



AltiView™

for AltiWare Open Edition (OE) / AltiServ Contact
Center (ACC) Release 5.0A

and AltiContact Manager (ACM) Release 5.0A

Manual

Revised: 10/2004 4503-0001-5.0A

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Printed in USA 10/2004 Part Number 4503-0001-5.0A

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Warranty

What The Warranty Covers

AltiGen Communications warrants its hardware products to be free from defects in material and workmanship during the warranty period. If a product proves to be defective in material or workmanship during the warranty period, AltiGen Communications will, at its sole option, repair, refund or replace the product with a like product.

How Long the Warranty Is Effective

All AltiGen Communications products are warranted for one (1) year for all parts from the date of the first end user purchase.

Whom the Warranty Protects

This warranty is valid only for the first end user purchaser.

What the Warranty Does Not Cover

1. Any product on which the serial number has been defaced, modified or removed.
2. Damage, deterioration or malfunction resulting from:
 - a) Accident, misuse, neglect, fire, water, lightning, or other acts of nature, unauthorized product modification, or failure to follow instructions supplied with the product.
 - b) Repair or attempted repair by anyone not authorized by AltiGen Communications.
 - c) Any damage of the product due to shipment.
 - d) Removal or installation of the product.
 - e) Causes external to the product, such as electric power fluctuations or failure.
 - f) Use of supplies or parts not meeting AltiGen Communications' specifications.
 - g) Normal wear and tear.
 - h) Any other cause which does not relate to a product defect.
3. Shipping, installation, set-up and removal service charges.

How to Obtain Service

End user customers should contact your Authorized AltiGen Dealer for service.

Authorized AltiGen Dealers must follow the steps below for service:

1. Take or ship the product (shipment prepaid) to your Altigen distributor or to Altigen Communications, Inc.

All materials being returned to Altigen must have an associated RMA number. RMA numbers are issued by Altigen Customer Service and can be obtained by calling 1-888-ALTIGEN (258-4436) or faxing an RMA form to 510-252-9738, attention to Customer Service. Altigen reserves the right to refuse return of any material that does not have an RMA number. The RMA number should be clearly marked on the outside of the box in which the material is being returned. For example:

Attn.: RMA # 123
Altigen Communications, Inc.
4555 Cushing Pkwy.
Fremont, CA 94538

Upon authorization of return, Altigen will decide whether the malfunctioning product will be repaired or replaced.

2. To obtain warranty service, you will be required to provide:
 - a) the date and proof of purchase
 - b) serial number of the product
 - c) your name and company name
 - d) your shipping address
 - e) a description of the problem.
3. For additional information contact your Altigen Dealer or Altigen Communications, Inc. via e-mail at support@altigen.com.

Effect of State Law

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state. Some states do not allow limitations on implied warranties and/or do not allow the exclusion of incidental or consequential damages, so the above limitations and exclusions may not apply to you.

Sales Outside the U.S.A.

For Altigen Communications products sold outside of the U.S.A., contact your Altigen Communications dealer for warranty information and services.

Installation

AltiView is call management software that runs with the AltiWare OE/ACC 5.0A or ACM 5.0A system.

To install the AltiView client software, you can load AltiView client on a network server and then using your company's distribution software to deliver the AltiView client software to each desktop PC.

Most frequently, this means loading the software onto a shared network file server and copying the software to each desktop PC. Alternatively, you can use the AltiView CD ROM to install the program on each desktop.

The following items are included in the AltiView 5.0A package:

- AltiView Session License Key
- AltiView 5.0A Manual

If any of these items are missing or damaged, please contact your Authorized AltiGen dealer.

Important: 4.6 client programs cannot be installed in the same PC running 5.0A client programs.

New in Version 5.0A

- **Support for IPTalk** - When logging into AltiView, a new option, **IP Extension integrated with IPTalk**, can be selected. The IPTalk option replaces NetMeeting when the user uses AltiView as a soft-phone client. An **IP-Talk License** must be purchased and registered in order to use the IP-Talk feature.
 - **IP-Talk Mute button in Main Window** - a **Mute** button enables a mute function during conversation. When mute is enabled, a mute symbol appears in the main window.
 - **Headset Volume Control** - the headset volume control can be invoked by AltiView using the **Volume Control** button on the main window of AltiView.
- **Add extension Activity field in Monitor window** - an Extension Activity field is added to the **Monitor** window of AltiView.

- **Setting Activity made easier** - from the Altiview main window, use the Activity drop down list to select the activity for the extension.
- **Inputted number kept when switching between Voice Mail and Calls tab**
- **Reconnect button when connection is dropped** - In 5.0, when a connection between Altiserv and Altiview is broken, Altiview pops a message box informing the user about the broken connection; the user can only click on OK to end the application. In 5.0A, when the connection is broken, Altiview will pop a message box to inform the user and will also provide a **Reconnect** button. The Reconnect button will connect to Altiserv again without having to log back onto Altiview to re-enter the extension number and password.
- **Changed Auto Answer minimum duration to 0 seconds** - The Auto Answer minimum duration is reduced from 3 to 0 seconds. If the duration is set to 0, all incoming calls will go connect state right away. Both caller and callee will not hear ring tone.

Client System Requirements

The client system must each meet the following minimum requirements. For server system requirements, see the *Altivare OE/ACC System Installation and Administration Manual* or the *Alticontact Manager Administration Manual*.

- IBM/PC AT compatible system
- Intel 300 MHz (or faster) Pentium
- Windows 98 (or higher), or Windows 2000, or Windows NT 4.0 or higher, Server or Workstation.
- 30 MB Hard Drive Disk Space
- 128 MB DRAM
- SVGA monitor (800 x 600) with 256 color display, or better
- Keyboard and Mouse
- Altivare OE/ACC Release 5.0A or Alticontact Manager 5.0A running on a server accessible to this client.

Licensing

AltiView requires an AltiView session license to be installed at the AltiWare/ACM system. Concurrent login session is governed by the AltiView session license.

You can verify the licenses when you run AltiAdmin/ACM Admin by selecting **About AltiWare.../About ACM Admin...** on the **Help** menu, then clicking the **License Information** button to view a window that displays licenses and session information.

The IP Talk feature requires the purchase, registration and activation of the **IP-Talk License**.

Installation and Setup

Pre-Installation Checklist

Before installing AltiView, please review the following checklist:

- Make sure that AltiWare OE/ACC 5.0A or ACM 5.0A has been installed on the system.
- Make sure that TCP/IP is enabled on both machines.
- Make sure the client is able to connect to the server on the network.
- Local administrator rights are required to install AltiView.
- Make sure License Key has been installed and activated.

Installing AltiView on a Client System

After completing the pre-installation checklist, proceed as follows on the client machine:

1. Exit any/all Windows applications.
2. Insert the AltiWare OE/ACC 5.0A/ACM 5.0A CD into the CD ROM drive.
3. Run the **Setup** program under AltiView\ and follow the step-by-step installation instructions as they appear on the screen.

Uninstalling Altiview

1. From the Windows **Start** menu, select **Control Panel → Add/Remove Programs** to uninstall Altiview.
2. Click **OK** when the dialog box asks if you want to uninstall the program, and respond to any additional prompts.

Auto Upgrade

During startup, Altiview will detect if its version matches with the version of the OE/ACC or ACM server to be connected. If an older version is found, the client will be prompted for upgrade permission. If the user decides to auto upgrade, the Altiview application is terminated and a software upgrade session is started. Restart Altiview to run the newer version.

Note: For remote Altiview users outside the firewall, TCP port 10050 is required to be open to allow auto upgrade. Also, auto upgrade over the Internet requires the sending of 15 MB files over the WAN, which may take some time to perform the automatic update.

Downgrade Procedure

1. Go to **Control Panel>Add/Remove Programs** and remove the Altiview 5.0A program and ALL OTHER 5.0 client applications (including Altiview Agent, Altiview Supervisor, Altiview Console and CDR Search 5.0A).
2. Reboot your system.
3. Go to “<local drive>:\Program Files\Altiview\Shared Files\” and remove **AlpInterface.dll**.

Note: The **AlpInterface** might be located under “\WinNT\System32\”, “\Windows\System32\” or some other location. Use the **Search for Files and Folders** feature to locate and remove all **AlpInterface.dll** files from the system.

4. Install the Altiview 5.0 software.

Microsoft Outlook and Outlook Express Support

Altiview supports Microsoft Outlook 97, 98, and 2000, 2003, and Outlook Express 5.0, allowing you to obtain phone numbers to dial from a Microsoft Contact list. Altiview also lets you see the incoming calls that have a matching record in the Contact list.

Altiview requires that you set up the Outlook Contacts list prior to using this feature in Altiview.

A Country Code field can be configured (in **General Info**) by the local user to help convert standard international phone numbers in Outlook to correct digit strings for Altiview.

ACT!/GoldMine® Support

Altiview supports ACT! and GoldMine® contact management software, allowing you to obtain phone numbers to dial from the ACT! or GoldMine® contact database list. Altiview also lets you see the matching record from the contact database list of the incoming calls.

Getting Started

AltiView is designed for general **desktop PC users** in an AltiWare or AltiContact Manager environment. With AltiView you can access, configure, and perform several of the system's PBX functions directly from the desktop. These functions include call handling, call forwarding, voice messaging, extension monitoring, and One Number Access. In addition, AltiView integrates with contact management software including Microsoft Outlook and Outlook Express, ACT!, and GoldMine® for caller screen pops and dialing out from these powerful applications. This information can be stored to an internal or external CDR database for future review and analysis.

Logging In

Important: For users running Windows XP SP2, a firewall protection Security Alert will pop up when opening the client login window.

Before you log in

When you launch AltiView for the first time, you need to know either the server name or the IP address of the server you'll be linking to. If you use the server name and not the IP address, AltiWare/AltiContact Manager replaces the name with the IP address, eliminating the need of a DNS (Domain Naming System) search.

To obtain the system's IP address, ask your IT administrator.

If you are connecting to the Internet through a modem connection, before you log in, establish a session connection from your PC to your local Internet Service Provider. If you're using a low-speed connection, the login may take some time as a large amount of data is transferred to your desktop.

