice VPN Entries** table, or click anywhere in the row of the Voice VPN Entry to edit an existing Enterprise Voice VPN entry, the **Enterprise Voice VPN Modify** page displays.
4. Click **Delete**. The Enterprise Voice VPN entry is deleted.

---

## Group Settings

---

The Group Settings pages allow you to use custom tags for devices in a group, redirect calls within a group during specified time periods, and manage phone directory servers for an enterprise or group.

### Adding or Deleting Group Announcements

OpEasy allows you to upload, delete, or configure audio or video announcement files to repositories. Announcements repositories are kept for Users, Auto Attendant and Hunt Group virtual users, and Groups. Once an announcement is saved to a repository, OpEasy allows you to assign it to Voice Mail Greetings, Auto Attendant menus, and Music On Hold. You can search, upload, rename, or delete announcements for a group on the Group Announcement Repository page. You can also use this page to view announcement types, size, and usage.

1. From the main menu, select **Provisioning** and then **Group**.
2. Select Announcement Repository.
3. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
  - To upload a new file, click Add. Enter an Announcement Name, and click Browse to choose the audio or video file to upload. Supported file types include WAV, WMA, MOV, or 3GP. Click OK. The new announcement appears in the Announcements list.
  - To rename or replace an announcement, search for the announcement. Search results appear in the list at the bottom of the page. Click Edit on the row of the announcement you want to modify. Make any desired changes on the Group Announcement Modify page, and then click OK.
  - To delete an announcement, select it in the search results list and click Delete Selected Announcements, or click Delete on the Group Announcement Modify page. You cannot delete announcements that are in use.
4. Click **OK**.

### Adding or Deleting Group Authorization Codes

You can add, modify, or delete group authorization codes.

1. From the main menu, select **Provisioning** and then **Group Settings**.
2. Select Authorization Codes.
3. Select the **Enterprise** and **Group** from the drop-down list, if necessary. The **Group Communication Barring Authorization Codes** page opens as shown in the following figure:

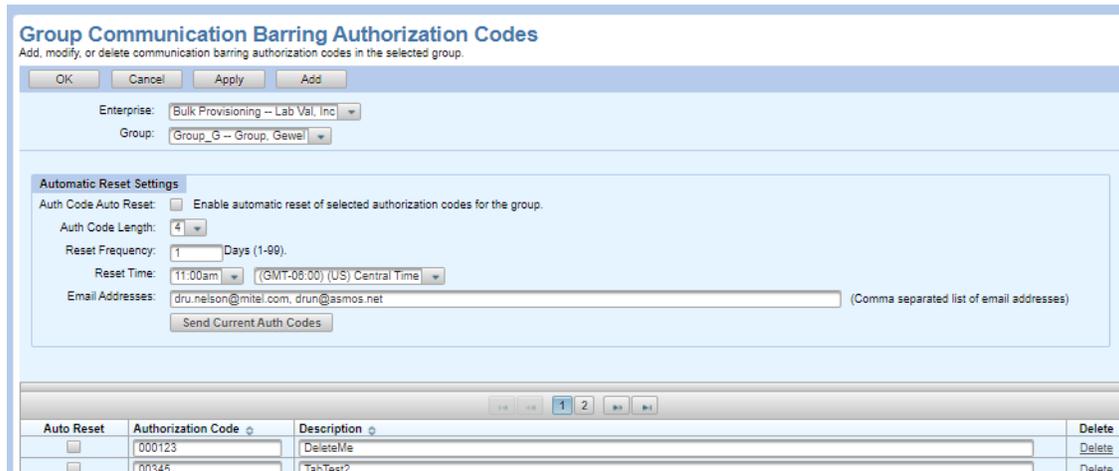


Figure 167: Group Communication Barring Authorization Codes

4. To automatically reset the selected authorization codes for the group, configure the following settings in the **Automatic Reset Settings** table:
  - a. Select the **Auth Code Auto Reset** check box to automatically reset the selected authorization codes. The Auth Code Auto Reset is disabled by default.
  - b. Select the **Auth Code Length** of the automatically generated authorization codes. The valid authorization code length contains 2 to 14 digits. The default value contains 4 digits.
  - c. Enter the **Reset Frequency** to specify the frequency (number of days) in which the authorization codes are to be reset. The valid reset frequency is 1 to 99 days. The default reset frequency is 1 day.
  - d. Select the time of day that the authorization codes are to be reset from the **Reset Time** drop-down list. The drop-down list contains options from 12:00am to 11:00pm. The default reset time is 12:00am
  - e. Enter the Email Addresses to which the new authorization codes are delivered when they are reset.
  - f. Click **Send Current Auth Codes** to send an email on demand which contains the currently configured authorization codes. Only the authorization codes selected for Auto Reset are included in the email.
5. To add a new group-level Communication Barring Authorization Code, click **Add**, click **Auto Reset** to automatically reset the authorization code when is a group is configured for automatic reset of authorization codes. The check box is not selected by default when a new authorization code is added. Enter the **Authorization Code**, **Description**, and Click **OK**.
6. Click **Delete** at the end of the row if you want to remove an authorization code.
7. Click **OK**.

### Configuring Call Pickup Groups

1. You can configure the call pickup to enable users to answer any ringing line in their call pickup group.
2. From the main menu, select **Provisioning** and then **Group**.
3. Select Group Call Pickup.
4. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
5. Click **Add** to add a new group, or click **Edit** link in the row or click anywhere for any group you want to edit.
6. Select a name for the group, and configure the group by adding or removing users. You can also click **Delete** to remove the group.
7. Click **OK**.

### Configuring Group Departments

You can configure the departments in a group.

1. From the main menu, select **Provisioning** and then **Group**.
2. Select Group Departments.
3. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
4. Click **Add** to add a new department, or click **Edit** in the row or click anywhere for any department you want to edit. You can also click **Edit** and then **Delete** if you want to remove the department.
5. Enter a Department Name.
6. Configure the Department Calling Line ID Name and Department Calling Line ID Number, if needed.
7. Click **OK**.

### Configuring Custom Device Type Tags for a Group

You can add, modify, and delete custom tags for devices of a specified device type in a selected group.

1. From the main menu, select **Provisioning** and then **Group**.
2. Select Group Device Type Tags.
3. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
4. Select the **Device Type**.
5. Click **Add** to add a new tag, or click **Edit** in the row or click anywhere for any tag you want to edit. The Group Device Type Tags page opens.
6. Enter a **Tag Name** and **Tag Value**, change the **Tag Value**, or click **Delete** to remove the custom tag.
7. Click **OK**.

## Configuring Emergency Call Notification for a Group

When an Emergency number is called, along with providing precise location details, a notification will be triggered to Front desk or Security office.

1. From the main menu, select **Provisioning** and then **Group Settings**.
2. Select **Emergency Call Notification**.
3. Select the **Enterprise** from the drop-down list.
4. Select the **Group** from the drop-down list.
5. Select the **Send Notification email to** check box and enter the email address.



**Note:** User can provide the same or different email address to a particular Group by selecting the Group from this page. When the User dials the emergency number 911, the configured email address will get the email notifications.

6. Click **Apply** to save the changes.
7. Click **OK**.

## Configuring Target capacity for a paging group

You can configure the Target Capacity per Paging Group.

1. From the main menu, select **Provisioning** and then **Group Settings**.
2. Select **Group Paging**.
3. Select the **Enterprise** and **Group** from the drop-down list. It displays the **Group Paging Target Capacity** for this group.
4. Enter the **Maximum number of Target Users per Paging Group for this Group** that should not exceed the value configured for enterprise. Number of targets also includes nested targets of paging group.
5. Click **OK**

## Configuring Music On Hold (MOH) for a Group

You can use Group Settings to add new Music On Hold profiles for groups or departments within a group. If no user MOH settings are configured, group MOH settings are used; if no group MOH settings are configured, enterprise MOH settings are used. MOH profiles are available to Solution Resellers, but not to Enterprise, Group, or Department Administrators. The Music On Hold service must be assigned.

1. From the main menu, select **Provisioning** and then **Group**.
2. Select Music On Hold.
3. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
4. Search for a Music On Hold Type to edit, or click **Add** to create a new Music On Hold Type.
5. Select a **Music On Hold Profile** if you want to base these group settings on an existing enterprise-level MOH profile.

6. Choose the types of calls to **Enable music during**. Music On Hold can be enabled for calls on hold, parked calls, and busy camped-on calls.
7. Select a Preferred Audio Codec and Music Source.
8. For External Device Settings, select a device if **Music Source** is set to **External Device**. Enter the Line Port, Port Number, and SIP Contact of the external device.
9. If **Music Source** is set to **Custom Announcement**, select an **Audio Announcement** or **Video Announcement** from the Group Announcement Repository.
10. To configure the group's music on hold to be different for internal and external calls, select the **Use Alternate Source** box and configure the Internal Calls Settings.
11. Click **OK**.

## Configuring Night Forwarding

You can redirect calls placed to a user within the group to a specified phone number or SIP-URI. You can configure the redirection manually by enabling the feature, or you can configure it to be automatic by choosing a specific schedule. The Night Forwarding feature must be authorized for the group.

1. From the main menu, select **Provisioning** and then **Group**.
2. Select Group Night Forwarding.
3. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
4. Set **Group Night Forwarding** to **On** to enable this feature manually, or set it to **Scheduled** to choose specific **Business Hours** or a **Holiday Schedule** during which to forward calls made to this group.
5. Enter the Forward-To Number.
6. Click **OK** or **Apply**.

## Configuring Phone Directory Management

Phone Directory Management allows management of Lightweight Directory Access Protocol (LDAP) phone directories for enterprises and groups. There can be one directory for an enterprise or a different directory for each group. This configuration supports the LDAP lookup key on the phone.

### Adding a Phone Directory Server

1. From the main menu, select **Provisioning** and then **Group Settings**.
2. Select Phone Directory Management.
3. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
4. Choose to Use one directory for the enterprise (all groups), or to Use a separate directory for each group.
5. Click **Apply**. Click **OK**.
6. Click **Add** to add a phone directory when *Use a separate directory for each group* is selected. The Phone Directory Management Add page opens.

7. Select the **Enabled** box.
8. Enter the Server URI, Server Root DN, Server UserId, Server Password and Confirm Server Password.
9. Choose whether the Query will **Remove Extensions from Results**, and select whether to **Disable Workphone Search**.
10. The **Field Mapping** section displays default values, but you can change any of the following if you want: Last Name Field, First Name Field, Work Phone Field, Home Phone Field, Cell Phone Field, ID Field, Sort Field, Append Field, Additional Search Field.
11. Click **OK**. The Phone Directory Management page opens, displaying the new LDAP setup.

### Testing LDAP

1. Use Phone Templates to add an LDAP Lookup button to a template.
2. Assign the template to a phone.
3. Press the LDAP button on the phone.
4. The Directory Lookup message should display.
5. Perform lookups to test the searches.

### Editing a Phone Directory Server

1. From the main menu, select **Provisioning** and then **Group**.
2. Select Phone Directory Management.
3. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
4. Click the **Edit** link at the end of row or click anywhere in the row. The Phone Directory Modify page opens. You can modify any of the columns.
5. Click **OK** or **Apply**.

### Deleting a Phone Directory Server

1. From the main menu, select **Provisioning** and then **Group**.
2. Select Phone Directory Management.
3. Select the **Enterprise** and **Group** from the drop-down list, if necessary.
4. Click the **Edit** link at the end of the row or click anywhere in the row. The Phone Directory Modify page opens.
5. Click the **Delete** button. The delete warning dialog box opens.
6. Click **OK**. The server is deleted.

### Viewing or Assigning Group Phone Numbers

1. From the main menu, select **Provisioning** and then **Group Settings**.
2. Select Phone Numbers.
3. Select the **Enterprise** and **Group** from the drop-down lists.

4. Select **Displayed by Group** check box in the **Phone Number Ranges**:
5. To edit a phone number range, click the **Edit** link in the row or click anywhere for any phone number range you want to edit. The Group Phone Number Modify page opens. Make any required changes and click **OK**.
6. Click **OK** again to save the changes.

### Assigning Phone Numbers to a Group

You can use Group Settings to manage phone numbers assigned to a Group.

1. From the main menu, select **Provisioning** and then **Group Settings**.
2. Select Phone Numbers.
3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Click **Assign**. The Group Phone Number Assign page opens.
5. Select the group from the **Assigned to Group** drop-down list.
6. Choose whether to activate the phone numbers.
7. Choose **Available Ranges** and click **Add** to make them **Available Phone Numbers**. Then choose from the available numbers and click **Add** to make them **Selected Phone Numbers** for assigning to the Group.
8. Click **OK**.

### Configuring a Predefined Speed Dial 8 List

You can use Group Settings to configure a predefined Speed Dial 8 list that can be assigned to users.

1. From the main menu, select **Provisioning** and then **Group Settings**.
2. Select Speed Dial 8 Lists.
3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Click **Add**. The Group Speed Dial 8 List Add page opens.
5. Enter a **Name** for the Speed Dial List, which is required and can be up to 80 characters long
6. Optionally, you can enter a **Description** up to 300 characters long.
7. Enter a **Phone Number/SIP-URI** for each Speed Code you want to define. Enter a phone number as you would normally dial it.
8. Click **OK**.

### Configuring a Predefined Speed Dial 100 List

You can use Group Settings to configure a predefined Speed Dial 100 list that can be assigned to users.

1. From the main menu, select **Provisioning** and then **Group Settings**.
2. Select Speed Dial 100 Lists.

3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Click **Add**. The Group Speed Dial 100 List Add page opens.
5. Enter a **Name** for the Speed Dial List, which is required and can be up to 80 characters long.
6. Optionally, you can enter a **Description** up to 300 characters long.
7. Click **Add Speed Dial 100**. The Group Speed Dial 100 Entry Add page opens.
8. Select the **Speed Code 100** number that you want to define, and enter a **Name/Description** and **Phone Number/SIP-URI**. Enter a phone number as you would normally dial it.
9. Click **OK**.

### Assigning Predefined Speed Dial Lists to Users

After a Speed Dial 8 or Speed Dial 100 List has been defined, you can use Group Settings to assign the Speed Dial list to selected users.

1. From the main menu, select **Provisioning** and then **Group Settings**.
2. Select the type of predefined list that you want to assign to users: **Speed Dial 8 Lists** or **Speed Dial 100 Lists**.
3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Click the **Edit link** in the row or click anywhere on the row of the Speed Dial List that you want to assign to users.
5. On the Group Speed Dial List Modify page, click **Initialize User Speed Dial Settings**.
6. On the Group Speed Dial List: Initialize User Settings page, search for users, and then select the check box for each user to which you want to assign the Speed Dial List.
7. Click **Initialize Selected Users**.
8. Click **OK**.

### Configuring Virtual Extensions

You can use Group Settings to configure virtual on-net extensions for an Enterprise.

1. From the main menu, select **Provisioning** and then **Group Settings**.
2. Select **Virtual Extensions**.
3. Select the **Enterprise** and **Group** from the drop-down lists.
4. Search for a Virtual Extension to edit, or click **Add** to create a new Hunt Group.
5. Click **Add**. The Virtual On-Net Enterprise Extension Add page opens.
6. Enter an **External Phone Number**, a valid phone number not already in use by another Virtual On-Net User or assigned to a user in the Enterprise.
7. Enter a valid **Extension** not already in use by another Virtual On-Net User or assigned to a user in the Enterprise.

8. Enter a valid **Last Name** and **First Name** for the directory. Enter a **Calling Line ID Last Name** and **Calling Line ID First Name** for displaying the name in internal calls.
9. Select a **Virtual On-Net Call Type** from the list of system-defined types.
10. Click **OK**.

## Administrative Tools

---

### Managing OpEasy Licenses

#### Licensing Allocation for Users and Third Party Phones

OpEasy tracks the maximum number of users and third party phones that administrators are allowed to manage using OpEasy. Solution Reseller administrators can allocate the system user licenses and 3<sup>rd</sup> Party licenses to their Enterprises as needed. If an administrator attempts to add or modify users or third party phones beyond the set number of licenses, OpEasy aborts the operation and displays an error message.



**Note:** If any Group in Clearspan has user limit set to less than 100, OpEasy automatically sets it to 5000, the maximum number of users for a group. This prevents errors when adding users in OpEasy.

#### Configuring License Allocations

System Administrators, and Solution Resellers who have full access to licensing privileges can use the OpEasy Licensing page to allocate OpEasy Licenses for both users and third party phones to the various Enterprises.

1. From the main menu, select Administrative Tools and then Licensing and OpEasy License Allocation.

The OpEasy License Allocation page opens. It shows the total number of OpEasy user and third party phone licenses, as well as how many are unallocated. **Total Available** is the total number of unused and available OpEasy licenses (User or Third Party Phone), including any licenses manually allocated to one or more enterprises but that have not been used by those enterprises. **Available for Auto** is the number of unused and available OpEasy licenses (User or Third Party Phone) but does NOT include any unused and available licenses that are manually allocated to one or more enterprises. **Available for Auto** identifies the number of OpEasy licenses that can be used by an Enterprise setup for automatic ("Auto") allocation, which cannot and does not include any available licenses reserved for other Enterprises through the use of Manual allocation.

2. In the Enterprise Allocations table, set **User Licenses Allocation** to **Auto** or **Manual** for each Enterprise. Auto ensures that the license allocation always matches the total phones provisioned for proper support, and each time a new phone is added, the allocation is increased unless system licenses have been exhausted.

For any Enterprise using Manual license allocation, set the number of Allocated user and Third Party phone licenses for each Enterprise. The number of Available licenses updates when you click Refresh. The Clearspan User Count and Clearspan Third Party Phone Count columns show the total number of licensed users and third party phones within Clearspan for that Enterprise.

Clicking the **Remove** link in the **Non-Existent Enterprise** column removes the selected enterprise from the OpEasy Licensing Allocation of the Enterprise table.

3. Click **OK** or **Apply**.

**OpEasy License Allocation**  
 Manage the allocation of OpEasy licenses to enterprises.

OK Cancel Apply Refresh

Total OpEasy User Licenses: Unlimited Total Available: Unlimited Available for Auto: Unlimited  
 Total OpEasy Third Party Phone Licenses: Unlimited Total Available: Unlimited Available for Auto: Unlimited

(Note: <System Level> is a special set of licenses for System Level ThirdParty devices.)

OpEasy License Allocation to Each Enterprise											
Enterprise ID	Enterprise Name	Non-Existent Enterprise	Enterprise License	User Licenses: Allocation	Allocated	Available	Third Party Licenses: Allocation	Allocated	Available	Clearspan User Count	Clearspan 1 Party P C
<System Level>				Auto			Auto	1			
AastraCanada				Auto	100		Auto	0		100	
AcmeCorp	Road Runner's Acme			Auto	308		Auto	0		308	
Bulk Provisioning	Lab Val, Inc			Auto	148		Auto	39		148	
CallCenterTesting	CC Testing			Auto	30		Auto	8		30	
clearspanlab	Clearspan LAB			Manual	10	8	Manual	10	10	4	
EngLabTest	Engineering Lab Testing			Auto	34		Auto	16		34	
Hawkins	Marty's Enterprise			Auto	88		Auto	72		88	
hawkins1				Auto	0		Auto	0		0	
Hawkins_new_test		Remove		Manual	10	10	Manual	10	10	0	
Hawkins_new_test_1		Remove	Disabled	Manual	10	10	Manual	10	10	0	
India	Mitel India Lab			Auto	799		Auto	88		799	
India Dev	India_Dev			Auto	0		Auto	0		0	
Kathleen Lab	Kathleen's Lab			Auto	19		Auto	1		19	
Maytown	May Township, Lee County			Auto	34		Auto	5		34	
Mitel Labs	Mitel Labs		Disabled	Manual	10	10	Manual	10	10	0	
Moorehouse	Moore Enterprises of Texas			Auto	4		Auto	1		4	
Nayak	Neeta Nayak		Disabled	Auto	2		Auto	0		2	
PhoneIntLab	Plano Phone Integration Lab			Auto	20		Auto	5		20	
Ravipati	Kirana's Enterprise, Inc			Auto	180		Auto	84		180	

Figure 168: OpEasy Licensing Page

## Managing Unique IDs

OpEasy allows you to assign IDs at the System, Enterprise, and Group levels that are prepended to an extension for use as a unique Auto Install Device ID. If a user is built as Extension Only or the User Profile rule for MAC Address uses something other than Phone Number, the Unique ID is used.

1. From the main menu, select **Administrative Tools** and then **Unique ID Management**. The Unique ID Management page open, showing a default Unique ID Length of 4 digits and a default Unique ID Position that is before the extension.
2. Select a **System Unique ID**, a unique ID for a System-level device.

## Unique ID Management

Set and display Unique IDs at the system, enterprise, and group levels.

Unique ID Length: 4 Digits  
 Unique ID Position: Before the Extension  
 System Unique ID: 0000

Enterprises			
Enterprise ID	Enterprise Name	Enterprise Unique ID	Edit
AastraCanada			<a href="#">Edit</a>
AcmeCorp	Road Runner's Acme	1500	<a href="#">Edit</a>
Bulk Provisioning	Lab Val, Inc	1212	<a href="#">Edit</a>
CallCenterTesting	CC Testing	1313	<a href="#">Edit</a>
clearspanlab	Clearspan LAB		<a href="#">Edit</a>
EngLabTest	Engineering Lab Testing	0010	<a href="#">Edit</a>
Hawkins	Marty's Enterprise	0012	<a href="#">Edit</a>
hawkins1			<a href="#">Edit</a>
India	Mitel India Lab	0091	<a href="#">Edit</a>
India Dev	India_Dev		<a href="#">Edit</a>
Kathleen Lab	Katheen's Lab	1414	<a href="#">Edit</a>
Maytown	May Township, Lee County	0048	<a href="#">Edit</a>
Mitel Labs	Mitel Labs		<a href="#">Edit</a>
Moorehouse	Moore Enterprises of Texas	0132	<a href="#">Edit</a>
Nayak	Neeta Nayak		<a href="#">Edit</a>
PhoneIntLab	Plano Phone Integration Lab		<a href="#">Edit</a>
Ravipati	Kirana's Enterprise, Inc	0001	<a href="#">Edit</a>
Shameer	Ahamed Shameer		<a href="#">Edit</a>
SystemValidation	System Validation		<a href="#">Edit</a>
test_Full			<a href="#">Edit</a>
Test_Trial	Test		<a href="#">Edit</a>
Testing			<a href="#">Edit</a>

**Figure 169: OpEasy Unique ID Management Page**

3. Click the **Edit** link at the end of the row or click anywhere in the row to select an **Enterprise Unique ID** on the Unique ID Management: Enterprise page.
4. On the Unique ID Management: Enterprise page, click the **Edit** link at the end of the row or click anywhere in the row to select a **Group Unique ID** on the Unique ID Management: Group page.
5. Click **OK**.



**Note:** If the System, Enterprise or Group has no assigned Unique ID, then the Select first available Unique ID hyperlink appears. Click the hyperlink to select the first available Unique ID.

## Login Management

---

Login Management allows OpEasy administrators to manage subordinate administrator accounts. Login management is available to all levels of administrator except Department Administrator. Login Management allows you to perform the following tasks:

- Search for subordinate OpEasy administrators
- Export the search results of subordinate OpEasy administrators
- Add or delete subordinate OpEasy administrators
- Disable OpEasy administrator accounts
- Change OpEasy administrator passwords
- Modify OpEasy administrator email addresses
- Change the level of an OpEasy administrator account
- Customize OpEasy administrator privileges
- Identify OpEasy administrator accounts as Support Administrators
- Login into OpEasy through Single Sign On(SSO) or Two-Factor Authentication(2FA)
- View OpEasy administrator accounts by
  - All accounts
  - Support Administrators only
  - Administrator status (that is, Active, Logged-In, Logged-Out, Locked or Disabled)

### Adding or Modifying an Administrator Account

1. From the main menu, select **Login Management**.

The OpEasy Login Management page opens. You can search for OpEasy administrators and filter the list using the options at the top of the screen. You can sort the results using the sort buttons at the top of each column.

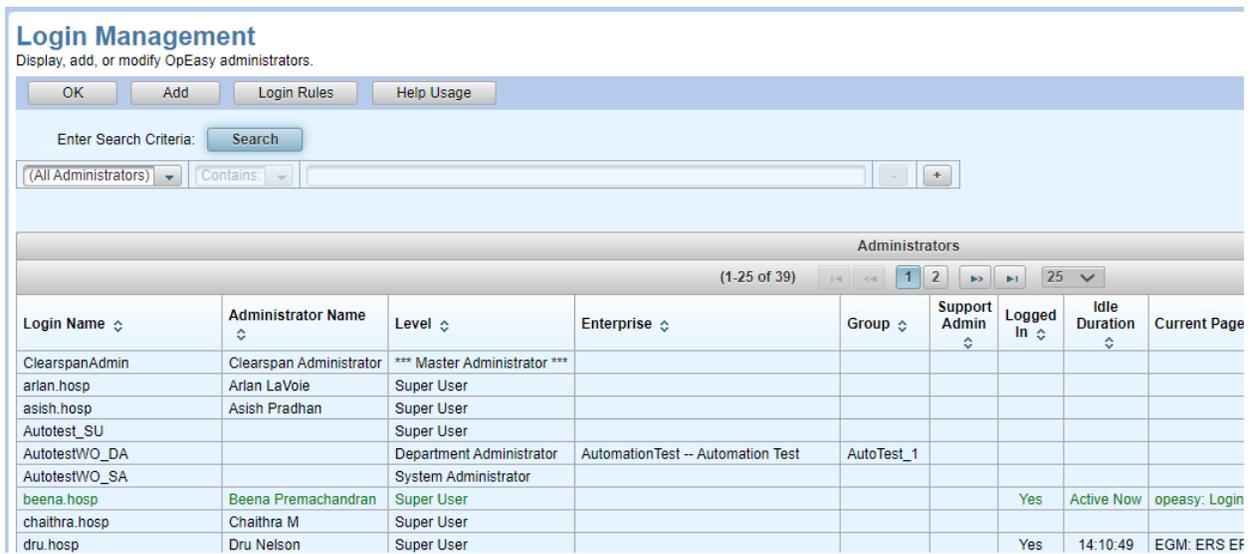


Figure 170: OpEasy Login Management Page

2. Click **Add** to create a new administrator account, or click anywhere on the row to modify an administrator account.  
The OpEasy Administrator page opens.

