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# SoundTel, Inc.

## NEC Univerge SV9100

### Quick Reference for System Administrators



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### No Voice Mail/WebPro

#### **System Administrator Options**

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## To Change the Time

From the phone:

1. Press the **Speaker** Key.
2. Dial 728
3. Dial two digits for the hour (24 hour clock, 13 =1:00pm)
4. Dial two digits for the minutes (00-59)
5. Press **Speaker** key to hang up.

## System Speed Dialing

To store a Speed Dialing number and name from a display phone.

1. Press the **Speaker** key.
2. Dial **753**
3. Dial the system group storage code. **(000-999)**
4. Dial the **9 + Telephone** number you want to store. For example, 914254815493 for SoundTel.
5. Press the **Hold** key to program a name.
6. Press the **Hold** key to store the name and number.
7. Press **Speaker** to hand up.

## Web Pro. User Reference Guide

### Available if you have access to

Login  
Site: SoundTel, Inc.

User Name

Password

Electra **Elite** IPK II WebPro  
1.60.04  
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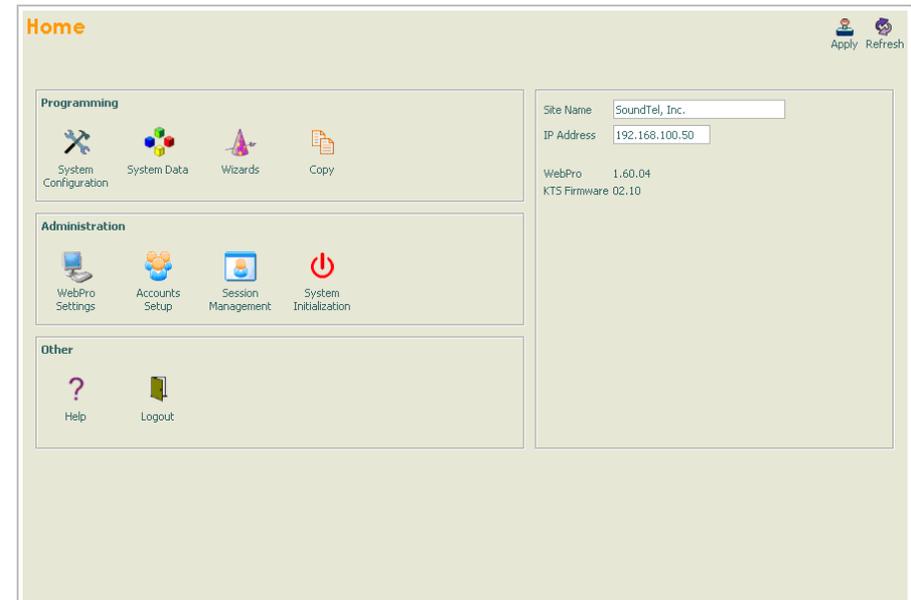


Through the **Web Pro** Console, you will be able to use your computer to program features that can be accessed to all users connected to the **SV9100** phone system.

**Note:** You must have **Java** installed on your computer to take advantage of the phone Web Pro programming. If you do not have Java installed, contact your IT administrator or go to [www.java.com](http://www.java.com) to download it.

## **To Login**

1. Open an Internet Explorer window
2. In the address window, type  
\_\_\_\_\_
3. At the login screen type the following:  
**Username – ADMIN1**  
**Password – 0000**
4. The Home screen will appear.



5. At the **home** screen, click on **System Data**



**Note:** After initial login, the site can be stored in favorites with preferred browser.

## **To Logoff**

1. Click on the **Home** icon on the top right of the screen



2. From the home page, click on **logout**



## Date and Time (Phone System)

Changing the date and time in the Web Pro console will change the date and time for all phones connected to the phone system.

**Note:** The following steps will only change the date and time for the phone system. This will not change the date and time for the voicemail system!

