

U N I V E R S A L
COM-ONE
L O U I S I A N A L L C

Expanding Telecommunications

Admin Quick Reference Guide **Enterprise Manager**



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TOSHIBA

*“Business phones that
build business”*

Enterprise Manager

Use Enterprise Manager (shown below), a web-based user administration tool to set up Call Forward Destinations, Speed Dial, One Touch, etc.

1. Go to http://ac2000598.vipedge.com:8080/oamp/?server=cp_____vipedge.com

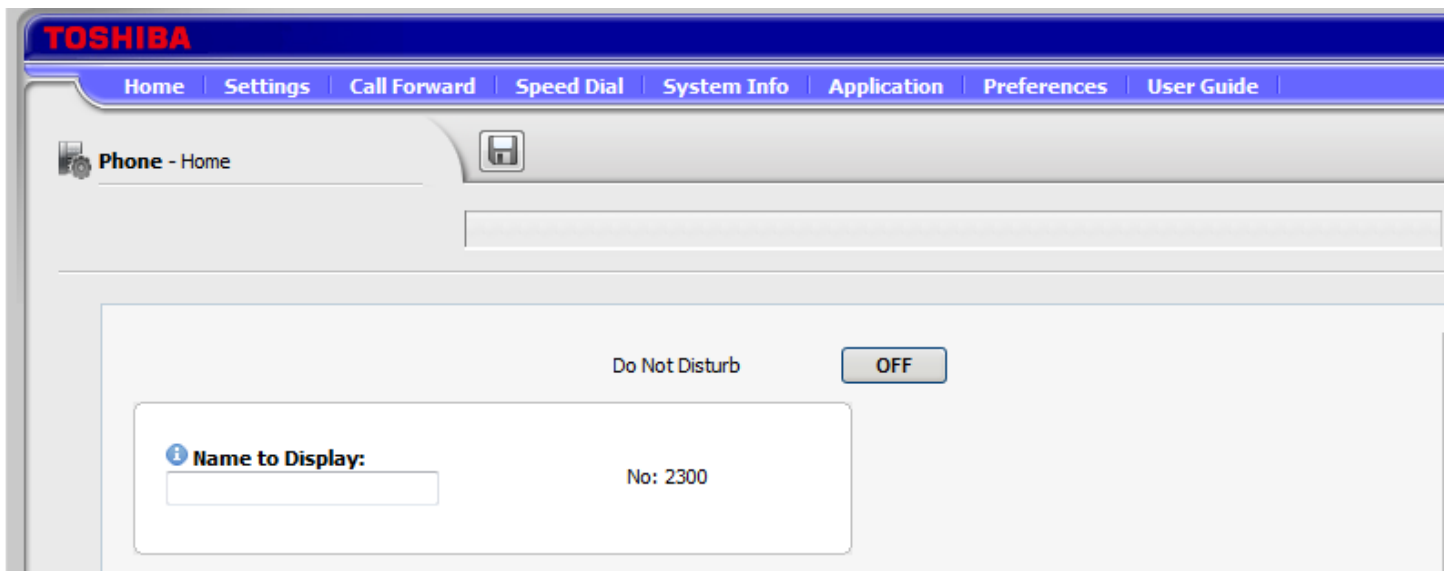
(Your "cp" number will be provided to you by Universal ComOne.)

2. Enter the following:

User ID: Extension Number

Password: Extension Number (default).

3. Click Submit.



To Change your Password:

1. Select the Preferences tab.
2. Check "Change Password".
3. Enter a password in the New Login Password field and confirm it.
4. Click the Save icon.

Home Screen

You can do any of the following functions from the **Home** screen:

- Turn Do Not Disturb (DND) on or off
- Change the display name
- Assign/ Change buttons and labels
- List your name in the directory
- Set Distinctive ringing patterns

To set up Station Call Forward

1. Select Call Forward tab.
2. Enter the appropriate fields.
3. Click the Save button.

Note: Hover over the bubbles located above the parameters for flyover text of information to be entered in each field.

Speed Dial

You can have a maximum of 100 Station Speed Dial Numbers (up to 32 digits each) assigned to each extension.