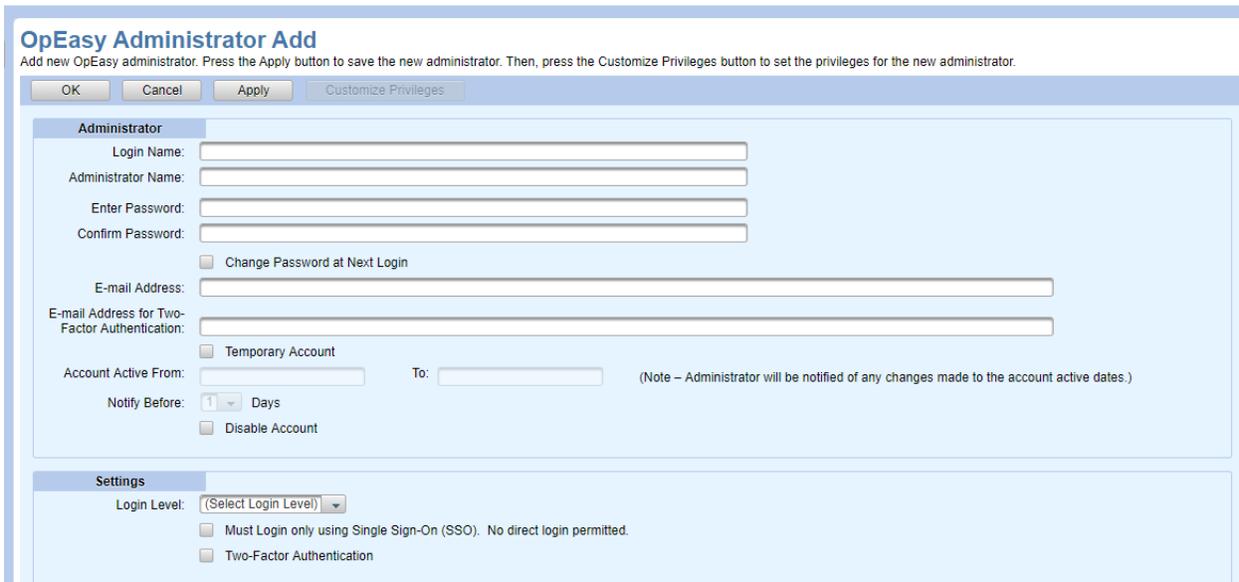


Figure 171: OpEasy Administrator Add Page

**OpEasy Administrator Modify**  
Modify an existing OpEasy administrator.

OK Cancel Apply

**Administrator**

Login Name: MitelAdmin

Administrator Name:

Reset Password:

Confirm Password:

Password last changed on Tue, 11 Oct 2016 7:10:15 CDT.

Change Password at Next Login

E-mail Address:

E-mail Address for Two-Factor Authentication:

**Status**

Status: Administrator is LOGGED OUT -- Last logged in on Fri, 11 Sep 2020 13:24:13 CDT

**Settings**

Login Level: Super User \*\*\* Master Administrator \*\*\*

**Figure 172: OpEasy Administrator Modify Page**

3. Enter or change the **Administrator Name**. This is typically the actual name of the administrator rather than the login name, which is often shorter or different from the administrator's name.
4. Enter a **Password** and **Confirm Password** for the administrator account. The following default password rules apply, although they can be changed by advanced administrators:
  - At least one upper case character
  - At least one lower case character
  - At least one non-alphanumeric character
  - Minimum password length of eight characters
  - Cannot be the reverse of the previous password
5. Enable **Change Password at Next Login** if you want that this administrator is required to change the account password at the next login.
6. Enter the administrator's **E-mail Address**.
7. Enter the administrator's **E-mail Address for Two-Factor Authentication**.
8. Click **Temporary Account** and select the **Account Active From** and **Account Active To** date range. You will be notified every time you enter or modify the **Account Active From** and **Account Active To** dates.
9. Select the number of days from the **Notify before** drop-down box. Email notifications will be sent the same number of days prior to the expiry date. The values in the **Notify before** drop-down list is in the range of 1 day to 15 days.
10. You can select the **Disable Account** setting to disable this administrator's account without deleting it.
11. Set the administrator's **Login Level**.

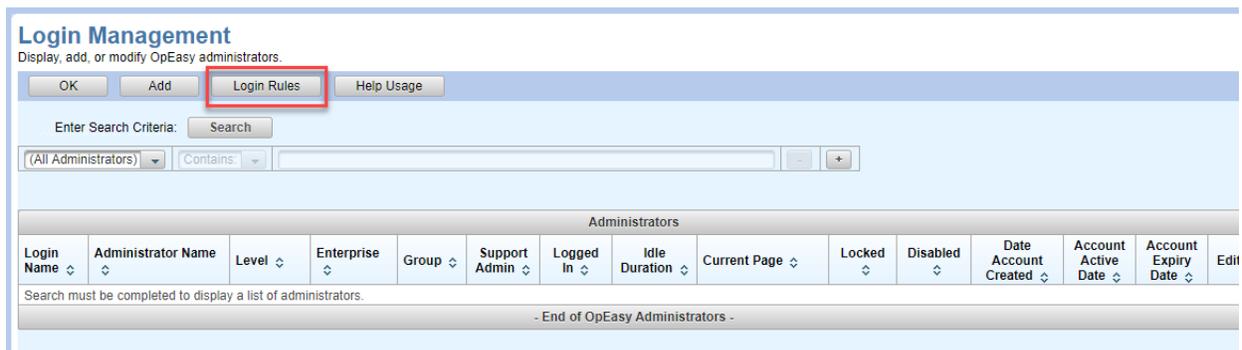
12. Enable **Must Login only using Single Sign-On(SSO)** to prohibit the administrator from logging in directly to OpEasy or **Two-Factor Authentication(2FA)** for an administrator to be configured.
13. Choose selections for **Support Administrator, Clearspan Pilot Program Administrator, Enterprise, Group, and Department**, if those settings are configurable for this administrator.
14. Click **Customize Privileges** if you want to change the privileges for this administrator.
15. Click **OK** or **Apply**.



**Note:** When a user with an expired account, or disabled account logs into OpEasy, the error message “Name or Password you entered is incorrect.” is displayed.

## Modifying Administrator Login Rules

1. From the main menu, select **Login Management**.
2. Click Login Rules.



**Figure 173: OpEasy Login Rules**

The Login Rules View page displays. You can view System-level or Enterprise-level rules used for OpEasy logins and rules used to validate passwords for OpEasy administrators.

## Login Rules Modify

Modify the rules used to login to OpEasy, including those rules to validate the password for an OpEasy administrator.

Login Rules:
  Use System Login Rules for All Enterprises  
 Use separate Login Rules for each Enterprise

Enterprise: (System Login Rules)

---

### System Login Rules

#### Password Rules

New Passwords:
  Must have from 1 to 15 Characters  
 Cannot contain the Login Name or Administrator Name  
 Cannot be a Repeating Pattern

Are checked against the Previous Password:

- Cannot be a Previous Password
- Cannot contain a Previous Password
- Cannot contain the Reverse of a Previous Password
- Cannot be a Previous Password after Ignoring Any Digits in Both Passwords

- Must contain at least 1 Number
- Must contain at least 1 Upper Case Alpha Character
- Must contain at least 1 Lower Case Alpha Character
- Must contain at least 1 Non-Alphanumeric (Special) Character

---

#### Login Rules

Administrators:
  Must Login using Single Sign-On (SSO). No direct login permitted. Overrides administrator login setting. (Only affects EAs, GAs, and DAs)  
 Two-Factor Authentication. Overrides administrator login setting. (Only affects EAs, GAs, and DAs)  
 Two-Factor Authentication Confirmation Code:   
 Two-Factor Authentication Screen Timeout:

- Must change the Initial Password (New Administrators)
- Must change all Reset Passwords (Existing Administrators)
- Return to the Login screen upon Session Timeout

Minimum Password Lifetime:

Passwords Expire:

Lock OpEasy Account:

When Account is Locked, Send Email Notification to:

Unlock OpEasy Account:

Figure 174: OpEasy Login Rules View

## Common Tasks

---

This section provides instructions for common administrator tasks that involve management of Clearspan phones.

A *Clearspan device* is what is created via OpEasy or via the Clearspan web portal, which defines the characteristics of a phone device such as the user of the phone, its template, and so on. The Clearspan device can exist without association to a physical phone. The *physical phone* is the actual terminal that is assigned a MAC address. The physical phone must have an associated Clearspan device to make the phone functional on Clearspan. These instructions assume the following:

- Device Management is used to manage the configuration of the Clearspan device.
- DHCP is used to provide an IP address to the phone and the network path to the Clearspan XSP server, where the phone's configuration is obtained.

### Set Up a New Phone for a New User

Follow these steps to set up a new phone for a new user.

1. Power up and connect the phone to the network.
2. Factory default the phone.
3. Perform phone specific installation.

### Setting Up a New Mitel Phone

1. Near the end of the startup process, an Auto Install page appears and the user is prompted for the Device ID. Enter the Auto Install Device ID set for the Clearspan device and press the button labeled "Done".
2. A confirmation screen appears containing the name of the user of the phone device identified by the Device ID. If that information is for the correct Clearspan device, press "OK".
3. Auto Install creates device credentials for the phone and updates the Clearspan device with both the MAC address of the phone and the new device credentials. Auto Install then restarts the phone to complete the install process.

### Setting Up a New Polycom Phone

1. After the startup process completes, the 'QSetup' button appears on the phone.
2. Press the 'QSetup' button and at the 'Server User' and 'Server Pwd' prompts, enter the Device Access Username and Password respectively.



**Note:** The Device Access Username is available via OpEasy Phone Management but the Device Access Password is blanked out. If you are unsure of the current password, enter a new password using Phone Management so that you are assured the password you enter in the phone matches the one defined for the Clearspan device.

3. Confirm the changes when prompted and the phone restarts.
4. After the restart completes, the phone is ready for use.

### Replace a Physical Phone with a Different Type of Phone

Follow these steps to replace a physical phone with a phone of a different type.

1. Using OpEasy, navigate to **Provisioning | Users**, and modify the user associated with the device you want to replace.
2. From the User Modify page, select the **Phones** tab and click **Edit** for the device that is to be replaced.
3. The User: Primary Phone Device Modify page opens. The current Phone Device appears in the drop-down box. From this page, either click the **Unassign** button to disassociate the user from this phone device, or click the **Delete** button disassociate the user from this phone and delete the phone device.
4. Click **OK** to unassign the user from the device. The Advanced: User Modify page display, and the list of Phone Devices no longer includes the Primary phone type.
5. Click to Add Primary Phone.
6. The User: Primary Phone Device Add page opens. The default Phone Device field value is New Phone Device.
  - If you want to build a new device, take this default and supply the Device Name, Device Level, Device Type, Template and MAC Address of the new phone.
  - If you have previously created a phone device that you choose to use for this user, rather than taking the default of (New Phone Device), use the drop-down box to find the phone you want. Note that the Device Level, Device Type, Template and MAC Address should be populated because this device was previously created.
7. After all fields for the new device are set as needed, click **OK** twice. The Advanced: User Modify page opens. Note that the new primary phone device appears in the Phone Devices list.
8. Click **OK** on this page to implement the change.
9. Power down and remove the original phone from the network, and put the new phone in its place. Because the new phone's MAC Address was provided at the time the device was created, the phone should be functional immediately after the reboot process.
10. If the original device was only unassigned and you have no further use for it, delete it via Provisioning | Phone Management.

### Disassociate a Clearspan Device from a Physical Phone

To remove a physical phone from its associated Clearspan device, removing the MAC Address of the physical phone from the Clearspan device definition, follow these steps.

- If using the OpEasy User Interface:
  1. Navigate to Provisioning | Phone Management and find the device that is to be disassociated.
  2. Clear the MAC Address field for that device.
  3. Save the change.
- If using the OpEasy Advanced Import worksheet, from the User worksheet:
  4. For the device or devices that are to be disassociated, use the "ModifyDevice" command.

5. Enter the text “null” in the MAC Address column(s).
6. Import the worksheet using Advanced Import to affect the changes.

### Reuse a Clearspan User / Device and Reset Voicemail

You might want to assign a set of phones to a new set of users, and reset the related Voicemail boxes, such as with phones placed in college dormitories. Follow these recommended steps to re-use the Clearspan users/devices and refresh the Voicemail boxes.

#### Close User Accounts

1. Perform an export of the existing users/devices via the Advanced Export function, including the Users and Voicemail worksheets.
2. If the phone numbers are to be inactive during the interim period, use the Users worksheet to modify each user's **Phone Number Activation** setting to 'deactivate'.
3. If the phone numbers are not deactivated, use the Voicemail worksheet to modify each user's **Active** column to 'false', which completely disables voicemail for the user.

#### Re-open User Accounts

1. Perform an export of the existing users/devices via the Advanced Export function, including the Users and Voicemail worksheets.
2. Use the Users worksheet to modify each user to both:
  - a. Set the **Last Name**, **First Name**, **Calling LineId Last Name** and **Calling LineId First Name** for the new user (if the names are customized to each user).
  - b. Set each user's **Phone Number Activation** column to 'activate'.
3. Use the Voicemail worksheet to modify each user to both:
  - a. Set the **Active** column to 'True', which allows Voicemail functionality.
  - b. Reset the user mailbox by entering 'reset' in the **Surgemail Account** column. The reset command rebuilds the mailbox, so entry of the 'Mail Server Email Address' and 'Mail Server User Id' is also required.

## Appendix A: OpEasy Setup for Polycom Phones

---

The following settings must be configured within OpEasy prior to installing Polycom phones at users' desks, as described in the following sections:

- Polycom Phone Support: – Support for Polycom phones requires a 3<sup>rd</sup> Party system license to be installed.
- User Profiles: – One or more User Profiles must be created for each type of Polycom phone so that the administrator can build Polycom phones for provisioning.
- Phone Templates

**Key Definitions** – In addition to the Polycom standard soft keys, some OpEasy-configured soft keys may be assigned to Polycom phones.

**Global Settings** – System, Enterprise, and Group level settings must be configured for Polycom phones.

**Definitions** – One or more templates must be created for each type of Polycom phone.

---

**Notes:**



- For new settings added to Templates and Global Settings, the '(Unspecified)' selection option or text value is displayed. The '(Unspecified)' value indicates no value has ever been set, causing OpEasy to NOT generate configuration file fields for that new OpEasy setting. As such, any existing Global Extra Settings for that configuration file field continue to be used. However, once a setting has been changed to an actual value (replacing the '(Unspecified)' value), then OpEasy generates configuration file fields for that setting from then on. These actual values then override any Global Extra Settings for that field. After a value is selected to replace the '(Unspecified)' value, the '(Unspecified)' value is no longer an option.
- You can configure extra settings only if you have the full access privilege to view and edit extra settings.

**User General Settings:**– The E-mail message sent to new Polycom phone users will be different from the message sent to Mitel phone users.

**Users:**– Users must be created with a supported Polycom phone.

**Phone Management:**– Polycom phones can be added or modified under the Phone Management page of Provisioning.

### Polycom Phone Support

The Polycom Phone Support 3<sup>rd</sup> Party system license for Clearspan must be purchased and installed.

Furthermore, if Enterprise Licensing is in use, Polycom Phone Support must be licensed within the appropriate Enterprises for the level of administrators that will be configuring Polycom phones, which

is typically every administrator level (Solution Reseller, Enterprise Administrator, Group Administrator, and Department Administrator).

## User Profiles for Polycom Phones

In order to allow administrators to quickly set up users with Polycom phones, one or more User Profiles should be created for each type of Polycom phone that will be used. When creating a User Profile, the administrator selects one of the supported Polycom phones as the Device Type. The selected type of Polycom phone will be created as the primary phone device for the new user.

## Phone Templates for Polycom Phones

### Key Definitions for Polycom Phones

The OpEasy soft keys are configured on the Key Definitions page for provisioning Phone Templates. Key Definitions are typically accessible by system administrators only, as they affect keys system wide.

When Polycom is selected as the Phone Manufacturer on the Key Definitions page, definitions specific to Polycom phones are displayed

**Key Definitions**  
Display and configure system and per enterprise keys.

Enterprise: (System Keys) ▾

Phone Manufacturer: Polycom ▾    Polycom Prompts    Polycom Macros

Rebuild Status: Refresh    System: None pending.

Label	Value	Idle	Connect	Incoming	Outgoing	Dial Tone	Setup	Hold
BLF List								
Call Fwd Off	#21	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Call Fwd On	*21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Call Pickup	*98\$Tinvite\$	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Call-Park	\$Chold\$*68\$P(ParkNum)N4\$\$Tinvite\$	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call-Rtrv	*88\$P(ParkNum)N4\$\$Tinvite\$	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conf	\$FConference\$	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dirct Pickup	\$Changup\$*97\$Tinvite\$	<input checked="" type="checkbox"/>						
Favorites								
Line								
Paging	;%PAGING_EXT%\$Tinvite\$	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Park	\$Chold\$*68\$Tinvite\$	<input checked="" type="checkbox"/>						
Park Rtrv	\$Changup\$*88\$Tinvite\$	<input checked="" type="checkbox"/>						
Pickup	\$Changup\$*98\$Tinvite\$	<input checked="" type="checkbox"/>						
Recent	\$FCallList\$	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Retrieve	*88\$P5N4\$	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 175: Key Definitions for Polycom Phones

In addition, soft keys can be created to dial Clearspan feature codes or specific numbers. To define a new key, select an Enterprise on the Key Definitions page and click Add. Enter the following in the Key Definition fields.

FIELD	SETTING
Label	Enter the label of the new key, as it is to appear on the displayed soft key.
Value	Enter the actions to take for the soft key as executed by the Polycom phone. May include references to Polycom prompts or macros. This value must conform to the Polycom macro definitions, explained in the <i>Polycom UC Software Administrator's Guide</i> .
Idle/Active/Alerting / Proceeding /Dial Tone /Setup / Hold	Select the phone states in which this soft key should appear.

### Polycom Prompts

From the Key Definitions page for Polycom Phones, click Polycom Prompts to view user input prompts for Polycom key actions. The prompts can be included in a key definition by using syntax "\$P(PromptName)Nn\$", where "PromptName" is the Prompt Name on the Polycom Prompt Definitions page, and "n" is the number of characters to collect.

Prompt Text is the text that appears on the phone's display, Input Type specifies whether the expected response is Numeric or Text, and the Visible check box indicates whether the response is visible on the phone's display or is shown as asterisks.

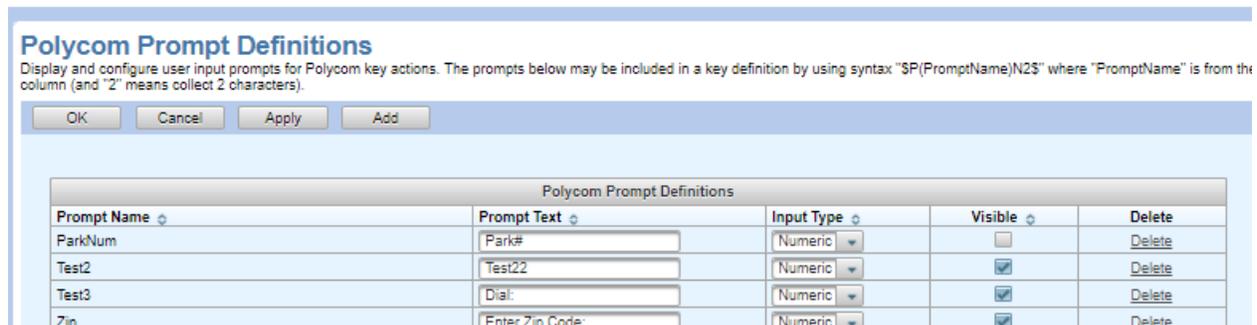


Figure 176: Polycom Prompt Definitions Page

For more information about Polycom user prompts, refer to the *Polycom UC Software Administrator's Guide*.

### Polycom Macros

From the Key Definitions page for Polycom Phones, click Polycom Macros to view and configure definitions for Polycom key macros. The key macros can be included in key definitions using syntax "\$MName\$" where "Name" is the unique Name defined on the Polycom Macro Definitions page. Label is the text string that appears on any text entry screen, and Action contains the functionality to execute. This action must conform to the Polycom macro definitions, explained in the *Polycom UC Software Administrator's Guide*.

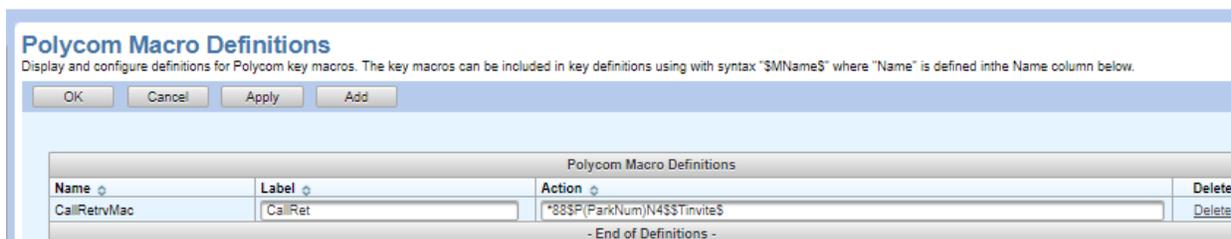


Figure 177: Polycom Macro Definitions Page

For more information about Polycom macro definitions, refer to the *Polycom UC Software Administrator's Guide*.

## System, Enterprise, and Group Global Settings for Polycom Phones

To configure global Polycom phone settings, choose Phone Templates from the Provisioning menu, and then select Global Settings and select Polycom as the Phone Manufacturer. The common global settings for Polycom phones are shown on the General Settings tab and described in the following table.

OpEasy analyzes the Group, Enterprise, or System Extra Settings to determine if the parameters in the Extra Settings are being overridden by the General Settings, Dial Plan Settings or Custom Rings Settings, or if the parameters in the Extra Settings are overriding the General Settings, Dial Plan Settings or Custom Rings Settings. If parameters that correspond to any of the General Settings, Dial Plan Settings or Custom Rings Settings are found in the Global Extra Settings, then the **Global Configuration File Settings: Extra Settings Audit Results** page is displayed, indicating the extra settings parameters that conflict with the Global Settings configuration.

Field	Setting
<b>SIP Settings</b>	
Outbound Proxy	Enter the hostname or IP address of the outbound proxy server used by the Polycom phones.
Use DNS SRV Lookup	Select the Use DNS SRV Lookup option to use the Outbound Proxy Port (No Encryption) and Outbound Proxy Port (Encryption) of the DNS SRV.
Outbound Proxy Port (No Encryption)	Enter the port number for the outbound proxy server used by the Polycom phones when encryption is not used by Polycom phones. The port number may be 0, 5060, or another port.
Outbound Proxy Port (Encryption)	Enter the port number for the outbound proxy server used by the Polycom phones when encryption is used by Polycom phones.
Encryption (TLS/SRTP)	Select the setting for encryption. Encryption is available on VVX models only.
Subscription Time	Enable/Disable Use Enterprise Setting and Enter the time for subscription.
<b>Time Settings</b>	
Time Server	Enter the hostname or IP address of a timer server.
Time Zone	Select the time zone that the phones are in.
<b>Device Settings</b>	

Field	Setting
Network Discovery	Select the CDP Enabled field if CDP is supported by the network, which is normal.
LAN Port Mode	Select the LAN speed, normally Auto. The other options include 10 Mbps Half-Duplex, 10 Mbps Full-Duplex, 100 Mbps Half-Duplex, 100 Mbps Full-Duplex, 1000 Mbps Full-Duplex.
Admin Password	Enter a password that is required to access the advanced settings within the phone.
User Password/Reset User Password	Enter a password that is required to access the user settings within the phone. The Reset User Password field will be displayed if the User Password is already set.
<b>Voice Codecs</b>	
Voice Codec #1 to #4	Identify the voice codecs that the Polycom phone is to use when placing or receiving calls. The codecs are in priority order, with Codec #1 as the highest priority codec to codec #4 as the lowest priority codec.
<b>Quality Monitoring</b>	
Quality Monitoring Enable	Choose whether periodic and/or session quality monitoring is used.
Collector Server Address	Enter the hostname or IP address of the server to which quality monitoring messages are sent by the phone.
Collector Server Port	Enter the port to use on the collector server. The default port number is 5060.
Outbound Proxy	Enter the Quality Monitoring outbound proxy FQDN / IP Address. When configured, this parameter directs SIP messages related to voice quality monitoring to a separate proxy.
Outbound Proxy Port	Enter the Quality Monitoring outbound proxy port used in with the Quality Monitoring outbound proxy.
Periodic Monitor Period	Enter period (in seconds) used for Periodic Monitoring. The valid values are 5-90 seconds. The default value is 90 seconds.
<b>SoundPointIP Settings</b>	
'Welcome' Audio File	Enter the address and/or name of the audio file played to a SoundPoint IP phone.
<b>VVX HELD Settings</b>	
VVX HELD Settings	Select Use Enterprise Setting
Server	Enter the server details
Account Name	Enter the Account Name
Account ID	Enter the Account ID
Public Cert	Enter the Public Certificate details
Private Cert	Enter the Private Certificate details
<b>General Settings</b>	
Conference Server	Select the conference server to use for conference calls.
Firmware Server	Text field that contains the location of the firmware to be loaded.

## System, Enterprise, and Group Extra Settings for Polycom Phones

To enter extra settings that are to be applied to all Polycom phones within the scope of the level, choose **Phone Templates** from the **Provisioning** menu, select **Global Settings**, the **Global Configuration File Settings** tab opens.

To edit extra settings for the group, select **Enterprise, Group** and **Phone Manufacturer**, click **Extra Settings**, the **Extra Settings** tab opens, click **Group Extra Settings**, and Click **OK** on the confirmation box (the confirmation box displays “Updating Extra Settings is potentially dangerous. Are you sure you want to update Extra Settings?”). Enter the extra settings in the **Group Extra Settings** box and Click **OK**, the **Global Configuration File Settings: Rebuild Configuration Files** page opens. Click **Save and Rebuild** to save the Template changes and rebuild all configuration files using this template.

Only Group Administrators and above can create or modify Group Extra Settings.

To edit extra settings for the enterprise, select **Enterprise, Group** and **Phone Manufacturer**, click **Extra Settings**, the **Extra Settings** tab opens, click **Enterprise Extra Settings**, and Click **OK** on the confirmation box (the confirmation box displays, “Updating Extra Settings is potentially dangerous. Are you sure you want to update Extra Settings?”). Enter the extra settings in the **Enterprise Extra Settings** box and Click **OK**, the **Global Configuration File Settings: Rebuild Configuration Files** page opens. Click **Save and Rebuild** to save the Template changes and rebuild all configuration files using this template.

Only Enterprise Administrators and above can create or modify Enterprise Extra Settings.

To edit extra settings for the system, select **Enterprise, Group** and **Phone Manufacturer**, click **Extra Settings**, the **Extra Settings** tab opens, click **System Extra Settings**, and Click **OK** on the confirmation box (the confirmation box displays, “Updating Extra Settings is potentially dangerous. Are you sure you want to update Extra Settings?”). Enter the extra settings in the **System Extra Settings** box and Click **OK**, the **Global Configuration File Settings: Rebuild Configuration Files** page opens. Click **Save and Rebuild** to save the Template changes and rebuild all configuration files using this template.