To log in:

1. Run the AltiView application and, if this is the first login to this AltiWare/AltiContact Manager system, enter the server's IP address or name of the system you will be using. If this is not your first login, go on to the next step.

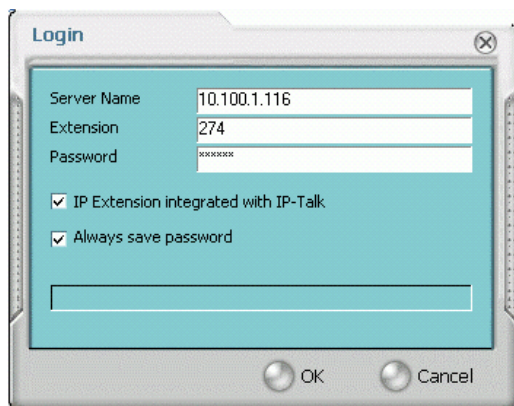


Figure 1. Logging in

2. Enter your **Extension** number and **Password** assigned to your phone.

Check the **Always save password** check box to store your login password the next time you access AltiView.

Note: AltiServ maintains a counter for each extension to track login failures. Up to 8 login attempts are allowed, after which login will be disabled from 1 to 24 hours (depending on the Administrator's setting).

3. **IP Extension Integrated with IP-Talk** option (grayed out if your extension is not set up as an IP extension.)

Note: IPTalk will use H.323 as its VoIP protocol, and G.711 (mu law) and G.723.1 (6.3k) codecs. IPTalk is only supported on Windows XP, Windows 2000 and Windows 2003, it is not supported on Windows 98 or Windows NT.

If you do *not* have an IP phone and you want your AltiView desktop to access AltiWare/AltiContact Manager as an IP extension, select the **IP Extension Integrated with IP-Talk** check box.

To do this, your extension must be set up as an IP extension by your system administrator.

Refer to the discussion in the next section for more information on using IP extensions.

4. Click **OK** to complete the login.

Reconnecting to AltiView

When a connection between AltiServ and AltiView is broken, AltiView will pop a message box to inform the user and reconnect the call. Clicking **Yes** will connect to AltiServ again without having to log back onto AltiView to re-enter the extension number and password.

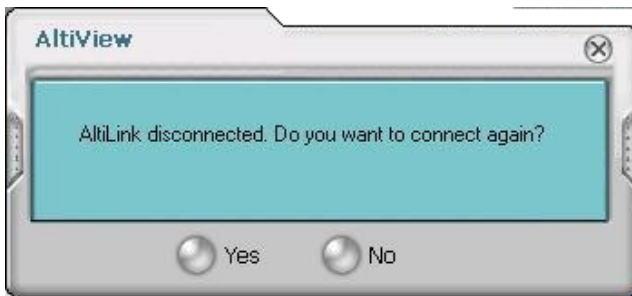


Figure 2. Reconnect to AltiView

Logging In Remotely Using an IP Extension

You can access AltiView from a remote location by using an IP extension. All the call handling functions are the same as logging in locally, with the exception of the ability to configure One Number Access. You can pick up voice mail, forward local business office phone calls to another site such as a home desktop PC, and even receive the phone calls as you would at the office.

To use an IP extension, you must meet the following requirements:

- Your extension must be configured to use IP extensions by your system administrator.
- You must have AltiGen-certified IP phone/adaptor equipment.

Consult your system administrator or authorized AltiGen dealer for details on obtaining and using any of these options. The IP Talk option is discussed in the next section.

To log in from a remote location using an IP extension:

1. If you connect to the Internet through a modem connection, establish a connection to your Internet Service Provider.
2. Log in using your Extension and Password as usual.
3. Select the **IP Extension Integrated with IP-Talk** check box.
4. Click **OK**.

IP Extensions Using IP-Talk

To use IPTalk as an IP extension, you need the following:

- **A sound card or USB sound device/headset (Plantronics headset recommended)**

Important: You can only run one instance of AltAgent with IPTalk per system.

To make and receive calls using IPTalk:

- Connect your headset to your PC. Use the AltAgent Dial and call accepting functions as usual to make and receive calls.

Troubleshooting IP Connectivity

If problems occur, they may be due to a failure to connect to your ISP or due to firewalls at your office preventing direct access to the AltWare/AltContact Manager server.

As a test, you can choose **Run** from the Windows **Start** menu, then enter
Ping <IP address> [ENTER]

where <IP address> is the AltWare/AltContact Manager system you want to connect to. An example of the IP address format is
123.234.231.143

If you do not get a response, contact your LAN administrator for support.
Next, check to verify if ports are open.

Hiding or Exiting AltView



When you minimize the Altiview desktop by clicking the **Minimize** symbol (the dash), it is hidden—it doesn't appear anywhere in the Windows desktop except as a phone icon in the tray in the lower right corner, as discussed below.

To exit Altiview entirely, right click the phone icon and select **Exit**.

Pop Up Altiview when You Get a Call

You can configure Altiview to pop up when you have incoming calls. Pop ups work when Altiview is hidden (minimized) but **not** when you have exited. See “Screen Pop, Audio Beep, and Auto Close” on page 43.

Using the Windows Tray Phone Icon

After you log in, the Altiview icon (a phone) is displayed on the Windows tray, normally at the bottom right of your screen. When you have new voice mail, the phone turns into a small yellow envelope.



If the Altiview interface is not on your Windows desktop, but this icon appears in the Windows tray, double-click it to open the Altiview main window, or right click it to pop up a menu, then select the Altiview window to open.

Resizing the Display

You can resize many Altiview windows using the standard Windows method: place the cursor at a window edge or corner, then drag the window to the size you want.

Also, the field size for any field can be increased or decreased by pointing the cursor to either side of the field's main column. The cursor changes to a movable double bar (||) that can be moved to resize the column.

Call States

Altiview/Altiview Manager applications report the status of calls. A list of the states includes the following:

- AA - the call is being transferred to an Auto Attendant/IVR

- *Busy* - callee is busy or not available
- *Call Pending* - the call is placed into a workgroup queue
- *Conference* - the call is in conference
- *Connect* - the call is connected
- *Dial Tone* - a dial tone is present, AltiView is ready to dial out
- *Error* - receipt of an error tone
- *Hold* - the call is on hold
- *Hold Pending* - the call is being transferred or conferenced
- *Idle* - the extension is not in use
- *Music on Hold* - an extension user placed the call on hold to take another call
- *Park* - the call is parked
- *Play* - playing voice mail
- *Proceeding* - the outgoing call is in progress
- *Record* - recording an introductory message
- *Ringback* - caller receives this state while callee is ringing
- *Ringin*g - there is an incoming call
- *Voice mail* - the call is in voice mail

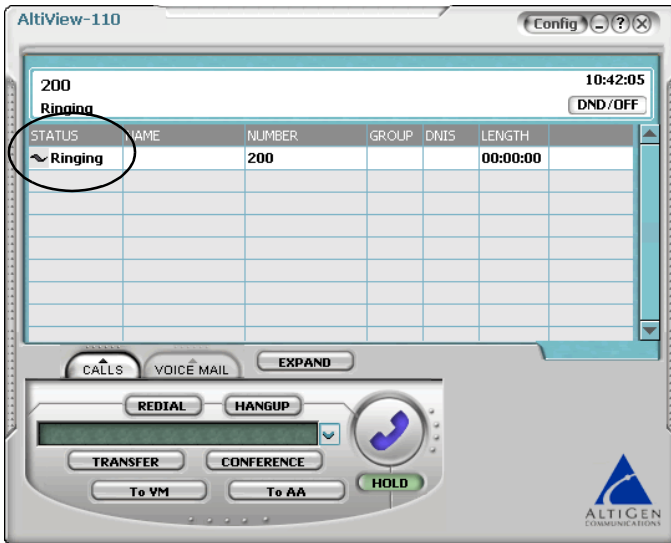


Figure 3. Status Field - Altiview main window

Error Messages

The following errors may be displayed as login or connectivity errors.

Error Message	Description	Solution
Altiview/ACM connection limit has been exceeded.	No license was found OR more than allowed number of Altiview users have attempted to log on.	Maintain the number of Altiview license keys or add additional session licensing.
Cannot connect to Altiview. Please check server name or network connection.	You are not connected to Altiview.	Check the server field (IP address or DNS name) by: 1. Pinging the network server address OR 2. Try using the IP address of Altiview (if using the DNS name in the server field).
Cannot access voice mail list while mail box in use.	Mail box is in use by the Altigen Voice Mail System and is temporarily unavailable.	Wait a while, then try again.

Error Message	Description	Solution
Mail service is unavailable. Please check with your administrator.	Voice mail service is not enabled on AltWare.	Make sure voice mail service is started.
Please register AlpInterface.dll (regsver32 AlpInterface.dll).	AltView uses this dll to communicate with AltWare. It should be registered in user system.	Re-register this file. Type in DOS command window, regsver32 AlpInterface.dll Change directory to AltView directory, type regsver32 AlpInterface.dll
You have entered an invalid password. Please try again.	The password and confirmation box entries do not match.	Make sure you are entering the password correctly in both boxes.
Cannot use "IP Extension integrated with IP-Talk."	You tried to log in with the IP extension option without the IP-Talk License.	Confirm that your extension is set up as an IP extension with dynamic IP address and that an IP-Talk License has been registered.
This version is not compatible with the version of AltWare that is running. This can lead to inconsistent or no functionality. Please install the correct version before proceeding.	The installed version of AltView is outdated from AltWare release.	Upgrade AltView to version 5.0A (install matching version of AltView).

Using Altiview

Once you log in, the Altiview main window appears. This window provides tools to manage and monitor calls, to facilitate management of your personal contacts, and to configure your Altivare/Alticon Manager phone and voice mail options. Configuration is described in *Chapter 4, Configuring Your Station Settings*.



Figure 1. Altiview main window

About the Main Window

The window consists of the following displays and buttons:

- The **Call Status** panel displays the status of the currently active call, a list of any calls on hold, the current time, an **Activity** drop-down list and a **DND/OFF** button.