1. Select Speed Dial tab.
2. Select the row/number to program.
3. Click the Save button.

To set distinctive ringing

1. Left mouse click the **PDN** or **Line** button. The Station key data dialog box displays.
2. Under Tone Pitch, enter the appropriate levels for Internal and External Pitch. *See table below.*
3. Click OK; then click the Save icon to save settings.

Tone No.	Frequency and Cadence	Description
01	500 Hz 1 sec. On, 3 sec. Off, repeat	Intercom
02	1300 Hz 1 sec. On, 1 sec. Off, repeat	Alert
11	500/640 Hz 1 sec. On, 3 sec. Off, repeat	Standard
12	500/640 Hz 1 sec. On, 1 sec. Off, repeat	Standard
13	860/1180 Hz 1 sec. On, 3 sec. Off, repeat	Medium
14	860/1180 Hz 1 sec. On, 1 sec. Off, repeat	Medium
15	1300/1780 Hz 1 sec. On, 3 sec. Off, repeat	High
16	1300/1780 Hz 1 sec. On, 1 sec. Off, repeat	High
17	860/1180 Hz 0.5 sec. On, 1300/1780 Hz 3 sec. Off, repeat	Low – High
18	860/1180 Hz 0.5 sec. On, 1300/1780 Hz 1 sec. Off, repeat	Low – High

Changing a One Touch Button

1. Right click on the pre-programmed One Touch.
2. Select One Touch. The dialog box below displays.
3. Enter the digits.
4. Enter the key strip label. (This label will display on your telephone.)
5. Click OK; then click the Save icon.

To Program Flexible Buttons

Call Monitor

1. Right click on the desired button to be programmed.
2. Select “Features” – “VM Call Monitor”
3. Click OK; then click the Save icon.

Call Record

1. Right click on the desired button to be programmed.
2. Select “Voice Mail” – “Record”
3. Click OK; then click the Save icon.

Caller ID History

1. Right click on the desired button to be programmed.
2. Select “Call Control” – “Caller ID”
3. Click OK; then click the Save icon.

Page

1. Right click on the desired button to be programmed.
2. Select “Park Page” – “All Paging”
3. Click OK; then click the Save icon.

Do Not Disturb

1. Right click on the desired button to be programmed.
2. Select “Features” – “Do Not Disturb”
3. Click OK; then click the Save icon.

Release

1. Right click on the desired button to be programmed.
2. Select “Call Control” – “Release Button”
3. Click OK; then click the Save icon.

DSS Keys

1. Right click on the desired button to be programmed.
2. Select “Directory Number” – “DSS”
3. Enter the extension number.
4. Enter the key strip label. (This label will display on your telephone.)
5. Click OK; then click the Save icon.

Note: If moving DSS to another button, must change both buttons to BLANK, hit save, then program as DSS key otherwise system will not save changes!

VoiceMail Password Reset

1. Click **Applications** Tab at top of screen; select “**Messaging**”
2. A new screen will open; Click the “Change PWD” box.
3. Enter new password (must be 4-7 digits in numeric form)

Note: You can also change your Name from this screen as it will appear in the company 411 Directory (First and Last Name).

VoiceMail Cell Notification

1. Click **Applications** Tab at top of screen; select “**Messaging**”
2. A new screen will open; click **Mailboxes**; select “**Message Notification**”
3. Enter appropriate destination information.
4. Click the Save icon when complete.

Note: You can click the blue ? for help.

Mailboxes

- Properties
- Message Notification**
- Email Accounts
- Forwarding Options
- Fax ->

Activate Notification
 Deactivate Notification

Bin	Destination	Type
1		<input type="text"/> Edit
2		<input type="text"/> Edit

Days	Time Handle	Active	Regular	Priority	From	Until	Bin	Tries	Bin	Tries
<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun Weekdays Weekend All None	<input type="text"/> Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12:00 AM	11:59 PM	1	1	1	1
<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun Weekdays Weekend All None	<input type="text"/> Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12:00 AM	11:59 PM	1	1	1	1



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