



A HIGHER STANDARD

IPedge Administration Guide

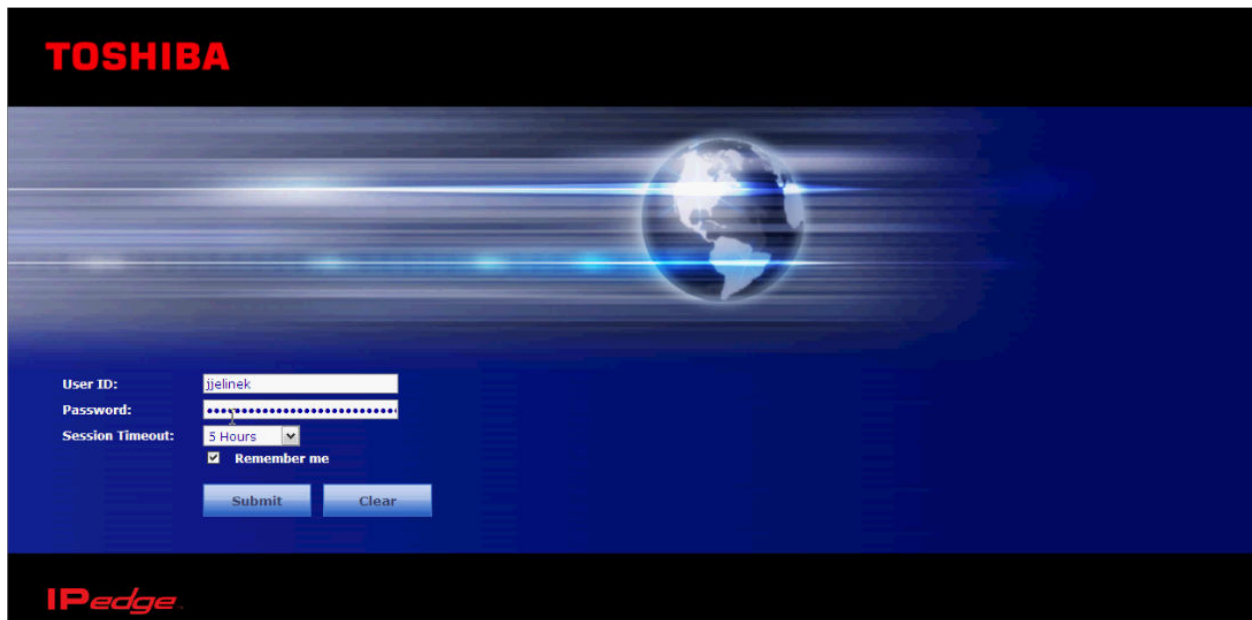
Modified 2012-10-10

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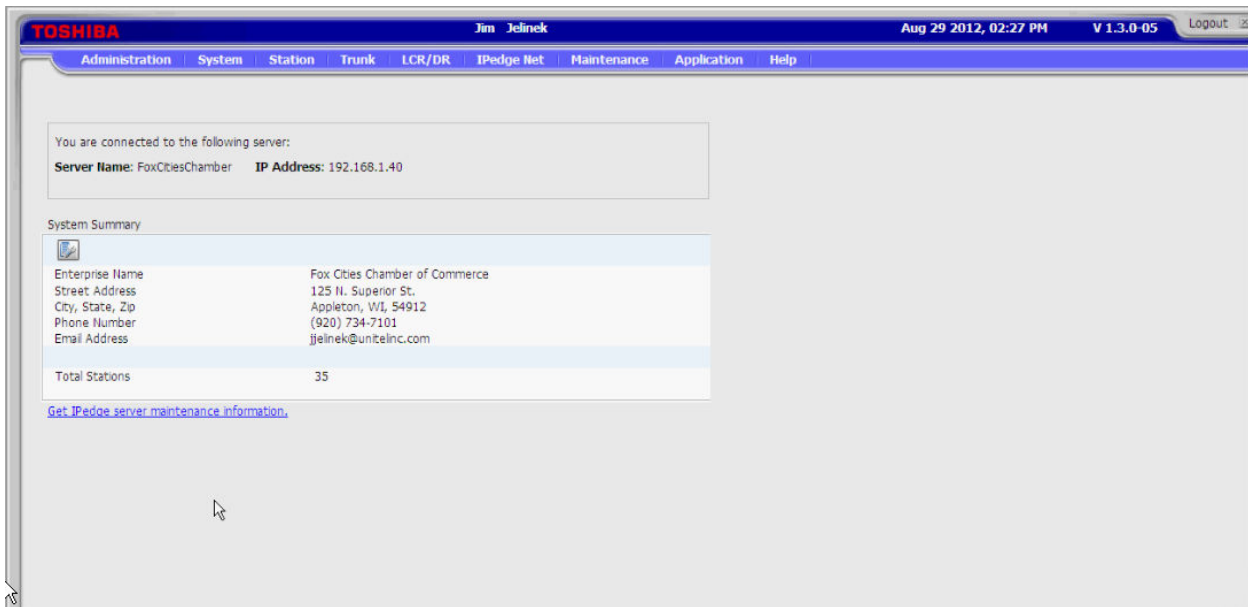
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Logging into IPedge Enterprise Manager