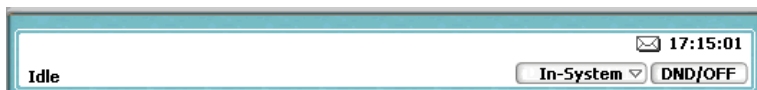


Figure 2. Call Status Panel

- **Activity** drop-down list - this button opens a drop-down list to select an activity for the extension:

In-System / In-Personal / Meeting / Away / Travel / PTO

The remaining three activity codes (7, 8, 9) are customized by the administrator. (Activity can also be set from the corresponds to the Activity setting in the **Call Handling** configuration window of **AltiView Config**)

- **DND/OFF** button - this turns off ringing and forwards all incoming calls according to your “Enable Busy Call Handling” settings. Clicking **DND/OFF** here has the same effect as selecting **Enable Do Not Disturb** on the Call Handling tab of the Config window.

Note: If Do Not Disturb feature is disabled for the extension, the **DND** feature will not be available to the user. If the user selected DND, an alert will pop up informing the user that DND is not allowed. The administrator must enable the **Allow DND** option for the extension in the Answering page of Extension Configuration in AltiAdmin/ACM Admin.

- The Directory panel has two tabs: **CALLS**, which shows a current list of calls; and **VOICE MAIL**, which shows a log of current and past voice messages.



Figure 3. Calls Tab

- The **Call Controls** provide single-click functions to **MUTE**, **REDIAL**, **HANGUP**, **HOLD**, **TRANSFER**, **CONFERENCE**, or send calls to **VM** (voice mail) or **AA/IVR** (Attendant).

Note: When IP Talk is enabled, the headset volume control can be invoked by AltView using the **Volume Control** button.



Figure 4. Call Controls

Note: (Mute feature available only when IP Talk is enabled). When mute is enabled, a mute symbol appears in the main window.

1104						
Connect						
						In-System
STATUS	NAME	NUMBER	GROUP	DNIS	LENGTH	
Connect		1104	1100		00:00:00	

Note: Mute Display

- The **Config** button lets you customize your call handling and voice message settings. See *Chapter 4, Configuring Your Station Settings*.



Figure 5. Config button

- The **EXPAND** button provides a view into extension or workgroup activity and provides access to past call logs.

About the Calls List

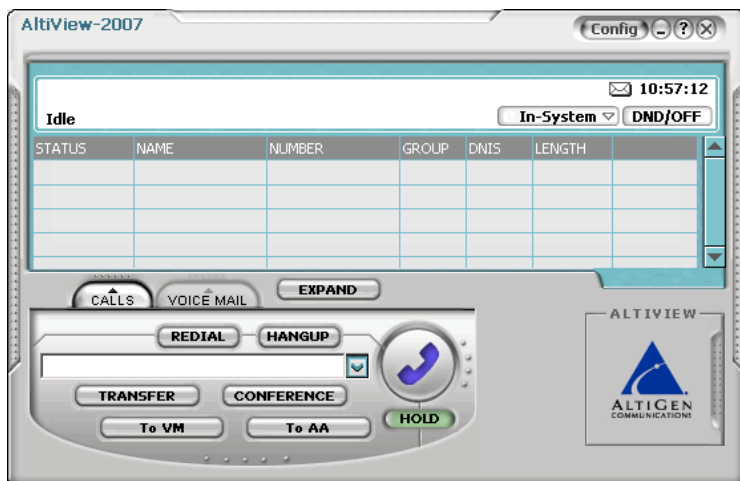


Figure 6. Calls List

The calls list displays the call status for each call as described in “Call States” on page 11. The list also displays the name of the caller if available from extension information or from an external database, the number, workgroup pilot extension number, DNIS digits if available, and call length.

Handling Calls

The AltiView call handling functions include dialing out and using voice mail.

Dialing

You can dial out in a number of ways; using the numeric keyboard, and by name or extension, number, or speed dial number.

Initiate dialing by clicking in the dialing field, entering the number using the keypad, then clicking the dial button in the main window



Figure 7. Dial button

Clicking the **Dial** button dials the number in the dialing field. The scroll list box left of the dial button is actually a combination text- and list- box. As a text box, it displays numbers that you enter from the dialing pad or from the keyboard number keys. You can also use it to search for names.

As a list, it displays extensions and the names associated with extensions as well as names and numbers imported from MS Outlook, GoldMine®, or ACT!. You can select extensions or names using the scroll list.

The list can display up to 2000 entries. If you are working with more than 2000 entries, you can find the entry by name search even if the entry is not one of the first 2000 that are displayed.

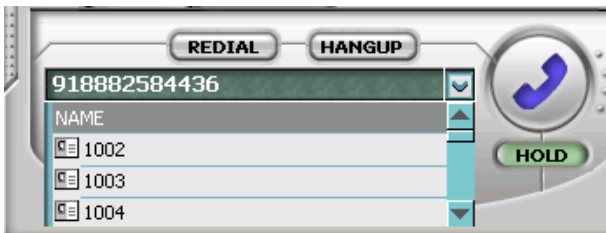


Figure 8. Dialing list

Dialing By Number

To dial using the keyboard number keys:

1. In the dialing window, enter the numbers you wish to dial using the standard numeric keys or the numeric keypad.
The numbers appear in the box above the dialing pad.
2. Press **Enter** or click the **Dial** button to place the call.

The main window displays the status of the call.

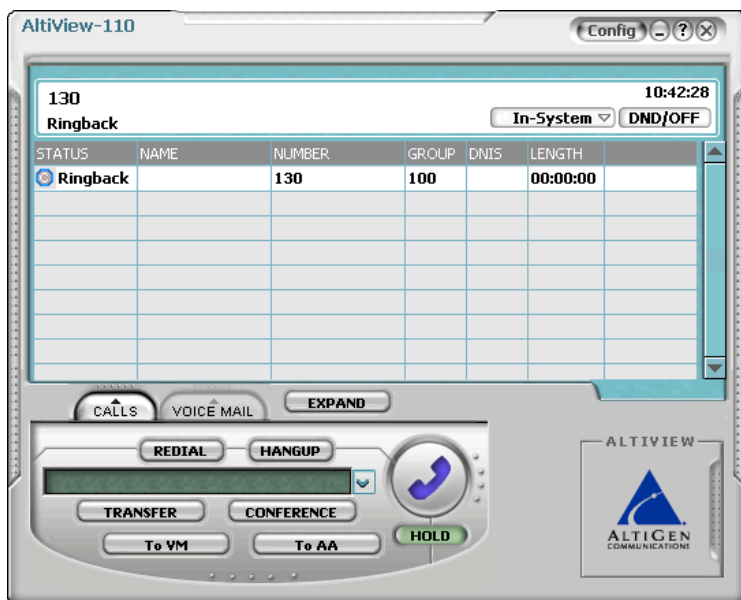


Figure 9. Call status displays in Calls list as well as status panel

Dialing By Name or Extension

1. Use the scroll list box above the dialing pad to select the name or extension.
2. Click the **Dial** button to place the call.

To search by name:

1. Click anywhere in the text box above the dialing pad, then begin to type the name of the person you want to call.
The dialing pad transforms into a list that displays matching names.

2. Click the name you want.

The extension or number appears in the list box, selected for dialing.

3. Click the **Dial** button to place the call.

Dialing Speed Dial Numbers

You can use either your own *Station Speed Dial* numbers or the *System Speed Dial* numbers.

See *Chapter 4, Configuring Your Station Settings* for details on setting up speed dial numbers.

1. Depending on which type of speed dial number you want to call, click the **Station Dial** tab or the **System Dial** tab.
2. Choose the speed dial entry from the list.
3. Click the **Dial** button to place the call.

Redialing

To redial the last number called, click the **Redial** button.

Placing Calls on Hold

During a phone call, click the **Hold** button in the AltView main window. The state of the call is changed from *connected* to a *hold* state and you will hear the dial tone.

STATUS	NAME	NUMBER	GROUP	DNIS	LENGTH
Hold		2002	1001		00:00:35
Offhook					00:00:00

Figure 10. Call on Hold

In the row displaying the call, the **State** column shows the call on hold. Click the **Hold** state cell to release the hold and reconnect the call.

Note: When a call is put on hold automatically by the system (to queue), the system will ring the user after two minutes, if the call is still on hold.

Using Call Waiting

During a call, you may hear a beep indicating that you have another incoming call. To answer the call:

1. Click the **Calls** tab on the AltiView main window to view the directory of current calls.
2. Find and click the row displaying the incoming call.
This places the current call on hold and connects the incoming call.
3. When you are finished, click the **Hold** state cell for the call on hold to reconnect.

Transferring Calls

AltiAgent supports both supervised transfer, in which you confirm the transfer, and blind transfer.

1. While connected to a call, click the **Transfer** button.
This pops up the dial pad.
2. On the dial pad, enter the extension or phone number to transfer the call to, then click **Dial**.
3. While AltiView dials the new number, you're asked to confirm your decision by clicking the **OK** button in a confirmation dialog box.

You can click **OK** before the party answers to do a blind transfer, or you can wait for the person to answer and then confirm or cancel the transfer.

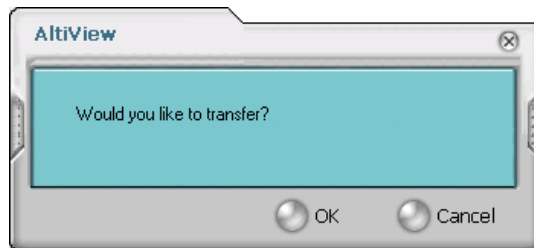


Figure 11. Confirming call transfers

At any time before or after the person you're transferring to answers the phone, you can cancel the transfer by clicking the **Cancel** button or by closing the dialog box.

If the transfer is cancelled, AltiView reconnects the call to your exten-

sion. The call is also reconnected if the third party doesn't answer.

Sending Calls to Voice Mail

While connected to a call, click **To VM** on the main window. When the dial pad appears, choose the extension number you want to send the call to, sorted by number or by name, then click **OK**.