Only System Administrators and Super Users can create or modify the System Extra Settings.

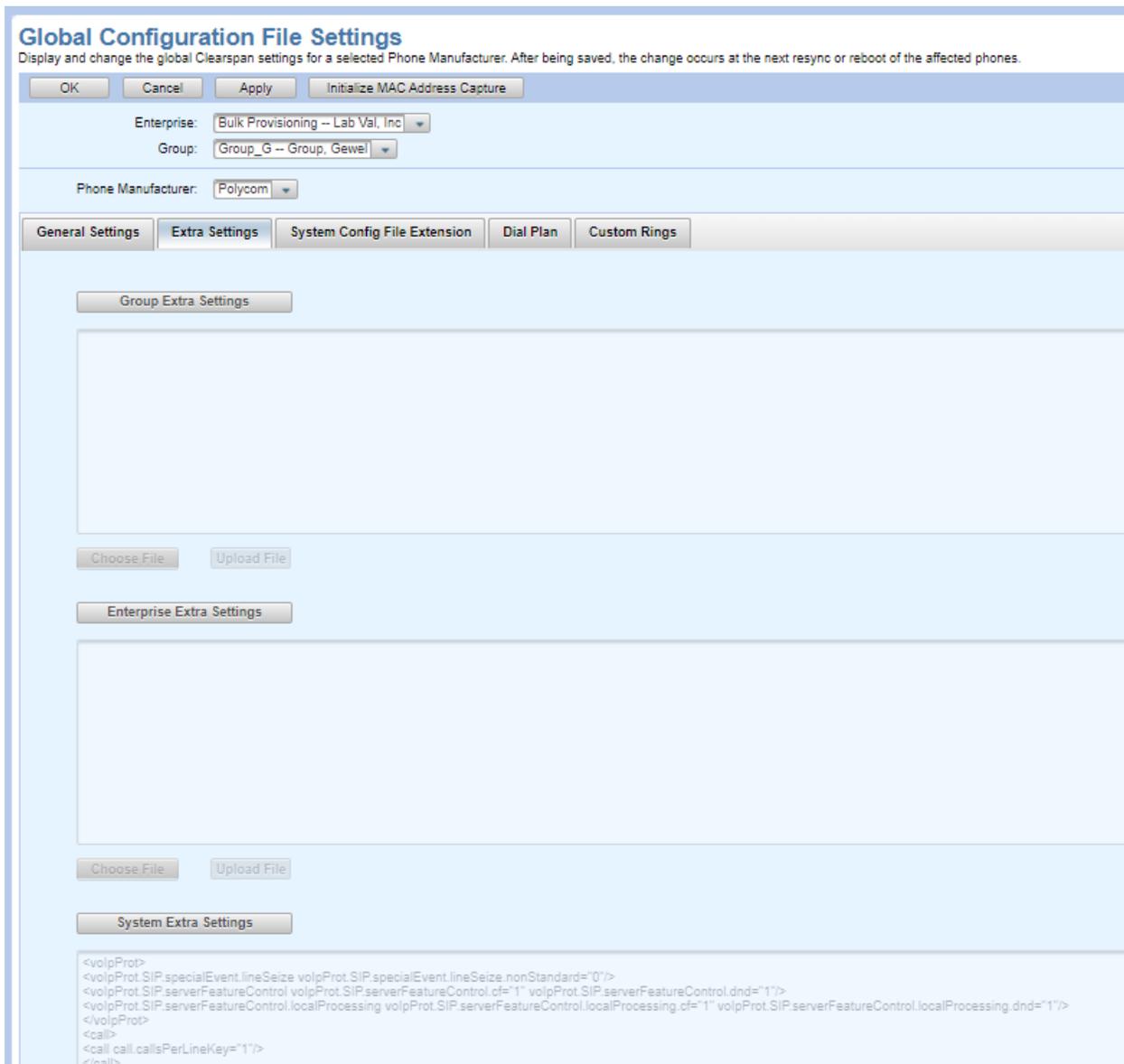


Figure 178: Global Extra Settings for Polycom Phones

## System, Enterprise, and Group System Configuration File Extension Settings for Polycom Phones

The Device Type for each Polycom phone model includes a **sys.cfg** file that contains system-wide configuration settings used in the configuration files for all Polycom phones of that phone model. These settings can be extended by choosing **Phone Template** from the **Provisioning** menu, selecting **Global Settings** and selecting **Polycom** as the Phone Manufacturer, clicking on the **System Config File Extension** tab, and entering the additional settings on that tab. The additional settings must be in an XML format as are all Polycom configuration settings.

Note that the sys.cfg file and the settings on the System Config File Extension tab have lower-priority than ALL other Global Settings (including Global Extra Settings) and Template Settings. However,

the System Config File Extension tab settings have higher-priority than the settings in the sys.cfg file being extended.

Only Super Users and System Administrators can access the **System Config File Extension Settings**.

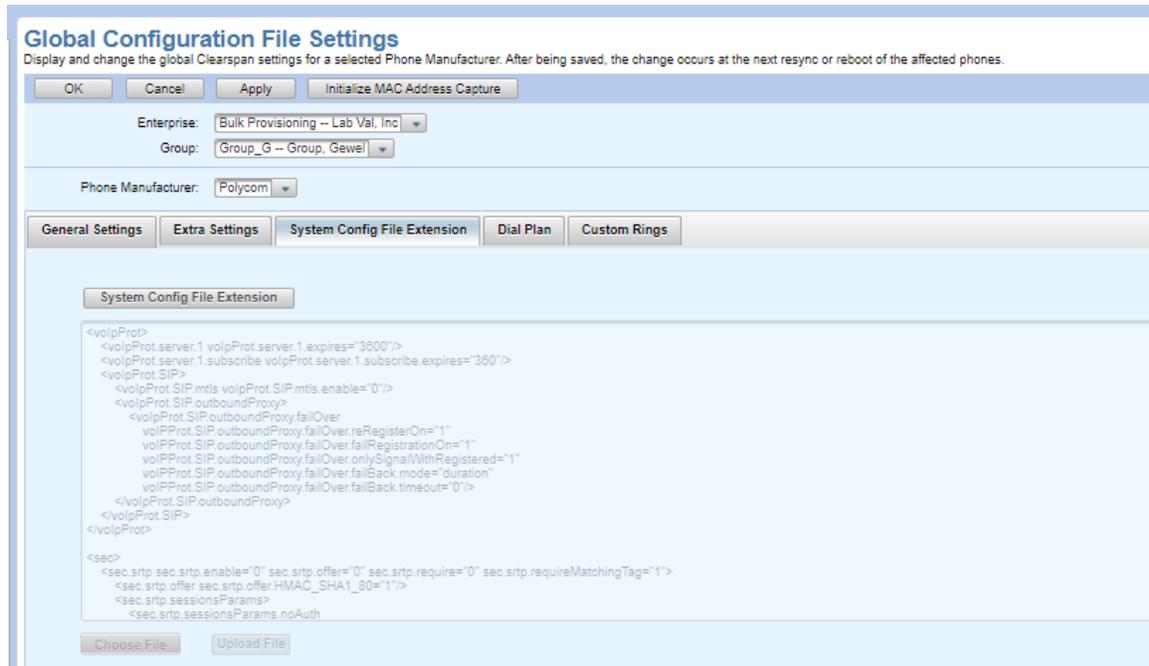


Figure 179: System Config File Extension Settings for Polycom Phones

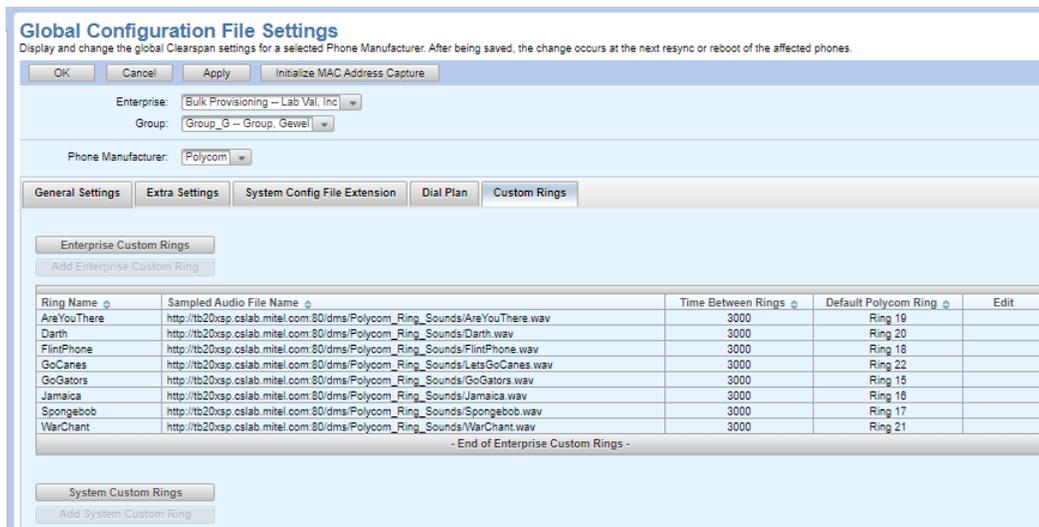
### System, Enterprise, and Group Dial Plans for Polycom Phones

Click the Dial Plan tab on the Global Configuration File Settings page to enter dial plan information for System, Enterprise, or Group levels, or click **Use Enterprise Setting** to use enterprise settings, or click **Use System Setting** to use system settings. The dial plan information entered must be in Polycom format and can include any Polycom-specific setting.

### System and Enterprise Custom Rings for Polycom Phones

System-level custom rings are ONLY used for system-level Polycom phone templates that need to use a custom ring. Enterprise-level custom rings are used for both the enterprise-level and group-level Polycom phone templates.

To configure custom rings, choose Phone Templates from the Provisioning menu, and then select Global Settings. Choose Polycom as the Phone Manufacturer, and click the Custom Rings tab. The Polycom Custom Rings tab opens.



**Figure 180: Custom Rings for Polycom Phones**

Click the button to show either Enterprise Custom Rings or System Custom Rings. Click Edit in the table to change an existing custom ring, or click the appropriate Add Custom Ring button to create a new custom ring.

Enter or change the following fields for the custom ring:

Field	Setting
Ring Name	Unique name to give the custom ring. This name is referenced to select the custom ring when creating the template.
Audio File Name	Complete URL of a wave file containing the audio to be played as the ring.
Time Between Rings	Enter the number of milliseconds to wait between the played audio rings. Example: 3000 for 3 seconds.
Default Polycom Ring	Optionally select a Polycom ring (Ring 15 to Ring 24) where this custom ring is to be defined. It is used when creating a new phone template for a Polycom phone.  If a Default Polycom Ring is not selected, the custom ring can still be manually assigned to a Polycom ring in the phone template. Selecting the Polycom ring here simplifies the process of creating the phone template for commonly used custom rings.

## Initialize MAC Address Capture for Polycom Phones

To configure MAC Address Capture tags, choose Phone Templates from the Provisioning menu, and then select Global Settings. Select Polycom as the Phone Manufacturer, and click on Initialize MAC Address Capture. This is typically a one-time task used to add a MAC address tag to each Polycom device in the system. You must have System Administrator privileges to access this function.

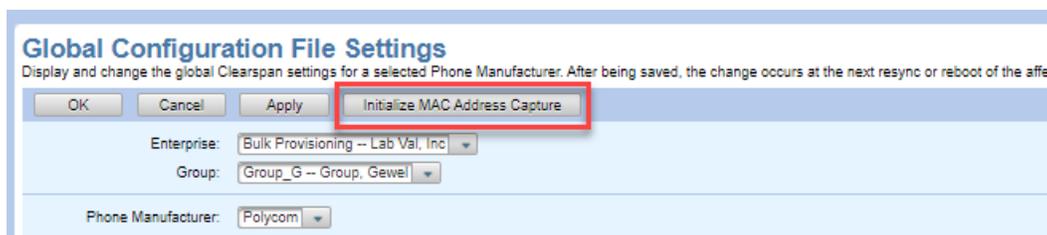


Figure 181: Initialize MAC Address

## Phone Templates: Definitions for Polycom Phones

As with Mitel phones, Polycom phones can only be created using a phone template. Create templates for Polycom phones as described in the Phone Templates section, with the differences described in the following table and shown in the following figures.



**Note:** The Soft Keys, Incoming Calls and Outgoing Calls tabs are not available while provisioning Polycom Trio 8800, Polycom Trio 8500 and Polycom Trio C60 phones, as the Polycom Trio 8800, Polycom Trio 8500 and Polycom Trio C60 are single line conference phones with no soft keys.

Tab / Section	Field	Setting
<b>General</b>		
	Name	Template name.
	Description	Description of the template.
<b>General Settings</b>	Type of Expansion Module	If a Polycom expansion module is attached to the phone, select the type of that module. The expansion module choices depend on the Polycom phone device type.
	Expansion Modules	Select the number of Polycom expansion modules attached to the phone, from 0 to 3.
	Use VLAN	Select the "Use VLAN" check box if the phone must be assigned to and use a VLAN.
	URI for Soft Keys	Select the <b>URI for Soft Keys</b> from the drop-down list. You cannot save the configuration unless you choose the URI. This entry is used to point to the appropriate EMS server for key definitions using OpEasy phone applications.
	Time Zone	Select the <b>Time Zone</b> from the drop-down list. <b>Use Global Settings</b> uses the time zone from Global Settings in Phone Templates. <b>User Time Zone</b> uses the time zone of the first primary user assigned to the phone. <b>Use DHCP</b> uses the time zone from the DHCP server. You can also select a specific time zone.
	Outbound Proxy	Enter the proxy information for this phone if you want it to appear in the Edge Device Utilization report.

Tab / Section	Field	Setting
	Use DNS SRV Lookup	Select the Use DNS SRV Lookup option to use the Outbound Proxy Port (No Encryption) and Outbound Proxy Port (Encryption) of the DNS SRV.
	Outbound Proxy Port	Enter the proxy information for this phone if you want it to appear in the Edge Device Utilization report.
	Encryption (TLS/SRTP)	Select the setting for encryption.
	Subscription Time	Use Global Settings for subscription time, or clear the <b>Use Global Settings</b> check box and enter the subscription time in seconds.
<b>Polycom Settings</b>	Voice Volume Persistent	Select the 'Handset' and/or 'Headset' checkboxes to have the voice volume of the handset and headset remain at the same level through calls and a restart of the phone.
	Sound Effects	Select the 'Stuttered Dial Tone for Unread Voice Mail Messages' checkbox to have a stutter played to the user and followed by dial tone when the user goes off-hook and unread voice mail messages exist in the user's mailbox.
	Voice Quality Monitoring	Select the 'RTCP Extended Reports (RTCP XR) Enabled' check box to have the Polycom phones send RTCP messages for quality monitoring purposes.
	Sticky Auto Line Seize	Determines whether taking the phone off-hook automatically picks up an incoming call.
		<p>Enter the address and/or name of the image used for the background display on a VVX phone.</p> <p>Supported Image Formats: PNG, JPEG and BMP (Progressive and multi scan JPEG images are not supported).</p> <p>Maximum supported image size – 600 KB</p>
	Background Image URL	<p>The following is a list of optimal background image size in pixels based on phone models:</p> <p>VVX 250 – 320x24            VVX 300, VVX310 – 208 x 104            VVX 350 – 320x240            VVX 400, VVX 410 – 320 x 240            VVX 450 – 480x272            VVX 500 – 320 x 240            VVX 600 – 480 x 272</p> <p>This field does not apply to SoundPoint or SoundStation phones.</p>

Tab / Section	Field	Setting
	Idle Display Image URL	<p>Enter the address and/or name of the image used for the idle display on a SoundPoint or SoundStation phone.</p> <p>Supported Image Formats: PNG and JPEG</p> <p>The following is a list of optimal background image size in pixels based on phone models:</p> <p>SoundPoint IP 32x/33x – 87 x 11                      SoundPoint IP 430 – 94 x 23                      SoundPoint IP 450 – 170 x 73                      SoundPoint IP 550/560/650 – 213 x 111                      SoundStation IP 5000 – 240 x 32                      SoundStation IP 6000 – 240 x 32                      SoundStation IP 7000 – 255 x 75</p> <p>This field does not apply to VVX phones.</p>
Lines		
	BLF Line/User	<p>Change the <b>BLF Line/User</b> if necessary. This value applies when the Busy Lamp Field (BLF) feature is assigned. The default of 1 is generally the preferred setting. The value is used to identify which line will be associated with the BLF list URI.</p> <p><b>Note:</b> This option is not available while provisioning Trio 8800, Trio 8500 and Trio C60 phones.</p>
	Max Calls Per Line	<p>Select the maximum number of calls allowed for each phone line. This setting is valid for VVX phones only. The maximum number of concurrent calls supported per line depends on the model:</p> <p>VVX 101/201 = 8                      VVX 150 = 8                      VVX 250 = 24                      VVX 300/301/310/311 = 24                      VVX 350 = 24                      VVX 400/401/410/411 = 24                      VVX 450 = 24                      VVX 500/501/600/601 = 24</p> <p><b>Note:</b> This option is not available while provisioning Trio 8800, Trio 8500 and Trio C60 phones.</p>

Tab / Section	Field	Setting
	Clearspan Line Position	Select the <b>Clearspan Line Position</b> that you want to assign. This is the Clearspan line to use for the <b>Phone Line</b> . A single <b>Clearspan Line Position</b> can appear on one or more <b>Phone Lines</b> , which are on separate buttons on the phone.
	Line Label	Choose the <b>Line Label</b> , which determines the label shown on the phone display. Choosing <b>Text</b> allows you to enter up to 16 characters of text along with the Extension, represented by the tag {Ext}, or phone number, represented by the tag {Number}. To display a name, set the Text label to "{First Name} {Last Name}" or "{Last Name}, {First Name}".
	Ring	Select the ring to use for the specified Clearspan Line Position. The ring includes the default rings (1 to 14) and custom rings (15 to 24). The custom rings are setup on the Ring tab.
	Missed Call Tracking	Determines whether the phone displays an updated count of missed calls and a Missed Call List.
	Call Fwd Ring Count	Select the number of rings to allow before initiating a no-answer call forward.
<b>Phone Keys</b>		
	Key Reassignment	Enable <b>Key Reassignment</b> if you want to manually assign keys on the phone and expansion modules. Each key can individually be assigned as a Line, BLF List, or Favorites. At least one Line key must be assigned to the phone on the template Phone Keys tab. Otherwise, leave the setting Disabled to have the phone automatically assign the keys. When keys are automatically assigned, the Line keys are assigned first, followed by the BLF List and Favorites.
	Line Keys	On the VVX phones only, select whether Line keys on the phone are used for a BLF List, a Favorite, or a Line.
<b>Soft Keys</b>		
Standard Soft Keys	Basic Call Management	On the VVX 500/501 and VVX 600/601 phones only, when this option is checked, standard soft keys will be displayed even if the phone already has a hard key for the same function. Normally, there is no reason to set this option.
	Callers	On the SoundPoint IP 321 phone only, when this option is checked, the Callers soft key appears on the phone so the user can see the list of received calls.

Tab / Section	Field	Setting
Lines	Directories	On the SoundPoint IP 321 phone only, when this option is checked, the Directories soft key appears on the phone so the user can use a local directory.
	End Call	When checked, an End Call soft key appears on the phone.
	Forward	When checked, the Forward soft key appears on the phone, allowing the user to control the different types of forwarding for received calls.
	Join	When checked, a Join soft key appears on the phone, allowing the user to join two calls into a three-way conference.
	New Call	When checked, a New Call soft key appears on the phone.
	Split	When checked, a Split soft key appears on the phone, allowing the user to split a three-way conference into two separate calls.
Soft Keys	Soft Key Position	Select the position of a specific soft key within the soft keys displayed on the phone. By selecting <b>Floating – before standard keys</b> or <b>Floating – after standard keys</b> , you can set the order of soft keys to be assigned on the phone automatically, either before or after standard soft keys. Otherwise, select <b>Soft Key 1</b> to <b>Soft Key 10</b> to assign the soft key to a specific soft key position. Note that the fixed position soft keys ( <b>Soft Key x</b> ) are always displayed first, followed by the <b>Floating – before standard keys</b> and, finally, the <b>Floating – after standard keys</b> .
	Label	Configure any or all of the soft keys defined under the Key Definitions for Polycom phones. Only the keys available to Polycom phones are selectable in the Label drop-down list.
	Insert	<b>Insert</b> a new Soft Key within the list of Soft Keys, before the key where Insert was clicked. The key where Insert was clicked and all following keys shift down in the fixed list of Soft Keys to make room for the new keys. You will then need to properly set both the <b>Soft Key Position</b> and <b>Label</b> for the inserted key.
	Delete	<b>Delete</b> an existing Soft Key within the list of Soft Keys. The key where Delete was clicked is removed and all following keys shifted up in the fixed list of Soft Keys, with a new empty key placed as the last key in the list.

Features

Tab / Section	Field	Setting
Enabled Features	ACD Agent	<p>ACD Agent enables the use of Auto Call Distribution (ACD) agent sign in, sign out, available, and unavailable (without reason codes) on the phone. You must select an ACD line.</p> <p>Available on SoundPoint® IP 320, 321, 330, 331, 335, 450, 550, 560, 650, and 670 desktop phones; VVX 101, VVX 150, VVX 201, VVX 250, VVX 300, VVX 301, VVX 310, VVX 311, VVX 350, VVX 400, VVX 401, VVX 410, VVX 411, VVX 450, VVX 500, VVX 501, VVX 600, VVX 601, 1500 business media phones.</p>
	Feature Sync ACD	<p>Enables Polycom's premium ACD feature. If not enabled, then only the basic capabilities of sign in, sign out, available, and unavailable (without reason codes) can be used. If enabled, then Agent Unavailable with reason codes, Queue Status Notification (for some phone models), View Incoming Call Center Information, Transfer Call Information to a Supervisor (Dispensation Code, Trace, Emergency Escalate) can be used.</p> <p>Available on SoundPoint® IP 320, 321, 330, 331, 335, 450, 550, 560, 650, and 670 desktop phones; VVX 250, VVX 300, VVX 301, VVX 310, VVX 311, VVX 350, VVX 400, VVX 401, VVX 410, VVX 411, VVX 450, VVX 500, VVX 501, VVX 600, VVX 601 phones.</p>
	ACD Agent Unavailable with Reason Codes	<p>ACD Agent Unavailable with Reason Codes allows the agent to enter a reason code when becoming Unavailable. The set of reason codes is provisioned in the AS at the Enterprise level.</p> <p>Available on SoundPoint® IP 320, 321, 330, 331, 335, 450, 550, 560, 650, and 670 desktop phones; VVX 250, VVX 300, VVX 301, VVX 310, VVX 311, VVX 350, VVX 400, VVX 401, VVX 410, VVX 411, VVX 450, VVX 500, VVX 501, VVX 600, VVX 601 phones.</p>
	Audio/Video Toggles	<p>On the VVX 500, VVX501 and VVX 600, VVX 601 phones with a camera only, enables the switching of the call between audio and video using a soft key.</p>
	Bluetooth	<p>On the VVX 600/601, Trio 8800, Trio 8500 and Trio C60 phone only, enables Bluetooth operation.</p>
	Call List	<p>On Polycom phones except the SoundPoint IP 321 and 331, enables the display of lists of received, placed, and missed calls using the Call List soft key.</p>

Tab / Section	Field	Setting
Call Recording		<p>Call Recording allows you to configure the recording settings for a new or existing user.</p> <p>Available on VVX 101, VVX 150, VVX 201, VVX 250, VVX 300, VVX 301, VVX 310, VVX 311, VVX 350, VVX 400, VVX 401, VVX 410, VVX 411, VVX 450, VVX 500, VVX 501, VVX 600, VVX 601 phones.</p>
Corporate (LDAP) Directory		<p>Allows an LDAP directory key to be programmed on Polycom phones.</p>
Local Directory		<p>Enables the display and entry of directory entries into a directory local to the phone using the Directory soft key.</p>
Enterprise Directory		<p>Enables the Enterprise Directory feature.</p> <p>Available on Trio 8500, Trio 8800, Trio C60, VVX 250, VVX 300, VVX 301, VVX 311, VVX 350, VVX 400, VVX 410, VVX 401, VVX 411, VVX 450, VVX 500, VVX 501, VVX 600 and VVX 601 phones.</p>
Group Directory		<p>Enables the Group Directory feature.</p> <p>Available on VVX 250, VVX 300, VVX 301, VVX 311, VVX 350, VVX 400, VVX 410, VVX 401, VVX 411, VVX 450, VVX 500, VVX 501, VVX 600 and VVX 601 phones.</p>
Personal Directory		<p>Enables the Personal Directory feature.</p> <p>Available on VVX 250, VVX 300, VVX 301, VVX 311, VVX 350, VVX 400, VVX 410, VVX 401, VVX 411, VVX 450, VVX 500, VVX 501, VVX 600 and VVX 601 phones.</p>
Do Not Disturb		<p>Enables and disables the use of Do Not Disturb (DND) on the phone. When <b>Local to the phone (managed)</b> is enabled, DND is managed locally by the phone. When <b>Local to the phone (managed)</b> is not enabled, DND functionality is managed by the Clearspan server.</p>
Enhanced Call Display		<p>Enables the removal of the protocol “[SIP]” from the calling party identification of received calls.</p>

Tab / Section	Field	Setting
	Hoteling	<p>Enables a user to use an available host phone as a guest user by logging in with their credentials. After logging in the user has access to their guest profile on the host phone. Using Hoteling in conjunction with the ACD Agent feature enables the agent to use any available host phone by logging in with agent credentials. After logging in, agents have access to their guest profile and ACD settings on the host phone. You must select a Hoteling Line.</p> <p>Available on SoundPoint® IP 320, 321, 330, 331, 335, 450, 550, 560, 650, and 670 desktop phones; VVX 101, VVX 201, VVX 250, VVX 300, VVX 301, VVX 310, VVX 311, VVX 350, VVX 400, VVX 401, VVX 410, VVX 411, VVX 450, VVX 500, VVX 501, VVX 600, VVX 601 phones.</p>
	Last Call Return	Enables the use of last call return.
	Non Volatile Ringer Volume	Enables retaining the ringer volume through restarts of the phone.
	Conference Management	Enables the conferencing of multiple calls (not just a 3-way conference). To use Clearspan conferencing, select a Conference Server Address. Conference Server Addresses are configured by your administrator.
	Picture Frame	On the VVX 250, VVX 350, VVX 401, VVX 411, VVX 450, VVX 500, VVX 501, VVX 600, VVX 601, Trio 8500, Trio 8800 and Trio C60 phones only, enables the display of images on the phone when idle. The images are contained in files from a device connected to the phone via a USB connection.
	Queue Status Notification	Enables agents to view the queue status for a call center, so that they can adjust their call response accordingly. To use this feature, Premium ACD must be enabled. Available on SoundPoint® IP 450, 550, 560, 650, and Trio 8800 desktop phones.
	Ring Download	Enables the use and download of custom rings. When enabled, the Ring tab appears to allow display and configuration of the custom rings.
	URL Dialing	Enables dialing of calls using a URL, in addition of dialing just using digits.
	Video	On the VVX 500/501, VVX 600/601, Trio 8500, Trio 8800 and Trio C60 phones with a camera only, enables video in calls.