- Open Internet Explorer and in the address bar type in the following:
http://<IP address of IPedge>:8080/oamp/
 - The IP address of your IPedge is: _____.____.____._____.
- The login splash screen will appear looking for credentials.
 - User ID: _____
 - Password: _____
 - Session Timeout: 5 hours
NOTE: This is the amount of time Enterprise Manager waits for inactivity before logging the user out. For more secure administration set to a lower setting.
 - Remember Me: Check
NOTE: This allows Enterprise Manager to keep your login information for future visits. For more secure administration keep unchecked.
 - Click **Submit**.

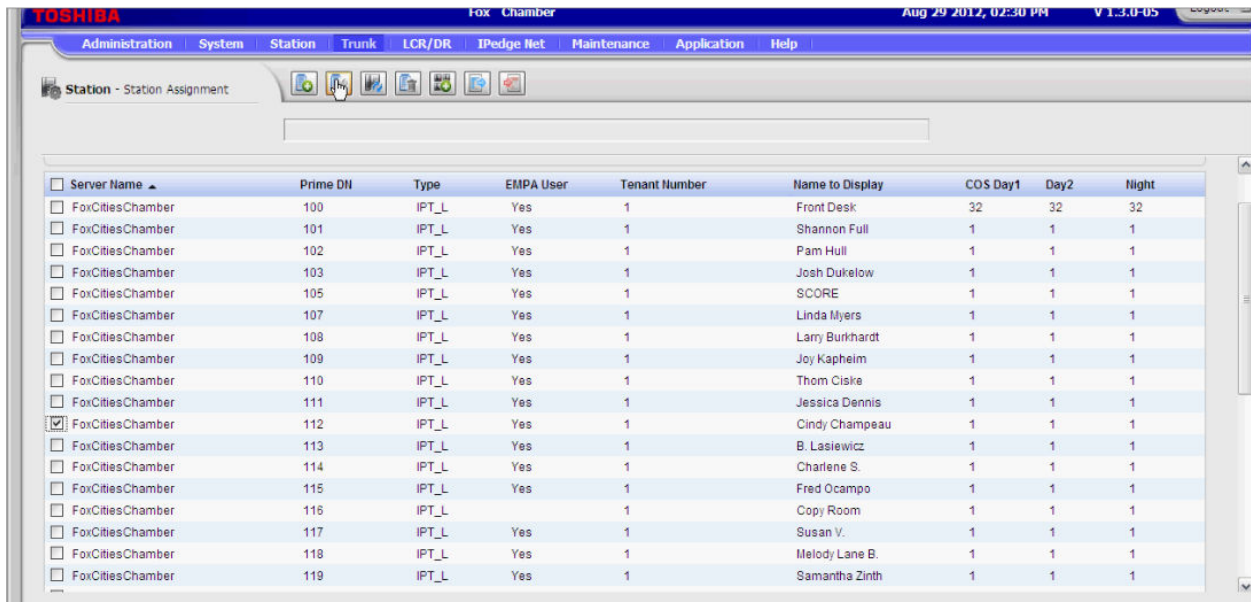


- Once logged in to Enterprise Manager a System Summary page will display.