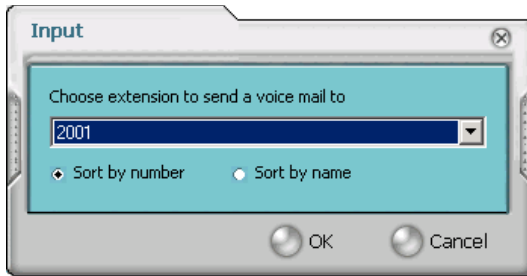


Figure 12. Transfer to Voice Mail

You can also transfer a call to voice mail before you answer it.

Transferring to Attendant

While connected to a call, click **To AA/IVR** on the main window. Select the operator or an Auto Attendant/IVR to transfer to using the drop-down list, sorted by number or by name.

You can also transfer a call to an Attendant before you answer it.

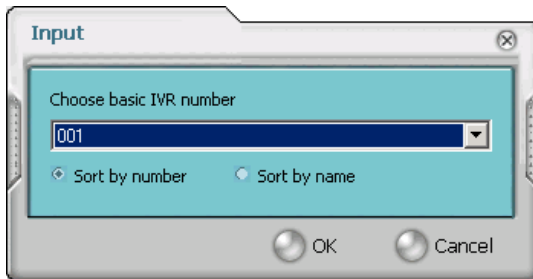


Figure 13. Transfer to Auto Attendant/IVR

Forwarding Calls Using Do Not Disturb

If allowed, click the **DND** button to forward all incoming calls according to your “Enable Busy Call Handling” settings. See “Busy Call Handling and No Answer Handling” on page 50.

Centrex Transfer

If you have a Centrex line, you can use this feature to transfer an external call to an outside number without having to tie up two trunk lines. Once the transfer is complete, the external caller's line connects directly to the outside number. Since there are no longer any connections to internal users, internal trunk lines are then dropped, freeing up system trunk line resources for other calls.

To perform a Centrex transfer:

1. Press **Transfer**.
2. Dial the prefix for trunk-line access (such as **9**).
3. Dial the second party's number and either hang up or announce the call.
4. Answer **Yes** in the popup.

Once you place the handset back on-hook, the trunk line also drops and Centrex completes the transfer.

Conferencing Calls

Any internal user is able to add parties to a conference call.

Note: Single Call Waiting, Multiple Call Waiting or Live Call Waiting must be enabled in AltiAdmin/ACM Admin in order to conference incoming calls.

While connected to the first party:

1. Click the **Conference** button.
2. When the dial pad pops up, enter the extension or phone number you want to conference with, then click **Dial**.

While AltiView dials the new number, the first party goes into *Hold Pending* state, and you see a confirmation dialog box.

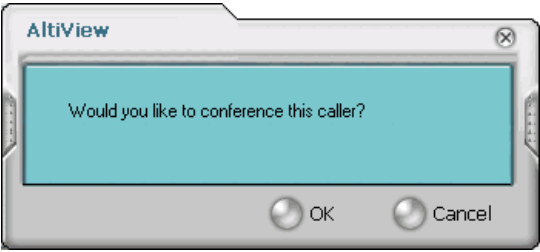


Figure 14. Confirming Conference Calls

- 3. After the third party connects, you can announce the conference by clicking **OK** in the dialog box. If the third party does not answer, click the **Cancel** button.
- 4. Click the **Conference** button again to initiate the three-way conference. Both calls will be displayed as *Conference* state.

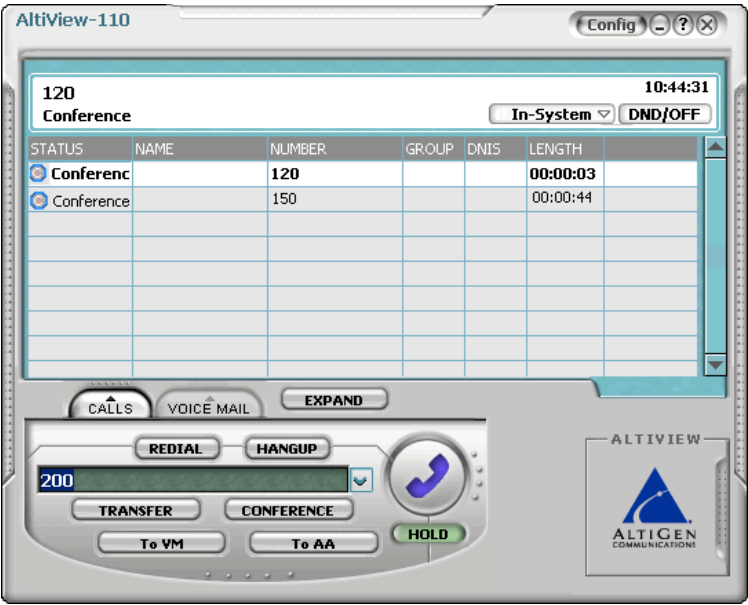


Figure 15. Conference Calls Displayed in Call List

To add another party, click the **Conference** button and repeat steps 2-4.

When two or more lines are holding, you can also add parties to a conference call:

1. Right-click on the line call.

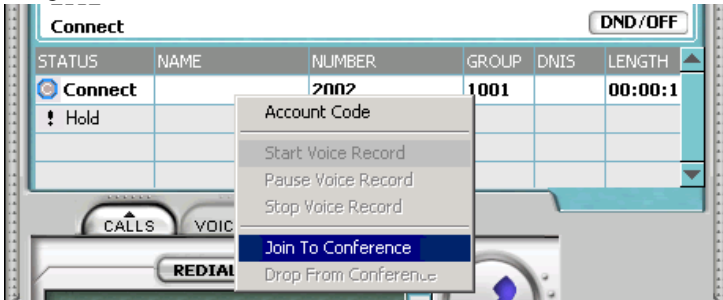


Figure 16. Join to Conference

2. Use the drop-down list and select **Join To Conference**.
3. In the confirmation dialog box, click **OK** to conference the caller.
4. Click the **Conference** button again to initiate the three-way conference. Both calls will be displayed as *Conference* state.

To add another party, click the **Conference** button and repeat steps 2-4.

When two or more lines are holding, you can also add parties to a conference call:

1. Right-click on the line call.

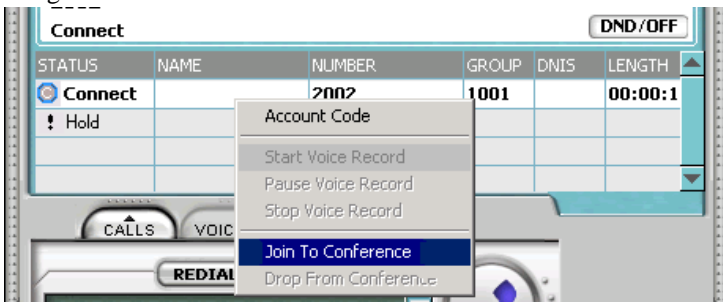


Figure 17. Join to Conference

2. Use the drop-down list and select **Join To Conference**.
3. In the confirmation dialog box, click **OK** to conference the caller.

The maximum number of conferenced parties is 6.

Cancelling Conference Calls

You can cancel the conference at any time using any of the following methods:

- clicking the **Cancel** button
- closing the dialog box
- pressing your phone's **FLASH** button
- right-clicking on the caller and selecting **Drop From Conference**

Normally, after cancelling you will be reconnected automatically to the initial call. If you are not automatically reconnected and want to reconnect to the first call, click the *Hold Pending* status representing the call.

Note:

The conference holder is the user who initiates the conference call (by pressing # or using AltView with an IP phone). If the conference holder hangs up, no one in the conference call is allowed to drop the call from conference. Only the conference holder can drop a call from conference.

Recording Calls

The voice recording feature in AltView allows a user to record conversations. Recorded conversations can then be played back through voice mail or accessed at a centralized location.

Note: The voice recording feature is only available Triton Analog extensions and IP extensions.

For each *extension*, the options for voice recording are enabled in the system's **General** page of **Extension Configuration**. Settings in the **Personal Call Recording Options** field allow the administrator to:

- Disable call recording
- Auto Record to a central location (AltContact Manager only)
- Record on demand to a central location (AltContact Manager only)
- Record on demand to agent VM

For each *workgroup*, the options for voice recording (centralized workgroup recording) are enabled in the system's **General** page of **Workgroup Configuration**. Settings in the **Centralized Workgroup Recording** field allow the administrator to:

- Disable workgroup recording
- Auto Record to central location (AltContact Manager only)
- Record on demand to central location (AltContact Manager only)
- Record on demand to agent VM

Note: For workgroup recorded calls, when voice recording is enabled at both the extension and workgroup level, the workgroup voice recording settings control workgroup calls; extension voice recording settings control direct extension calls.

WARNING!

Listening in to or recording a conversation without the consent of one or both parties may be a violation of local, state and federal privacy laws. It is the responsibility of the users of this feature to assure they are in compliance with all applicable laws.

Recording on Demand

When the extension is set to record on demand (to a central location or user VM), the user can use AltView to initiate the recording.

To record a call:

1. While connected to a call, right-click on the conversation to open a drop-down list.

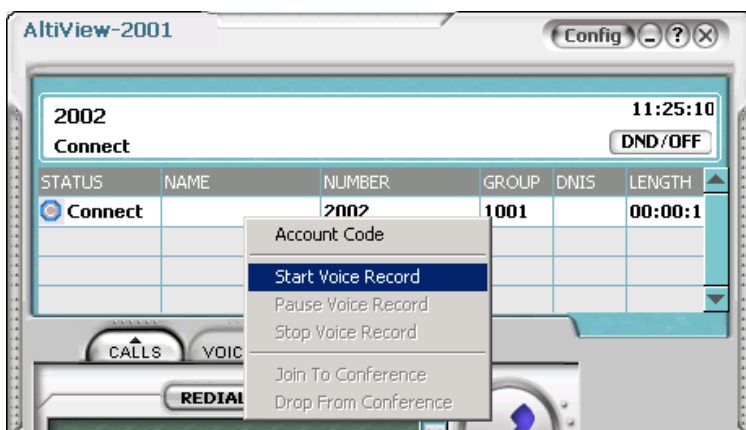


Figure 18. Start Voice Record from Right-click Drop-Down List

2. Scroll to **Start Voice Record**. The recording will be indicated by a small, red cassette tape icon in the top right AltView window. If the

Insert Recording Tone option is set, both parties will hear a beep when the recording begins.