Ring

Tab / Section	Field	Setting
	Custom Rings	<p>Selects the custom ring to assign to each of the 10 custom rings (Ring 15 through Ring 24).</p> <p>The list of available custom rings that can be assigned is obtained from the set of System Custom Rings or Enterprise Custom Rings that were configured in the Phone Templates / Global Settings. System Custom Rings only apply to system-level templates. Enterprise Custom Rings only apply to enterprise-level or group-level templates. This tab only appears when custom rings are defined.</p>
<b>Extra Settings</b>		
	Extra Settings	<p>Enter extra settings that are to be applied to all Polycom phones using this template. The extra settings for the Polycom phones are in an XML format, as are all Polycom phone settings.</p>

### Template Add

Create a new phone template.

OK Cancel Apply

Template Name: PolycomVXX  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning – Lab Val, Inc  
 Device Type: Polycom VXX 410 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Phone Keys Soft Keys Features Extra Settings

Name: PolycomVXX  
 Description:

**General Settings**

Type of Expansion Module: None URI for Soft Keys: (Select EMS Address)  
 Expansion Modules: 0 Time Zone: (Use Global Settings)

Use VLAN:  WARNING: Enabling VLAN may cause some phones to stop operating.

Outbound Proxy:  Use Global Settings  
 Use DNS SRV Lookup  
 Port (No Encryption):  
 Port (Encryption):

Encryption (TLS/SRTP): (Use Global Settings) WARNING: Configure encryption in the network before setting Encryption to Required.

Subscription Time:  Use Global Settings  
 seconds

**Polycom Settings**

Voice Volume Persistent:  Handset  
 Headset

Sound Effects:  Stuttered Dial Tone for Unread Voice Mail Messages

Voice Quality Monitoring:  RTCP Extended Reports (RTCP XR) Enabled

Sticky Auto Line Seize:  Sticky Auto Line Seize Enabled

Background Image URL:

Figure 182: Template Add - General for Polycom Phones

### Template Add

Create a new phone template.

OK Cancel Apply

Template Name: PolycomTrio  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Polycom Trio 8800 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Features Extra Settings

Name: PolycomTrio  
 Description:

**General Settings**

Type of Expansion Module: None URI for Soft Keys: (Select EMS Address)  
 Expansion Modules: 0 Time Zone: (Use Global Settings)  
 Use VLAN:  WARNING: Enabling VLAN may cause some phones to stop operating.  
 Outbound Proxy:  Use Global Settings  
 Use DNS SRV Lookup  
 Port (No Encryption):  
 Port (Encryption):  
 Encryption (TLS/SRTP): (Use Global Settings) WARNING: Configure encryption in the network before setting Encryption to Required.  
 Subscription Time:  Use Global Settings  
 seconds

**Polycom Settings**

Voice Volume Persistent:  Handset

Figure 183: Template Add - General for Polycom Trio Phones

### Template Add

Create a new phone template.

OK Cancel Apply

Template Name: polycom VVX  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Polycom VVX 410 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Phone Keys Soft Keys Features Extra Settings

BLF Line / User: 1 Useful tags for Line Label text: {Ext}, {Number}, {FirstName}, {LastName}  
 Max Calls Per Line: 1

Phone Line to Clearspan Line Position Mapping

Phone Line	Clearspan Line Position	Phone Key	Line Label	Ring	Missed Call Tracking
1	(Unassigned)	(Unassigned)			
2	(Unassigned)	(Unassigned)			
3	(Unassigned)	(Unassigned)			
4	(Unassigned)	(Unassigned)			

Figure 184: Template Add – Lines for Polycom Phones

**Template Add**  
Create a new phone template.

OK Cancel Apply

Template Name: polycom VVX  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Polycom Trio 8800 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Features Extra Settings

Useful tags for Line Label text: {Ext}, {Number}, {FirstName}, {LastName}

Phone Line to Clearspan Line Position Mapping					
Phone Line	Clearspan Line Position	Phone Key	Line Label	Ring	Missed Call

Figure 185: Template Add – Lines for Polycom Trio Phones

**Template Add**  
Create a new phone template.

OK Cancel Apply

Template Name: polycom VVX  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Polycom VVX 410 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Phone Keys Soft Keys Features Extra Settings

Key Reassignment:  Enabled ... Phone Keys and Expansion Module Keys are configurable  
 Disabled ... Phone Keys and Expansion Module Keys are automatically assigned by the Polycom phone

Figure 186: Template Add – Phone Keys for Polycom Phones

**Template Add**  
Create a new phone template.

OK Cancel Apply

Template Name: polycom VVX  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Polycom VVX 410 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Phone Keys Soft Keys Features Extra Settings

**Standard Soft Keys**

Basic Call Management (Hold, Transfer, Conference soft keys redundant to hard keys)  
 End Call  New Call  Split  
 Join  Callers  Forward

Soft Keys			
Soft Key Position	Label	Insert	Delete
Floating - after standard keys	(Select Key)	Insert	Delete
Floating - after standard keys	(Select Key)	Insert	Delete
Floating - after standard keys	(Select Key)	Insert	Delete
Floating - after standard keys	(Select Key)	Insert	Delete
Floating - after standard keys	(Select Key)	Insert	Delete
Floating - after standard keys	(Select Key)	Insert	Delete

Figure 187: Template Add – Soft Keys for Polycom Phones

**Template Add**  
Create a new phone template.

OK Cancel Apply

Template Name: Polycom VVX1  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Polycom VVX 410 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Phone Keys Soft Keys **Features** Extra Settings

**Feature Enable**

Enabled Features:  ACD Agent ACD Line: (Select Line)   
 Feature Sync ACD  
 Agent Unavailable with Reason Codes  
 Call List  
 Call Recording  
 Corporate (LDAP) Directory  
 Local Directory  
 Enterprise Directory  
 Group Directory  
 Personal Directory  
 Do Not Disturb  Local to phone  
 Enhanced Call Display  
 Hoteling Hoteling Line: (Select Line)

Figure 188: Template - Features for Polycom Phones

**Template Add**  
Create a new phone template.

OK Cancel Apply

Template Name: polycom VVX  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Polycom VVX 410 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Phone Keys Soft Keys Features **Extra Settings**

Choose File to Upload Extra Settings Content Upload File

Figure 189: Template – Extra Settings for Polycom Phones



**Note:** OpEasy analyzes the Template Extra Settings to determine if there are any parameters in the Extra Settings that are being overridden by the Template settings or are overriding the Template settings. If parameters that correspond to any of the Template settings are found in the Extra Settings, then **Template Definitions: Extra Settings Audit Results** page is displayed, indicating the extra settings parameters that conflict with the Template settings configuration.

## Polycom Phone Users

When creating a user or adding a phone to an existing user, any phone device created for that user may be a Polycom phone. An OpEasy 3<sup>rd</sup> Party License is required for each added or modified Polycom phone. An error message appears if no license is available.

### User Device Settings for Polycom Phones

For any of the supported Polycom phones, the Device Access: User Name and Password fields appear and are *required* for definition of the phone. Valid password characters are a-z, A-Z, 0-9, blank, or special characters: - \_ . , ! \$ % & \* + / = ? ^ { } | ~ @.

When a phone uses device credentials, the MAC Address field is optional. However, if entered for a Polycom phone, the contents of the MAC Address field **MUST** be valid, matching the MAC address of the physical Polycom phone assigned to that phone device. The Polycom phone will not be able to load its configuration files if an incorrect MAC address is entered. Therefore, it is highly recommended to leave the MAC Address field empty. If Polycom Phone Support licensing is installed and enabled, the MAC address is automatically provisioned when the phone starts up.

**Advanced: User Add**  
Select a User Profile and complete the user information to add a new Clearspan user.

OK Cancel

Enterprise: Moorehouse -- Moore Enterprises of Texas  
Group: Relyks  
User: Como, Polly  
Service: (Select Service) ▾

User Optional Phones Announcements (Close Other Tabs)

**User Classification**  
User Profile: 8889i Testers ▾

**Clearspan User**

\* Last Name: Como \* First Name: Polly  
E-mail Address: polly.como@moorehouse.com  
 Use Organization ID  
Account ID:   
User Billing Type: Default: (USER) ▾  
Department: ((None)) ▾  
Phone Number: 478-555-2004 ▾  Activated  DeActivated  
Extension: 2004  
Network Server Site: DFLT\_SITE -- Default Site ▾  
Primary Phone: View Phone Template  
Phone Location: 6th floor bridge (as directed, i.e.: mailing address, building, or office)  
Voice Mail: Voice Mail - No E-mail Notification ▾  
Voice Portal Passcode: 120450 (create a numeric passcode of 4 to 8 digits)  
Confirm Portal Passcode:   
\* User Password:  (create a password of at least 8 characters)

Figure 190: Advanced User Add for Polycom Phones (Top)

**New User Notification**

New User Notification:  Send E-mail Message to New User  
 Send E-mail Message to OpEasy Administrator  
 Send E-mail Message to Phone Procurement:  
\* E-mail Address:

**User Information**

Site ID:  (Required to create Extension-only users)  
\* Clearspan User ID:  @   
Support User:

**Calling Line ID**

\* Last Name:  \* First Name:   
Phone Number:

**Service Packs**

Select all Service Packs required by the User:

Available Service Packs		User Service Packs
Premium2	<input type="button" value="Add &gt;"/> <input type="button" value="Remove &lt;"/> <input type="button" value="Add All &gt;&gt;"/> <input type="button" value="Remove All &lt;&lt;"/>	Basic

**Authentication**

Name:   
Password:  create a password of at least 3 characters  
Confirm Password:   
[Initialize Authentication Password to random password](#)

**Primary Phone Device**

\* Device Name:   
Device Level:   
\* Line / Port:  @   
VLAN ID:  (VLAN is not enabled in the template)  
Warning: Modifying the VLAN ID may cause the phone to stop operating.  
\* MAC Address:  (Device's MAC Address or Auto Install Device ID)  
ERL Record Name:

Figure 191: Advanced User Add for Polycom Phones (Bottom)

**User: Primary Phone Device Add**  
 Add a phone device as the primary phone for the user. \*Pressing OK retains but does not save entered changes. To save the changes, press OK or Apply on the subsequent page.

Enterprise: Moorehouse -- Moore Enterprises of Texas  
 Group: Relyks  
 User:

---

**Phone Device**

Phone Device: (New Phone Device) ▾  
 \* Device Name: PolycmVWX 410  
 \* Device Level: Group ▾  
 Device Type: Polycm VWX 410 (DMS) ▾  
 Template: (Select Template) ▾

---

**User Line**

\* Line / Port: 485552004.primary @ moorehouse.com ▾  
 Line Position: 1st Phone Line

---

**Device Description**

Description:   
 Serial Number:   
 Phone Location:

---

**Device Configuration**

Host Name / IP Address:  Port:   
 Outbound Proxy:   
 Stun Server:   
 MAC Address:  (Device's MAC Address)  
 Device Access: \* User Name: 485552004  
 \* Password: 2004  
 \* Confirm Password: 2004  
 Device Protocol: SIP 2.0  
 Transport Protocol: Unspecified ▾  
 ERL Record Name:   
 Encryption (TLS/SRTP):

---

Phone Device Users								
Last Name	First Name	Department	Phone Number	Extension	User ID	Line / Port	Type	Position
					@moorehouse.com		Primary	1

**Figure 192: User Primary Phone Device Settings for Polycom Phones**

### User General Settings for Polycom Phones

As with Mitel phones, when creating a user with a Polycom phone as the primary phone, an E-mail message can be sent to that user to notify of the new phone. Mitel phones and Polycom phones have a different new user E-mail message because of the differences in setting up the phones.

To set up the new user E-mail notification message for a Polycom phone from the Users page of Provisioning, click General Settings and New User E-mail Notification. Then, select the specific enterprise and Polycom from the Phone Manufacturer drop-down list. Change the new user E-mail message as you would for a Mitel phone, with the text appropriate for a Polycom phone.

**User General Settings: New User E-mail Notification**  
 Display and modify the E-mail message that is sent to new users based on phone type. The E-mail notification typically provides instructions on phone setup.

OK Cancel Apply Save As System-Wide Default

Enterprise: Moorehouse -- Moore Enterprises of Texas

Phone Manufacturer: Polycom

**New User E-mail Message:**  
 Enter or modify the 'From' address, 'Subject' line, and body of the E-mail message that is to be sent to new phone users. The subject line and message body can contain any of the substitution tags (identified by {} braces) listed at the bottom of the page. When the E-mail is sent, these tags are replaced by the appropriate user-specific information.

The text between {CCDesktopStart} and {CCDesktopEnd} is sent only when the new user has a Clearspan Communicator - Desktop device configured. Similarly the text between {CSEngageDesktopStart} and {CSEngageDesktopEnd} is sent for a CS Engage - Desktop device, between {CCS4BStart} and {CCS4BEnd} is sent for a Clearspan Communicator - S4B device, between {CSEngageMobileStart} and {CSEngageMobileEnd} is sent for a CS Engage - Mobile device, between {CCMobileStart} and {CCMobileEnd} is sent for a Clearspan Communicator - Mobile device, and between {CCTabletStart} and {CCTabletEnd} is sent for a Clearspan Communicator - Tablet device.

Similarly, the {DMMACAddressStart} and {DMMACAddressEnd} tags surround text only sent when the user's phone device is configured using the device's MAC Address. The {DMCcredentialsStart} and {DMCcredentialsEnd} tags surround text only sent when the user's phone device is configured using the device's credentials (access User Name and Password).

Reset to System-Wide Default Clear

From: No-Reply@tb20ems1public.cs.lab.mitel.com  
 Subject: Your New Polycom Phone

Greetings {UserName}:  
 {DMMACAddressStart}  
 Your organization has provided you with a new Polycom {PhoneModel} phone. Setup your phone as described in the installation instructions provided with the phone.  
 {DMMACAddressEnd}  
 {DMCcredentialsStart}  
 Your organization has provided you with a new Polycom {PhoneModel} phone. The following steps are required to install and activate your new phone:  
 1) When you receive your phone, unpack the phone and follow the assembly instructions as described in the installation instructions provided with the phone.  
 2) Please complete the following steps to activate your phone:  
 a) Connect your telephone to the Ethernet network. The phone should power on with no external power source. If the phone does not power on, a power adapter is required; connect the supplied power adapter to the phone and apply power.  
 b) After connecting your telephone and it is powered up, your phone begins its installation process. About 60-90 seconds after you first plug in your phone, installation processing stops and a "QSetup" button appears on the phone.  
 c) Press the "QSetup" button to enter quick setup. The phone asks you to enter your Server User and Server Password, with "PlomSplp" as the default Server User and a default Server Password. Additional settings are also shown but do not need to be changed.  
 d) For the Server User, replace the default with "{PhoneAccessUserName}" as your Server User.  
 e) For the Server Password, replace the default with "{PhoneAccessPassword}" as your Server Password.  
 f) After entering the User and Password, press the "Exit" button.  
 g) Manually restart the Polycom phone to complete the installation process. Your telephone connects and downloads the information necessary to personalize your service, and then restarts itself.

Figure 193: User General Settings E-mail Notification for Polycom Phones

## Phone Management for Polycom Phones

As with Mitel phones, Polycom phones can also be added or modified under the Phone Management page of Provisioning.

**Phone Device Modify**  
Modify an existing Clearspan phone device.

Enterprise: Bulk Provisioning -- Lab Val, Inc  
Group: Group\_G -- Group, Gewel

OK Cancel Apply Manage Users Custom Tags Custom Rings Replace Phone

**Phone Device**  
Device Name: PolycomVWX310DMS-9722221005  
Device Level: Group  
Device Type: Polycom VVX 310 (DMS)  
Support Device: No  
Template: --Grp\_VVX310 (Group) -- DisplayedExt  
View Template  
 Restart Phones on Save

**Device Description**  
Description:  
Serial Number:  
Phone Location: Somewhere over the Rainbow

**Device Configuration**  
Host Name / IP Address: Port:  
Outbound Proxy:  
Stun Server:  
MAC Address:  
Device Access: User Name: 9722221005  
Reset Password:  
Confirm Password:  
Device Protocol: SIP 2.0  
Transport Protocol: Unspecified  
VLAN ID: (VLAN is not enabled in the template)  
WARNING: Modifying the VLAN ID may cause the phone to stop operating.  
ERL Record Name: Test\_05  
Encryption (TLS/SRTP): None  
Lines/Ports: 6

Figure 194: Phone Device Modify for Polycom Phones

## How to add an ERL for GA and EA

1. From the main menu, select **911 Services**. The 911 Services displays the 911 Services page.
2. Click **Emergency Routing Service (ERS)**. The Emergency Routing Service page is displayed.
3. Click **ERL Management**. The ERS ERL Record page is displayed.
4. Select the account from the **ERS Account** drop-down list.
5. Click **Add** button. The ERL Record Add page is displayed.
6. Enter the name in the **ERL Name** field.
7. Enter **House #, Street/Road, City, State, Zip Code, Country, Location, Description** in the Civic Address Section.
8. Select the **Delivery Method** and enter the **Custom Callback** and **Notification Email** in the Routing options section.

9. Click **OK**. This adds a new ERL in the ERS.

## Appendix B: OpEasy Setup for Panasonic Phones

OpEasy supports the provisioning of Panasonic KX-TGP600 phone model. The phone can support a maximum of 8 handsets. The following settings must be configured within OpEasy prior to installing Panasonic phones at users' desks, as described in the following sections:

- User Profiles – One or more User Profiles must be created so that the administrator can build Panasonic phones for provisioning.
- Phone Templates

Key Definitions – In addition to the Panasonic standard soft keys, some OpEasy-configured soft keys may be assigned to Panasonic phones.

Global Settings – System, Enterprise, and Group level settings must be configured for Panasonic phones.

Definitions – One or more templates must be created for the Panasonic phone.

---

### Notes:



- For new settings added to Templates and Global Settings, the '(Unspecified)' selection option or text value is displayed. The '(Unspecified)' value indicates no value has ever been set, causing OpEasy to NOT generate configuration file fields for that new OpEasy setting. As such, any existing Global Extra Settings for that configuration file field continue to be used. However, once a setting has been changed to an actual value (replacing the '(Unspecified)' value), then OpEasy generates configuration file fields for that setting from then on. These actual values then override any Global Extra Settings for that field. After a value is selected to replace the '(Unspecified)' value, the '(Unspecified)' value is no longer an option.
- You can configure extra settings only if you have the full access privilege to view and edit extra settings.

- Users:– Users must be created with a Panasonic phone.
- Phone Management – Panasonic phones can be added or modified under the Phone Management page of Provisioning.



**Note:** For Panasonic phones, OpEasy does not support Auto Install and MAC Address Capture like the Mitel and Polycom phones, respectively. For security reasons and to help in managing the Panasonic phones, the MAC address of the base station must be entered when provisioning the Panasonic device in OpEasy.

In addition, the following phone capabilities and features are not supported: the Panasonic phone's "Import/Export" Phonebook feature, Shared Call Appearances (SCAs), Busy Lamp Field (BLF), ACD, and Multicast paging.

### User Profiles for Panasonic Phones

In order to allow administrators to quickly set up users with Panasonic phones, one or more User Profiles should be created. When creating a User Profile, the administrator selects the Panasonic phone as the Device Type. The Panasonic phone will be created as the primary phone device for the new user. "MAC Address" is the device's MAC address and not auto generated.

## Phone Templates for Panasonic Phones

### Key Definitions for Panasonic Phones

The OpEasy soft keys are configured on the Key Definitions page for provisioning Phone Templates. Key Definitions are typically accessible by system administrators only, as they affect keys system wide.

When Panasonic is selected as the Phone Manufacturer on the Key Definitions page, definitions specific to Panasonic phones are displayed.

**Key Definitions**  
Display and configure system and per enterprise keys.

OK Cancel Apply Add Copy System Keys

Enterprise: Bulk Provisioning -- Lab Val, Inc

Template Keys: Enterprise Keys Only (Keys available to use in templates of the selected enterprise)

Phone Manufacturer: Panasonic

Rebuild Status: Refresh Enterprise: None pending.

Type	Label	Value
Programmable Soft Key	Call Park	*68
Idle Soft Key	Incoming Call Log	
Idle Soft Key	Intercom Call	
Idle Soft Key	Menu	
Idle Soft Key	Outgoing Call Log	
Idle Soft Key	Page	
Idle Soft Key	PhoneBook	
Idle Soft Key	Redial	

**Figure 195: Key Definitions for Panasonic Phones**

### Phone Templates: Global Settings for Panasonic Phones

The following settings are configured on the Phone Templates / Global Configuration File Settings page of Provisioning.

#### *System, Enterprise, and Group Extra Settings for Panasonic Phones*

To enter extra settings that are to be applied to all Panasonic phones within the scope of the level, choose **Phone Templates** from the **Provisioning** menu, select **Global Settings**, the **Global Configuration File Settings** tab opens.

To edit extra settings for the group, select **Enterprise, Group** and **Phone Manufacturer**, click **Extra Settings**, the **Extra Settings** tab opens, click **Group Extra Settings**, and Click **OK** on the confirmation box (the confirmation box displays “Updating Extra Settings is potentially dangerous. Are you sure you want to update Extra Settings?”). Enter the extra settings in the **Group Extra Settings** box and Click **OK**, the **Global Configuration File Settings: Rebuild Configuration Files** page opens. Click **Save and Rebuild** to save the Template changes and rebuild all configuration files using this template.

Only Group Administrators and above can create or modify Group Extra Settings.

To edit extra settings for the enterprise, select **Enterprise, Group** and **Phone Manufacturer**, click **Extra Settings**, the **Extra Settings** tab opens, click **Enterprise Extra Settings**, and Click **OK** on

the confirmation box (the confirmation box displays, “Updating Extra Settings is potentially dangerous. Are you sure you want to update Extra Settings?”). Enter the extra settings in the **Enterprise Extra Settings** box and Click **OK**, the **Global Configuration File Settings: Rebuild Configuration Files** page opens. Click **Save and Rebuild** to save the Template changes and rebuild all configuration files using this template.

Only Enterprise Administrators and above can create or modify Enterprise Extra Settings.

To edit extra settings for the system, select **Enterprise, Group** and **Phone Manufacturer**, click **Extra Settings**, the **Extra Settings** tab opens, click **System Extra Settings**, and Click **OK** on the confirmation box (the confirmation box displays, “Updating Extra Settings is potentially dangerous. Are you sure you want to update Extra Settings?”). Enter the extra settings in the **System Extra Settings** box and Click **OK**, the **Global Configuration File Settings: Rebuild Configuration Files** page opens. Click **Save and Rebuild** to save the Template changes and rebuild all configuration files using this template.

Only System Administrators and Super Users can create or modify the System Extra Settings.

OpEasy analyzes the Group, Enterprise, or System Extra Settings to determine if the parameters in the Extra Settings are being overridden by the General Settings or Dial Plan Settings, or if the parameters in the Extra Settings are overriding the General Settings or Dial Plan Settings. If parameters that correspond to any of the General Settings or Dial Plan Settings are found in the Global Extra Settings, then the **Global Configuration File Settings: Extra Settings Audit Results** page is displayed, indicating the extra settings parameters that conflict with the Global Settings configuration.

# Phone Templates for Panasonic Phones

### Global Configuration File Settings

Display and change the global Clearspan settings for a selected Phone Manufacturer. After being saved, the change occurs at the next resync or reboot of the affected phones.