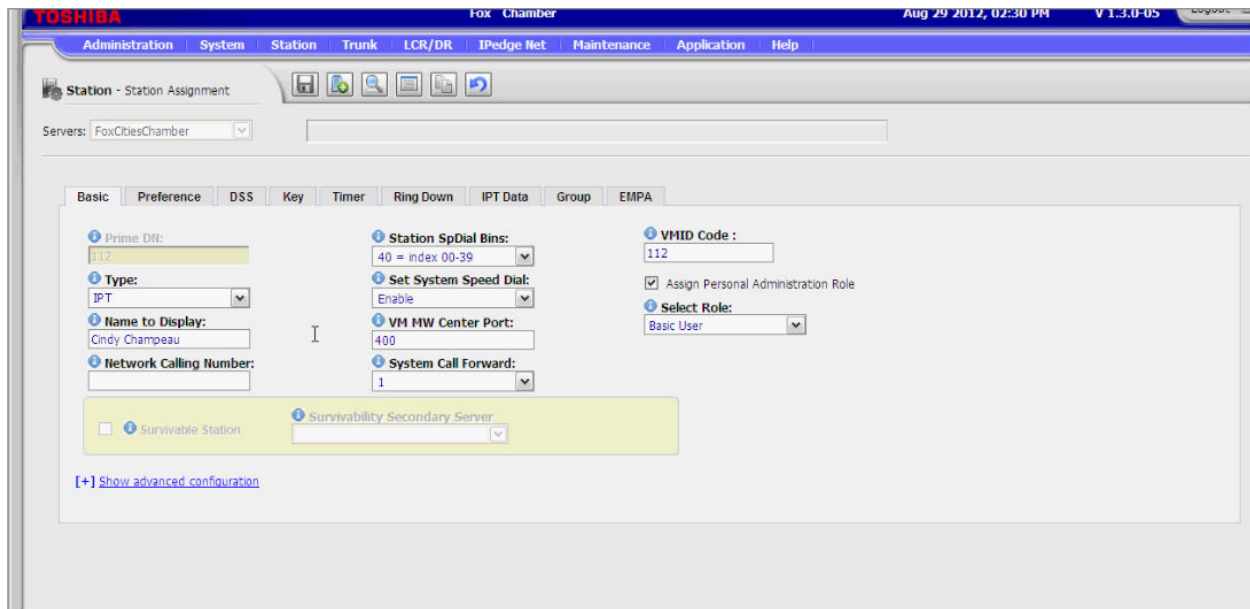


Changing the Name on a Phone

- Select **Station > Station Assignment**.
 - Check the box next to the extension that needs to have the display changed and click **Edit** at the top.
- NOTE: You may display more extensions on the screen by selecting the drop-down box in the bottom left and selecting 20 or 50, by default the setting is 10. Only one extension can be edited at a time. You may also double-click on the extension to edit.*



- On the edit page, under the **Basic** tab, change the **Name to Display** field and click **Save** icon at top.