1. Log into the **Web Pro console** and select **system**



**data.** System Data

2. The **first screen** that will appear after you click on system data will have the time and date displayed.

A screenshot of the 'System Data' configuration page. The page title is 'System Data' and the subtitle is '10-01 : Time and Date Setup'. On the left, there is a search bar and a list of 'Memory Blocks (Group By Id)' including '10-XX: System Configuration', '12-XX: Night Mode Service', '13-XX: Speed Dialing', '15-XX: Extension Setup', '20-XX: System Options', '21-XX: Outgoing Call Service', '22-XX: Incoming Call Service', '24-XX: Hold/Transfer Service', '25-XX: VRS/IDSA Service', '30-XX: DSS/DLS Consoles', '32-XX: Doorphones and Sensors', '40-XX: Voice Recording System', '41-XX: Automatic Call Distribution', and '90-XX: Maintenance Command'. The main area contains fields for '01 - Year' (7), '02 - Month' (April), '03 - Day in Month' (9), '04 - Day of Week' (Monday), '05 - Hour' (8), '06 - Minutes' (25), and '07 - Seconds' (19). At the bottom, there is a status bar with user information: 'User : ADMIN | Access Level : System Administrator (SA) | Site Name : SoundTel, Inc. | Installation Date : 1 April, 05 | WebPro 1.60.04'.

3. Adjust the time and date by clicking on the box that needs to be changed, e.g., hour.

4. Click the **Apply** icon  (located on the top right of the screen) to save.

## System Speed Dials

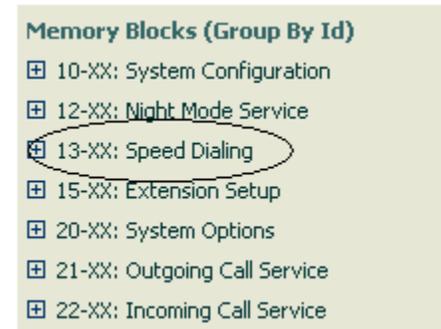
System speed dials are a valuable tool that allows you to store up to **2,000 phone numbers** (1,000 by default) that are accessible from any phone connected to the system.

1. Log into the **Web Pro** console and select **system data**



System Data

2. Look at the **left** side of the screen and locate the box labeled **Memory Blocks** (Group by ID)  
Click on **13-XX: Speed Dialing**



3. Click on **13-04: Speed Dialing Number and Name**

You will see the phone number and name for **SoundTel**.

Speed Dial	Dial Data	Name	Transfer Mode	Destination Number	Incoming Ring Pattern
0130	4254815493	SoundTel	Not defined		0
0131			Not defined		0

4. Type in the **name(s)** and phone **number(s)** you want to store. If you run out of fields, click the **right** arrow key located next to the look up  magnified glass. This will bring up 10 more blocks. (Ignore Transfer Mode and Destination Number ).

5. Click **Apply** to save.



## Change Extension Name

The phone administration console will allow you to **change the name** that is displayed on each phone connected to the phone system.

1. Log into the Web Pro console and select **system data**



2. Look at the left side of the screen and locate the box labeled **Memory Blocks** (Group by ID).
3. Click on **15-XX: Extension Setup**.

### Memory Blocks (Group By Id)

- + 10-XX: System Configuration
- + 12-XX: Night Mode Service
- + 13-XX: Speed Dialing
- + **15-XX: Extension Setup**
- + 20-XX: System Options
- + 21-XX: Outgoing Call Service
- + 22-XX: Incoming Call Service
- + 24-XX: Hold/Transfer Service
- + 25-XX: VRS/DISA Service
- + 30-XX: DSS/DLS Consoles
- + 32-XX: Doorphones and Sensors
- + 40-XX: Voice Recording System
- + 41-XX: Automatic Call Distribution
- + 90-XX: Maintenance Command

4. Click on **15-01: Basic Extension Setup**.

5. Locate the drop down window labeled ICM **Extension** on the **top right** of the screen.



6. Use the **drop down window** to locate the extension that needs a new name.
7. In the center of the screen, you will see a box that contains the name of the extension, **type the new name**.

8. Click **Apply** to save.



## Function Keys

Function Keys allow you to program/change **blank keys** as shortcuts for specific functions.

1. Log into the Web Pro console and select **system data**



2. Look at the left side of the screen and locate the box labeled **Memory Blocks** (Group by ID).
3. Click on **15-XX: Extension Setup**.



4. Click on **15-07 Function keys**.
5. Locate the drop down window labeled ICM **Extension** on the **top right** of the screen.



6. Select the correct extension you want to program a function for.

Some of the common functions you can select are:

Call Forwarding:

1. Decide what key you want to designate for **call forwarding** shortcut.
2. Click on drop **down menu and scroll to Call Forward** options.
3. Select the **type** of call forward option desired (all, immediate, busy, no answer, etc.).
4. Click **Apply**. 