Enterprise: 
  
 Group:

Phone Manufacturer:

Group Settings	Enterprise Settings	System Settings
<input type="button" value="Refresh"/> Rebuild Status: No rebuilds pending in Group. <input type="button" value="Force Group Rebuild"/>	<input type="button" value="Force Enterprise Rebuild"/> No rebuilds pending in Enterprise.	<input type="button" value="Force System Rebuild"/> No rebuilds pending in System.
<b>SIP Settings</b> Outbound Proxy: <input type="checkbox"/> Use Enterprise Setting <input type="text" value="mighty.spork.woof"/> <input checked="" type="checkbox"/> Use DNS SRV Lookup Proxy Port (No Encryption): <input type="text" value="0"/> Proxy Port (Encryption): <input type="text" value="0"/> Encryption (TLS/SRTP): <input type="text" value="(Use Enterprise Setting)"/> Encryption Certificate File: <input type="text"/> Encryption WARNING: Configure encryption in the network first. Subscription Time: <input checked="" type="checkbox"/> Use Enterprise Setting <input type="text"/>	<input type="checkbox"/> Use System Setting <input type="text" value="10.70.100.89"/> <input checked="" type="checkbox"/> Use DNS SRV Lookup <input type="text" value="5080"/> <input type="text" value="5081"/> <input type="text" value="Not Allowed"/> <input type="text" value="Entrust_Root.crt"/> <input checked="" type="checkbox"/> Use System Setting <input type="text"/>	<input type="checkbox"/> Use System Setting <input type="text" value="10.70.100.89"/> <input checked="" type="checkbox"/> Use DNS SRV Lookup <input type="text" value="5080"/> <input type="text" value="5081"/> <input type="text"/> <input type="text"/> <input type="text" value="360"/>
<b>DNS Servers</b> Enable DNS: <input type="text" value="(Use Enterprise Setting)"/> Primary DNS Server: <input type="text"/> Secondary DNS Server: <input type="text"/>	<input type="text" value="Enabled"/> <input type="text" value="10.70.103.84"/> <input type="text" value="10.70.2.1"/>	<input type="text" value="Enabled"/> <input type="text" value="10.70.103.84"/> <input type="text" value="10.70.2.1"/>
<b>Time Settings</b> Time Server: <input type="checkbox"/> Use Enterprise Setting <input type="text"/> Time Zone: <input type="text" value="(Use Enterprise Setting)"/>	<input type="checkbox"/> Use System Setting <input type="text" value="10.70.103.84"/> <input type="text" value="(User Time Zone)"/>	<input type="checkbox"/> Use System Setting <input type="text" value="10.70.103.84"/> <input type="text" value="(User Time Zone)"/>
<b>Device Settings</b> <input type="checkbox"/> Use Enterprise Setting Password Admin Password: <input type="text"/> Confirm Admin Password: <input type="text"/> <input checked="" type="checkbox"/> Use Enterprise Setting Password User Password: <input type="text"/> Confirm User Password: <input type="text"/>	<input type="checkbox"/> Use System Setting Password <input type="text" value="*****"/> <input type="text" value="*****"/> <input checked="" type="checkbox"/> Use System Setting Password <input type="text" value="*****"/> <input type="text" value="*****"/>	<input type="checkbox"/> Use System Setting Password <input type="text" value="*****"/> <input type="text" value="*****"/> <input checked="" type="checkbox"/> Use System Setting Password <input type="text" value="*****"/> <input type="text" value="*****"/>
<b>Voice Codes</b> (Wideband is enabled for G.722 or G.722.2) Voice Codec Setting: <input checked="" type="checkbox"/> Use Enterprise Setting Voice Codec #1: <input type="text" value="(None)"/> (highest priority) Voice Codec #2: <input type="text" value="(None)"/> Voice Codec #3: <input type="text" value="(None)"/> Voice Codec #4: <input type="text" value="(None)"/> Voice Codec #5: <input type="text" value="(None)"/> (lowest priority)	<input checked="" type="checkbox"/> Use System Setting <input type="text" value="(None)"/> (highest priority) <input type="text" value="(None)"/> <input type="text" value="(None)"/> <input type="text" value="(None)"/> <input type="text" value="(None)"/> (lowest priority)	<input type="checkbox"/> Use System Setting <input type="text" value="(None)"/> (highest priority) <input type="text" value="(None)"/> <input type="text" value="(None)"/> <input type="text" value="(None)"/> <input type="text" value="(None)"/> (lowest priority)
<b>SNMP Settings</b> SNMP Enable: <input type="text" value="(Use Enterprise Setting)"/> SNMP Server Address: <input type="text"/> SNMP Server Port: <input type="text" value="161"/>	<input type="text" value="(Use System Setting)"/> <input type="text"/> <input type="text" value="161"/>	<input type="text" value="Off"/> <input type="text"/> <input type="text" value="161"/>
<b>Quality Monitoring</b> Quality Monitoring: <input type="text" value="(Use Enterprise Setting)"/> Collector Server Address: <input type="text"/> Collector Server Port: <input type="text" value="5080"/> Alert Report MOSQ Critical: <input type="text" value="0"/> Alert Report MOSQ Warning: <input type="text" value="0"/>	<input type="text" value="Off"/> <input type="text"/> <input type="text" value="5080"/> <input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="Off"/> <input type="text"/> <input type="text" value="5080"/> <input type="text" value="0"/> <input type="text" value="24"/>
<b>Handset Settings</b> <input checked="" type="checkbox"/> Use Enterprise Setting <input type="text"/> <input checked="" type="checkbox"/> Use Enterprise Setting <input type="text"/> <input checked="" type="checkbox"/> Use Enterprise Setting <input type="text"/>	<input type="checkbox"/> Use System Setting <input type="text"/> <input type="checkbox"/> Use System Setting <input type="text"/> <input type="checkbox"/> Use System Setting <input type="text"/>	<input type="checkbox"/> Use System Setting <input type="text"/> <input type="checkbox"/> Use System Setting <input type="text"/> <input type="checkbox"/> Use System Setting <input type="text"/>

Figure 196: Global Settings for Panasonic Phones

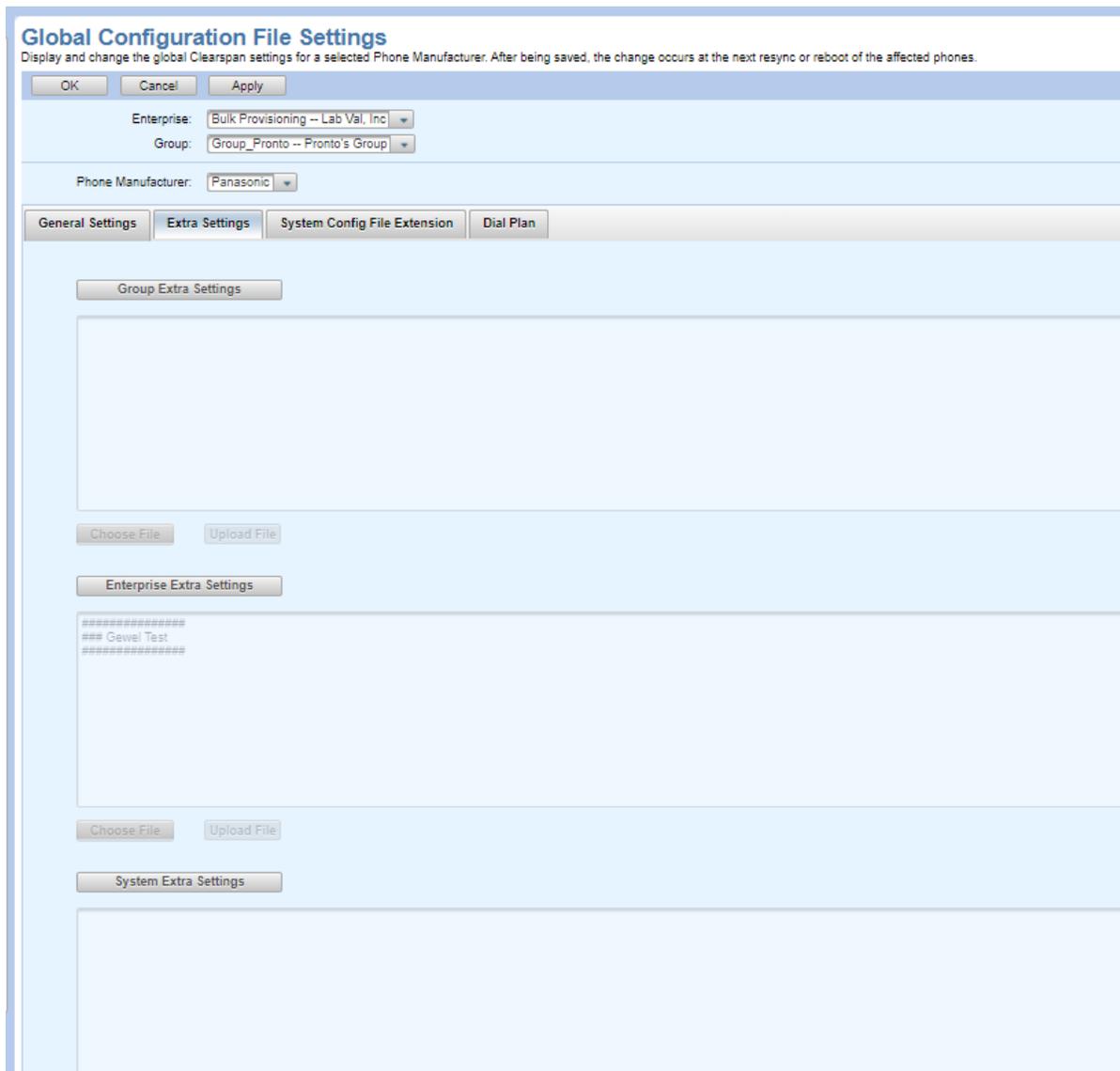


Figure 197: Global Extra Settings for Panasonic Phones



**Note:** For integration with Clearspan, Panasonic phone firmware must be version 3.2 or later.

### *System, Enterprise, and Group System Configuration File Extension Settings for Panasonic Phones*

The Device Type for each Panasonic phone model includes a **KX-TGP600.cfg** file that contains system-wide configuration settings used in the configuration files for all Panasonic phones of that phone model. These settings can be extended by choosing **Phone Template** from the **Provisioning** menu, selecting **Global Settings** and selecting **Panasonic** as the Phone Manufacturer, clicking on the **System Config File Extension** tab, and entering the additional settings on that tab.

Note that the KX-TGP600.cfg file and the settings on the System Config File Extension tab have a lower-priority than ALL other Global Settings (including Global Extra Settings) and Template Settings. However, the System Config File Extension tab settings have higher-priority than the settings in the KX-TGP600.cfg file being extended.

Only Super Users and System Administrators can access the **System Config File Extension** Settings.

The screenshot displays the 'Global Configuration File Settings' window. At the top, there are 'OK', 'Cancel', and 'Apply' buttons. Below these are dropdown menus for 'Enterprise' (set to 'Bulk Provisioning -- Lab Val, Inc'), 'Group' (set to 'Group\_Pronto -- Pronto's Group'), and 'Phone Manufacturer' (set to 'Panasonic'). A tabbed interface at the bottom shows four tabs: 'General Settings', 'Extra Settings', 'System Config File Extension' (which is selected), and 'Dial Plan'. The 'System Config File Extension' tab contains a text area with the following configuration lines:

```
REG_EXPIRE_TIME_1?r=3600"
REG_EXPIRE_TIME_2?r=3600"
REG_EXPIRE_TIME_3?r=3600"
REG_EXPIRE_TIME_4?r=3600"
REG_EXPIRE_TIME_5?r=3600"
REG_EXPIRE_TIME_6?r=3600"
REG_EXPIRE_TIME_7?r=3600"
REG_EXPIRE_TIME_8?r=3600"
```

At the bottom of the window, there are 'Choose File...' and 'Upload File' buttons.

**Figure 198: System Config File Settings for Panasonic Phones**

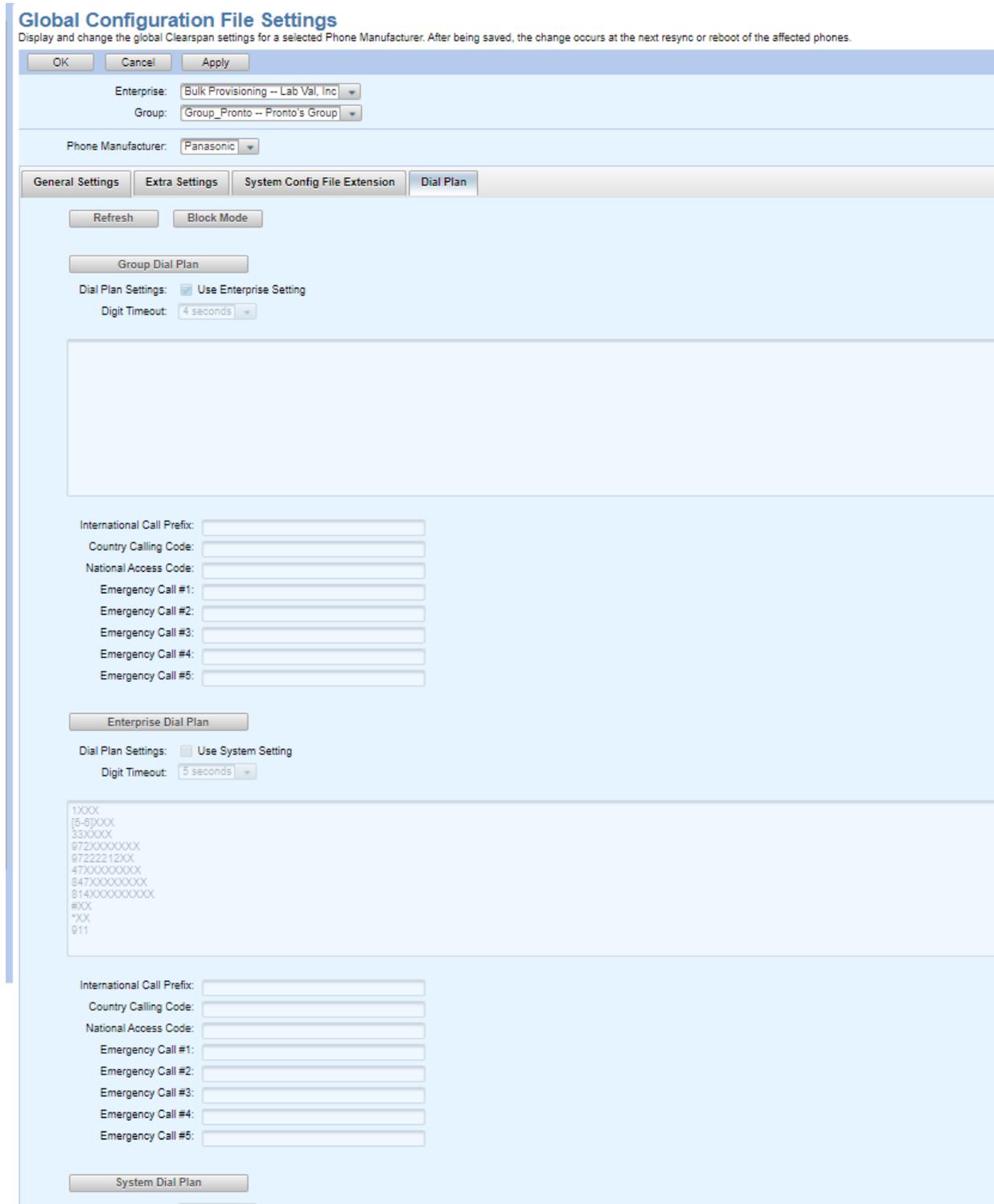


Figure 199: Global Settings – Dial Plans Tab for Panasonic Phones

Click Dial Plan to enter dial plan information for System, Enterprise, or Group levels or click **Use Enterprise Setting** to use enterprise settings, or click **Use System Setting** to use system settings.

The dial plan information entered must be in Panasonic format and can include any Panasonic-specific setting.

*Group Settings for Panasonic Phones*

To configure group-specific Panasonic phone settings, choose Phone Templates from the Provisioning menu, and then select Global Settings and click on Group Panasonic Phone Settings. The common group settings for Panasonic phones are described in the following table.

Field	Setting
<b>SIP Settings</b>	
Outbound Proxy	Enter the hostname or IP address of the outbound proxy server used by the Panasonic phones.
Use DNS SRV Lookup	Select the Use DNS SRV Lookup option to use the Outbound Proxy Port (No Encryption) and Outbound Proxy Port (Encryption) of the DNS SRV.
Outbound Proxy Port (No Encryption)	Enter the port number for the outbound proxy server used by the Panasonic phones when encryption is not used by the Panasonic phone. The port number may be 0, 5060, or another port.
Outbound Proxy Port (Encryption)	Enter the port number for the outbound proxy server used by the Panasonic phones when encryption is used by the Panasonic phone.
Encryption (TLS/SRTP)	Select the setting for encryption.
Encryption Certificate File	Name for the certificate file; must be entered if Encryption is set to Required.
<b>DNS Servers</b>	
Enable DNS	Enable or disable DNS.
Primary DNS Server	Server address for primary DNS server.
Secondary DNS Server	Server address for backup DNS server.
<b>Time Settings</b>	
Time Server	Enter the hostname or IP address of a timer server.
Time Zone	Select the time zone that the phones are in.
<b>Device Settings</b>	
Admin Password	Enter a password that is entered into the phone to access the advanced settings within the phone.
User Password	Enter a password that is entered into the phone to access the user settings within the phone.
<b>Voice Codecs</b>	

Field	Setting
Voice Codec #1 to #5	<p>Identify the voice codecs that the phone is to use when placing or receiving calls. The codecs are in priority order, with codec #1 as the highest priority codec to codec #5 as the lowest priority codec.</p> <p>Wideband is enabled if G.722 or G.722.2 is selected. Voice Codec options include the following:</p> <ul style="list-style-type: none"> <li>• G.722</li> <li>• G.711 u-Law</li> <li>• G.722.2</li> <li>• G.729A</li> <li>• G.711 A-law</li> </ul>
<b>SNMP Settings</b>	
SNMP Enable	Enable or disable SNMP.
SNMP Server Address	Hostname or IP address of SNMP server.
SNMP Server Port	Port for SNMP server.
<b>Quality Monitoring</b>	
Quality Monitoring	Choose whether periodic and/or session quality monitoring is used.
Collector Server Address	Enter the hostname or IP address of the server to which quality monitoring messages are sent by the phone.
Collector Server Port	Enter the port to use on the collector server. The default port number is 5060.
Alert Report MOSQ Critical	Criteria (critical) to send the VQ report when the MOSQ occurs.
Alert Report MOSQ Warning	Criteria (warning) to send the VQ report when the MOSQ occurs.
<b>Handset Settings</b>	
Power on Display Logo Path	URI for logo image file displayed when power is turned on.
Display Wallpaper Dark Path	Specifies the wallpaper for DARK display setting in IDLE mode.
Display Wallpaper Light Path	Specifies the wallpaper for LIGHT display setting in IDLE mode.
<b>General Settings</b>	
Conference Server	Specifies the conference server to use for conference calls.
Firmware File	Text Field that contains the URL of the firmware file to be loaded.

## Phone Templates: Definitions for Panasonic Phones

As with Mitel phones, Panasonic phones can only be created using a phone template. Create templates for the Panasonic phone as described in the *Phone Templates* section, with the differences described in the following table and shown in the following figures.

Tab / Section	Field	Setting
<b>General</b>		
General Settings	Time Zone	Select the <b>Time Zone</b> from the drop-down list. <b>Use Global Settings</b> uses the time zone from Global Settings in Phone Templates. <b>User Time Zone</b> uses the time zone of the first primary user assigned to the phone. <b>Use DHCP</b> uses the time zone from the DHCP server. You can also select a specific time zone.
	URI for Soft Keys	Select the <b>URI for Soft Keys</b> from the drop-down list. You cannot save the configuration unless you choose the URI. This entry is used to point to the appropriate EMS server for key definitions using OpEasy phone applications.
	Use VLAN	Select the "Use VLAN" check box if the phone must be assigned to and use a VLAN.
	Outbound Proxy	Enter the proxy information for this phone if you want the information to appear in the Edge Device Utilization report.
	Use DNS SRV Lookup	Select the Use DNS SRV Lookup option to use the Outbound Proxy Port (No Encryption) and Outbound Proxy Port (Encryption) of the DNS SRV.
	Outbound Proxy Port	Enter the proxy information for this phone if you want the information to appear in the Edge Device Utilization report.
	Encryption (TLS/SRTP)	Select the setting for encryption.
	Encryption Certificate File	Name for the certificate file; must be entered if Encryption is set to Required.
	Subscription Time	Use Global Settings for subscription time, or clear the <b>Use Global Settings</b> check box and enter the subscription time in seconds
Panasonic Settings	Voice Quality Monitoring	Select the 'RTCP Extended Reports (RTCP XR) Enabled' checkbox to have the Panasonic phones send RTCP messages for quality monitoring purposes.
	Conference Server	Select the conference server to use for conference calls.
	Hand Set Display Names	Select the name to display on the handset in standby mode.
<b>Lines</b>		
	Clearspan Line Position	Select the <b>Clearspan Line Position</b> that you want to assign. This is the Clearspan line to use for the <b>Phone Line</b> . A single <b>Clearspan Line Position</b> can appear on one or more <b>Phone Lines</b> , which are on separate buttons on the phone.

Tab / Section	Field	Setting
	Line Label	<p>Choose the Line Label, which determines the label shown on the phone display. Choosing Text allows you to enter up to 16 characters of text along with the Extension, represented by the tag {Ext}, or phone number, represented by the tag {Number}. To display a name, set the Text label to "{First Name} {Last Name}" or "{Last Name}, {First Name}".</p> <p>When a single number is used for all handsets, the handset name display for all handsets comes from the Line Label for Clearspan Line Position 1. When different numbers are used for the handsets, the handset name display comes from Line Label for Clearspan Line Position 1 for handset 1, Line Label for Clearspan Line Position 2 for handset 2, and so on.</p>
<b>Soft Keys</b>		
Programmable Soft Keys	Park Retrieve Soft Key	"Park" is the only supported programmable soft key in "Talking" status and also appears when the call is parked on the handset and ready to be retrieved.
	Call Park in Function Menu	Enables Call Park in the function menu on the phone.
Soft Keys	Key	Displays the position of a specific soft key within the soft keys displayed on the phone.
	Label	<p>Configure any or all of the soft keys defined under the Key Definitions for the Panasonic phone. Only the keys available to the Panasonic phone are selectable in the Label drop-down. The following are valid soft key labels in idle status.</p> <ul style="list-style-type: none"> <li>• Phonebook</li> <li>• Menu</li> <li>• Outgoing Call Log</li> <li>• Incoming Call Log</li> <li>• Redial</li> <li>• Page</li> </ul> <p>Soft Key 1(left) defaults to "Phonebook", Soft Key 2 (center) defaults to "Menu", Soft Key 3 (right) defaults to "Outgoing Call Log". The defined soft keys are used for all hand sets configured on line.</p>
<b>Incoming Calls</b>		
	Line	Displays the line number on the phone.
	Ring Handset 1-8	Sets the ringtone for each line on each handset. Ring tones range from Ring 1- Ring 32. If None is selected, the handset on that line does not ring or accept incoming calls on that line.
<b>Outgoing Calls</b>		
	Handset	Displays the number of the handset.
	Line 1-8	Select the boxes to configure which lines can be used to make calls. By default, all lines are checked.

Tab / Section	Field	Setting
	Default Outgoing Line	Specifies line used to make calls.
<b>Extra Settings</b>		
	Extra Settings	Enter extra settings that are to be applied to all Panasonic phones using this template. The extra settings for the Panasonic phone are in an XML format, as are all Panasonic phone settings.



**Note:** OpEasy analyzes the Template Extra Settings to determine if there are any parameters in the Extra Settings that are being overridden by the Template settings or are overriding the Template settings. If parameters that correspond to any of the Template settings are found in the Extra Settings, then Template Definitions: Extra Settings Audit Results page is displayed, indicating the extra settings parameters that conflict with the Template settings configuration.

*Example Template*

**Figure 200: Add General tab**

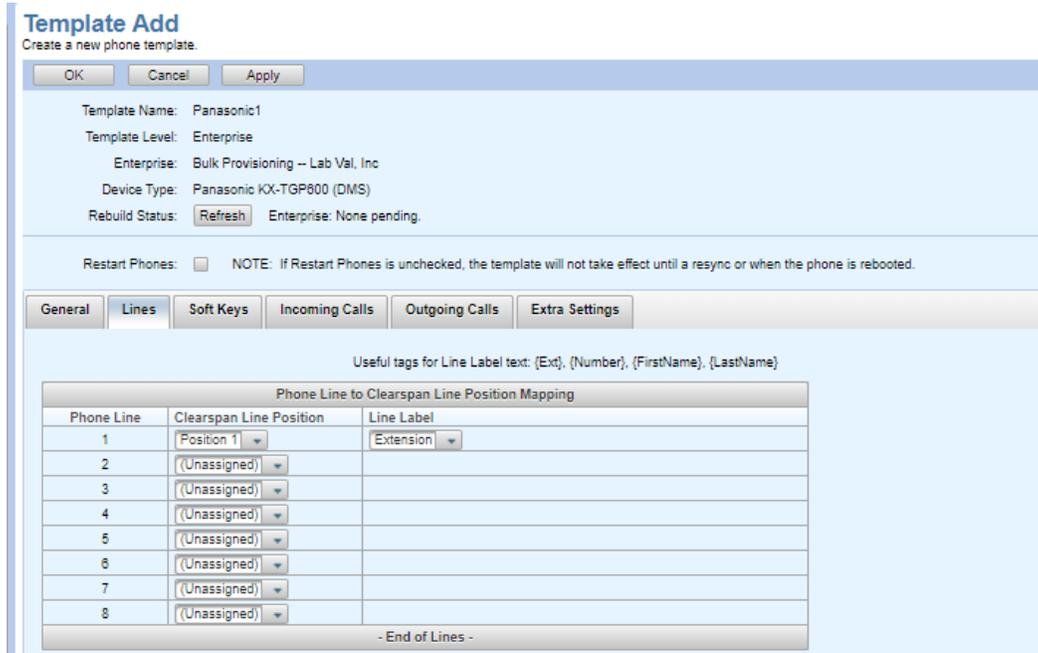


Figure 201: Add Lines tab

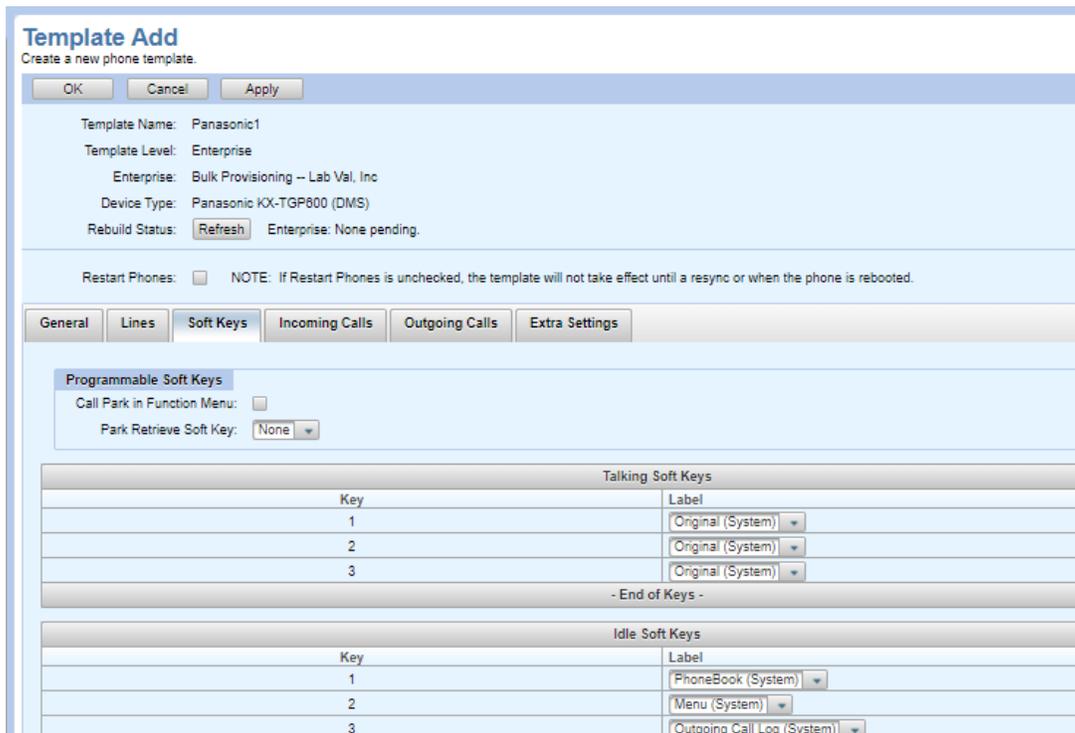


Figure 202: Add Soft Keys tab

**Template Add**  
Create a new phone template.

OK Cancel Apply

Template Name: Panasonic1  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Panasonic KX-TGP800 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Soft Keys Incoming Calls Outgoing Calls Extra Settings

Group Handset / Handset select for receiving call

Line	Ring Handset 1	Ring Handset 2	Ring Handset 3	Ring Handset 4	Ring Handset 5	Ring Handset 6	Ring Handset 7
1	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7
2	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7
3	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7
4	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7
5	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7
6	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7