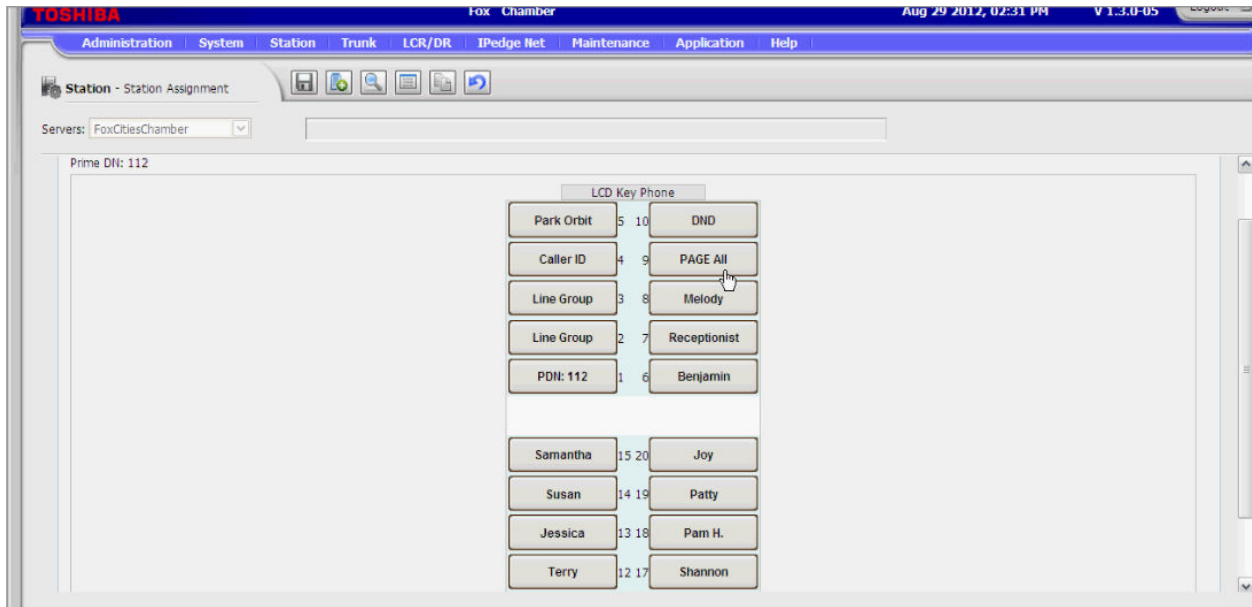


- The name will update on the phone once the handset is lifted and placed back down or the phone is called. **NOTE: Changing the Name to Display field will NOT change the key programming name associated with that extension.**
- To switch quickly between extensions click on **Quick List** icon at top. A new window will appear with a list of all the extensions programmed on the system. Clicking once on an extension will switch to the parameters of that extension.

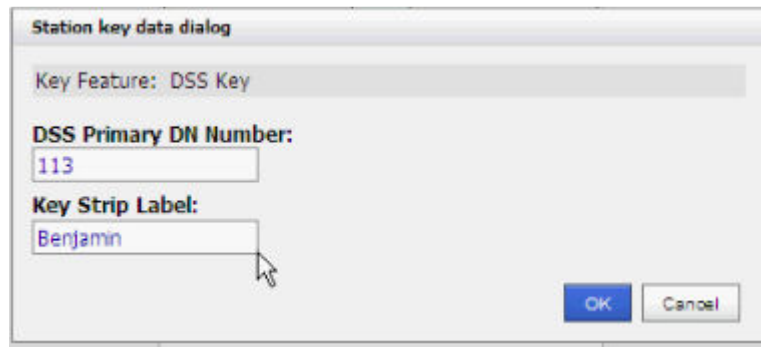


Key Programming

- Select **Station > Station Assignment**.
- Select the **Key** tab.

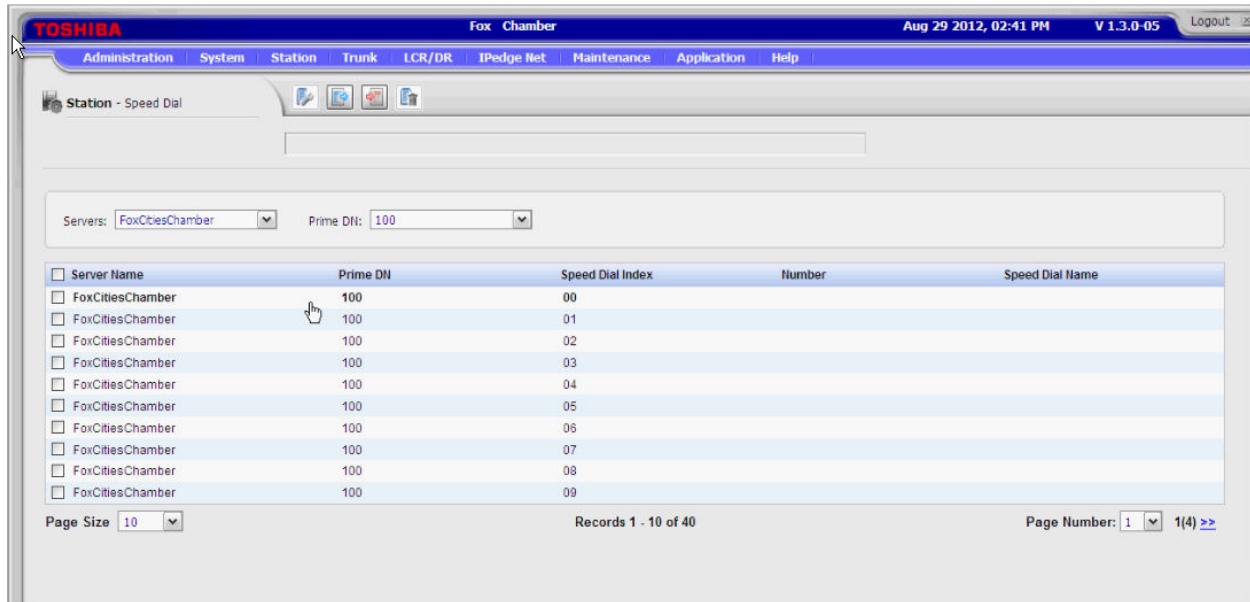


- To change an extension key that already exists, double-click on key. A new window will appear. Under **DSS Primary DN Number** enter the new extension. Under **Key Strip Label** type the name associated with the extension. Click **OK**.



