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Aspíre

Aspire User Programming Browser User Guide - UB Level

This manual has been developed by NEC Unified Solutions, Inc. It is intended for the use of its customers and service personnel, and should be read in its entirety before attempting to install or program the system. Any comments or suggestions for improving this manual would be appreciated. Forward your remarks to:

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Introduction

The User Programming Browser (UserPro) provided by the Aspire system allows you the ability to adjust certain system programs which affect the operation or display of your telephone.

Access to the UserPro screen is through an internet browser (i.e., Microsoft's Internet Explorer). By entering the IP address for the system, the browser screen displays a log-in window. The programs accessible to you are based on your log-in type. There are two password levels for the UserPro application - UA and UB. This user guide describes the options available with the UB level. For details on the UA level, please refer to the UA Level User Guide (P/N 0893417).

Up to 4 users can be logged in simultaneously. *Log in is only possible when the phone is idle. The keyset for the logged in extension will be placed in a locked state until the user logs out of programming*.

Based on the system programming, you could have access to the programs displayed below. The access to these programs can be restricted based on the UserPro setup or by your extension's Class of Service. When restricted by the UserPro setup, the option will either not be displayed or will not be active (greyed out). If an option is restricted based on your extension's Class of Service, the program will not accept the change and, instead, will display an error message on the screen.

Name	System Program (Reference Only)
Telephone Settings Category:	
Extension Name	15-01-01
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Call Forward - Immediate/No Answer/Both Ring	11-11-01, 11-11-03, 11-11-05
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Introduction

Conditions

- Up to 4 users can access the system simultaneously, but they must log in with different user accounts.
- Log in is only possible when the phone is idle. The keyset for the logged in party will be placed in a locked state until logged out of user programming.
- The displayed language is based on the language used for the telephone system. If the language is changed, all the user screens are changed to the new language.
- While a user is logged in with the User Programming web browser, the system cannot be accessed by the PCPro application until the user logs out (however, WebPro and telephone program access is still possible).
- Your extension's Class of Service settings will override program access to any of the displayed UserPro items. If a particular program is restricted to you, an error message will be displayed when you try and change the program.

Operation

The connection for the UserPro is made through a network connection to the Aspire system's IP address. If you need further details on making this connection, contact your system administrator.

Logging In to UserPro

1. Make sure the network connection is available (i.e.; LAN cable is connected from the PC to the Aspire S/Aspire system).

    Use a straight-through cable if connected through a hub. If connected directly to the Aspire S/Aspire LAN connector, use a cross-connect cable. Contact your system administrator if needed.

2. With either Internet Explorer or Netscape Navigator installed, open the internet browser application.
3. Enter the IP address of the Aspire system (example: http://172.16.0.10).

    Your system administrator can provide the IP address.

4. When the connection to the system is made, you'll see the opening page requesting a user name and password.

5. For the **User Name**, enter your extension number. For the **Password**, enter your assigned password (by default: 1111).

    Your system administrator can advise you of the password to be used.