3. To pause recording, right-click on the conversation and scroll to **Pause Voice Record**.
4. To end recording, right-click on the conversation and scroll to **Stop Voice Record**. If the administrator has set to record to a centralized location, contact your administrator for the location. If the system is set to save the recording as the user's voice mail, the recording can be heard through the AltiGen Voice Mail System.

Note: Depending on the size and number of recorded calls, this may affect the system's resources.

Using Account Codes

If your system is set up to use account codes, you can associate calls to specific codes for billing or tracking purposes.

Required account codes—If your extension has been configured for required account codes, the system will prompt you to select an account code from a popup window for all outbound calls.

Bypassing required account codes— If your extension has been configured to bypass account code validation, you can enter a different account code in the box at the bottom of the popup window or enter # to bypass the account code altogether.

Optional account codes

To associate a call in progress to an account code:

1. Right-click the number in the Calls List.

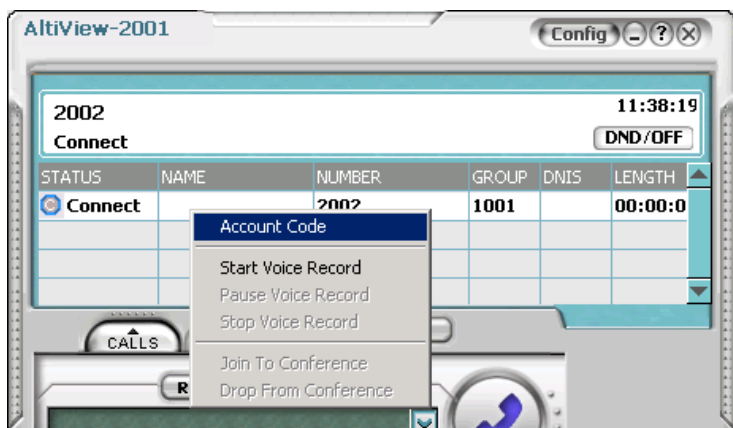


Figure 19. Account Code from Right-click Drop-Down List

2. Choose **Account Code**.
3. In the Account Code popup window, select an account code from the scrollbox.

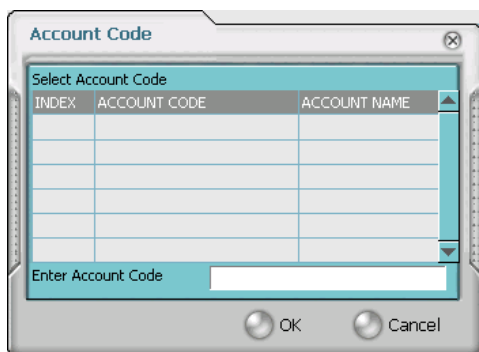


Figure 20. Account Codes List window

Note: If your extension is configured to bypass account code validation, you can enter an account code in the box at the bottom of the popup window.

4. Click **OK**.

To change the account code for a call in progress, repeat the steps above, entering the new account code to assign the call to.

Using Voice Mail

About the Voice Mail Window

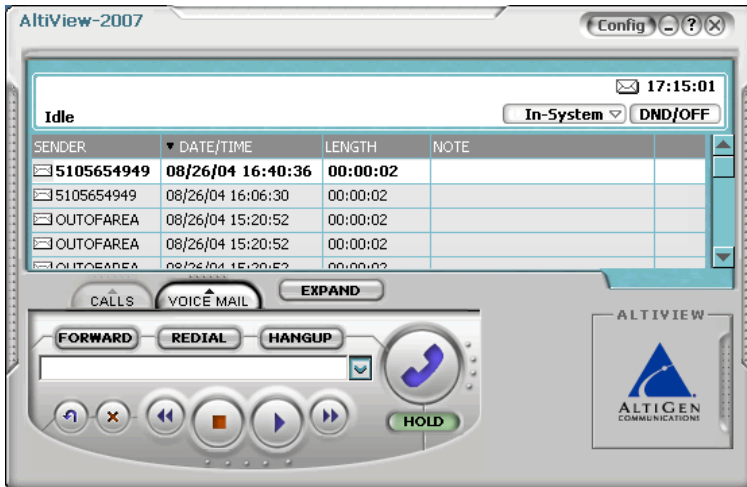


Figure 21. Voice Mail window

When you click the **Voice Mail** tab in the main window, you see the voice mail list.

Note: Click on the column headings to sort the data. Right-click on a message row to perform any of the actions (listening to, saving, or returning messages, etc.) described in this section.

- New voice mail messages are indicated by a white, closed envelope icon in the status window of AltiView.
- If the new message is urgent, a red envelope icon is displayed.
- Heard voice mail messages are indicated by a white, open envelope icon.
- If the message is saved, a blue, open envelope icon is displayed.
- A paperclip symbol on the envelope indicates an attachment—a voice mail message forwarded from another extension.

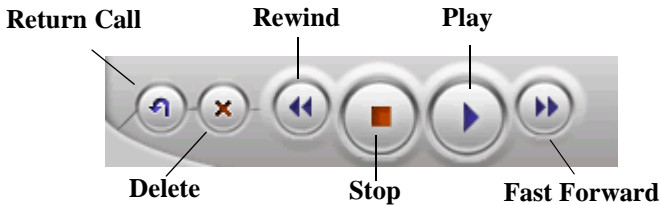
Listening to Your Voice Mail

In the Voice Mail list, select the message and use the voice mail controls at the bottom right of the window to play it, rewind, or fast forward. You can also use these commands on the right-click popup menu.

You have several listening options which you configure as described in “General Information” on page 42. You can listen using the sound card on your PC or your phone. You can play the message while its downloading or wait until it’s completely downloaded to play it.

If this is a new message, the envelope icon changes from closed to open, indicating that the message has been heard. As the message is played, the status window displays *Play*.

Use the tape player type buttons to play the message.



If you click another message in the list, the current message stops playing.

Saving Remotely or Locally

You can click the **Save As** button or use the right-click popup menu to save the message as a .wav file that you can play back later. **Save As** opens a dialog box that lets you choose how you want to save the file.

- **Save in remote** allows you to save local drive space, but to play the saved message, of course, you have to access on the remote server.
- **Save in local** opens a dialog in which you choose a directory and file name for the .wav file, which you can then play on a media player.

Deleting the Message

To delete the message, select it and click the **Delete** key, or use the right-click popup menu.

Returning the Call

Click the **Return Call** button to call back the sender, or use the right-click popup menu.

Attaching a Memo

To add a note to accompany a voice mail, click the **Memo** button to invoke the Memo window or use the right-click popup menu.

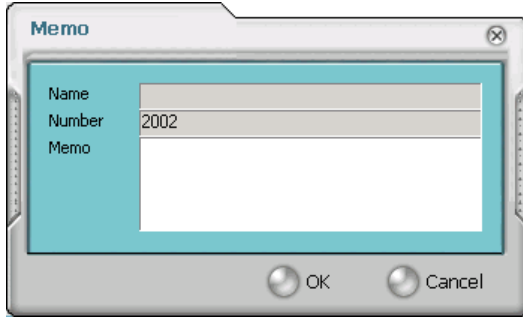


Figure 22. Attaching a memo to a voice message

Type in the memo in the area provided and click **OK**. The entry will be displayed in **Memo** field of the voice mail.

Forwarding Voice Mail

To forward a voice mail to an extension or a VM Group:

1. Select the voice mail in the Voice Mail view of the AltView main window.
2. Right-click popup menu to invoke the VM Forward window.

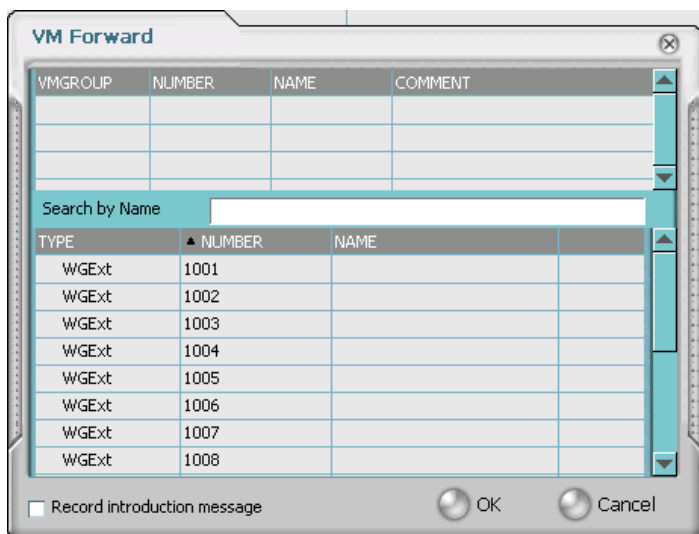


Figure 23. VM Forward window

3. Use the mouse to select the extension, workgroup, or voice mail group to which you want to forward the message.

If you need to search for a person by name, type the first letters of the name into the **Search by Name** box. The matching names display in the list as you type. To select a name, select the check box next to it.

Notes:

- Click on the column headings below the Search by Name window to sort the data.
 - If the extension name is configured for an extension, it is used to match the search string. If the extension name is not configured, then the extension number is used to match the search string for this extension.
4. Optionally, you can leave an introductory message. Select the **Record Introduction Message** check box and follow the steps below.

5. Click **OK** to complete the forwarding.

To record an introductory message:

1. If you selected the **Record Introductory Message** check box, when you click **OK** to complete the forward, pick up the phone hand set and you'll hear a prompt to record the message.
2. Record the message and press the pound key (#). A confirmation appears on screen.
3. Click **OK** to confirm and complete the action.

Working with Voice Mail Groups (Distribution Lists)

You can set up voice mail (VM) groups to forward messages to multiple recipients at the same time. You can set up to 100 personal voice mail groups, each with 64 members. Group members can be any extension or another voice mail group.

