

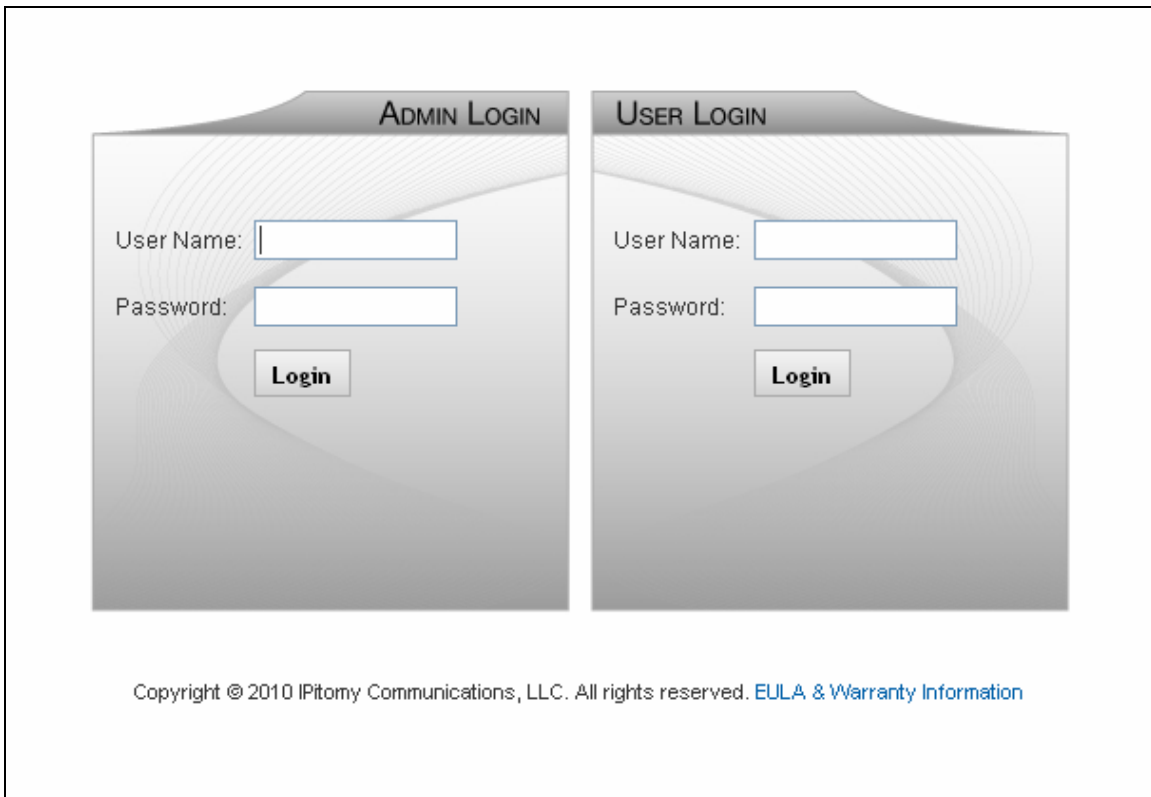
Smart Personal Console Guide

The Smart Personal Console or SPC allows the user to log into the PBX in a way where they can only view and modify their own extensions settings. Depending on how the PBX administrator has certain permissions configured, the user will have more or less control over their extension. This guide will cover an extension that has all available permissions enabled.

In order to log into the SPC you will need 3 things:

1. The address to log into your PBX
2. Username: your extension number
3. Password: your extension PIN


When you enter the address for the PBX, you will arrive at the login screen. The left side is for the administrator, the right side is for user. Enter the username and password provided by the PBX administrator to log into your SPC and click Login.





The screenshot displays two side-by-side login panels. The left panel is titled 'ADMIN LOGIN' and contains a 'User Name:' field, a 'Password:' field, and a 'Login' button. The right panel is titled 'USER LOGIN' and also contains a 'User Name:' field, a 'Password:' field, and a 'Login' button. Below the panels, there is a copyright notice: 'Copyright © 2010 IPitomy Communications, LLC. All rights reserved. [EULA & Warranty Information](#)'.




Once logged in you will see the SPC Home screen


Home












My Account





Call Log


Voicemail

Home




Extension 502 Smart Personal Console Summary

Received Calls		
From	Date	Time
 *501	06/14/2010	4:58:01 PM
 *501	06/14/2010	4:59:03 PM
 *501	06/14/2010	5:00:02 PM
 *501	06/14/2010	5:06:03 PM
 *501	06/14/2010	5:08:02 PM
 *501	06/14/2010	5:10:02 PM
 *501	06/14/2010	5:12:03 PM
 *501	06/14/2010	5:14:02 PM
 *501	06/14/2010	5:16:02 PM
	06/14/2010	5:18:02 PM

Voicemail			
From	Date	Time	Length
 502	06/22/10	12:05:28 PM	00:06  





This is your Smart Personal Console starting point. It displays a short list of recent calls received and new voicemail messages.