6. Click the **Checkmark** icon to proceed.

Operation

7. Once the User Name and Password have been accepted, the main window appears.

To edit a feature category, click on the bulleted feature.
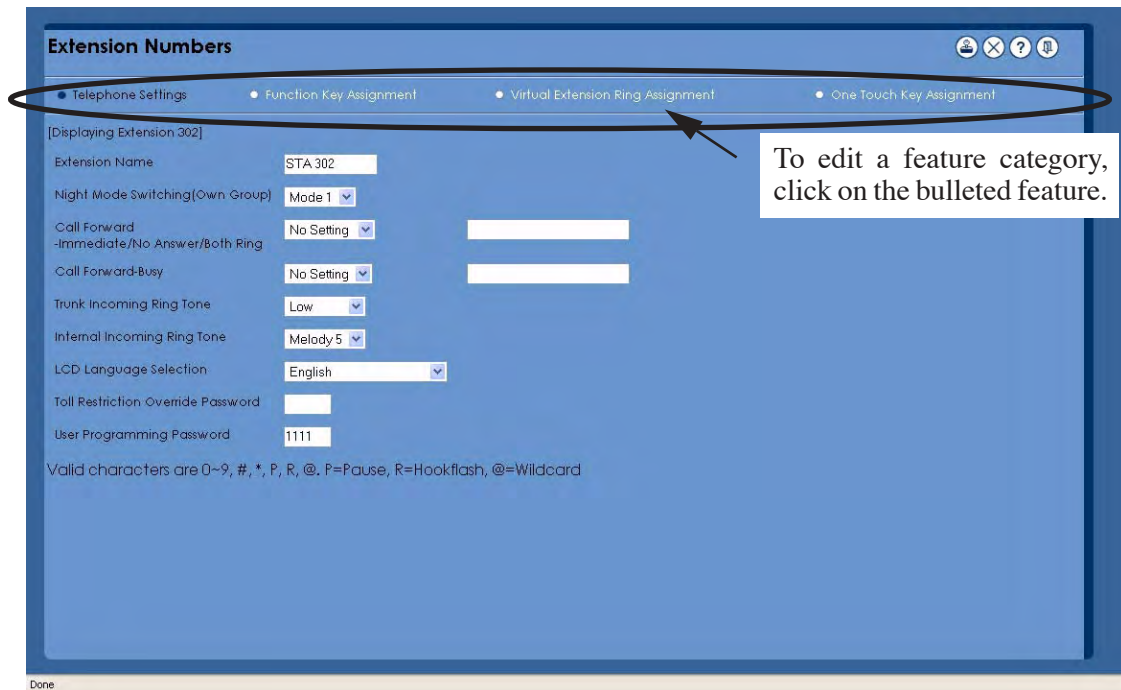
8. To make changes to an option, click on the bulleted feature category across the top, then make the change for the displayed item(s).

   Details on the individual feature settings and any additional data required are described in the next section.

9. After making changes in a window, click on the **APPLY** icon to accept the changes. The system is immediately updated. Click on the **CANCEL** icon to cancel any changes on the current screen and return to the opening page.

   If there are any changes on the page which have not be submitted when the CANCEL icon is clicked, a window is displayed allowing you the option to submit them (OK) or cancel the changes (CANCEL).

10. When you wish to exit UserPro, click the **LOGOUT** icon.

    If you do not make any changes for 15 minutes, the system will automatically log you out of programming. Any changes on screen which were not applied will be lost.

11. Close your internet browser application.

Feature Programming

Telephone Settings Category:

Click the Telephone Settings link to define these options.

Additional data for the option is entered in this field..

If a function requires an entry in the "Additional Data" field, the type of data required will be displayed here.

Feature Programming

Extension Name

Extensions can have customized names instead of just indicating the extension numbers. These names show on a keyset's display when you place or answer calls. Extension names make it easier to identify callers. You do not have to refer to a directory when processing calls. A name can be up to 12 digits long, consisting of alphanumeric characters, punctuation marks and spaces.

Item	Entries
Extension Name Set the extension/virtual extension name. When entering names for use with IntraMail's Directory Dialing, *do not use non-alpha characters.* To separate a first name from a last name, enter a space as a delimiter. By default, there are no extension names entered. You can enter names in any of the following formats: • First • Last • First (space) Last • Last (space) First	Up to 12 Characters (A-Z [upper and lower case letters available], space, or punctuation)

Night Mode Switching (Own Group)

Night Service lets you activate one of the Night Service modes. Night Service redirects calls to the night mode destination (determined by system programming). The system allows Night Service to be enabled for each Night Service group, allowing each group to determine when their calls should switch modes. You typically activate Night Service after normal working hours, when most employees are unavailable to answer calls.

There are four (Aspire S) or eight (Aspire M/L/XL) Night Service modes:

● Day 1 / Day 2 Modes - for normal working hours

● Night 1 / Night 2 Modes - after hours (usually evening)

● Midnight 1 / Midnight 2 Modes - late at night to early in the morning

● Rest 1 / Rest 2 Modes - interval usually used for lunch

Item	Drop-Down List Entries
Night Mode Switching Manually switch night modes for your Night Service group by selecting one of the 8 night modes.	• Mode 1 = Day 1 • Mode 2 = Night 1 • Mode 3 = Midnight 1 • Mode 4 = Rest 1 • Mode 5 = Day 2 • Mode 6 = Night 2 • Mode 7 = Midnight 2 • Mode 8 = Rest 2

Call Forward - Immediate/No Answer/Both Ring

Call Forwarding permits you to redirect your calls to another extension. Call Forwarding ensures that your calls are covered when you are away from your work area. The types of Call Forwarding which can be set with this option using the UserPro browser are:

- **Call Forwarding Immediate**
  All calls forward immediately to the destination, and only the destination rings.
- **Call Forwarding when Unanswered**
  Calls forward only if they are unanswered (Ring No Answer).
- **Call Forwarding with Both Ringing**
  All calls forward immediately to the destination, and both the destination and the forwarded extension ring (not for Voice Mail).

