

Administrator

To complete administrator functions using the Emanager software program located on your computer.

To login into eManager:

<http://stratamas01/emanager>

- Open the eManager software. Username is “Customer” (use a capital C).
- Password is “password.”
- Click on the default folder and hit connect.
- Click on CIX / SES folder and click connect.
- Once connected follow the following headings and guidelines to change administrator functions.

Basic Configuration Tab:

To set the phone system’s date and time:

- Click the basic configuration tab.
- Choose the date and time tab.
- Change the date and time and click submit.

Advance Configuration Tab (System Speed Dials)

- Click on the advanced configuration button.
- Click on system button.
- Click system speed dial button.
- Highlight the bin number and click edit. Enter the corresponding telephone number (use 9 to access a line) and name that should appear with the speed dial.
- Click submit to save changes.

Advance Configuration Tab (Stations, Assignments)

- Click on assignments the screen comes up with a number of tabs across the top.
- **Basic tab:** Used to change the name in the display window of the telephone. Type in the prime dn (ext number) and press enter. Field number 9 is where you enter the name.
- Filed 35 is where you set up personal speed dials. Use the down arrow key and choose 20 personal speed dials per station.

- Click on the button you want to change it will turn red. Choose features listed on the right hand side the screen, and select the feature you want. (i.e. dnd call pickup). Click submit to save changes.
- You can erase a button or program the button to be a one touch key such as a dss key or a speed dial key.
- You can also choose the copy tab at the bottom of the screen and a pop up window will appear.
- Select the key to copy or select all keys.
- Enter the extension number or group of extensions to copy to using the dash (100 — 115), click submit.
- Click on the “DSS Key Assignment button” if the phone is for the receptionist console. If a users phone has an add on module it will show up when you click on the key.
- Find the button you want to change and erase the current programming out, then add the new extension number to be used by clicking the directory number.
- If you click on the intercom button (labeled PDN) then click on directory number (on right hand side of screen). Choose phantom dn at the bottom of the screen a pop up window will appear. Here you can choose the ring tones.
- The external ring tone can be 11 thru 18 with the default of 11 and internal ring tone can either be 01 or 02 with the default of 01.

Advance Configuration Tab (Station, Assignments)

Creating a Night Button

- Choose the extension number from the right hand side of the screen. Next choose the key tab across the top of the screen.
- Choose the key you want to program (it will turn red).
- Select call control from the right hand side of the screen
- Select Night transfer and click submit.
- Next go to the System tab on the left hand side of the screen and choose class of service.
- COS should be 1.
- Click on box 27 Day/Night control. Click submit.
- Next click on the station tab, choose trunk, and choose DID.
- The ILG group (incoming calls) should be group 1.
- The next box is the DID number click on the “list” box and choose the company’s main telephone number.
- In the field labeled “Audio Day 1” enter the extension number (100) or if auto attendant enter the voice mail port number.
- In the field labeled “audio night” enter the voice mail port number (400). Click submit.

Advance Configuration Tab (Station, Phantom DN)

- To create a phantom mailbox and message waiting light on an extension enter the primary dn (ext number) from the right hand side of the screen.
- Choose the key tab from the toolbar. Enter the DN number (this will be the phantom mailbox you are creating. Example 500 is a general mailbox on an extension such as the receptionist’s ext 100.
- Click ok and click submit.
- Next click on the station tab and choose phantom dn.
- The phantom dn will be 500 (for general mailbox).
- The owner will be 100 (for receptionist) this is where the message light for 500 will be.
- Voice mail id code will be 500.
- Message center field will be 400 (pilot dn).
- Click submit.

Advance Configuration Tab (Station, Page Group)

- Select the prime dn number from the right hand side of the screen. Check the page group the user belongs to and click submit. View a list of page groups and extensions by clicking the “terminal paging group table view tab.”

Advance Configuration Tab (Station, Pick up groups)

- Select the prime dn number from the right hand side of the screen. Check the pick up group the user belongs to and click submit. View a list of pickup groups and extensions by clicking the “terminal call pickup group table.”

Advance Configuration Tab (Station, PDN Table)

- This gives you a list of all the extensions and the names that belong to that extension.
- If you change a name on the extension you have to go to that phone and lift the handset to make the change become active.

Advance Configuration Tab (Trunk, DID)

- The only tab the customer should change would be the DID tab. Click the “DID table view to get a list of the available and used direct dial numbers. The ILG group number will be 1. The DID number will be the last four digits of the phone number.
- Auto day one dst digits field should be the extension number assigned to that did.
- Auto day 2 and auto day 3 should also be the extension number assigned to that direct dial number.
- The auto day 1, 2, 3 dst type field should contain “dialing digit” this can be selected from the drop down menu.