On this page you may:



- Click on a phone icon  to initiate a call between your extension and the indicated caller.
- Click on a speaker icon  to listen to a recent Voicemail Message.
- Click on the download icon  to save a Voicemail Message to your Computer.




















Clicking on **My Account** will take you to a page that will allow you, given the appropriate permissions, to configure your extensions Voicemail Settings, Forwarding Settings, FollowMe Settings, Phone Key Settings, and extension specific Schedule.

Home / My Account

Extension 502 Account Settings: [My Phone Settings](#)  [My Schedule](#) 

Voicemail Settings	
Mailbox	502 
Name	Extension 502 
Password	502 
User E-mail	<input type="text"/> 
Attach to Email	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> 
Delete after email	Yes <input type="radio"/> No <input checked="" type="radio"/> N/A <input type="radio"/> 
Turn Old After Emailing	Yes <input type="radio"/> No <input checked="" type="radio"/> 
Say Caller ID	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> 
Allow Review	Yes <input type="radio"/> No <input checked="" type="radio"/> N/A <input type="radio"/> 
Allow Operator	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> 
Play Envelope Message	Yes <input checked="" type="radio"/> No <input type="radio"/> N/A <input type="radio"/> 
Delete Messages in	<input type="text" value="90"/> Days 

Follow-Me	
Message	<input type="button" value="Numbers & Settings"/>
Forwarding	
Unconditional	Enabled 
<input type="radio"/> Phone Number	<input checked="" type="radio"/> Destination
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Extensions Extension 501  </div>	
Busy	Enabled 
<input checked="" type="radio"/> Phone Number	<input type="radio"/> Destination
<input type="text" value="1234567"/>	
No Answer	Disabled 
Unavailable	Disabled 

Voicemail Settings

Password	PIN used to access voicemail messages from the phone.
User E-mail	Used with Unified Messaging to send voicemail messages to email.
Attach to Email	Send a voicemail message to an email address by attaching it to an email message as an audio file (.Wav).
Delete After Emailing	Delete the voicemail after it has been emailed to the email address provided for the extension in General Settings. *Cannot be enabled simultaneously with Turn Old*
Turn Old After Emailing	Turns all voicemail in the voicemail box old so the message waiting light will not be turned on. *Cannot be enabled simultaneously with Delete After*
Say Caller ID	State Caller ID prior to playback of the message.
Allow Review	Allow callers to review a message after it has been recorded.
Allow Operator	Allow pressing "0" during the voicemail greeting to reach the system-wide or extension specific operator

Play Envelope Message	Play caller ID and time of call prior to audio version of a message delivered through email.
Delete Message In	Defines the number of days in which voicemail messages are to be automatically deleted from a mailbox.

Forwarding

The forwarding settings are made to be very user friendly. The settings may be modified from the Smart Personal Console, changed from your telephone extension or changed remotely from any telephone (including cell phones) using the touch-tone key pad of any telephone.

Forward settings routes calls to a different destination. These settings can be:

- **Unconditional** – Always route calls to a specific destination.
- **Busy** – Route calls to a specific destination when the extension is in use or do not disturb is selected.
- **No Answer** – Route calls to a specific destination when a call is not answered.
- **Unavailable** – Route calls to a specific destination when a phone is turned off, is not registered with the system or has reached its call limit (as set in the IP PBX).

Provisioning Forward Settings

- **Pick the setting to be provisioned** – Unconditional, Busy, No Answer or Unavailable.
- Select **Enabled** or **Disabled**. Disabled turns the forward setting off. Enabled turns the forward setting on.

If the Forward setting is Enabled, you will need to choose whether you want to forward to a Phone Number or a Destination in the PBX. If you choose Phone Number, enter the number you wish the call to be forwarded to. If you select Destination you will then need to select what type of destination, then select the specific destination from the drop-down list.

Follow Me

Click on the Numbers & Settings button to configure FollowMe. The Follow Me feature allows the PBX to try and find a user by calling pre-configured numbers, simultaneously or in sequence of priority. Once answered, the called party is given the option to accept or reject the call. If the call is rejected, or not answered at all, the call will return to the PBX allowing the caller to leave a Voice Mail message. Discuss with your dealer on how these settings should be configured to accomplish what you need.

Schedules

Click on the My Schedules button to configure the hours and destinations your extensions personal schedule uses. The PBX administrator can enable or disable whether calls to your extension follow the schedule or not.