Item	Drop-Down List Entries	Additional Data
Call Forward Immediate/No Answer/Both Ring Select the Call Forward option for your extension. Note: Only valid extension numbers can be assigned as the destination. If you enter a number which is not assigned, you will receive an error message. *To set Call Forward-Busy, refer to the following feature.*	• No Setting • Immediate • No Answer • Both Ring	Enter the extension number which should received the forwarded calls (valid digits: 0-9).

Call Forward - Busy

Call Forwarding permits you to redirect your calls to another extension when your extension is busy. Call Forwarding ensures that your calls are covered even if you're unavailable.

Item	Drop-Down List Entries	Additional Data
Call Forward Busy Select the Call Forward option for your extension. Note: Only valid extension numbers can be assigned as the destination. If you enter a number which is not assigned, you will receive an error message. *To set Call Forward-Immediate/No Answer/Both Ring, refer to the previous feature.*	• No Setting • Busy	Enter the extension number which should received the forwarded calls (valid digits: 0-9).

Feature Programming

Trunk Ring Tones

You can change the way incoming trunk calls ring your phone. Selectable Ring Tones allows you to set up unique ringing for your calls. This is important in a crowded work area where several phones are close together. Because your phone has a characteristic ring, you always can tell when it's your phone ringing.

Refer to **Extension Ring Tones** (below) to change tones for intercom calls.

Item	Drop-Down List Entries
Trunk Incoming Ring Tone Select the ring tone which should be used for incoming trunk calls ringing your phone.	• High • Medium • Low • Melody 1 • Melody 2 • Melody 3 • Melody 4 • Melody 5

Extension Ring Tones

You can change the way incoming ICM calls ring your phone. Selectable Ring Tones allows you to set up unique ringing for your calls. This is important in a crowded work area where several phones are close together. Because your phone has a characteristic ring, you always can tell when it's your phone ringing.

Refer to **Trunk Ring Tones** (above) to change tones for incoming trunk calls.

Item	Drop-Down List Entries
Internal Incoming Ring Tone Select the ring tone which should be used for incoming trunk calls ringing your phone.	• High • Medium • Low • Melody 1 • Melody 2 • Melody 3 • Melody 4 • Melody 5

LCD Language Selection

Your keyset's display provides a 3-line, 24-character per line alphanumeric display that shows various information for the telephone - either while on a call or while idle. Using this option, you can select the language that is used for displaying the information on your telephone.

Item	Entries
LCD Language Selection From the drop-down list, select the language to be used for your extension.	• Japanese • English • German • French • Italian • Spanish • Dutch • Portuguese • Norwegian • Danish • Swedish • Turkish • Latin American Spanish

Toll Restriction Override Password Setup

Toll Restriction limits the numbers you may dial. By allowing extensions to place only certain types of calls, the long distance costs can be better controlled. The system applies Toll Restriction according to an extension's Toll Restriction Class.

Toll Restriction Override lets you temporarily bypass the extension's Toll Restriction. This helps if you must place an important call that Toll Restriction normally prevents. For example, if Toll Restriction is set up to block 900 calls, with a Toll Restriction Override code, you could still place the call, if needed.

Item	Entries
Toll Restriction Override Password Enter the 4-digit code to be used for Toll Restriction Override. *The entry must be 4-digits in length.* *Each extension can have a separate code, or many extensions can share the same override code.*	Any combination of 0-9, #, *

User Programming Password

When accessing the UserPro browser, you need to enter a password before being allowed to make any changes.

