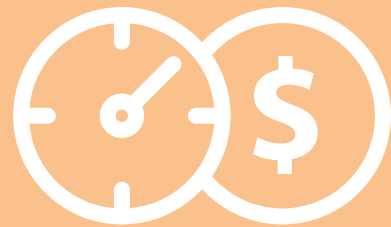




PortaBilling



Customer
Self-care
Interface

Maintenance
Release

52



Documentation

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PortaSwitch® customer self-care interface, December 2015

Please address your comments and suggestions to: Sales Department,
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Canada.

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Preface

This document provides a general overview of the customer self-care interface.

Where to get the latest version of this guide

The hard copy of this guide is updated upon major releases only, and does not always contain the latest material on enhancements that occur in-between minor releases. The online copy of this guide is always up to date, and integrates the latest changes to the product. You can access the latest copy of this guide at www.portaone.com/support/documentation/.

Conventions

This publication uses the following conventions:

- Commands and keywords are given in **boldface**.



Exclamation mark draws your attention to important actions that must be taken for proper configuration.

NOTE: Notes contain additional information to supplement or accentuate important points in the text.



Timesaver means that you can save time by taking the action described here.



Tips provide information that might help you solve a problem.



Gear points out that this feature must be enabled on the Configuration server.

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Hardware and Software Requirements

Client System Recommendations

- **OS:** MS Windows XP or above, Linux/BSD or Mac OS X 10.6 or above.
- **Web browser:**
 - Internet Explorer 11.0 or above, Mozilla Firefox 38 or above.
 - JavaScript, Java and cookies must be enabled.
- **Spreadsheet processor:** MS Excel, OpenOffice Calc, LibreOffice Calc or Google Sheets.
- **Display settings:** A minimum screen resolution of 1024 × 768.

1 ■ Introduction

Log in to the Customer Self-care Interface

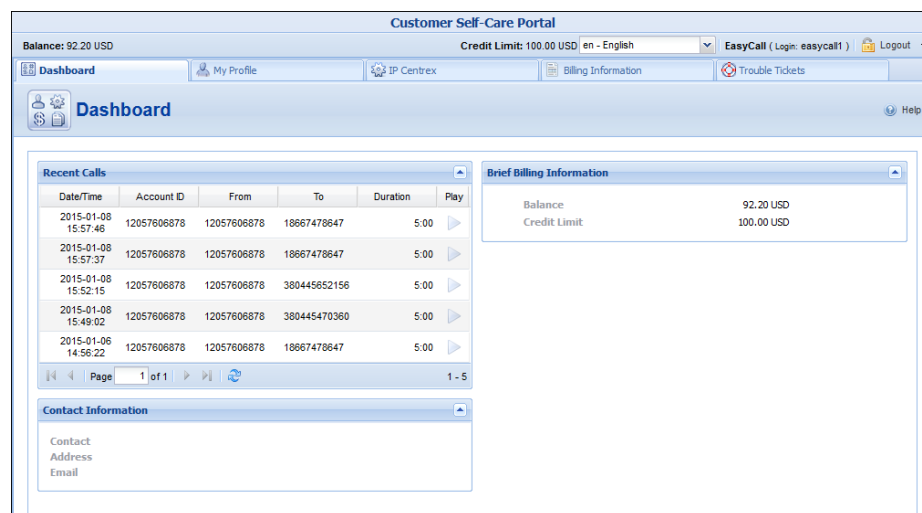
Your ITSP will provide you with a URL and credentials for logging in to the customer self-care interface upon subscribing to their services.

Overview

The customer self-care interface was designed for end users to access their profile data, check billing information, download invoices and, most importantly, manage their IP Centrex settings. The front-end design offers simple and intuitive navigation. This includes an easy-to-use structure of menus and controls, graphic icons and improved presentation of information.

For your convenience, the customer self-care interface is divided into four tabbed sections:

- **Dashboard** (your home page)
- **My Profile**
- **IP Centrex**
- **Billing Information**
- **Trouble Tickets**