Figure 203: Add Incoming Calls tab

**Template Add**  
Create a new phone template.

OK Cancel Apply

Template Name: Panasonic1  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Panasonic KX-TGP800 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Soft Keys Incoming Calls Outgoing Calls Extra Settings

Handset and Line Number select for making call

Handset	Line 1	Line 2	Line 3	Line 4	Line 5	Line 6	Line 7	Line 8	Default Outgoing Line
1	<input checked="" type="checkbox"/>	Line 1							
2	<input checked="" type="checkbox"/>	Line 1							
3	<input checked="" type="checkbox"/>	Line 1							
4	<input checked="" type="checkbox"/>	Line 1							
5	<input checked="" type="checkbox"/>	Line 1							
6	<input checked="" type="checkbox"/>	Line 1							
7	<input checked="" type="checkbox"/>	Line 1							
8	<input checked="" type="checkbox"/>	Line 1							

Figure 204: Add Outgoing Calls tab

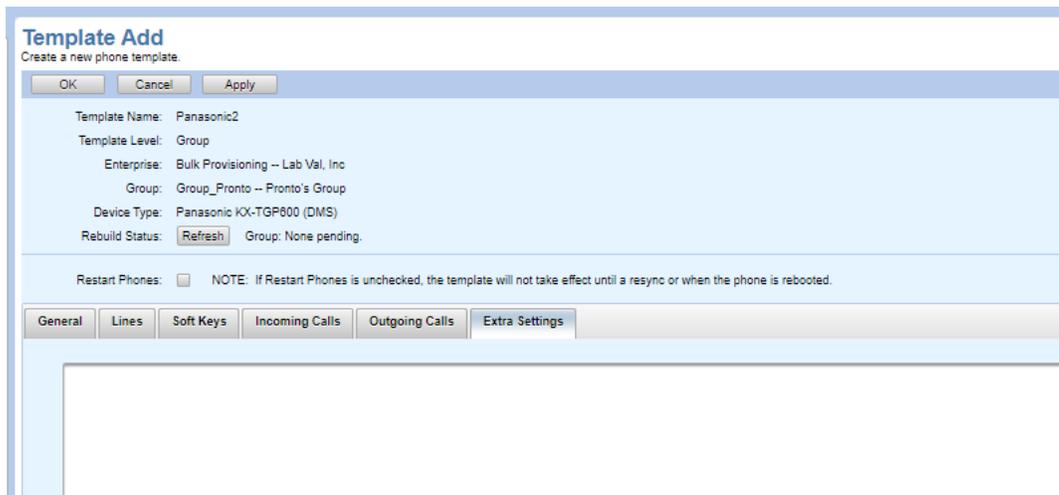


Figure 205: Add Extra Settings tab

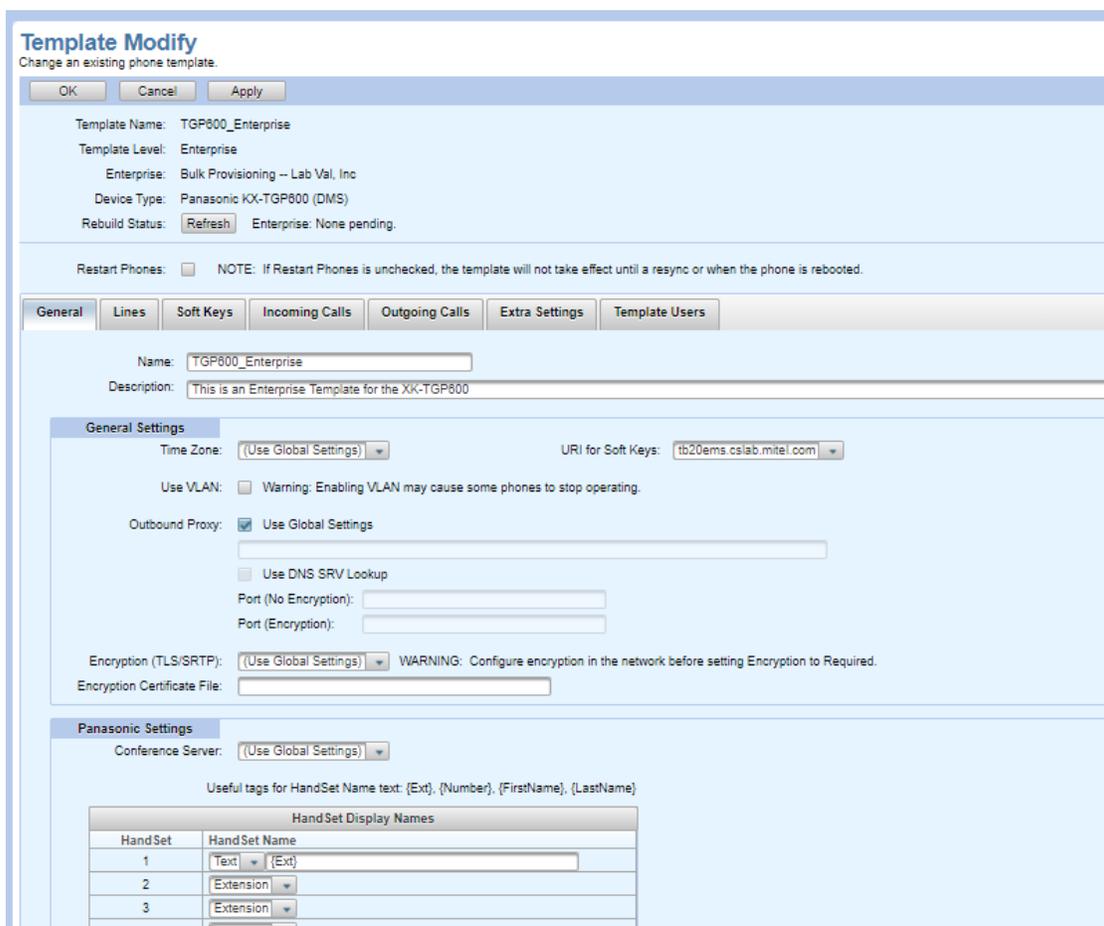


Figure 206: Modify General tab

**Template Modify**  
Change an existing phone template.

OK Cancel Apply

Template Name: TGP800\_Enterprise  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Panasonic KX-TGP800 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Soft Keys Incoming Calls Outgoing Calls Extra Settings Template Users

Useful tags for Line Label text: {Ext}, {Number}, {FirstName}, {LastName}

Phone Line to Clearspan Line Position Mapping		
Phone Line	Clearspan Line Position	Line Label
1	Position 1	Extension
2	Position 2	Extension
3	Position 3	Extension
4	Position 4	Extension
5	Position 5	Extension
6	Position 6	Extension

Figure 207: Modify Lines tab

**Template Modify**  
Change an existing phone template.

OK Cancel Apply

Template Name: TGP800\_Enterprise  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Panasonic KX-TGP800 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Soft Keys Incoming Calls Outgoing Calls Extra Settings Template Users

**Programmable Soft Keys**

Call Park in Function Menu:

Park Retrieve Soft Key: None

Talking Soft Keys	
Key	Label
1	Menu (System)
2	Incoming Log (System)
3	Phonebook (System)

Figure 208: Modify Soft Keys tab

**Template Modify**  
Change an existing phone template.

OK Cancel Apply

Template Name: TGP800\_Enterprise  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Panasonic KX-TGP800 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Soft Keys Incoming Calls Outgoing Calls Extra Settings Template Users

Group Handset / Handset select for receiving call

Line	Ring Handset 1	Ring Handset 2	Ring Handset 3	Ring Handset 4	Ring Handset 5	Ring Handset 6	Ring Handset 7	Ring Handset 8
1	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7	Ring 8
2	Ring 1	Ring 2	Ring 2	Ring 4	Ring 5	Ring 6	Ring 7	Ring 8
3	Ring 3	Ring 10	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7	Ring 8
4	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7	Ring 8
5	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7	Ring 8
6	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7	Ring 8
7	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7	Ring 8
8	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6	Ring 7	Ring 8

Figure 209: Modify Incoming Calls tab

**Template Modify**  
Change an existing phone template.

OK Cancel Apply

Template Name: TGP800\_Enterprise  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Panasonic KX-TGP800 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Soft Keys Incoming Calls Outgoing Calls Extra Settings Template Users

Handset and Line Number select for making call

Handset	Line 1	Line 2	Line 3	Line 4	Line 5	Line 6	Line 7	Line 8	Default Outgoing Line
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Line 1
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Line 1
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Line 1
4	<input checked="" type="checkbox"/>	Line 1							

Figure 210: Modify Outgoing Calls tab

**Template Modify**  
Change an existing phone template.

OK Cancel Apply

Template Name: TGP800\_Enterprise  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Panasonic KX-TGP800 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Soft Keys Incoming Calls Outgoing Calls **Extra Settings** Template Users

```
# CONNECTION_TYPE?=0"
SYSLOG_ADDR?=10.70.119.100"
```

Figure 211: Modify Extra Settings tab

**Template Modify**  
Change an existing phone template.

OK Cancel Apply

Template Name: TGP800\_Enterprise  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Panasonic KX-TGP800 (DMS)  
 Rebuild Status: Refresh Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Soft Keys Incoming Calls Outgoing Calls Extra Settings **Template Users**

Usage Displayed By:  User  
 Device

Enter Search Criteria: Search

(All Template Assignments) Contains: [ ] [ ] [ ]

Figure 212: Modify Template Users tab

## Panasonic Phone Users

When creating a user or adding a phone to an existing user, any phone device created for that user may be a Panasonic phone.

### User Device Settings for Panasonic Phones

For a Panasonic phone, the Device Access: User Name and Password fields appear and are *required* for definition of the phone. Valid password characters are a-z, A-Z, 0-9, blank, or special characters: - \_ . , ! \$ % & \* + / = ? ^ { } | ~ @.

Device credentials and MAC address fields are required and **MUST** be valid, matching the MAC address of the physical Panasonic phone assigned to that phone device. The Panasonic phone will not be able to load its configuration files if incorrect device credentials and/or an incorrect MAC address are entered.

### Advanced: User Add

Select a User Profile and complete the user information to add a new Clearspan user.

OK Cancel

Enterprise: EngLabTest -- Engineering Lab Testing  
Group: Phones  
User:  
Service: (Select Service) ▾

User Optional Phones Announcements

#### User Classification

User Profile: (Select User Profile) ▾

#### Clearspan User

\* Last Name:  \* First Name:   
E-mail Address:   
 Use Organization ID  
Account ID:   
User Billing Type: Default: (USER) ▾  
Department: (None) ▾  
Phone Number: (Select Phone Number) ▾  
Extension:   
Voice Mail: Voice Mail - No E-mail Notification ▾  
Note: Navigate VoiceMail Service to Enter Group Mail Server: E-mail Address hostname(Format must be 'user@hostname')  
Voice Portal Passcode:  (create a numeric passcode of 4 to 8 digits)  
Confirm Portal Passcode:   
\* User Password:  (create a password of at least 3 characters)  
\* Confirm User Password:   
[Initialize User Password to random password](#)

Figure 213: Advanced User Add for Panasonic Phones (Top)

**New User Notification**

New User Notification:  Send E-mail Message to New User  
 Send E-mail Message to OpEasy Administrator  
 Send E-mail Message to Phone Procurement.  
 \* E-mail Address:

---

**User Information**

Site ID:  (Required to create Extension-only users)  
 \* Clearspan User ID:  @   
 Support User:

---

**Calling Line ID**

\* Last Name:  \* First Name:   
 Phone Number:

---

**Service Packs**

Select all Service Packs required by the User:

Available Service Packs

ABC  
 Authentication  
 BusComm\_and\_IMP  
 Desktop Life  
 Premium User  
 Premium User-old1  
 sp-all  
 testbug

User Service Packs

(Empty)

---

**User Defined Fields**

For each User Defined Field, either choose to use the Default value or enter a value for this user:

Field Name	Type	Use Default	Value
Ssaa	String	<input checked="" type="checkbox"/>	1

---

**Authentication**

Name:   
 Password:  (create a password of at least 3 characters)

---

**Primary Phone Device**

\* Device Name:   
 Device Level:   
 \* Line / Port:  @   
 VLAN ID:  (VLAN is not enabled in the template)  
 Warning: Modifying the VLAN ID may cause the phone to stop operating.  
 MAC Address:  (Device's MAC Address)  
 ERL Record Name:   
 Device Access: \* User Name:   
 \* Password:

Figure 214: Advanced User Add for Panasonic Phones (Bottom)

**User: Primary Phone Device Add**  
Add a phone device as the primary phone for the user. \*Pressing OK retains but does not save entered changes. To save the changes, press OK or Apply on the subsequent page

OK\* Cancel Manage Users Custom Tags Custom Rings

Enterprise: Bulk Provisioning -- Lab Val, Inc  
Group: Group\_G -- Group, Gewel  
User: Stacie, Grace

**Phone Device**

Phone Device: (New Phone Device) ▾  
\* Device Name: PanasonicKX-TGP800DMS  
\* Device Level: Group ▾  
Device Type: Panasonic KX-TGP800 (DMS) ▾  
Template: TGP800\_Enterprise (Enterprise) ▾  
View Template

**User Line**

\* Line / Port: 9725551185.primary @ labval.mitel.com ▾  
Line Position: 1st Phone Line

**Device Description**

Description:   
Serial Number:   
Phone Location:

Figure 215: User Primary Phone Device Settings for Panasonic Phones

## User General Settings for Panasonic Phones

As with Mitel phones, when creating a user with a Panasonic phone as the primary phone, an E-mail message can be sent to that user to notify of the new phone. Mitel phones and Panasonic phones have a different new user E-mail message because of the differences in setting up the phones.

To set up the new user E-mail notification message for a Panasonic phone from the Users page of Provisioning, click General Settings and New User E-mail Notification. Then, select the specific enterprise and Panasonic from the Phone Manufacturer drop-down list. Change the new user E-mail message as you would for a Mitel phone, with the text appropriate for a Panasonic phone.

### User General Settings: New User E-mail Notification

Display and modify the E-mail message that is sent to new users based on phone type. The E-mail notification typically provides instructions on phone setup.

Enterprise:

Phone Manufacturer:

**New User E-mail Message:**

Enter or modify the 'From' address, 'Subject' line, and body of the E-mail message that is to be sent to new phone users. The subject line and message body can contain any of the substitution tags (identified by {} braces) listed at the bottom of the page. When the E-mail is sent, these tags are replaced by the appropriate user-specific information.

The text between {CCDesktopStart} and {CCDesktopEnd} is sent only when the new user has a Clearspan Communicator - Desktop device configured. Similarly the text between {CSEngageDesktopStart} and {CSEngageDesktopEnd} is sent for a CS Engage - Desktop device, between {CCS4BStart} and {CCS4BEnd} is sent for a Clearspan Communicator - S4B device, between {CSEngageMobileStart} and {CSEngageMobileEnd} is sent for a CS Engage - Mobile device, between {CCMobileStart} and {CCMobileEnd} is sent for a Clearspan Communicator - Mobile device, and between {CCTabletStart} and {CCTabletEnd} is sent for a Clearspan Communicator - Tablet device.

Similarly, the {DMMACAddressStart} and {DMMACAddressEnd} tags surround text only sent when the user's phone device is configured using the device's MAC Address. The {DMCcredentialsStart} and {DMCcredentialsEnd} tags surround text only sent when the user's phone device is configured using the device's credentials (access User Name and Password).

From:

Subject:

Greetings {UserName}:  
 Your organization has provided you with a new Panasonic phone. Setup your phone as described in the installation instructions provided with the phone.  
 To learn more about the new telephone service, information about using the service and features of your new telephone can be found on the web at: [https://panasonic.net/cns/office/products/sipphone/products/kx\\_tgp800/index.html](https://panasonic.net/cns/office/products/sipphone/products/kx_tgp800/index.html)  
 If you have difficulty or other questions about the new service, please contact your administrator or help desk.  
 {CSEngageMobileStart}  
 In addition, your account has also been licensed to use the CS Engage Mobile client application for your mobile/tablet device. The 'Cisco WebEx Teams' client application is available for download from the App StoreTM or Play StoreTM for mobile/tablet devices. Once installed, the client application prompts you for your email address and password.  
 {CSEngageMobileEnd}  
 {CSEngageDesktopStart}

Figure 216: User General Settings E-mail Notification for Panasonic Phones

## Phone Management for Panasonic Phones

As with Mitel phones, Panasonic phones can also be added or modified under the Phone Management page of Provisioning.

**Device Description**

Description:

Serial Number:

Phone Location:

---

**Device Configuration**

Host Name / IP Address:  Port:

Outbound Proxy:

Stun Server:

MAC Address:

Device Access: User Name:

Reset Password:

Confirm Password:

Device Protocol: SIP 2.0

Transport Protocol:

VLAN ID:  (VLAN is not enabled in the template)

WARNING: Modifying the VLAN ID may cause the phone to stop operating.

ERL Record Name:

Encryption (TLS/SRTP): None

Lines/Ports: 8

Figure 217: Phone Device Page for Panasonic Phones

## Installing Panasonic Phones

For information about installing Panasonic phones, refer to the *Device Management Configuration Guide*.

## Appendix C: OpEasy and Clearspan Setup for Cisco Phones

---

The following settings must be configured within OpEasy prior to installing Cisco phones at users' desks, as described in the following sections:

- Cisco Phone Support:— Support for Cisco phones requires a 3<sup>rd</sup> Party system license to be installed.
- User Profiles: — One or more User Profiles must be created for each type of Cisco phone so that the administrator can build Cisco phones for provisioning.
- Phone Templates

Key Definitions – In addition to the Cisco standard soft keys, some OpEasy-configured soft keys may be assigned to Cisco phones.

Global Settings – System, Enterprise, and Group level settings must be configured for Cisco phones.

Definitions – One or more templates must be created for each type of Cisco phone.

---

### Notes:



- For new settings added to Templates and Global Settings, the '(Unspecified)' selection option or text value is displayed. The '(Unspecified)' value indicates no value has ever been set, causing OpEasy to NOT generate configuration file fields for that new OpEasy setting. As such, any existing Global Extra Settings for that configuration file field continue to be used. However, once a setting has been changed to an actual value (replacing the '(Unspecified)' value), then OpEasy generates configuration file fields for that setting from then on. These actual values then override any Global Extra Settings for that field. After a value is selected to replace the '(Unspecified)' value, the '(Unspecified)' value is no longer an option.
- You can configure extra settings only if you have the full access privilege to view and edit extra settings.

User General Settings – The E-mail message sent to new Cisco phone users will be different from the message sent to Mitel phone users.

Users:— Users must be created with a supported Cisco phone.

Phone Management –Cisco phones can be added or modified under the Phone Management page of Provisioning.

### Cisco Phone Support

Cisco Phone Support must be licensed within the appropriate Enterprises for the level of administrators that will be configuring Cisco phones if Enterprise Licensing is in use.

## User Profiles for Cisco Phones

To allow administrators to quickly set up users with Cisco phones, one or more User Profiles should be created for each type of Cisco phone that will be used. When creating a User Profile, the administrator selects one of the supported Cisco phones as the Device Type. The selected type of Cisco phone will be created as the primary phone device for the new user.

## Clearspan Setup for Cisco Phones

The following section contains tasks that must be performed on Clearspan before configuring the Cisco Phones:

### Creating the System Device Management Tag Set

To create the Cisco Device Management Tag set:

Launch the Clearspan Provisioning Portal with System Administrator credentials.

Navigate to System > Resources > Device Management Tag Sets.

Click **Add** and enter **Cisco Tags** to create the tag set.

Click **Cisco Tags** to edit the tag set and click **Add** to include the tags in the following table:

Tag Name	Default Tag Value	Comments
%ASSIGNED_VLAN_ID%	4095	Default of 4095 indicates disabled
%DAYLIGHT_SAVING_TIME_RULE%	start=3/8/7/2:0:0;end=11/1/7/2:0:0; save=1	Default rule is for North America
%FIRMWARE_PROTOCOL%	http	Can be "http" or "https" to be used for firmware download
%FIRMWARE_VERSION_68X X%	Sip68xx.11.1.2MPP-351.loads	For model 6851
%FIRMWARE_VERSION_78X X%	sip78xx.11.1.2MPP-351.loads	For models 7821, 7841, and 7861
%FIRMWARE_VERSION_88X X%	sip88xx.11.1.2MPP-351.loads	For models 8811, 8841, 8845, 8851, 8861 and 8865

### Modifying Firmware Version for a Group

The firmware version can be changed for a specific group or device.

To modify the firmware version for a group:

1. Launch the Clearspan Provisioning Portal.
2. Navigate to the Group > Utilities > Device Configuration.

3. Click **Edit** on the appropriate Device Type in the list, for example Cisco 7841 (DMS).



**Note:** At least one of the devices must exist in the group.

4. Select the **Custom Tags** tab.
5. Click **Add** and enter the required version for the tag. For example, Tag Name: “%FIRMWARE\_VERSION\_78XX%”.

## Configuration 1-Minute Delay

When the phones download a modified configuration file, it will reboot and then wait for up to 1 minute before processing and applying any latest updates.

## BLF Configuration

Cisco phones support using the BroadWorks BLF List URI. Using this method, the phone will automatically populate unused buttons, so you do not need to specify which button to use for the BLF keys manually or in OpEasy (they are assigned in the order received from BroadWorks). You can disable using Line Keys for phones that support expansion modules, so that all BLF entries will be populated on the Expansion Module Programmable Keys.

The phones also allow administrators to provision specific BLF users to monitor on a specific key, but in this case, you will specify the BLF List URI along with the UserId of the specific user to monitor each key.

## Installation Instructions

Upon bootup, the phone will use the FQDN returned from the DHCP server and look for the model-specific configuration file (in dms/Clearspan).

The default Profile Rule is set to “/\$PSN.xml”, which is appended to the FQDN and resolves to the model series name.

The initial model-specific configuration file, for example “7841-3PCC.xml” provides:

- A Profile Rule to download a configuration file created by OpEasy.



**Note:** This file is generated by OpEasy and contains the authentication username and password and the path for the MAC.xml file

- A softkey to the OpEasy Setup application to allow installation of the phone.

When the phone starts, it will display a **Setup** button, which is pressed to install the phone.

## Installer Setup

The installer presses the **Setup** button on the phone, which:

Prompts the installer for the unique Device ID (unique ID entered into the MAC address field)

Finds the device with this ID and prompts the installer to verify the identity of this user (Y/N)

Saves the device's MAC address to the Clearspan device (overwrites the ID with correct MAC)

Sets a device tag (%MI\_UPDATE\_PWD%) to 1 to indicate the phone requires generation of an authentication password

Prompts the installer to reboot the device



**Note:** An **Exit** button appears on the phone, but do not exit the application, press the **Settings** button and restart the phone

Restart to Download Configuration

The Installer will restart the phone (it will take up to 2 minutes for the phone to activate):

- After 1 minute, the phone will download the configuration file from OpEasy which now contains the device credentials.

After 1 more minute, the phone will download the MAC.xml file using the provided credentials and apply the configuration.

### Subsequent Restarts

During Subsequent restart, the phone restart always returns to the redirected path and has the required credentials to download MAC.xml updates.

## Resetting a Password

To regenerate the password if a phone loses its password and cannot download the MAC.xml file:

1. From the Clearspan Web Portal, navigate to the appropriate device.
2. Click the **Custom Tags** tab.
3. Select the **%MI\_UPDATE\_PWD%** tag and click **Edit**.
4. Change the Tag Value from 0 to 1 and press **OK**.
5. Restart the phone (the phone will download the OpEasy configuration file containing the credentials).
6. Restart the phone again to use the credentials to download the MAC.xml file.

**HeadQuarter: Identity/Device Profile Custom Tag Modify**  
Modify or delete a custom device management tag for the Identity/Device Profile.

OK Delete Cancel

Identity/Device Profile Name: Cisco7861DMS-9723330025  
Identity/Device Profile Type: Cisco 7861 (DMS)  
Tag Name: %MI\_UPDATE\_PWD%  
Tag Value:

OK Delete Cancel

**Figure 218: Resetting a Password**

## Phone Templates for Cisco Phones

### Key Definitions for Cisco Phones

The OpEasy soft keys are configured on the Key Definitions page for provisioning Phone Templates. Key Definitions are typically accessible by system administrators only, as they affect keys system wide.

When Cisco is selected as the Phone Manufacturer on the Key Definitions page, definitions specific to Cisco phones are displayed.

**Key Definitions**  
Display and configure system and per enterprise keys.

Enterprise: Bulk Provisioning - Lab Val. Inc

Template Keys: Enterprise Keys Only (Keys available to use in templates of the selected enterprise)

Phone Manufacturer: Cisco

Rebuild Status: Refresh Enterprise: None pending.

Type	Label	Value	Idle	Dialing	Connected	Ringing	Progressing	Off-Hook	Hold	Start Xfer	Start Conf	Releasing	Conferencing	Shared Active	Shared Held	Mit
Input Star Code	*code		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right Arrow	->		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left Arrow	<-		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACD Login	Agt Signin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACD Logout	Agt SignOut		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agent Status	Agt Status		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answer	Answer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Available	Avail		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barge In	Barg		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>										
Barge Silent	BargSilent		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>										
Function	BLF	fnct=blf	<input checked="" type="checkbox"/>													

Figure 219: Key Definitions for Cisco Phones

To define a new key:

Select an Enterprise and a phone from the **Phone Manufacturer** drop-down box on the Key Definitions page and click **Add. Template Keys** drop-box sets the keys that will be displayed,

Enter or Select the following in the Key Definition fields.

Field	Setting
Type	<p>Select the type of key or feature that is being defined.</p> <ul style="list-style-type: none"><li>• ACD Login</li><li>• ACD Logout</li><li>• Agent Status</li><li>• Answer</li><li>• Available</li><li>• Barge In</li><li>• Barge Silent</li><li>• Blind Xfer</li><li>• Call</li><li>• Call Forward</li><li>• Call Info</li><li>• Cancel</li><li>• Conference</li><li>• Conference Line</li><li>• Decline</li><li>• Delete Char</li><li>• Directory</li><li>• Disposition Code</li><li>• DND</li><li>• Extension Mobility Sign In</li><li>• Extension Mobility sign Out</li><li>• Emergency</li><li>• End Call</li><li>• Favorites</li><li>• Function</li><li>• Group Pickup</li><li>• Hold</li><li>• Input Star Code</li><li>• Join</li><li>• Last Call Rtn</li><li>• Left arrow icon</li><li>• Line</li><li>• Messages</li><li>• Miss</li><li>• New Call</li><li>• Option</li><li>• Park</li></ul>

Field	Setting
	<ul style="list-style-type: none"> <li>• Pause Rec</li> <li>• Pickup</li> <li>• Privacy Hold</li> <li>• Recents</li> <li>• Redial</li> <li>• Resume</li> <li>• Resume Recording</li> <li>• Right arrow icon</li> <li>• Settings</li> <li>• Start Rec</li> <li>• Stop Rec</li> <li>• Start Rec</li> <li>• Stop Rec</li> <li>• Trace</li> <li>• Transfer</li> <li>• Transfer line</li> <li>• Unavailable</li> <li>• Unpark</li> </ul>
Label	The label that is displayed on the key.
Value	Enter the string value to be assigned to the key.
Idle/Dialing /Connected/Ringing/ Progressing/Off-Hook/ Hold/Start Xfer/Start Conf/Releasing /Conferencing/Shared Active/Shared Held/Missed/ Delete	Select the phone states in which this soft key should appear.