Item	Entries
User Programming Password Enter up to 4 digits which will be used as your password when entering the User Programming browser screens.	Any combination of 0-9, #, *

Function Key Assignment Category:

Programmable Function Keys

Each keyset has Programmable Function Keys. Programmable Function Keys simplify placing calls, answering calls and using certain features. You can customize the function of a keyset's programmable keys. Depending on your telephone style, you can have either 12 or 24 Programmable Function Keys.

When making changes to the Programmable Function Keys, a drop-down list is available to allow you to easily select the function to be programmed.

Select the telephone's key to be defined. If the key is not displayed on the page, enter the key number in the Function key field on the right.

Click the Function Key Assignment link to access this window.

If a function requires an entry in the "Additional Data" field, the type of data required will be displayed here.

Select a function from the drop down list.

If required, enter additional program data.

Item	Drop-Down List Entries	Additional Data
Function Key Assignment The number of Programmable Function Keys is displayed on the left (Function Key column).	• 00 = None • 01 = DSS/One-Touch • 02 = MIC • 03 = DND • 04 = BGM • 05 = Headset • 06 = Transfer • 07 = Conference • 08 = Incoming Caller ID List • 09 = Day/Night Mode Change • 10 = CFW-Immediate • 11 = CFW-Busy • 12 = CFW-No Answer • 13 = CFW-Busy/No Answer • 14 = CFW-Both Ring • 15 = CFW-Follow-Me • 16 = CFW to STA • 17 = CFW to Device • 18 = Text Message Setup • 19 = External Zone Page • 20 = External All Page • 21 = Internal Zone Page • 22 = Internal All Call Page • 23 = Privacy Release • 24 = Call Pickup for Own Group • 25 = Call Pickup for Any Group • 26 = Call Pickup for Specified Group • 27 = Common Abbreviated Dial • 28 = Group Abbreviated Dial • 29 = Repeat Dial • 30 = Saved Number Dial • 31 = Memo Dial • 32 = None • 33 = Send Off-Hook Signal/Call Waiting • 34 = Barge In • 35 = Camp-On, Callback • 36 = Department Step Call • 37 = DND/Call Fwd Override • 38 = Message Waiting • 39 = Room Monitoring • 40 = Handset Transmission Cut-Off • 41 = Secretary Call (Buzzer) • 42 = Secretary Call (Manager) • 43 = Series Call • 44 = Common Hold • 45 = Exclusive Hold	- None - • Up to 24 digits (0-9, #, P, R, @) - None - - None - - None - - None - - None - - None - - None - • 0 = Toggle or 1-8 = Night modes 1-8 - None - - None - - None - - None - - None - - None - - None - - None - • 01-20 = Message number 1-20 • 1-8 = Page zone 1-8 - None - • 01-64 = Page zone 1-64 - None - - None - - None - - None - • 01-64 = Call Pickup Group 1-64 • 00-99 or 000-999 = Abbreviated Dial number • 00-99 or 000-999 = Abbreviated Dial number - None - - None - - None - - None - - None - - None - - None - - None - - None - - None - - None - - None - • Extension number (up to 8 digits) • Extension number (up to 8 digits) - None - - None - - None -