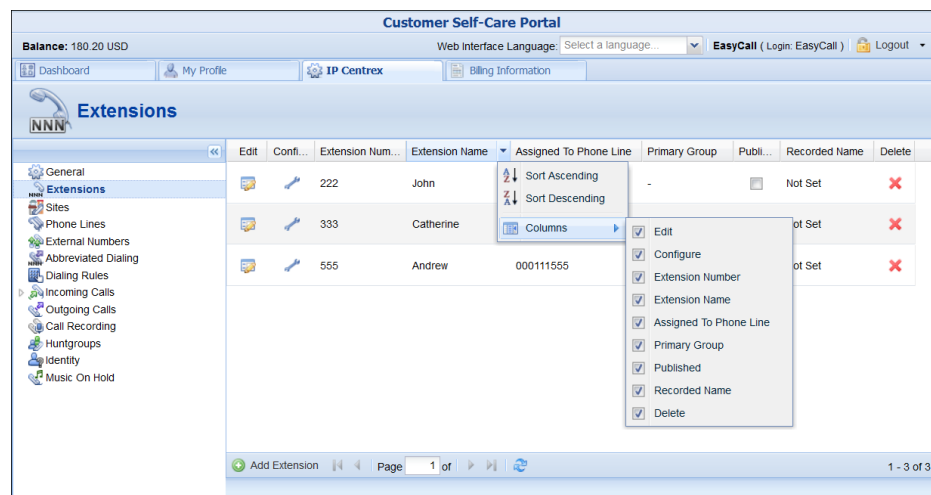
The screenshot shows the 'Customer Self-Care Portal' interface. At the top, it displays 'Balance: 92.20 USD' and 'Credit Limit: 100.00 USD'. Below this is a navigation bar with tabs for 'Dashboard', 'My Profile', 'IP Centrex', 'Billing Information', and 'Trouble Tickets'. The 'Dashboard' tab is active, showing a 'Recent Calls' table and a 'Brief Billing Information' box. The 'Recent Calls' table has columns for Date/Time, Account ID, From, To, Duration, and Play. The 'Brief Billing Information' box shows 'Balance: 92.20 USD' and 'Credit Limit: 100.00 USD'. Below the table is a 'Contact Information' section with fields for Contact, Address, and Email.

Date/Time	Account ID	From	To	Duration	Play
2015-01-08 15:57:46	12057606878	12057606878	18667478647	5:00	
2015-01-08 15:57:37	12057606878	12057606878	18667478647	5:00	
2015-01-08 15:52:15	12057606878	12057606878	380445652156	5:00	
2015-01-08 15:49:02	12057606878	12057606878	380445470360	5:00	
2015-01-08 14:58:22	12057606878	12057606878	18667478647	5:00	

At the top of the page you can always view billing information such as your balance, credit limit, etc.

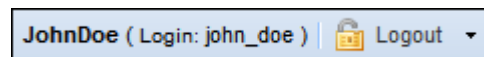
Common Features

Most of the data on the self-care interface is formatted like a page and sorted into columns. You can go to the next page or the previous page, jump to the first or last page, or use the  **Refresh** icon to update any of the pages. You can also change the number of columns and sort them in ascending or descending order by clicking your mouse on the name field of any of these columns. If you point your mouse at the name field you will see a triangle; click on it and a drop-down menu will appear. You can choose how to sort your data and add or remove columns by selecting and clearing corresponding check box in the drop-down menu:

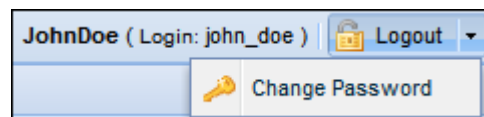


Action Buttons


The top right-hand side of the interface provides you with the following information and actions:



- Your ID and a login name that was used to log in.
- The **Logout** button that terminates your current session on the self-care interface.



Also, you can change your password here if necessary.

In order for changes to take effect when adding / editing information, you need to click the  **Save** icon on the appropriate page. If you do not want to save the information entered – just click **Cancel**.

2. Web Interface

Dashboard

Your home page is organized like a dashboard so that you can easily view the most important information separated by category into different panels. In addition, these panels can be moved around, rearranged or minimized as you wish.

You will see three **information panels** on the **Dashboard** tab:

Customer Self-Care Portal

Balance: 92.20 USD Credit Limit: 100.00 USD en - English EasyCall (Login: easycall1) Logout

Dashboard My Profile IP Centrex Billing Information Trouble Tickets Help

Recent Calls

Date/Time	Account ID	From	To	Duration	Play
2015-01-08 15:57:48	12057606878	12057606878	18667478647	5:00	▶
2015-01-08 15:57:37	12057606878	12057606878	18667478647	5:00	▶
2015-01-08 15:52:15	12057606878	12057606878	380445652156	5:00	▶
2015-01-08 15:49:02	12057606878	12057606878	380445470360	5:00	▶
2015-01-06 14:56:22	12057606878	12057606878	18667478647	5:00	▶