Note: *Voice Mail Groups* are also known as *Distribution Lists* in other AltWare interfaces.

There are two types of voice mail groups you can use:

- **System-based groups** are set up in the AltWare/AltContact Manager Administrator. You can use but not edit these lists in AltAgent.
- **Personal groups** are set up and modified in your AltGen Voice Mail System.

Monitoring Extension Activity

If your system administrator has configured your extension for monitoring, you can monitor the activity on the other extensions or view call history.

If you're a manager, for example, you might monitor to determine whether you need more resources in a busy environment. Or you might use monitoring capability to cover calls for a co-worker, since you can click the ringing phone icon in the monitor list and take the co-worker's call.

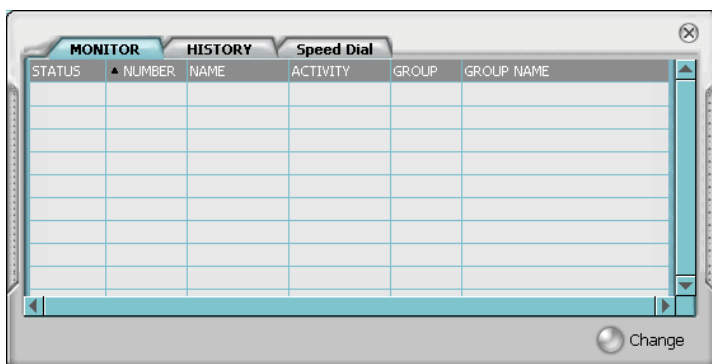


Figure 24. Monitor Window

Choosing Extensions to Monitor

1. Open the Monitor window by clicking the **EXPAND** button in the AltView main window, then click on the **MONITOR** tab.
2. Click the **Change** button in the Monitor window to open the Change Monitor window.



Figure 25. Change Monitor window

Extensions to which your system administrator has given you monitoring rights are listed here.

3. Select the check boxes next to the extensions you want to monitor, and click **OK**.

The extensions are now listed in the Monitor window.

Reading the Monitor List

In the monitor list, each extension is listed along with its **Status**, **Number**, **Name**, **Activity**, **Group** and **Group Name**—workgroup, if applicable.

The state can be one of the following:

- **Idle**—the extension is not in use; you can click the **Status** field to ring that extension
- **Connected**—the extension is in use
- **Ringling**—the phone on the extension is ringing; you can click the **Status** field to pick up the call at your own extension
- **Conference**—the extension is on a conference call
- **Voice Mail**—the extension is in voice mail
- **Auto Attendant**—the extension is connected to an Auto Attendant
- **Holding**—the extension is on hold
- **Hold Pending**—the extension is awaiting hold

Calling or Picking Up Calls

If a monitored extension is *Idle*, clicking its **Status** field rings the extension.

If a monitored extension is *Ringling*, clicking its **Status** field picks up the call.

Note: If the call is coming in to a workgroup, as shown in the **Group** information, you cannot pick up the call.

Viewing the Call History

Click the **History** tab in the Monitor window to view an informational history of handled calls.

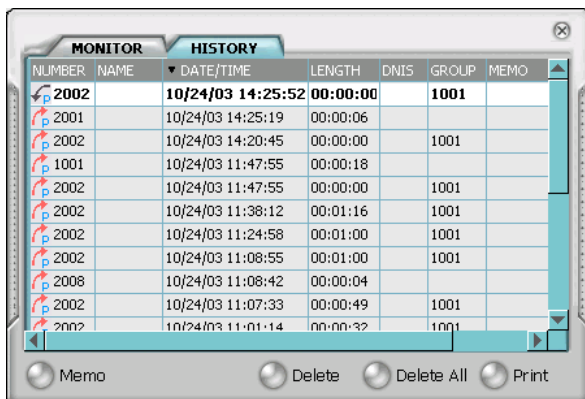


Figure 26. History window

Note: Click on the column headings in the **History** window to sort the data.

The list in the **History** window displays the following fields:

- **Number**—the extension or phone number. *Upward arrow* icons indicate outgoing calls; *downward arrows* indicate incoming calls. Clicking the **Number** field dials that number.
- **Name**—Caller ID information, if available, or *Unknown*.
- **Date/Time**—the call's date and time.

Note: This history data is sorted by last disconnected and not in the order the call was received. It is therefore possible to have a record with an earlier timestamp followed by a record with a later timestamp.

Also, the timestamp for call data is based on the client system, while the timestamp for voice mail messages is from AltWare/AltContact Manager. Thus, the times displayed here may not match those in the voice mail view in the main window.

- **Length**—the length of time of each call.
- **DNIS**—DNIS digits collected, if available
- **Memo**—a note attached to the call. Use the **Memo** button to open a window to create a note.

Viewing the Speed Dial List

To dial **System** speed dial entries, click on the speed dial entry and click the **DIAL** button.

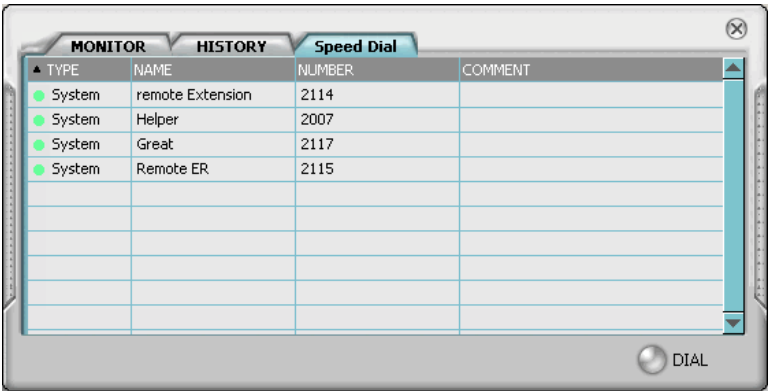


Figure 27. Speed Dial List Window

Configuring Your Station Settings

You can configure the following settings and options by clicking the **Config** button in the main window to open the Config window.

- **General Info**—password, default trunk access, and other settings.
- **One Number Access (ONA)**—forwarding of specific incoming calls. This is available only when your extension configuration is set up to allow ONA.
- **Call Handling**—forwarding, busy call, and no-answer call handling.
- **Message Notify**—how and when to notify yourself about incoming voice messages.
- **Station Speed**—your personal speed dial numbers.
- **System Speed**—you can view and edit the name and comments, but not the number itself, of system speed dial numbers.

Note: Options are disabled if they are not available. For example, One Number Access must be enabled in the AltAdmin/ACM Admin application. Further, if you don't enable ONA as a Call Handling option, you can't set up and use ONA.

Apply Button and OK Button

In the Configuration windows, you'll see two buttons that save your changes:

- The **Apply** button saves your changes and *lets you continue* in the current window.
- The **OK** button saves your changes and *closes* the current window.

General Information

Config

Message Notification Station Speed System Speed

General Info One Number Access Call Handling

First Name name Last Name no

Password *****

Default Trunk Access 9

Voice Mail Play

☒ through Handset ☐ through Soundcard

☐ Play while downloading

☐ Use external player

☒ Screen Pop ☒ Audio Beep ☒ Auto Close

Use Database

☐ For Screen Pop ☐ For Dial by Name

Color Selection

☒ Nattierblue ☐ Burgundy

☐ Update database when click 'OK' button

☐ Release IP Trunk Link Tie

OK Cancel Apply

Figure 1. General Info configuration

The **General Info** tab is the window you see when you first click the **Config** button in the Altiview main window to open the Config window.

In this window, you can edit your password, the default trunk access code, voice mail settings, audio and video behavior, and external database access options.

Default Trunk Access

The trunk access codes are defined in the Altiview/ACM Administrator. When you get an incoming call over multiple trunks and cannot issue a return call, the system will automatically select the default trunk access code to place your call.

Voice Mail Play Options

You can choose to play your messages on your phone set, or play them on your sound card and speakers. If you choose to play them on your sound card, you have another choice: you can choose to play the message as it downloads, or to download it completely and play it on an external media player.

Screen Pop, Audio Beep, and Auto Close

Select the **Screen Pop** check box if you want an AltiView window to pop up on your screen when you have a call. You can then click a call to take it or perform other AltiView actions. For AltiView to pop up, you cannot have closed the application entirely, but it can be minimized.

Select the **Audio Beep** check box if you want your PC to beep you when you have a call.

Select the **Auto Close** check box to have AltiView close the pop up window once you have finished with the call.

Accessing Databases

AltiView can access phone numbers from your Microsoft Outlook, Outlook Express, ACT!, or GoldMine® database. During installation, the install program reads which applications you have installed on your PC.

In the drop down list under **Use Database**, select the database you want to use—either **Outlook** or **Outlook Express**.

Note: If you select Outlook, AltiWare/AltiContact Manager will load all the subfolders and data in your main Contacts folder, which will take a few moments. Once the data is loaded, you can close the Configuration window, reopen it, and click the **Select Folder** button that now appears to choose which Contacts subfolders you want to use.

You also have these additional options:

- Select the **For Screen Pop** check box to have a database contact window pop up when you receive a call from someone for whom you have a record in the database contact directory.

- Select the **For Dial-by-Name** check box enable access to the names in the database directory when you dial. With this option enabled, the names and their associated numbers in your Outlook, ACT!, or GoldMine® directory are added to the contact list in the dial pad window.

Note: If the contact entry has an extension number as part of the dialing number, the extension number is displayed but will not be included in the digits dialed by AltWare.

- Select the **Update database** check box to refresh the data AltView accesses from the database.
- **Country Code** - for international support. Enter the country code of the local AltView user; US country code is “i”. This field helps to convert the standard international phone numbers used in Outlook to correct digit strings for AltWare.

Color Selection

Select either **Nattierblue** (default) or **Burgundy** as the color of the AltAgent window.

Release IP Trunk Link Tie

When enabled, the **Release IP Trunk Link Tie** option will automatically have the **Transfer** button send “FLASH *” to release a tie trunk if the incoming call is through an IP trunk. (Option is disabled by default.)