- To add an extension key, right-click on the key and select **Directory Number > DSS Key**. A new window will appear. Under **DSS Primary DN Number** enter the new extension. Under **Key Strip Label** type the name associated with the extension. Click **OK**.
- To clear out a key, right-click on the key and select **Blank > Unused**.
- To create a **One Touch** key, right-click on the key and select **One Touch > One Touch**. A new window will appear. Under **One Touch Data** enter a phone number, starting with a 9 and no dashes or parentheses (example: 918003597833). Under **Key Strip Label** type a name associated with the phone number. Click **OK**.
 - To pickup a specific extension if it is ringing with a One Touch key, enter **#5#5<ext>**, where <ext> is the specific extension to pickup.
- To create a **Page** key, right-click on the key and select **Park Page > All Paging**.
- To create a **Record to Voicemail** key, right-click on the key and select **Voice Mail > Record**.
- To create a **Do Not Disturb** key, right-click on the key and select **Features > Do Not Disturb**.

Setting Personal (Station) Speed Dials



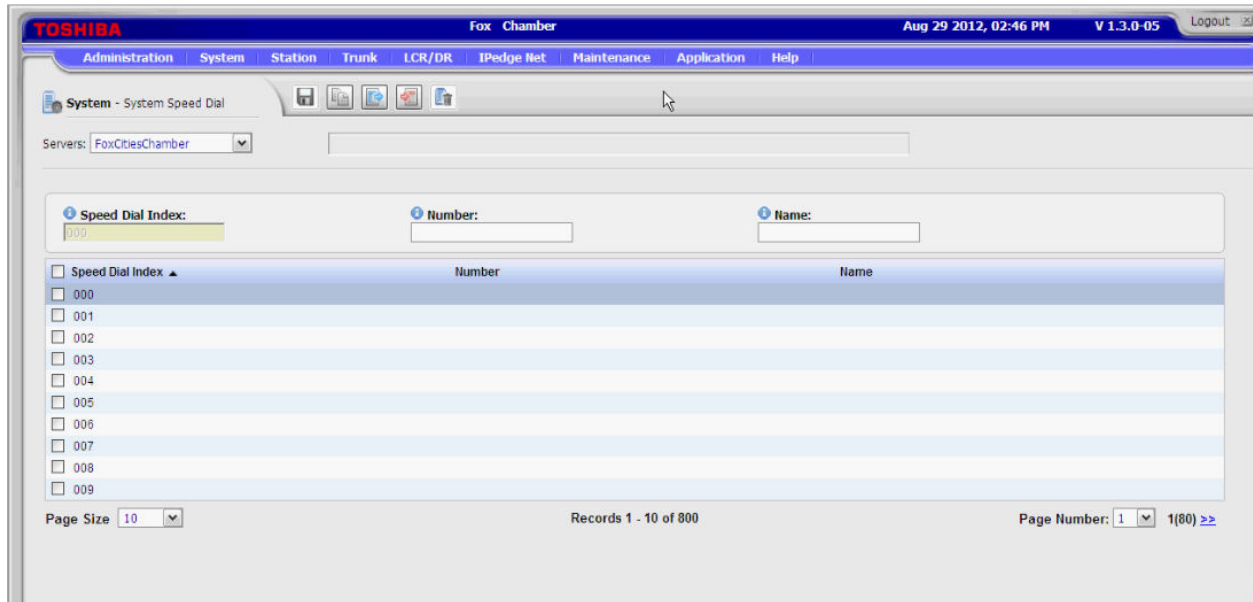
- Select **Station > Speed Dial**.
- To select the extension for editing speed dials click the drop-down box labeled **Prime DN**.
- Check the box next to the speed dial index that needs to be changed and click **Edit** at the top.

NOTE: More speed dials may be displayed on the screen by selecting the drop-down box in the bottom left and selecting 20 or 50, by default the setting is 10. Only one speed dial can be edited at a time. You may also double-click on the speed dial index to edit.