Feature Programming

Function Key Assignment (cont'd) The number of Programmable Function Keys is displayed on the left (Function Key column).	• 46 = Department Group Logout	- None -
	• 47 = Reverse Voice Over	• Extension number (up to 8 digits)
	• 48 = Voice Over	- None -
	• 49 = Call Redirect	• Extension or voice mail number (up to 8 digits)
	• 50 = Account Code Key	- None -
	• 51 = General Purpose Relay	• 0, 1-8 = Relay number
	• 52 = Automatic Answer with Delay Msg Setup	• 1-8 (Aspire S) or 001-100 (Aspire M/L/XL) = Incoming Ring Group number
	• 53 = Automatic Answer with Delay Msg Start	- None -
	• 54 = External CFW by Doorphone Setup	- None - - None -
	• 55 = Extension Name Change	- None -
	• 56 = General Purpose LED Operation	• Enter the LED number: 001-100 (on red), 101-200 (on green), 201-300 (red on or green on)
	• 57 = General Purpose LED Indication	
	• 58 = Automatic Transfer at Department Group	• 01-64 = Extension Group number 1-64
	• 59 = Delayed Transfer at Department Group	• 01-64 = Extension Group number 1-64
	• 60 = DND at Department Group Call	• 01-64 = Extension Group number 1-64
	• 61 = None	- None -
	• 62 = None	- None -
	• 63 = Caller ID Restriction Mode	- None -
	• 64 = None	- None -
	• 65 = None	- None -
	• 66 = CTI Communication	- None -
	• 67 = Mail Box (DSPDB)	• *Not used in the U.S.*
	• 68 = Voice Mail Service (DSPDB)	• *Not used in the U.S.*
	• 69 = Record Service (DSPDB)	• *Not used in the U.S.*
	• 70 = Automated Attendant (DSPDB)	• *Not used in the U.S.*
	• 71 = Change Attendant Message (DSPDB)	• *Not used in the U.S.*
	• 72 = Keypad Facility	- None -
	• 73 = Keypad HOLD Key	- None -
	• 74 = Keypad RETRIEVE	- None -
	• 75 = Keypad Conference	- None -
	• 76 = Toll Restriction in Credit	- None -
	• 77 = Voice Mail (In-Skin VM)	• Extension number (up to 8 digits)
	• 78 = Conversation Recording (In-Skin)	- None -
	• 79 = Automated Attendant (In-Skin)	• Extension or Department Group number (up to 8 digits)
	• 80 = Tandem Ringing Setup Up Key	• Extension number (up to 8 digits-analog or Aspire Wireless extension only))
	• 81 = Automatic Transfer to Transfer Key	• 001-200 = Trunk number 1-200
	• 82 = DtermIP Call Log	- None -
	• 83 = Conversation Recording Function (In-Skin)	• *Not used in the U.S.*
	• 84 = None	- None -
	• 85 = Directory Dialing (M/L only)	- None -

Function Key Assignment (cont'd)	• 86 = Private Call Refuse	- None -
The number of Programmable Function Keys is displayed on the left (Function Key column).	• 87 = Caller ID Refuse	- None -
	• 88 = Dial-In Mode Switching	• 01-20 (Aspire S) or 001-100 (Aspire M/L/XL) = Program 22-17 table number
	• 89 = None	- None -
	• 90 = None	- None -
	• 91 = None	- None -
	• 92 = None	- None -
	• 93 = None	- None -
	• 94 = Call Attendant	- None -
	• 95 = None	- None -
	• 96 = None	- None -
	• 97 = None	- None -
	• 98 = None	- None -
	• 99 = None	- None -
	• *00 = None	- None -
	• *01 = Trunk Line	• 1-8 (Aspire S) or 001-200 (Aspire M/L/XL) = Trunk number
	• *02 = Trunk Group Access	• 1-8 (Aspire S) or 001-100 (Aspire M/L/XL) = Trunk Group number
	• *03 = Virtual Extension	• Extension or Department Group number (up to 8 digits)
	• *04 = Park Key	• 01-64 = Park orbits 1-64
	• *05 = Hybrid Operation Key/Loop	• 0 = Incoming, 1 = Outgoing, 2= Both
	• *06 = Trunk Access via Networking	• 01-50 = Network system number 1-50
	• *07 = Station Park Hold	- None -
	• *08 = None	- None -
	• *09 = None	- None -
	• *10 = ACD Log In/Log Out (M/L only)	- None -
	• *11 = None	- None -
	• *12 = ACD Emergency Call (M/L only)	- None -
	• *13 = ACD Off-Duty mode (Rest Mode (M/L only)	- None -
	• *14 = ACD Operation End/Start (M/L only)	- None -
	• *15 = ACD Terminal Speech Monitor (M/L only)	- None -
	• *16 = ACD Waiting (M/L only)	- None -
	• *17 = ACD Work Wrap Up Time (M/L only)	- None -
	• *18 = ACD Overflow Control Key (M/L only)	- None -
	• *19 = ACD Queue Status Display (M/L only)	- None -
	• *20 = None	- None -

Virtual Extension Ring Assignment Category:

Virtual Extension Ring Assignment

Multiple Directory Numbers (virtual extension) let a keyset have more than one extension number. Calls can route to the keyset's installed number or to the keyset's "virtual extension" Multiple Directory Number key. This helps users identify incoming calls. For example, an extension installed at 304 (Sales) could have a virtual extension for 460 (Service). Calls to 304 ring the extension normally. Calls to 460 ring the Multiple Directory Number key. This lets the user at extension 304 differentiate Sales calls from Service calls.