## System, Enterprise, and Group Global Settings for Cisco Phones

To configure global Cisco phone settings, choose Phone Templates from the Provisioning menu, and then select Global Settings and select Cisco as the Phone Manufacturer. The common global settings for Cisco phones are shown on the General Settings tab and described in the following table.

OpEasy analyzes the Group, Enterprise, or System Extra Settings to determine if the parameters in the Extra Settings are being overridden by the General Settings, Dial Plan Settings or Custom Rings Settings. If parameters that correspond to any of the General Settings, Dial Plan Settings or Custom Rings Settings are found in the Global Extra Settings, then the **Global Configuration File Settings: Extra Settings Audit Results** page is displayed, indicating the extra settings parameters that conflict with the Global Settings configuration.

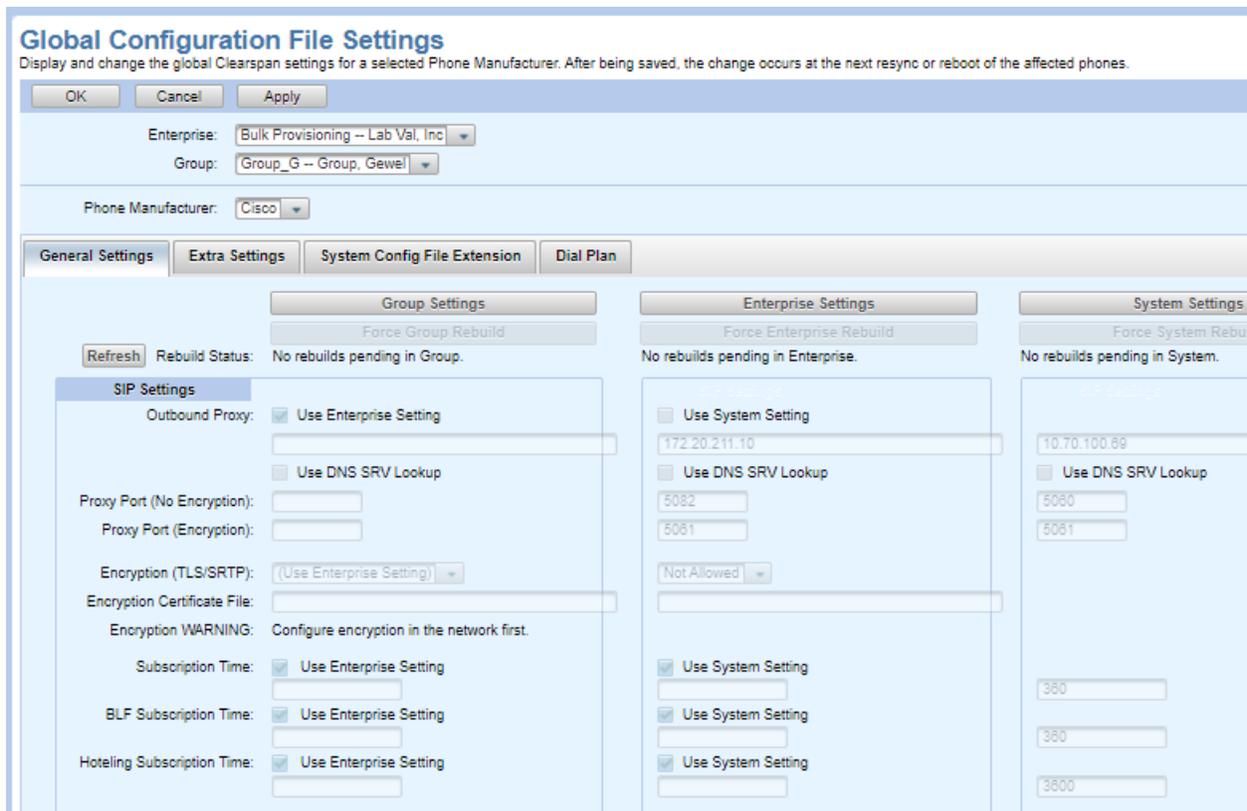


Figure 220: Global Settings for Cisco Phones

Field	Setting
<b>SIP Settings</b>	
Outbound Proxy	Enter the hostname or IP address of the outbound proxy server used by the Cisco phones.
Use DNS SRV Lookup	Select the Use DNS SRV Lookup option to use the Outbound Proxy Port (No Encryption) and Outbound Proxy Port (Encryption) of the DNS SRV.
Outbound Proxy Port (No Encryption)	Enter the port number for the outbound proxy server used by the Cisco phones when encryption is not used by Cisco phones.
Outbound Proxy Port (Encryption)	Enter the port number for the outbound proxy server used by the Cisco phones when encryption is used by Cisco phones.
Encryption (TLS/SRTP)	Select the setting for encryption. Required indicates encryption is required. Not Allowed indicates encryption is not allowed
Encryption Certificate File	Enter the encryption certificate filename.
Subscription Time	Enter the subscription time to be used in seconds or select Use Enterprise Settings.
BLF Subscription Time	Enter the BLF Subscription Time to be used in seconds. The default value at system level is 360 seconds.
Hoteling Subscription Time	Enter the Hoteling Subscription Time to be used in seconds. The default value at system level is 3600 seconds.

Field	Setting
<b>Time Settings</b>	
Time Server	Check box that indicates that the Time Server settings are to be set based on the values configured in Cisco Enterprise/System Global Settings.
Time Server 1	Enter the hostname or IP address to configure the FQDN used for the first-time server.
Time Server 2	Enter the hostname or IP address to configure the FQDN used for the second-time server.
Time Zone	Select the time zone that the phones are in.
<b>Device Settings</b>	
Network Discovery	Enable/disable the Cisco Discovery Protocol.
LAN Port Mode	Select the LAN speed, normally Auto. The other options include 10 Mbps Half-Duplex, 10 Mbps Full-Duplex, 100 Mbps Half-Duplex, 100 Mbps Full-Duplex, 1000 Mbps Full-Duplex.
Admin Password	Enter a password and Confirm Admin Password that is entered into the phone to access the advanced settings within the phone.
User Password	Enter a password and Confirm User Password that is entered into the phone to access the user settings within the phone.
Web Interface	Enable/Disable the web interface of the phone.
Direct Action URL	Enable/Disable access to the Direct Action URL.
<b>Voice Codecs</b>	
Voice Codec #1 to #3	Identify the voice codecs that the Cisco phone is to use when placing or receiving calls. The codecs are in priority order, with codec #1 as the highest priority codec to codec #3 as the lowest priority codec.
<b>Quality Monitoring</b>	
Quality Monitoring	Choose to ON/OFF quality monitoring.
Collector Server Address	Enter the hostname or IP address of the server to which quality monitoring messages are sent by the phone.
Collector Server Port	Enter the port to use on the collector server. The default port number is 5060.
<b>General Settings</b>	
Conference Server	Select the conference server to use for conference calls.
Firmware Server	Text field that contains the location of the firmware to be loaded.

## System, Enterprise, and Group Extra Settings for Cisco Phones

To enter extra settings that are to be applied to all Cisco phones within the scope of the level, choose **Phone Templates** from the **Provisioning** menu, select **Global Settings**, the **Global Configuration File Settings** tab opens.

To edit extra settings for the group, select **Enterprise**, **Group** and **Phone Manufacturer**, click **Extra Settings**, the **Extra Settings** tab opens, click **Group Extra Settings**, and Click **OK** on the confirmation box (the confirmation box displays “Updating Extra Settings is potentially dangerous. Are you sure you want to update Extra Settings?”). Enter the extra settings in the **Group Extra**

**Settings** box and Click **OK**, the **Global Configuration File Settings: Rebuild Configuration Files** page opens. Click **Save and Rebuild** to save the Template changes and rebuild all configuration files using this template.

Only Group Administrators and above can create or modify Group Extra Settings.

To edit extra settings for the enterprise, select **Enterprise, Group** and **Phone Manufacturer**, click **Extra Settings**, the **Extra Settings** tab opens, click **Enterprise Extra Settings**, and Click **OK** on the confirmation box (the confirmation box displays, "Updating Extra Settings is potentially dangerous. Are you sure you want to update Extra Settings?"). Enter the extra settings in the **Enterprise Extra Settings** box and Click **OK**, the **Global Configuration File Settings: Rebuild Configuration Files** page opens. Click **Save and Rebuild** to save the Template changes and rebuild all configuration files using this template.

Only Enterprise Administrators and above can create or modify Enterprise Extra Settings.

To edit extra settings for the system, select **Enterprise, Group** and **Phone Manufacturer**, click **Extra Settings**, the **Extra Settings** tab opens, click **System Extra Settings**, and Click **OK** on the confirmation box (the confirmation box displays, "Updating Extra Settings is potentially dangerous. Are you sure you want to update Extra Settings?"). Enter the extra settings in the **System Extra Settings** box and Click **OK**, the **Global Configuration File Settings: Rebuild Configuration Files** page opens. Click **Save and Rebuild** to save the Template changes and rebuild all configuration files using this template.

Only System Administrators and Super Users can create or modify the System Extra Settings.

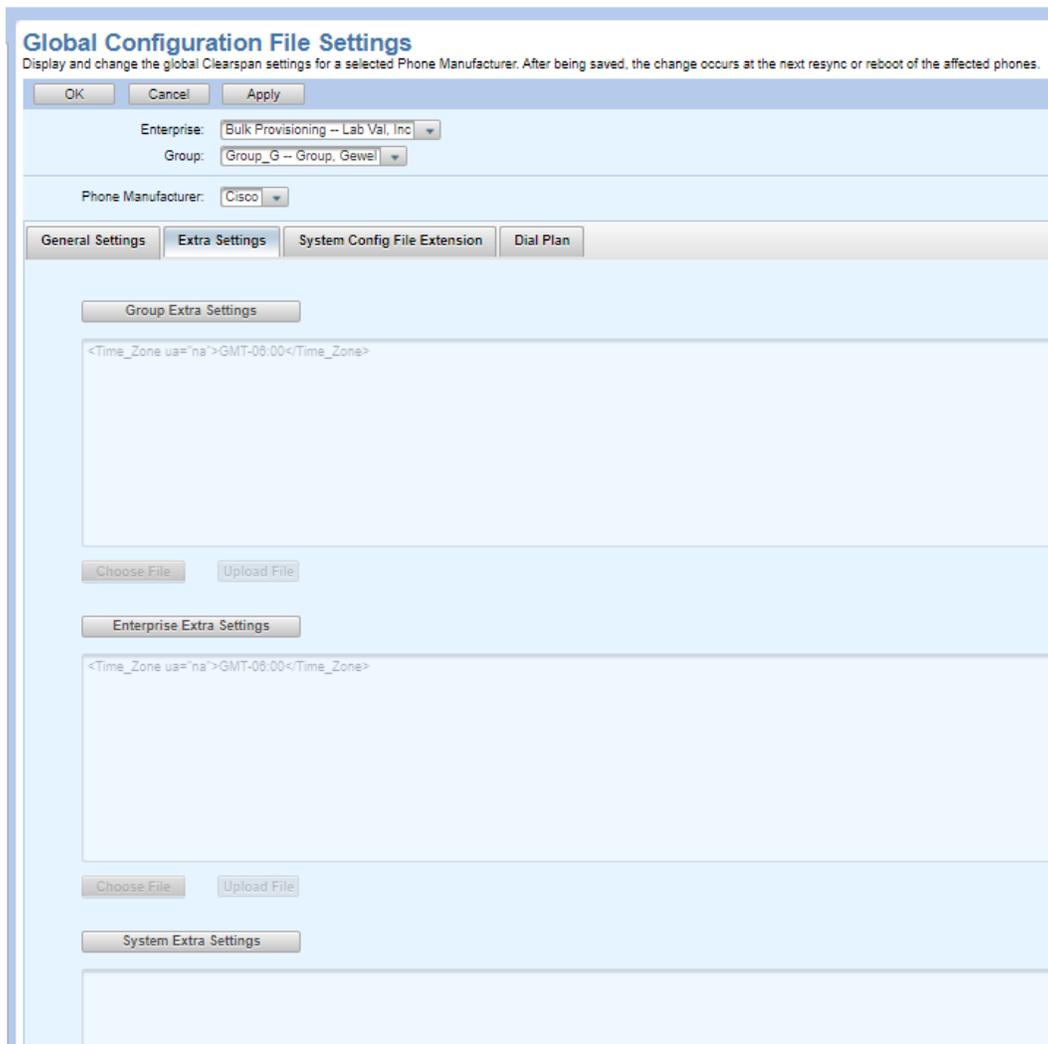


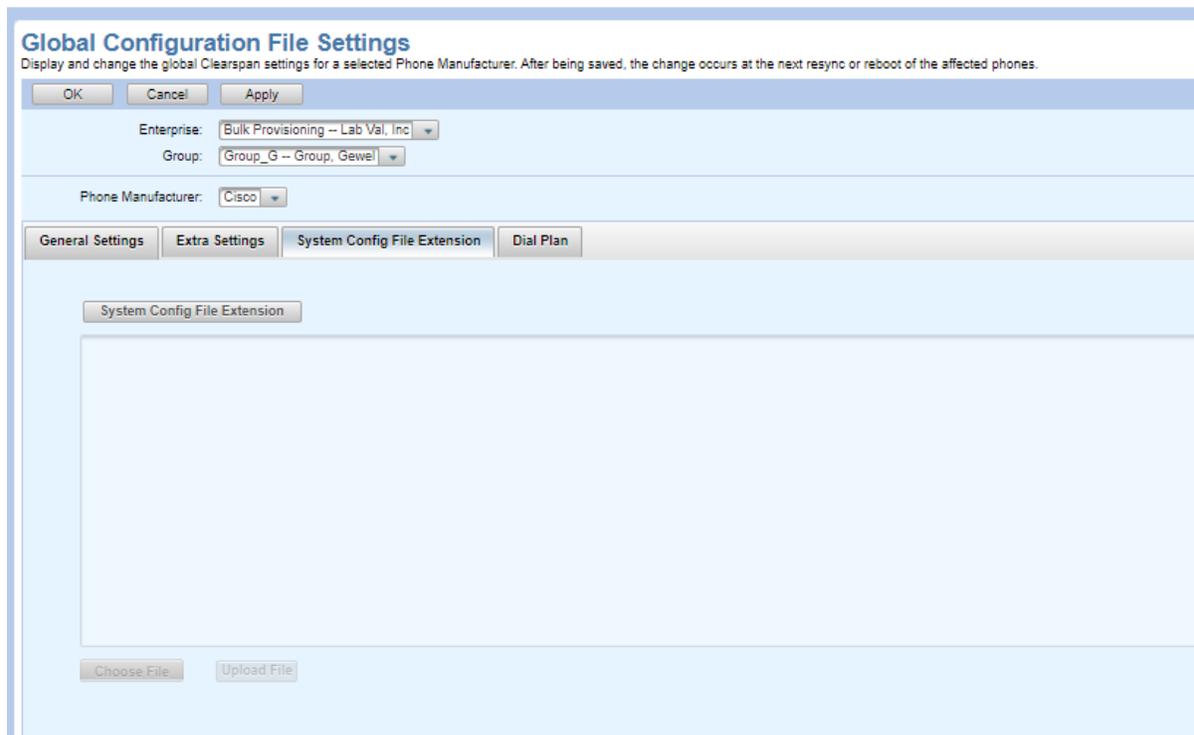
Figure 221: Global Extra Settings for Cisco Phones

## System, Enterprise, and Group System Configuration File Extension Settings for Cisco Phones

Choose **Phone Template** from the **Provisioning** menu, select **Global Settings** and select Cisco as the Phone Manufacturer, click the **System Config File Extension** tab to add the System Config File Extension settings. The additional settings must be in an XML format as are all Cisco configuration settings.

The settings on the **System Config File Extension** tab have lower-priority than ALL other Global Settings (including Global Extra Settings) and Template Settings.

Only Super Users and System Administrators can access the **System Config File Extension** Settings.



**Figure 222: System Config File Extension Settings for Cisco Phones**

### System, Enterprise, and Group Dial Plans for Cisco Phones

Click the **Dial Plan** tab on the **Global Configuration File Settings** page to enter dial plan information for System, Enterprise, or Group levels or click **Use Enterprise Setting** to use enterprise settings, or click **Use System Setting** to use system settings. The **Long Digit Timeout** and **Short Digit Timeout** allows values in the range of 1 to 64 second(s). The dial plan information entered must be in Cisco format and can include any Cisco-specific setting.

### Phone Templates: Definitions for Cisco Phones

As with Mitel phones, Cisco phones can only be created using a phone template. Create templates for Cisco phones as described in the following table. Refer to the Phone Templates section for more information on creating, editing, renaming, and deleting a phone template.

### Template Add

Create a new phone template.

OK Cancel Apply

Template Name: Cisco1  
 Template Level: Enterprise  
 Enterprise: Bulk Provisioning -- Lab Val, Inc  
 Device Type: Cisco 8851 (DMS)  
 Rebuild Status:  Enterprise: None pending.

Restart Phones:  NOTE: If Restart Phones is unchecked, the template will not take effect until a resync or when the phone is rebooted.

General Lines Programmable Keys Soft Keys Features Extra Settings

Name:

Description:

**General Settings**

Type of Expansion Module:  URI for Soft Keys:

Expansion Modules:  Time Zone:

Use VLAN:  WARNING: Enabling VLAN may cause some phones to stop operating.

Outbound Proxy:  Use Global Settings

Use DNS SRV Lookup

Port (No Encryption):

Port (Encryption):

Encryption (TLS/SRTP):  WARNING: Configure encryption in the network before setting Encryption to Required.

Encryption Certificate File:

Subscription Time:  Use Global Settings

seconds

BLF Subscription Time:  Use Global Settings

seconds

Hoteling Subscription Time:  Use Global Settings

seconds

**Cisco Settings**

Conference Server:

Logo File URL:

Picture File URL:

Background Image:

Screen Saver:

Screen Saver Wait Time:

Line ID Mapping:

Figure 223: Template Add - General for Cisco Phones

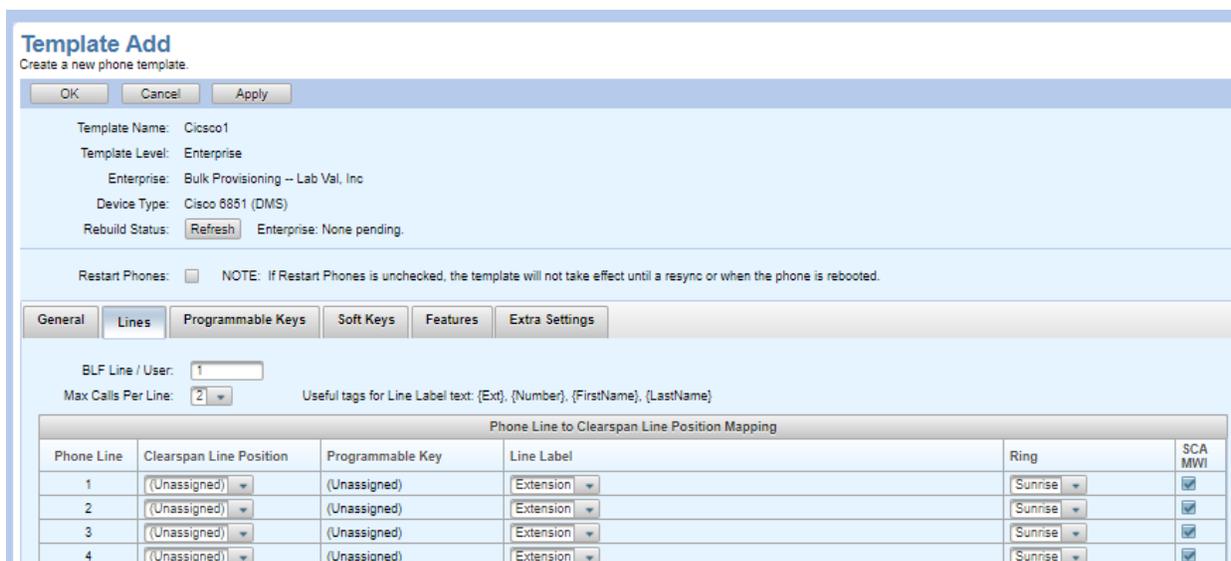


Figure 224: Template Add – Lines for Cisco Phones

Tab / Section	Field	Setting
General	Name	Template name.
	Description	Description of the template.
	Type of Expansion Module	Select the supported key expansion module for the selected device type. If the device type does not support the key expansion modules this drop-down box will be disabled.  This option is displayed for the Cisco 6851, 8851, 8861, and 8865 phone models.
	Expansion Modules	Select the number of expansion modules to be configured for the device type. The list contains the number of expansion modules supported by the selected device type.
	URI for Soft Keys	Select the <b>URI for Soft Keys</b> from the drop-down list. You cannot save the configuration unless you choose the URI. This entry is used to point to the appropriate EMS server for key definitions using OpEasy phone applications.
	Time Zone	Select the <b>Time Zone</b> from the drop-down list. <b>Use Global Settings</b> uses the time zone from Global Settings in Phone Templates. <b>User Time Zone</b> uses the time zone of the first primary user assigned to the phone. <b>Use DHCP</b> uses the time zone from the DHCP server. You can also select a specific time zone.
	Outbound Proxy	Enter the proxy information for this phone.
	Use DNS SRV Lookup	Select the Use DNS SRV Lookup option to use the Outbound Proxy Port (No Encryption) and Outbound Proxy Port (Encryption) of the DNS SRV.

Tab / Section	Field	Setting
	Outbound Proxy Port (No Encryption)	Enter the port number for the outbound proxy server used by the Cisco phones when encryption is not used by Cisco phones.
	Outbound Proxy Port (Encryption)	Enter the port number for the outbound proxy server used by the Cisco phones when encryption is used by Cisco phones.
	Encryption (TLS/SRTP)	Select the setting for encryption.
	Encryption Certificate File	Enter the encryption certificate filename.
	Subscription Time	Use Global Settings for subscription time or clear the <b>Use Global Settings</b> check box and enter the subscription time in seconds.
	BLF Subscription Time	Use Global Settings for subscription time or clear the <b>Use Global Settings</b> check box and enter the BLF subscription time in seconds.
	Hoteling Subscription Time	Use Global Settings for subscription time or clear the <b>Use Global Settings</b> check box and enter the Hoteling subscription time in seconds.
	Conference Server	Select the conference server as configured on the Conference Server Addresses page from the drop-down box.
	Logo File URL	Enter the URL of the image to be used as the logo. The image size must be 64x64 pixels and the image should be in Portable Network Graphics (PNG) format or JPEG format.
	Picture File URL	Enter the URL of the picture to be used as the screen saver. The image size must be 128x128 pixels the image should be in PNG format or JPEG format.
	Background Image	Select the phone background image. The 8800 series phones support the use of a picture file as a background image. <ul style="list-style-type: none"> <li>• Select Picture to use the picture referenced by the Picture File URL setting as the background image of the phone.</li> <li>• Select Logo to use the picture referenced by the Logo File URL setting as the background image of the phone.</li> </ul>
	Screen Saver	Select the phone screen saver.
	Screen Saver Wait Time	Enter the number of seconds before the screen saver is activated. The screen saver wait time should be 30 seconds or greater.
	Line ID Mapping:	Select one of the following options for shared call appearance line ID mapping: <ul style="list-style-type: none"> <li>• Horizontal First – (default) a second call will make the same LED flash on which the first call was received.</li> <li>• Vertical First – a second call will make the next available line ID LED flash</li> </ul>

Tab / Section	Field	Setting
Lines	Phone Line	Each phone line can be assigned only to a single user.
	BLF Line/User	Change the BLF Line/User if necessary. This value applies when the Busy Lamp Field (BLF) feature is assigned. The default of 1 is generally the preferred setting. The value is used to identify which line will be associated with the BLF list URI.  <b>Note:</b> The Direct Voice Mail feature with BLF Key is not available for on the Cisco 6851 phones, dial *55 followed by the extension, and press # to connect to the Voice Mail.
	Allow Use of Programmable Keys for BLF List	Select to allow BLF lines to appear on the Programmable Keys of a Cisco phone. This setting is displayed only when an Expansion Module is selected on the General tab of the template. If an Expansion Module is not selected the BLF lines are allowed on Programmable Keys by default.
	Max Calls Per Line	Select the maximum number of calls allowed for each phone line. The allowed values are in the range of 2 to 10.
	Clearspan Line Position	Select the Clearspan Line Position that you want to assign. This is the Clearspan line to use for the Phone Line. A single Clearspan Line Position can appear on one or more Phone Lines, which are on separate buttons on the phone.
	Line Label	Select the possible labels for the line. The valid values are: <ul style="list-style-type: none"> <li>• Extension - (default) the extension is displayed as the line label</li> <li>• Phone Number - the phone number is displayed as the line label</li> <li>• Text - administrator specified text is displayed as the line label. When this value is selected, a text field appears, where the administrator enters the text to be used as the line label. The following substitution tags can be used in the text: <ul style="list-style-type: none"> <li>• {Ext} - the extension of the line is substituted.</li> <li>• {Number} - the phone number of the line is substituted.</li> <li>• {FirstName} - the first name of the user assigned to the line is substituted.</li> <li>• {LastName} - the last name of the user assigned to the line is substituted.</li> </ul> </li> </ul>
	Ring	Select the ring to use for the specified Clearspan Line Position. There are 13 ring tones including the default tone.
	SCA MWI	Enable or Disable the message waiting indicator for SCA lines.