Note: The call to be transferred *must* originate from an AltServ system running 5.0 or later.

Insert Dialing Prefix

If the AltWare server’s country code is not US/Canada, AltView displays an “**Insert long distance/international dialing prefix**” check box. When enabled, AltView will add the long distance/international dialing prefix (corresponding to the server’s country code) when returning a call from voice mail, or when making a call from call history. If the AltWare server’s country code is US/Canada, the check box is not displayed and AltView automatically adds the long distance/international dialing prefix.

One Number Access (ONA)

If you are expecting calls that you want to receive regardless of where you are, you can have the system forward those calls to you. You must enter the Caller IDs for the calls you want forwarded, and the numbers where you can be reached.

If the system is unable to connect the call (i.e., can't identify a Caller ID or can't reach you at *any* of the numbers you specify), the call is sent to your voice mail.

Before You Set Up ONA

- ONA must be enabled by your system administrator.
- Your Call Handling settings must not conflict with ONA. Specifically:
 - **Do Not Disturb** must be disabled. Otherwise, if your line is busy, all calls will go into voice mail and not to the ONA forwarding numbers you specify.
 - **Enable Call Forward** must be disabled. Otherwise, all calls will be forwarded according to this setting.

See “Call Handling” on page 49 for details on these settings.

Accessing One Number Access Setup

After you set the call handling options, click the **One Number Access** tab in the Config window to open the One Number Access window.

The screenshot shows a 'Config' window with the following structure:

- Config** (Window Title)
- General Info** | **One Number Access** | **Call Handling** (Main Tabs)
- Message Notification** | **Station Speed** | **System Speed** (Sub-Tabs)
- Message Notification** (Active Sub-Tab):
 - ☒ Disable | ☐ Enable during non-business hours
 - ☐ Enable at any time | ☐ Enable schedule based access
 - ☐ Enable during business hours
- Call Screening**:
 - ☐ Enable Call Screening
- Caller ID Verification**:
 - ☐ Verify Caller ID based on the following
 - Grid for Caller ID verification (2 rows, 5 columns each):

- Forwarding Numbers**:

For outside number, choose the trunk access code and enter the number in the edit box[e.g. "14155551212"]

	1st	2nd	3rd	4th				
<input type="checkbox"/>	Any				<input checked="" type="radio"/> Extension	<input type="radio"/> Outside	<input type="checkbox"/> Pwd	Ring [20] (sec)
<input type="checkbox"/>	Any				<input checked="" type="radio"/> Extension	<input type="radio"/> Outside	<input type="checkbox"/> Pwd	Ring [20] (sec)
<input type="checkbox"/>	Any				<input checked="" type="radio"/> Extension	<input type="radio"/> Outside	<input type="checkbox"/> Pwd	Ring [20] (sec)
<input type="checkbox"/>	Any				<input checked="" type="radio"/> Extension	<input type="radio"/> Outside	<input type="checkbox"/> Pwd	Ring [20] (sec)

Buttons: OK, Cancel, Apply

Figure 2. One Number Access window

1. Select the times you want to be available to ONA callers.

If you choose **Enable based on the following schedule**, you can set up to four different schedules in the dialog that pops up.

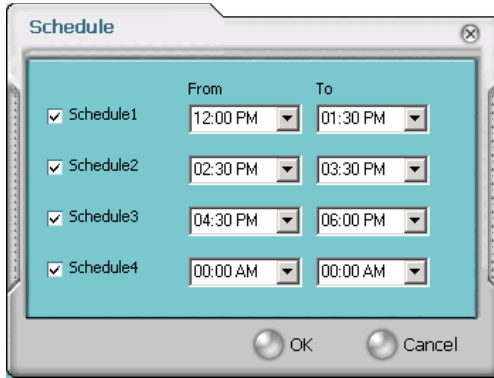


Figure 3. Enable Schedule Based Access dialog box

2. Enable the **Call Screening** check box to have the system prompt the ONA caller to record a caller name to continue ONA.
3. Enable the **Caller ID Verification** check box and then specify the incoming phone numbers for ONA. If ONA finds one of these numbers on an incoming call, it will forward the call to you.

You can enter up to ten phone numbers in the **Caller ID Verification** fields. For local numbers, use 7 digits (5555555). For long distance numbers, use 10 digits—area code + local number.

Note: If you enter no numbers in the Caller ID Verification fields and ONA is enabled, ONA is made available to every caller.

Using a Password

You can use a Caller ID Verification field to enter a password number such as “5555” so that *a caller who knows this password can use ONA to find you, regardless of where they are calling from*. Tell the caller to dial **1** during your personal greeting and then enter the password.

4. Select the **Forwarding Numbers** to be used by the system to find you when ONA is active. You can set up to four different numbers—extensions or outside numbers. For outside numbers, use the drop-down list to select the trunk access code you want to use.

When ONA is active, the system dials the forwarding number(s) in

the order from Forwarding Number 1 through Forwarding Number 4. Note that this number order does *not* correspond to the Schedule order—Forward Number 2 is *not* used first during Schedule Number 2.

Note: If your system administrator has disabled the Check Password option for your ONA settings, a call forwarded via ONA that is picked up by a voice mail box, fax machine, or answering machine will connect, and will not try any subsequent Forwarding Numbers. Therefore, if you want ONA to use such an option as a “last resort,” it should be Forwarding Number 4.

You can set the **ONA ring duration** from 5 to 45 seconds using the **Ring for ... seconds** drop-down list. Default value is 20 seconds. The system will ring the ONA target within the specified time limit. If the ring time exceeds 30 seconds, the system will play a phrase every 15 seconds (playing time is included in ring time).

Call Handling

Click the **Call Handling** tab in the Config window to configure incoming call handling for your extension.

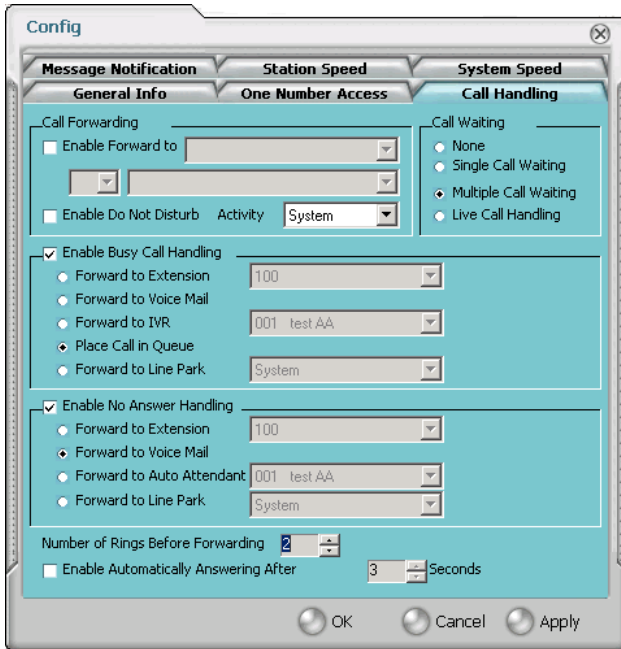


Figure 4. Call Handling configuration

Forwarding All Calls

If you want to forward calls to an external number, select a trunk access code in the drop-down list, then begin with the outside trunk or route access digit and any long distance prefix digits such as **1** and area code.

Forwarding to a Pager Not Recommended

Forwarding calls to a pager is possible but **not recommended** since callers will only hear what is heard when calling a pager and might not know to enter a return phone number unless instructed.

Do Not Disturb

If you select **Enable Do Not Disturb**, all incoming calls are forwarded according to your “Enable Busy Call Handling” settings, described below. When enabled, use the **Activity** drop-down list to select an activity engaged by the user:

- 1 - System, 2 - Personal, 3 - Meeting, 4 - Away,
- 5 - Travel, 6 - PTO

The remaining three activity codes (7, 8, 9) are customized by the administrator.

Note: Selecting **Enable Do Not Disturb** here has the same effect as clicking the **DND** button on the dial pad. Also, if "System" or "Personal" is the activity selected by the user, it will not be displayed on Altiview or the Alt-IP phone LCD; all other activities are displayed.

Busy Call Handling and No Answer Handling

You can use these options to specify how you want to handle incoming calls when you're already on the phone or when you can't answer the phone, for example, when you've enabled Do Not Disturb.

If you want to use the Auto Attendant/IVR and you don't know the number of the phrase or menu you want to use, check with your system administrator.

Place call in queue is available only if your system administrator has enabled queueing for you.

Number of Rings Before Forwarding

This setting pertains to almost all the options in this window: the number of times the phone should ring before the system decides to forward the call to an extension, voice mail, or the Auto Attendant/IVR.

To have Altiview automatically pick up the call, select the **Enable Automatic Answering after x Seconds** check box and use the arrow keys to choose the number of seconds.

Note: The default setting is 0 seconds. If the duration is set to 0, all incoming calls will go to Connect State right away. Both caller and callee will not hear ring tone.

Call Waiting Options

Call waiting options are available only if the **Enable Busy Call Handling** check box has been selected, but this option is *only available for personal calls*.

- **Single Call Waiting**—sets up single call waiting. This feature gives an alert tone (audio beep) to indicate that a call is waiting. This feature must be enabled in order to conference incoming calls.
- **Multiple Call Waiting**—enables a “personal queue” of multiple calls waiting. You must also select the **Place Caller In Queue** option under **Busy Call Handling** to enable this option. This allows the user to transfer or park the current call before picking up the next call in queue.
- **Live Call Handling**—when enabled, allows a caller to hear a ringback tone when the called party is in voice mail, paging, transfer, or conference state.

Note: The call will be shown as “ringing” in AltConsole.

Message Notification

Message Notification lets you set up how you’d like to be alerted to new messages when you’re away from your desk. You can also set up Message Notification through the AltGen Voice Mail System.

Click the **Message Notification** tab in the Config window to establish how and when you want to be notified about incoming voice messages.