Use this screen to assign the ringing options for your extension's Virtual Extension Key or Virtual Department Group Answer Key which is set up in the Function key Assignment link. You determine the ringing assignment for each Night Service Mode.
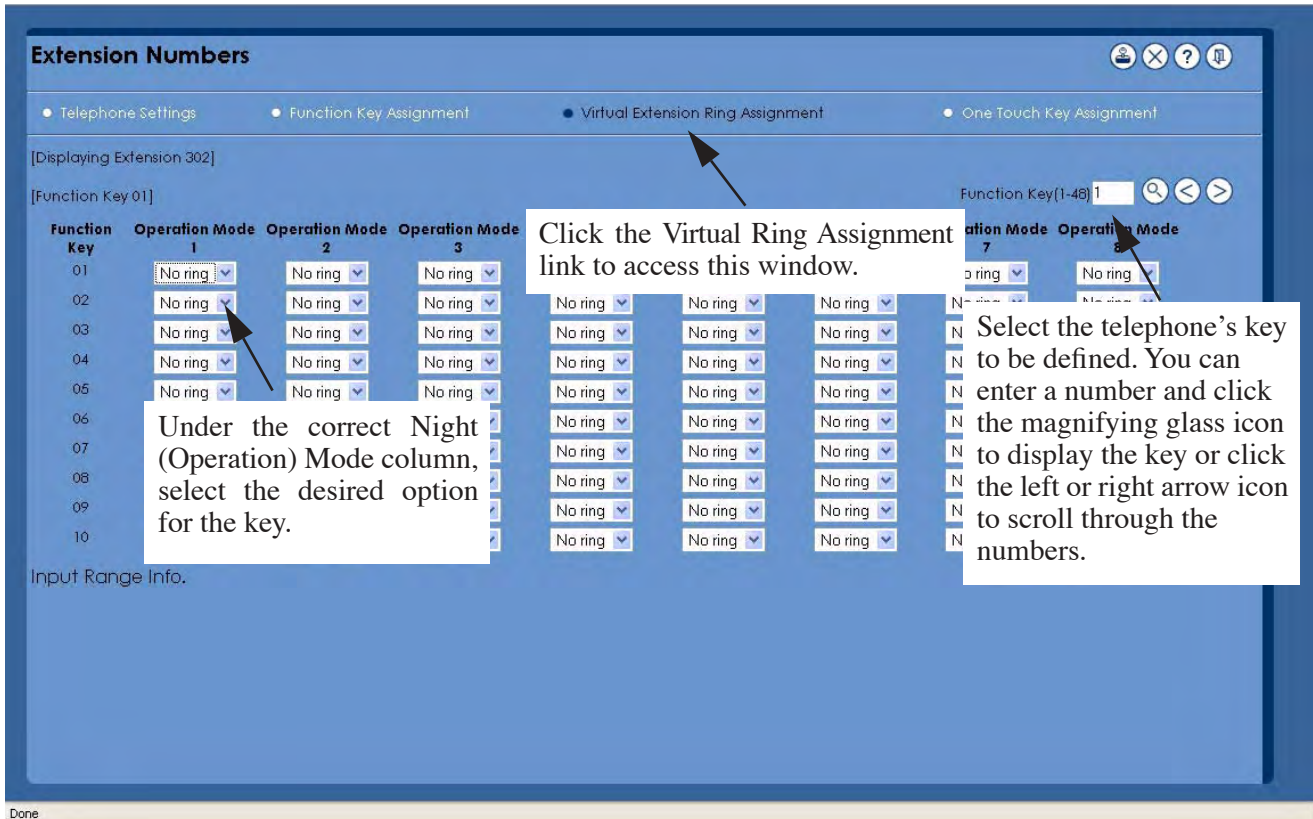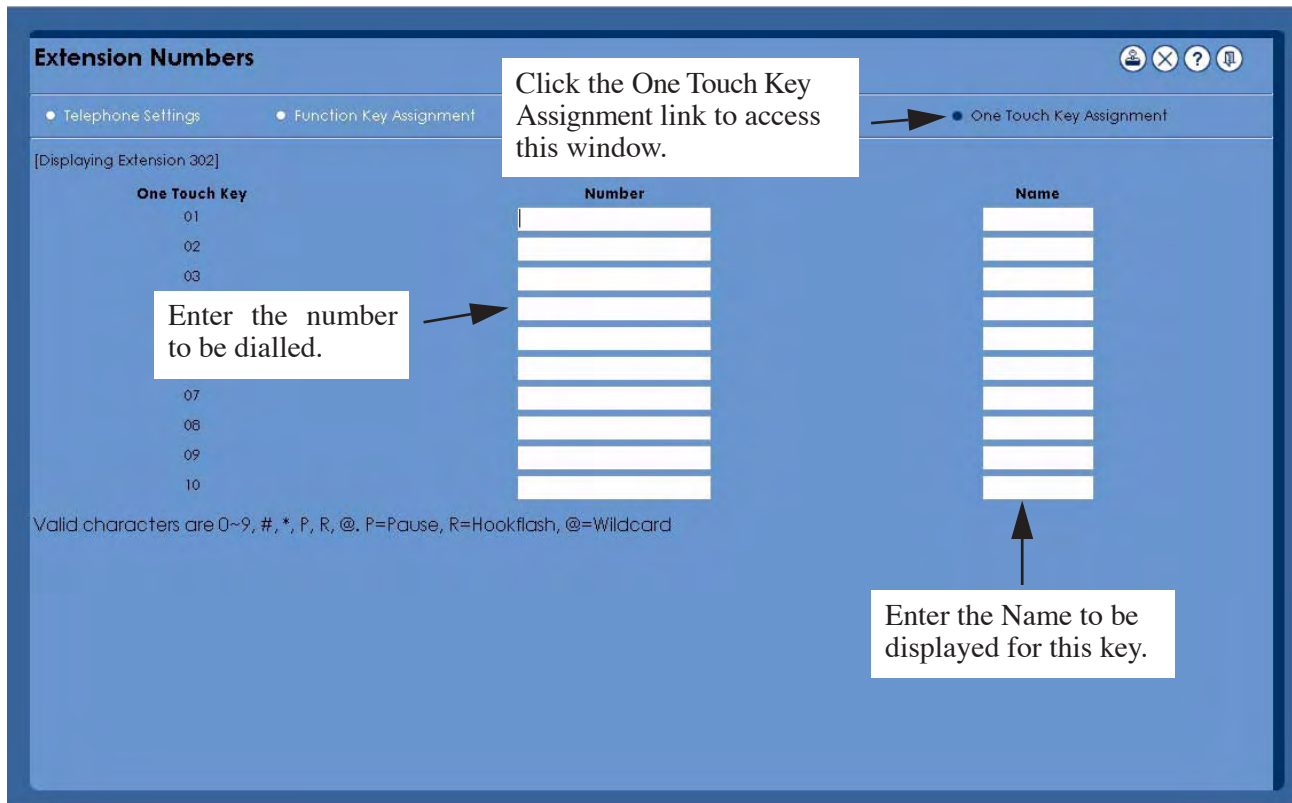

Item	Drop-Down List Entries
Virtual Extension Ring Assignment From the drop-down list, select the ringing option for the key.	• No Ring • Ring

One-Touch Key Assignment Category:

One-Touch Key Assignment

One-Touch Calling gives you one button access to extensions, trunks and selected system features. This saves time when accessing co-workers, clients and features used most often. Instead of dialing a series of codes, you only need to press the One-Touch Key. Each phone provides 10 One-Touch keys. You can have One-Touch Keys programmed for:

- **Direct Station Selection** - one button access to extensions
- **Personal Speed Dial** - one button access to stored numbers (up to 24 digits long)
- **Abbreviated Dialing** - one button access to stored Abbreviated Dialing numbers
- **Trunk Calling** - one button access to trunks or trunk groups
- **Service Codes** - one button access to specific Service Codes

Item	Entries
One-Touch Key Assignment For each One-Touch Key, define the destination number and name.	**Number:** • Enter the destination number, up to 24 digits (valid digits: 0-9, #, *, P, R, @). *P=Pause, R=Hookflash, @=Wildcard* **Name:** • Enter the name, up to 12 characters.

Feature Programming

- For Your Notes -

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