Tab / Section	Field	Setting
<b>Programmable Keys</b>	Key	Static text indicating the programmable line key number
	Label	Select the valid feature keys as defined in the Template Key Definitions for Cisco. The valid key types are: <ul style="list-style-type: none"> <li>Line</li> <li>Any key that is a 'Function' type defined on the Global Key Definitions page.</li> </ul>
	Phone Line	When the key is defined as a Line, the associated line number is displayed as static text. If the key is not defined as a line, then a drop-down list that contains the valid lines keys is displayed. A line key may be required depending on the type of key selected in the label column.
<b>Soft Keys</b>	Soft Key Position	Select the position of a specific soft key within the soft keys displayed on the phone.
	Label	Configure any or all the soft keys defined under the Key Definitions for Cisco phones. Only the keys available to Cisco phones are selectable in the Label drop-down list.
	Phone Line	When the key is defined as a Line, the associated line number is displayed as static text. If the key is not defined as a line, then a dropdown list that contains the valid lines keys is displayed. A line key may be required depending on the type of key selected in the label column.
<b>Features</b>	ACD Agent	Enable or Disable the ACD Agent feature. <ul style="list-style-type: none"> <li>ACD Line - drop-down list used to assign the phone line to be used as the ACD line. The valid values are a list of lines that are available based on the settings in the Lines tab.</li> <li>Call Information - check box used to enable the Call Information feature.</li> <li>Queue Status - check box used to enable the Queue Status feature.</li> <li>Disposition Code - check box used to enable the Disposition Code feature.</li> <li>Trace - check box used to enable the Trace feature.</li> <li>Emergency Escalation - check box used to enable the Emergency Escalation feature.</li> </ul>
	Clearspan Call Logs	Enable/ Disable the Clearspan Call Logs.
	Clearspan Directory	Enable/ Disable the Clearspan Directory Type - a drop-down list to select the directory type. The valid options are: <ul style="list-style-type: none"> <li>Enterprise</li> <li>Group</li> <li>Personal</li> </ul>

Tab / Section	Field	Setting
	LDAP Directory	Enable/ Disable the LDAP Directory
	Hoteling	Select the phone line to be used as the Hoteling line. The valid values are list of lines that are available based on the settings in the Lines tab.
<b>Extra Settings</b>		Enter extra settings that are to be applied to all Cisco phones using this template. The extra settings for the Cisco phones are in an XML format, as are all Cisco phone settings.
<b>Template Users</b>		The <b>Template Users</b> tab contains the standard components that helps find the devices that are using the template.

### Expansion Keys Tab

The **Expansion Keys Tab** is available only when the number of Expansion Modules are selected on the **General** tab. Only the Cisco 6851, 8851, 8861, and 8865 phone model supports the Expansion Module. The Cisco 7811, 7821, Cisco 7841, and Cisco 7861 phone models do not support Expansion Modules.

The following table lists the Cisco Phone Models and the maximum number of expansion modules supported by the phone:

Phone Model	Maximum Number of Expansion Modules Supported
Cisco 6851	1
Cisco 8851	2
Cisco 8861	3
Cisco 8865	3

The **Expansion Keys** Tab contains the **Expansion Keys** table to configure the keys for an expansion module assigned to the phone.

The **Expansion Keys** table contains the following columns:

- Key – static text displaying the expansion key number
- Label – drop-down list that contains the valid feature keys as defined in the Template Key Definitions for Cisco.
- Phone Line – drop-down list that contains the valid lines keys. A line selection may be required depending on the type of key selected in the label column.

Key	Label	Phone Line
1	(Select Key) ▾	
2	(Select Key) ▾	
3	(Select Key) ▾	
4	(Select Key) ▾	
5	(Select Key) ▾	
6	(Select Key) ▾	
7	(Select Key) ▾	
8	(Select Key) ▾	
9	(Select Key) ▾	

Figure 225: Template Add – Expansion Keys for Cisco Phones



**Note:** OpEasy analyzes the Template Extra Settings to determine if there are any parameters in the Extra Settings that are being overridden by the Template settings or are overriding the Template settings. If parameters that correspond to any of the Template settings are found in the Extra Settings, then **Template Definitions: Extra Settings Audit Results** page is displayed, indicating the extra settings parameters that conflict with the Template settings configuration.

## Cisco Phone Users

When creating a user or adding a phone to an existing user, any phone device created for that user may be a Cisco phone. An OpEasy 3<sup>rd</sup> Party License is required for each added or modified Cisco phone. An error message appears if no license is available.

### User Device Settings for Cisco Phones

For any of the supported Cisco phones, the Device Access: User Name and Password fields appear and are *required* for definition of the phone. Valid password characters are a-z, A-Z, 0-9, blank, or special characters: - \_ . , ! \$ % & \* + / = ? ^ { } | ~ @.

Device credentials and MAC address fields are required and **MUST** be valid, matching the MAC address of the physical Cisco phone assigned to that phone device. The Cisco phone will not be able to load its configuration files if incorrect device credentials and/or an incorrect MAC address are entered.

### User General Settings for Cisco Phones

When creating a user with a Cisco phone as the primary phone, an E-mail message can be sent to that user to notify of the new phone. Mitel phones and Cisco phones have a different new user E-mail message because of the differences in setting up the phones.

To set up the new user E-mail notification message for a Cisco phone from the Users page of Provisioning, click General Settings and New User E-mail Notification. Then, select the specific enterprise and Cisco from the Phone Manufacturer drop-down list. Change the new user E-mail message as you would for a Mitel phone, with the text appropriate for a Cisco phone.

## Phone Management for Cisco Phones

Cisco phones can be added or modified under the Phone Management page of Provisioning.

**Phone Device Modify**  
Modify an existing Clearspan phone device.

OK Cancel Apply Manage Users Custom Tags Custom Rings Replace Phone

Enterprise: Bulk Provisioning -- Lab Val, Inc  
Group: Group\_G -- Group, Gewel

**Phone Device**  
Device Name: Cisco7841DMS-9722221043  
Device Level: Group  
Device Type: Cisco 7841 (DMS)  
Support Device: No  
Template: Cisco 7841\_Grp (Group) View Template  
 Restart Phones on Save

**Device Description**  
Description:   
Serial Number:   
Phone Location: Somewhere over the Rainbow

**Device Configuration**  
Host Name / IP Address:  Port:   
Outbound Proxy:   
Stun Server:   
MAC Address: 000000021043  
Device Protocol: SIP 2.0  
Transport Protocol: Unspecified (VLAN is not enabled in the template)  
VLAN ID:   
WARNING: Modifying the VLAN ID may cause the phone to stop operating.  
ERL Record Name: Test\_43  
Encryption (TLS/SRTP): None  
Lines/Ports: 4  
Assigned Lines/Ports: 1

Figure 226: Phone Device Modify for Cisco Phones

## Installing Cisco Phones

For information about installing Cisco phones, refer to the *Device Management Configuration Guide*.

## Appendix D: Mitel Key Definitions

Phone applications can easily be assigned to phone buttons using the OpEasy Phone Templates function and selecting the appropriate key Label for each soft key. Some of the applications already have default entries in the Key Definitions list (you will have to check your system to see which ones exist), but new ones can be added as needed. These can be managed in OpEasy by navigating to Provisioning | Phone Templates | Key Definitions, as shown in the following figure.



**Note:** Only SR administrators and above are allowed to create or modify Key Definitions.

Type	Label	Value	Idle	Connect	Incoming	Outgoing
Auto Call Distribution	ACD - Ent		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	ACD_Avail	http://%CS_SOFT_KEY_URI%/acd.php?tar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auto Call Distribution	ACD_SignIn	http://%CS_SOFT_KEY_URI%/acd.php?tar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLF	ACD_SignOut	http://%CS_SOFT_KEY_URI%/acd.php?tar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLF/List	ACD_Unavail	http://%CS_SOFT_KEY_URI%/acd.php?tar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLF/Xfer	BLF List		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call Forward	Call Fed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Callers	Call Pull	**11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conference	Call Rtn	%BWFAC-CALL-RETURN-1%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Directed Call Pickup	Callers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Directory	CallLog	http://%CS_SOFT_KEY_URI%/callog.php?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Do Not Disturb	Call_Mark	http://%CS_SOFT_KEY_URI%/calmark.ph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Empty	Conf		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flash	Dir CallPick	%BWFAC-DIRECTED-CALL-PICKUP-1%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Line	Directory		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile	DND		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Park	Empty		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone Lock	Ent MT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pickup	LDAP	http://%CS_SOFT_KEY_URI%/ad.php	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Services			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speedial			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speedial/Conf			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speedial/Xfer			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spre			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XML			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Figure 227: Key Definitions**

All phone applications are entered with a key type of "XML" (since the applications are XML-based). The URL assigned to each key should use the built-in tag %CS\_SOFT\_KEY\_URI%. This tag is replaced with the URI that is configured in OpEasy (in Provisioning | Phone Templates per the URI for Soft Keys field on the General tab).



**Note:** Only SR administrators and above are allowed to add or modify URI addresses for use in this tag.

The key definitions may be set up to use http or https (SSL) if the system has been installed using SSL.

### ACD (Auto Call Distribution)

The ACD (Auto Call Distribution) phone application provides Clearspan® Call Center agents with buttons to perform the following functions:

- Sign In
- Sign Out

- Available
- Unavailable
- Wrap

This application provides these functions as separate buttons, and also has an option to play an audio prompt indicating the agent's new state, both to meet ADA requirements.

Key definitions for the ACD functions must be formatted as follows:

---

```
http://%CS_SOFT_KEY_URI%/acd.php?function=<type>&playaudio=1&featureuri=%CS_S  
OFT_KEY_URI%
```

---

Where:

- The function parameter <type> must be one of the following: "signin", "signout", "available", "unavailable", or "wrap"
- The playaudio parameter may be 1 or 0, and if omitted it defaults to 0 (disabled)
- The featureuri parameter is the URI for the location to play the audio files (usually the same as the main URI).

### ACD Audio Prompts

The following prompts are installed to be played on the phone if the "playaudio" parameter is enabled:

SignIn.wav	"ACD agent is signed in"
SignOut.wav	"ACD agent is signed out"
Available.wav	"ACD agent is available"
Unavailable.wav	"ACD agent is not available"
Wrap.wav	"ACD agent is in wrap"
Error.wav	"Unable to process request, if the problem persists contact your administrator"

### User Guide

When each button is pressed, the associated function is executed and, if enabled, the audio is played indicating the agent's state. For ADA compliance there are no menus to navigate to perform these functions.

### Call Mark

The Call Mark application provides a convenient mechanism to log user issues so the Clearspan technical support team can troubleshoot the cause.

The support organization normally determines when this button should be used (generally for issues that may be intermittent and information needs to be collected). In those cases, a button may be added to a user phone using the following key definition:

---

```
http://%CS_SOFT_KEY_URI%/callmark.php
```

---

This function logs the event in the phone\_app\_log table of the OpEasy database, logs the event in the CSInterface log and also sends an SNMP trap to notify support that the event has occurred. Log information includes the time that it occurred, the MAC address of the phone, the phone's device name and the currently active or last active line/port.

## User Guide

The support team communicates to users when they should press this button. Typically, when the issue occurs, the user simply presses the button, allowing the support team to receive notification of the problem.

## CLID Block

You can add the CLID Block key to support Calling Line ID Delivery Blocking per Call. Hides the user's calling line ID for the next call. A CLID Block softkey can be added with the following definition:

```
%BWFAC-CLID-DELIVERY-BLOCKINGPER-CALL-1%
```

### User Guide

Before placing a call, the user presses the **CLID Block** key; and then places the call as usual.

## Directory Lookup

The directory application provides functions to search from an LDAP directory and then display the list on the user's phone for dialing.

LDAP Lookup: Servers are provisioned in OpEasy (for an enterprise or for groups), allowing the phone to display the appropriate directory for each user.

Important: One of the available functions within directory lookup is the ability to add a number to the user's Speed Dial list. If this feature must be available, then the application must know which Speed Dial type the user has provisioned, which is done by adding the parameter "speedtype" with one of the following values:

- Speedtype=0 – Indicates directory uses Speed Dial 8
- Speedtype=1 – Indicates directory uses Speed Dial 100

If this function is not required, this parameter may be omitted, otherwise you will likely need 2 separate soft key definitions to support users with each type of speed dial.

For example, the following key definition provides LDAP lookup using Speed Dial 100:

---

```
http://%CS_SOFT_KEY_URI%/ad.php?speedtype=1
```

---

## LDAP Servers and Credentials

LDAP servers and credentials can be set up for an entire enterprise or a separate one for each group as needed. This is provisioned with OpEasy via Provisioning | Group Settings | Phone Directory Management.

When the directory application is launched (via ad.php), it first identifies which group the device is associated with and connects to the provisioned LDAP server to fulfill the requests.

### Secure vs. Non-Secure Access

Note that the URI field for the directory uses the format of `ldap://<ldap server name>`

The option to use TLS 1.2, which provides added security when accessing an active directory, is available. To allow this, the URI field must use the format of `ldaps://<ldap server name>`

To convert from non-secure to secure LDAP access, edit the Phone Directory entry and update the Server URI field to insert the 's' as shown in the following figure.

The screenshot shows the 'Phone Directory Modify' interface. At the top, there are 'OK', 'Cancel', and 'Apply' buttons. Below them, the 'Enterprise' is 'Bulk Provisioning -- Lab Val, Inc' and the 'Group' is '(All Groups)'. The 'Server Information' section contains the following fields:

- Server Enabled:  Enabled
- \* Server URI:  (highlighted with a red box)
- \* Server Root DN:
- \* Server User ID:
- \* Reset Password:
- \* Confirm Password:

The 'Query' section has the following options:

- Query:  Remove Extensions from Results
- Disable Workphone Search

The 'Field Mapping' section includes the following fields:

- Last Name Field:
- First Name Field:
- Work Phone Field:
- Home Phone Field:
- ID Field:
- Sort Field:
- Append Field:
- Additional Search Field:

**Figure 228: Phone Directory Modify**

If a secure LDAP connection cannot be established because the server cannot validate the client's certificate, contact your system administrator.

### Directory Search

When the directory application is launched, the user is prompted with "Enter Name" to perform a search. The following functions are available from this screen:

*Directory Search*

BackSpace:	Back space entered characters to correct the entry
Space:	Add a space character to the entry
abc:	Change from alpha to digits, etc
Lookup:	Perform a lookup search with the entered name
Cancel:	Exit the application

*Directory Search->Lookup*

Pressing “Lookup” retrieves the list of possible names from what was entered. The user may then move up or down in the list to select one of the entries. The following functions are available on the search results screen:

Dial:	Dial the selected name from the list (using the default phone)
Display:	Display additional phone numbers for the selected name
Back:	Return to the previous page
Cancel:	Exit the application
Page Up:	Go to the previous page in the list (if more than one page)
Page Down:	Go to the next page in the list (if more than one page)

*Directory Search->Lookup->Dial*

Pressing “Dial”, dials the selected entry from the list using the first number in the list (default number).

*Directory Search->Lookup->Display*

Pressing “Display”, performs an added-search for this entry to find and display any additional phone numbers available for the selected name. The following functions are available on this results screen:

Dial:	Dial the selected name from the list
Edit:	Edit the number if it cannot be dialed as shown (add prefix, etc.)
Speed Dial:	Add this number to Speed Dial
Back:	Return to the previous page
Cancel:	Exit the application

*Directory Search->Lookup->Display->Dial*

Pressing “Dial”, dials the selected number from the list.

## Call Logs

The Call Logs (recent call list) application displays the most recent received, placed, and missed calls for the user to view and dial. The application also provides functions to add a phone number to the user's speed dial list.

The Call Logs application displays missed calls immediately when the feature button is invoked. From the ‘Missed’ calls screen, buttons are available for ‘Dialed’ and ‘Received’ calls.

The call information displayed is retrieved from the Clearspan system itself (not the local phone information). Buttons are available to navigate the list and to 'Dial' or 'Display' the selected entry.



**Note:** This application attempts to format phone numbers such that they can be dialed as required by the system (adding or removing outside line digit, etc.). See section *Phone Number Formatting* for more information about this function.

Important: The function to add a number to the user's Speed Dial list requires the application to know which Speed Dial type the user has provisioned. This is done by adding the parameter "speed-type" with one of the following values:

- Speedtype=0 – Indicates directory uses Speed Dial 8
- Speedtype=1 – Indicates directory uses Speed Dial 100

Your System Administrator might provide two separate soft key definitions to support users with each type of speed dial.

For example, the following key definition provides Call Logs using Speed Dial 100:

```
http://%CS_SOFT_KEY_URI%/calllog.php?speedtype=1
```

### User Guide

When the Call Logs application is launched, the user is presented the "Missed" calls display. The phone numbers listed are in chronological order with the most recent missed call at the top.

The following functions are available on this screen:

#### *Select Missed*

Dial:	Dial the selected name from the list
Page Up:	Go to the previous page in the list (if more than one page)
Page Down:	Go to the next page in the list (if more than one page)
Display:	Display details including the phone number and the date/time
Dialed:	View the calls that were dialed
Received:	View the calls that were received

#### *Select Missed->Navigate to Number*

The list of phone numbers is displayed as a menu. The user presses the up and down navigation buttons to select an entry. If multiple pages exist, the Page Up or Page Down buttons are visible (also, the page number and total pages are displayed e.g. 1/5). Once at the selected entry, press either Dial or Display.

#### *Select Missed->Navigate to Number->Dial*

Pressing "Dial" dials the phone number for the selected entry.

*Select Missed->Navigate to Number->Display*

Pressing “Display”, shows details including the name, phone number and the date/time for the entry. The following functions are available on this screen:

Dial:	Dial the selected name from the list
Add Speed:	Add this number to Speed Dial
Back:	Return to the previous page

*Select Missed->Navigate to Number->Display ->Add Speed*

Pressing “Add Speed” adds the number to the user’s speed dial list (it is added to the next available empty speed dial code in the list). The screen displays “Speed Dial Entry Added” to confirm the number was added. The following function is available on this screen:

Done:	Return to the previous main page (i.e. Missed, Dialed or Received)
-------	--

Rather than dialing or displayed missed calls, from the “Missed” calls screen, the phone user may also view dialed or received calls.

*Select Missed-> Received->Dialed*

Or

*Select Missed->Dialed*

The user is presented the “Dialed” calls display. The phone numbers listed are in chronological order with the most recent dialed call at the top. Navigation to an entry on the list is allowed just as described from the “Missed” calls display.

The following functions are available on this screen:

Dial:	Dial the selected name from the list
Page Up:	Go to the previous page in the list (if more than one page)
Page Down:	Go to the next page in the list (if more than one page)
Display:	Display details including the phone number and the date/time
Missed:	View the calls that were missed
Received:	View the calls that were received

From either the “Missed” display or the “Dialed” display, the received calls can be displayed.

*Select Missed->Dialed->Received*

Or

*Select Missed->Received*

The user is presented the “Received” calls display. The phone numbers listed are in chronological order with the most recent received call at the top. Navigation to an entry on the list is allowed just as described from the “Missed” calls display.

The following functions are available on this screen:

Dial:	Dial the selected name from the list
Page Up:	Go to the previous page in the list (if more than one page)
Page Down:	Go to the next page in the list (if more than one page)
Display:	Display details including the phone number and the date/time
Dialed:	View the calls that were dialed
Missed:	View the calls that were missed

## Mobile

The softkey on the desk phone for the user to answer the mobile calls on the desk phone and move the calls back and forth between the mobile and the desk phone.

The new System Key Definition (with Key Type 'mobile') is available in the Top Soft Keys or Expansion Unit keys.

This functionality is available for Mitel 6930 and Mitel 6940 phones.

## RSS Feeds

The RSS Feed application provides several channels of information to the user's phone display.

This function may be added to a user phone using the following the following key definition:

```
http://%CS_SOFT_KEY_URI%/rss.php
```

The URIs for the various RSS feeds are maintained in ".rss" files in /var/www/html/rss. There is a definition file for each category provided for the user.

## User Guide

Pressing the RSS button provides a menu with 5 main categories:

- CNN (News)
- Weather
- ESPN (Sports)
- Movies
- Today (Today in history, quote of the day, and so on.)

## RSS

Select:	View the selected channel
Move Up:	Move up in the list
Move Down:	Move down in the list
Exit:	Exit the application

### RSS->Select

Pressing "Select" brings up a list of topics or articles from the selected channel. Each subsequent page provides the following functions:

Select:	View the selected topic or article
Back:	Return to the previous page

## Speed Dial 8/100

The Speed Dial application provides users with the ability to dial from their Clearspan® Speed Dial list. As well, if the phone type allows, the add, remove, and edit of entries in the list is possible. It works with either Clearspan® Speed Dial 8 or 100.

Important: This application must know which Speed Dial type the user has provisioned. This is done by adding the parameter "is100" with one of the following values:

- Is100=0 – Indicates Speed Dial uses Speed Dial 8
- Is100=1 – Indicates Speed Dial uses Speed Dial 100

Your System Administrator might provide two separate soft key definitions to support users with each type of speed dial.

For example, the following key definition provides Speed Dial using Speed Dial 100:

```
http://%CS_SOFT_KEY_URI%/cs.php?is100=1
```

## User Guide

The Speed Dial 8 and 100 applications are available for assignment to any program key, soft key or hard key on a Mitel phone. However, the application's capabilities on phones that have no soft keys are significantly reduced in that no adds, edits, moves or deletes are allowed. This section is divided to describe functionality for phones that have no soft keys vs. phones that have soft keys.

### *Speed Dial 8/100 Functionality for Phones with no Soft Keys*

When the Speed Dial application is launched on a phone that has no soft keys, the user is presented a screen similar to the following that identifies the number of Speed Dial entries.

Speed Dial 1 / 10

Use ↵ to view

The list of Speed Dial entries may be scrolled through via the navigation keys. The user navigates to the required entry and presses the Line key to initiate a call to the selected speed dial number.

The speed dial entries are managed by editing the user on OpEasy and selecting the 'Speed Dial 8' or 'Speed Dial 100' service. There is no ability to add, delete or modify entries via the phone.

### *Speed Dial 8/100 Functionality for Phones with Soft Keys*

When the Speed Dial application is launched on a phone that has soft keys, the user is prompted with the "Speed Dial" menu to select the entry to dial or modify. The list is displayed as a menu (the user may move Up or Down the list to select an entry). If multiple pages exist the Page Up or Page Down buttons are visible (also, the page number and total pages are displayed, for example, 1/5). From this display the user has the following options:

#### *Speed Dial*

Dial:	Dial the selected name from the list
Display:	Display phone number and name for the entry
Options:	Select additional options (Add, Delete, etc.)
Cancel:	Exit the application

#### *Speed Dial->Dial*

Pressing "Dial", of course, dials the phone number for the selected entry.

#### *Speed Dial->Display*

Pressing "Display", shows the phone number and the name assigned to the selected entry. The following functions are available on this screen:

Dial:	Dial the phone number for the selected entry
Edit:	Edit the phone number for the selected entry
Back:	Return to the previous page
Cancel:	Exit the application

#### *Speed Dial->Display->Dial*

Pressing "Dial", of course, dials the phone number for the selected entry.

#### *Speed Dial->Display->Edit*

Pressing "Edit" displays the speed dial entry and allows the user to modify the phone number. The following functions are available on this screen:

Backspace:	Back space entered characters to correct the entry
Space:	Add a space character to the entry
abc:	Change from alpha to digits, etc
Done:	Save changes and return the previous screen
Back:	Return to the previous page
Cancel:	Exit the application

*Speed Dial->Display->Done*

Pressing “Done” saves the change and return to the previous screen.

*Speed Dial->Options*

Pressing the “Options” button provides a menu with the following 4 options:

Add (add a new entry)

Edit (edit the selected entry)

Delete (delete the selected entry)

Move (move the selected entry to a new speed code)

The following functions are available on this screen:

Select:	Execute the selected option
Back:	Return to the previous page
Cancel:	Exit the application

*Speed Dial->Options->Add*

Selecting the “Add” function allows the user to add a new Speed Dial number to their list. The user is prompted to enter the following:

“Enter Speed Code”

“Enter Number”

“Enter Name”

Each of these screens provides the following functions:

Backspace:	Back space entered characters to correct the entry
Done:	Save changes and return the previous screen
Back:	Return to the previous page
Cancel:	Exit the application

*Speed Dial->Options->Add->Done*

Pressing “Done” saves the change and continues. After the name has been entered it returns to the previous screen.

*Speed Dial -> Options->Edit*

Selecting the “Edit” function allows the user to modify the name for the selected speed dial entry. The following functions are available on this screen:

Backspace:	Back space entered characters to correct the entry
------------	--

Space:	Add a space character to the entry
abc:	Change from alpha to digits, etc
Done:	Save changes and return the previous screen
Back:	Return to the previous page
Cancel:	Exit the application

*Speed Dial->Options->Edit->Done*

Pressing the “Done” button saves the change and return to the previous screen.

*Speed Dial->Options->Delete*

Selecting the “Delete” function allows the user to delete the selected speed dial entry. The user receives a confirmation screen asking if they want to delete the displayed speed dial entry. The user must press one of the following:

Yes:	Will delete the entry and return to the previous screen
No:	Will just return to the previous screen without change

*Speed Dial->Options->Move*

Selecting the “Move” function allows the user to modify the speed code for the selected speed dial entry. The following functions are available on this screen:

Backspace:	Back space entered characters to correct the entry
Done:	Save changes and return the previous screen
Back:	Return to the previous page
Cancel:	Exit the application

*Speed Dial->Options->Move->Done*

Pressing the “Done” button saves the speed dial entry to the new code and returns to the previous screen.

## Appendix E: Polycom Key Definitions

---

Call Fwd Off

#21

Call Fwd On

\*21

Call Pickup

\*98\$Tinvite\$

Call-Park

\$Chold\$\*68\$P(ParkNum)N4\$\$Tinvite\$Call-Rtv

CallMRtrv

\*88\$P(ParkNum)N4\$\$Tinvite\$

Conf

Direct Pickup

Empty

Favorites

Line

Paging

Park

Park Rtrv

Pickup

Recent

Retrieve

Speed 8/Speed100

ZipDial/ZipDial2

## Appendix F: Panasonic Key Definitions

---

### Blind Transfer

### Call Park

Used to park or retrieve a call in a preset parking zone.

### Conference

Establishes a multi-party conversation.

### Flash/Recall

Disconnects the current call and allows you to make another call without hanging up.

### Incoming Call Log

Makes a call using the Incoming Call Log.

### Intercom

### Intercom Call

Intercom calls can be made between handsets/desk phones.

### Menu

### Mute

Disables your microphone while listening to the other party.

### Noise Reduction

### Original

### Outgoing Call Log

### Outgoing Log

Makes a call using the Outgoing Call Log.

## Page

(Paging) Makes a voice announcement to the handsets or the desk phones simultaneously.

## Park Rtrv

## Pause

## PhoneBook/PhoneBook

(PhoneBook) Makes a call using the PhoneBook.

## Private Hold

## Redial

Redials the last number.

This document contains sensitive and proprietary information and company trade secrets that are critical to Clearspan business. This information may not be disclosed to any person or party without the express written consent of Clearspan. This document may not be reproduced in full or in part without the express permission of an officer or director of Clearspan.