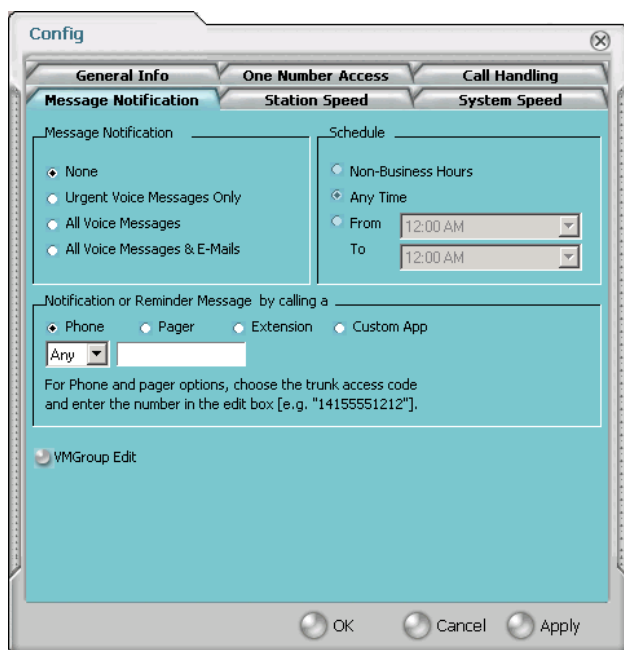


Figure 5. Message Notification options

Use this window to set the notification options:

- **The types of messages** on which you want to be alerted: none, urgent voice messages only, all voice messages, or all voice messages and email too.
- **How and where to notify you**—in the **Message Notification or Reminder Message by calling a...** options, if you want to use an outside number, use the drop-down list to select the trunk access you want to use.
- **Schedule**—during what hours you want to be alerted.

VM Groups (Distribution Lists)

You can set up VM (voice mail) groups (*distribution lists*) to forward messages to multiple recipients at the same time. You can set up to 100 personal voice mail groups, each with 64 members. Group members can be any extension or another voice mail group.

There are two types of voice mail groups you can use:

- **System-based groups** are set up in the AltiWare Administrator. You can use but not edit these lists in AltiView/AltiAgent.
- **Personal groups** are set up and modified in AltiView/AltiAgent or in your AltiGen voice mail system.

Accessing Voice Mail Group Lists

To work on your personal voice mail groups, click the **VM Group** button to invoke the **VM Group Edit** window.

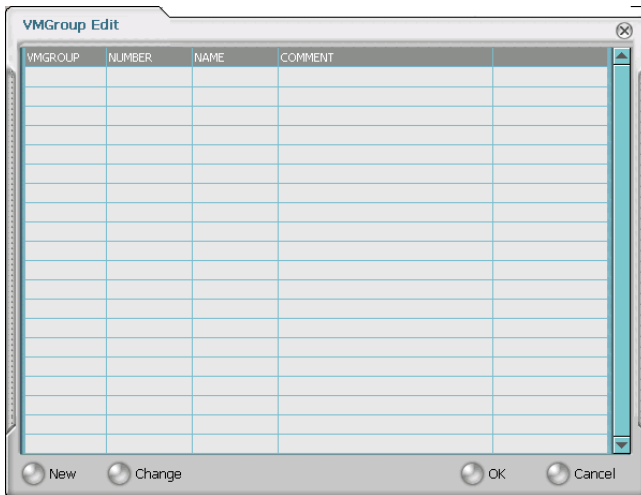
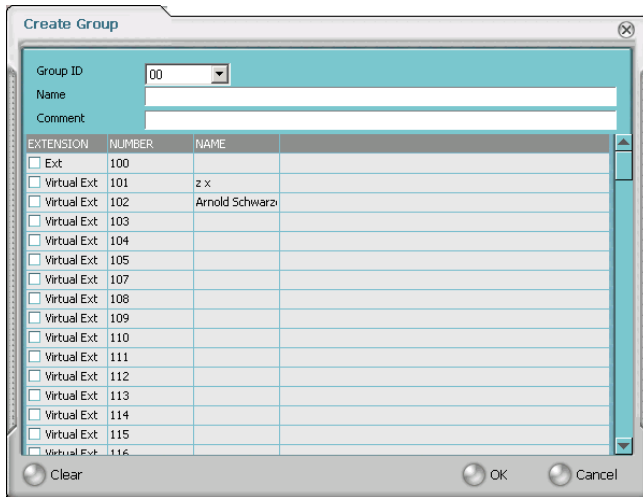


Figure 6. VM Group Edit window

Creating a VM Group

1. To create a VM group after opening the **VM Group Edit** window, click the **New** button, which invokes the **Create Group** window.



2. Use the scroll bar to select a desired **Group ID**.
3. Enter the VM Group **Name** and any **Comments**. These are optional but may help you identify the group.
4. Select the member extensions by selecting the check box next to each extension.
5. When finished, click **OK**. Click the **Clear** button to deselect all extensions or click **Cancel** to exit without saving your edits.

Changing a VM Group

To add or removing extensions, or change name or comments associated with a group:

1. Access the VM Group window.
2. Click the **Change** button in the **VM Group Edit** window to open the **Change Group** window, similar to the **Create Group** window above.
3. Make any changes you need to make for the group name, comments, or members. To add or remove a member, select or deselect the check box next to the extension.

Deleting a Group

To delete a Voice Mail Group:

1. Access the **VM Group** window.
2. Click the **Change** button in the **VM Group Edit** window to open the **Change Group** window.
3. Click the **Clear** button to deselect all extensions.
4. Click **OK** to save and exit.

When you empty a group of members, the group is deleted.

Station Speed Dialing Setup

The Speed Dial Setup page, accessed by clicking **Station Speed** on the main menu, lets you set up to 20 station speed dial numbers. When you add an outside number, all *relevant* prefix digits such as trunk or route access number, the long distance prefix **1** and area codes must precede the phone number. Station speed dial numbers are also set up by using the **#25** feature code on your phone set.

Note: Names assigned to station speed dial entries (configured in Extension Configuration) are now stored in the local server instead of the client's machine. When upgrading to 5.0 from 4.6, speed dial names configured for 4.6 clients (Altiserv/Altiview/AltiaAgent users) are not carried over after the upgrade.

Click the **Station Speed** tab in the Config window.

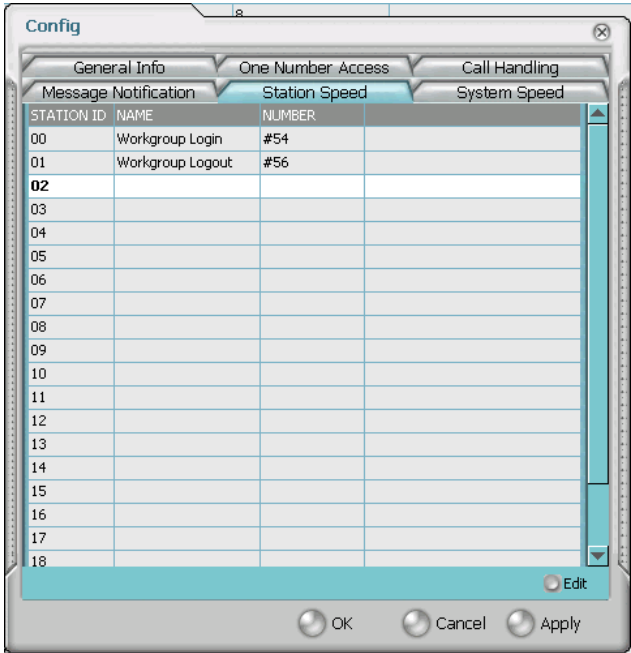


Figure 7. Station Speed Dialing setup

Adding or Editing Station Speed Entries

1. Click a **Station ID** to select it.
2. Click the **Edit** button.
3. When the **Station Speed** dialog box appears, add or edit the **Number**.
Optionally, to aid your memory, add or edit the **Name** and **Comment**:

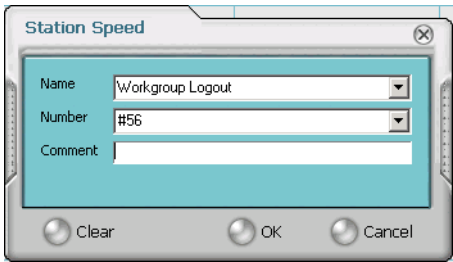


Figure 8. Dial Setting dialog box, for Speed Dial Numbers

4. Click **OK**.

Deleting Station Speed Entries

To delete a speed dial number, click the **Station ID** and click **Edit** to open the Station Speed dialog box. Click **Clear** and then click **OK**.

System Speed Dialing

Click the **System Speed** tab in the Config window to view the System Speed Dial entries. System speed dial numbers are set up in AltiVar Administrator/ACM Admin. In AltiVar, you cannot edit speed dial numbers or name entries.

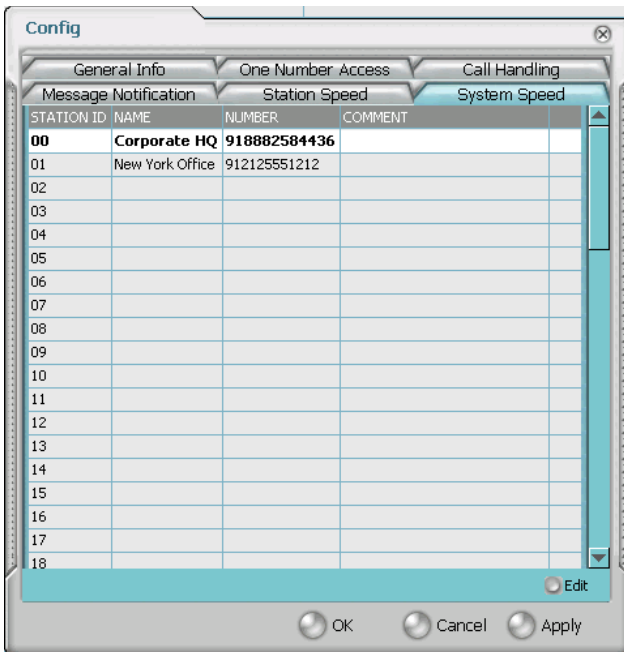


Figure 9. System Speed

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