DND (Do Not Disturb):

1. Decide what key you want to designate for **DND** shortcut.
2. Click on drop down menu and scroll to Do Not Disturb.
3. Click **Apply**. 

Paging:

1. Decide what key you want to **designate for Paging** shortcut.
2. Click on drop **down menu and scroll to Internal /External** page options.

3. Select specific **paging option** (Internal group, Internal all page, External group, External all page).

4. Click **Apply**. 

#### DSS One-Touch:

(For setting up internal or external shortcut keys)

1. Decide what **key** you want to **designate for extension shortcut**.

2. Click on drop **down menu and scroll to DSS/One touch**.

3. In the **Additional Data** box (to the right), enter the extension number or 9 + phone number to be programmed.

4. Click **Apply**. 

### Setting up Call Forwarding

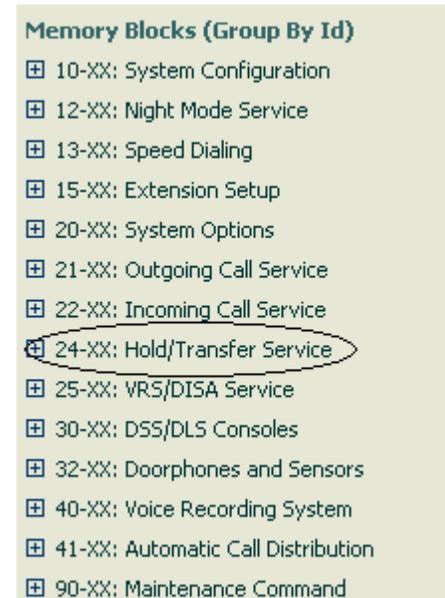
This feature allows you to setup call forwarding, for anyone who's on the system, if they are away from their phone and can't set it up themselves.

1. Log into the Web Pro console and select **system data**

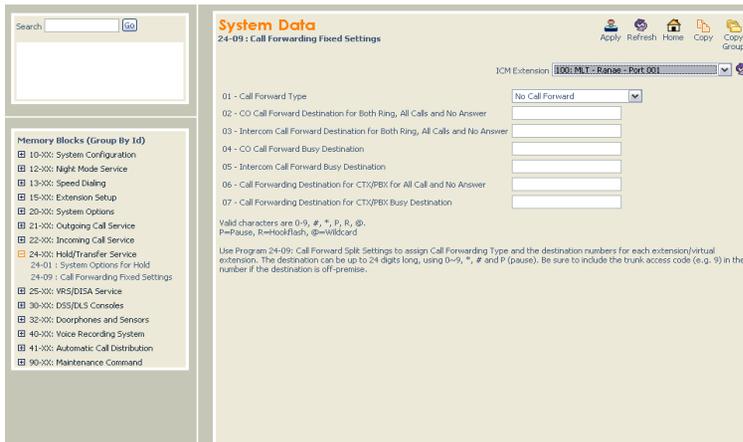


2. Look at the left side of the screen and locate the box labeled **Memory Blocks** (Group by ID).

3. Click on 24-XX **Hold/Transfer Service**



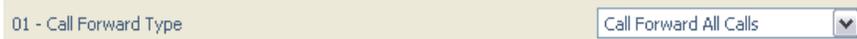
1. Click on 24-09 **Call Forwarding Fixed Settings**



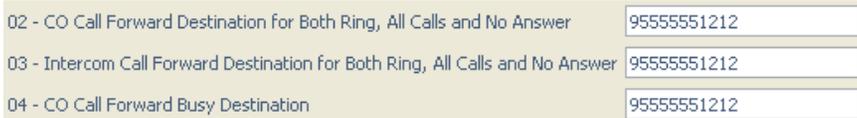
2. Locate the drop down window labeled **ICM Extension** on the **top right** of the screen.



3. Select the correct extension.
4. From drop down window (**01**), choose the call forward **type** (immediate all, busy/no answer, etc.)



5. In box **02**, **03**, **04** or **05** enter the same destination phone number (be sure to enter **9** for an outside line) or extension number.



6. Click **Apply**.



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For questions or concerns, please call **800-797-3663** or **425-481-5493**. Or visit our Website at [SoundTel.com](http://SoundTel.com)