 - Number = 9 + phone number (Example: 918003597833)

NOTE: The speed dial should be typed exactly as it would be dialed manually.
 - Speed Dial Name = <Name associated with number>
 - Click **OK** when finished.
- Number will automatically be saved.
- The number can be accessed through the phone by pressing the **DIR** softkey on the display, then pressing the **MY** softkey.
- Multiple speed dials can be erased at one time by click the box next to the speed dial indexes that need to be cleared then click on **Clear** icon at top. Click **OK** at prompt.

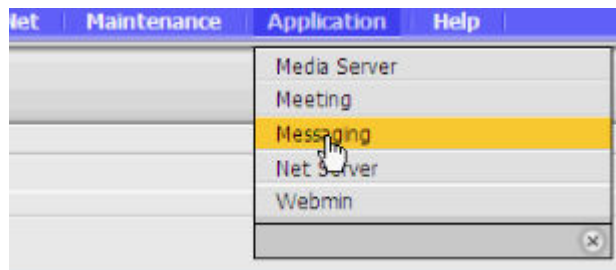
Setting System Speed Dials



- Select **System > System Speed Dial**.
- Select the speed dial index that needs to be changed.
 - Number = 9 + phone number (Example: 918003597833)
NOTE: The speed dial should be typed exactly as it would be dialed manually.
 - Speed Dial Name = <Name associated with number>
 - Click **Save** icon at top.
- Multiple speed dials can be erased at one time by click the box next to the speed dial indexes that need to be cleared then click on **Delete** icon at top. Click **OK** at prompt.

Access Voicemail

Select **Application > Messaging**.



Change Name In The Voicemail Directory

The screenshot shows the 'Mailbox - Properties' configuration page in a Toshiba voicemail system. The page is titled 'Mailbox - Properties' and has a 'Go' button next to a mailbox number input field (currently showing '100'). The configuration options are as follows:

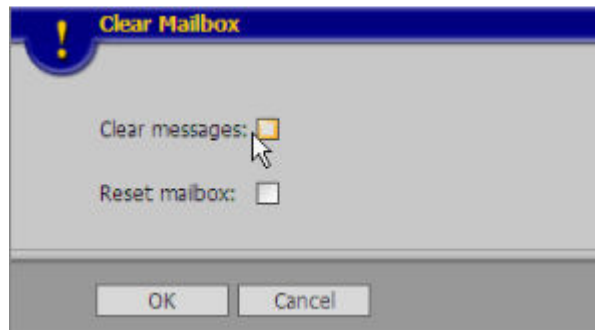
- MWI:** Radio buttons for A, B, R, N.
- MWI2:** Radio buttons for A, B, R, N.
- Optional:** Input field.
- Special MWI:** Checkboxes for Active, Saved, Email, Fax. On/Off fields.
- MWI Counters:** Checkboxes for Saved, Email, Fax.
- Use:** Radio buttons for Mailbox, Extension. Note: 'when sending mwi'.
- Home Node:** Dropdown menu (currently '0').
- Additional MWI DNS:** Edit button.
- Department:** Dropdown menu (currently '1').
- Class of Service:** Dropdown menu (currently '1').
- Mailbox Type:** Dropdown menu (currently 'Admin.').
- Mailbox Role:** Dropdown menu (currently 'User').
- Time Zone:** Dropdown menu (currently 'America/Chicago').
- First Name:** Input field.
- Last Name:** Input field.
- Password:** Input field with masked characters.
- Ext. 1:** Input field (currently '100').
- Ext. 2:** Input field.

- In voicemail screen, select **Mailboxes > Properties**.
- Enter mailbox in drop-down at top-left of screen and click **Go** button, or hit **Enter**.
 - First Name = <First Name>
 - Last Name = <Last Name>
 - Click **Save** icon at top.

Change Password (Security Code) For Mailbox User

- In voicemail screen, select **Mailboxes > Properties**.
- Enter mailbox in drop-down at top-left of screen and click **Go** button, or hit **Enter**.
- Click on **Change PWD** button.
- Enter new security code twice and click **OK** button.
- Click **Save** icon at top.

Delete All Messages In A Mailbox



- In voicemail screen, select **Mailboxes > Properties**.
- Enter mailbox in drop-down at top-left of screen and click **Go** button, or hit **Enter**.
- Click **Clear Mailbox** icon at top.
 - Check **Clear Messages**.
 - Click **OK** button.

NOTE: This will turn off the Message Waiting Indicator on the phone the mailbox is associated with.

Reset A Mailbox and Setup For New User

- In voicemail screen, select **Mailboxes > Properties**.
- Enter mailbox in drop-down at top-left of screen and click **Go** button, or hit **Enter**.
- Click **Clear Mailbox** icon at top.
 - Check **Reset Mailbox**.
 - Check **Clear Messages** to clear out messages.

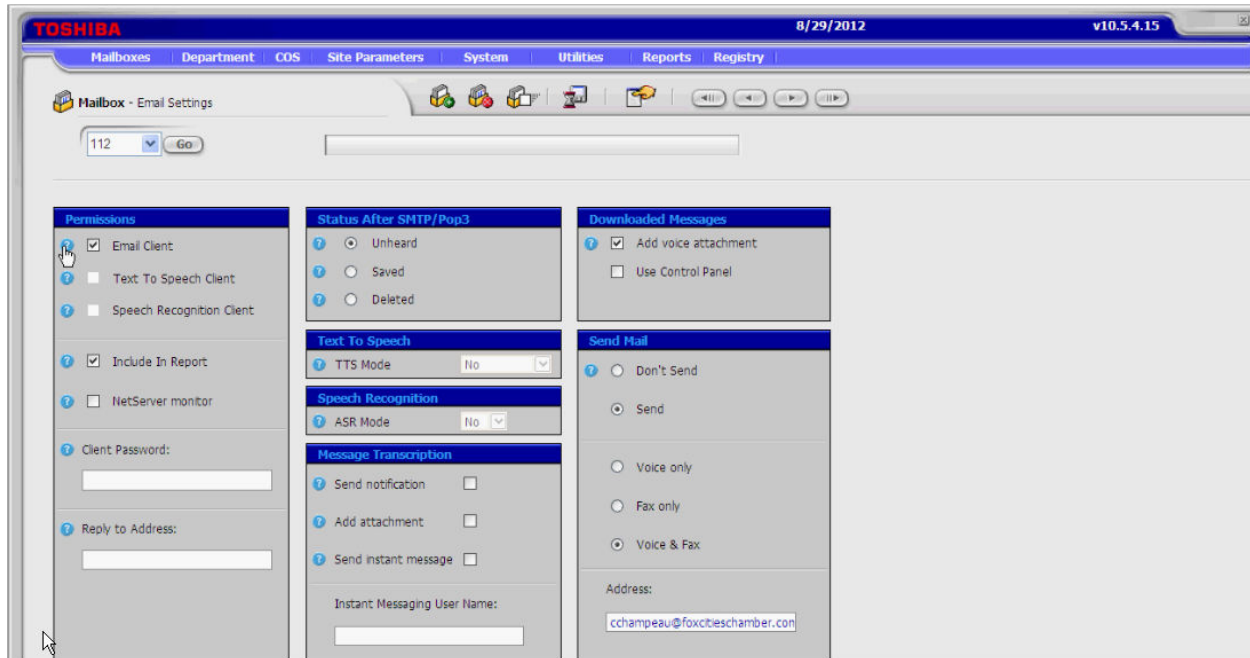
NOTE: This is optional. Messages can be retained for the next user if desired.

- Click **OK** button.

NOTE: If the Clear Messages option is checked the Message Waiting Indicator on the phone the mailbox is associated with will turn off. Next time a user logs into the mailbox the tutorial will play the set up the mailbox.

- Click **Change PWD** button.
- Enter new security code twice and click **OK** button.
- Click **Save** icon at top.

Setup Unified Messaging For A Mailbox



- Select **Mailboxes > Email Settings**.
- Enter mailbox in drop-down at top-left of screen and click **Go** button, or hit **Enter**.
- The following settings need to be set:
 - Permissions
 - Email Client = Enabled
NOTE: To stop Unified Messaging, uncheck this option.
 - Status After SMTP/Pop3 (select one of the following)
 - Unheard = After email downloads message the message remains as a new message in voicemail and the message waiting indicator stays lit.
 - Saved = After email downloads message the message is set as a saved message and the message waiting indicator goes out.
 - Deleted = After email downloads message the message is removed from voicemail and the message waiting indicator goes out.
 - Downloaded Messages
 - Add Voice Attachment = Enabled
 - Send Mail
 - Send = Enabled
 - Voice & Fax = Enabled
 - Address = <email address of mailbox user>
 - Click **Save** icon at top.

Revision History

2012-10-10 Initial write-up of IPedge Administration Guide.