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Brief Billing Information

Balance	92.20 USD
Credit Limit	100.00 USD

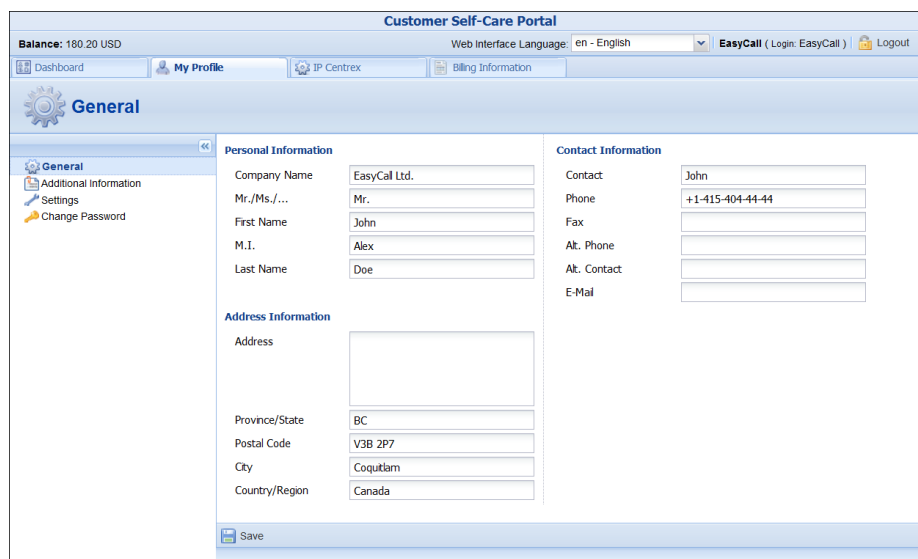
Contact Information

Contact
Address
Email

Panel	Description
Recent Calls	This table lists the most recent calls and call details generated by your phone lines (account IDs on the web interface).
Contact Information	Here you can view your contact info such as address, email, etc.
Brief Billing Information	This reflects thumbnail billing information such as your current balance and credit limit.

My Profile tab

The **My Profile** tab allows you to view and change your personal (or your company's) details such as contact information, personal info, password, etc.



The screenshot shows the 'Customer Self-Care Portal' interface. At the top, it displays the balance as 180.20 USD and the user is logged in as 'EasyCall'. The 'General' tab is selected, showing a sidebar with options: General, Additional Information, Settings, and Change Password. The main content area is divided into three sections: Personal Information, Address Information, and Contact Information. Personal Information includes fields for Company Name (EasyCall Ltd.), Mr./Ms./..., First Name (John), M.I. (Alex), and Last Name (Doe). Address Information includes fields for Address, Province/State (BC), Postal Code (V3B 2P7), City (Coquitlam), and Country/Region (Canada). Contact Information includes fields for Contact (John), Phone (+1-415-404-44-44), Fax, Alt. Phone, Alt. Contact, and E-Mail. A 'Save' button is located at the bottom of the form.

Group	Description
General	Here you can enter general information such as company name, address, etc.
Additional Information	Here you can define extra information (such as driver's license ID or tax code) in addition to standard information. The fields for this tab are set by the Administrator.
Settings	Here you can choose the language to be used on your self-care interface.
Change Password	Here you can change your current password for the self-care interface.



Enter your mobile number in the **Alt. Phone** field to receive SMS notifications.

IP Centrex tab

This tab allows you to manage phone lines, add extensions and huntgroups and configure other IP Centrex services. Here you can also modify the options for separate phone lines.

General

The screenshot shows the 'General' settings page in the Customer Self-Care Portal. The page has a sidebar with various configuration options. The main content area displays the 'Paging/Intercom' section, which is currently enabled (checked). Below this, there are input fields for 'Paging/Intercom Prefix' (containing '123456') and 'Extension Number Length' (containing '3'). A 'Save' button is located at the bottom of the form.

Field	Description
Paging / Intercom	Intercom calls enable users belonging to the same group to use two phones like on-door speakerphones. Here you can see whether this feature is enabled or not for your phone line.
Paging / Intercom Prefix	This appears only if Paging / Intercom is enabled; this is a special code that is dialed before the other extension number to automatically connect both extensions. When a two-way audio channel is established, speakerphone mode is immediately activated on the phone of the party being called.
Extension Number Length	This sets the maximum speed dial length (also known as “abbreviated number length”). Please see the Abbreviated dialing section of this guide.

Extensions

Here you can define a list of extensions for phone lines within your IP Centrex environment. You can easily add new extensions or change existing ones without any actual reconfiguration of your phone.



Branch Office extensions can only be added, deleted or modified on the Main Office self-care interface.

Extension N...	Extension Name	Assigned To Phon...	Primary Group	Publi...	Recorded Name	Del...
222	John	000111666	-	<input checked="" type="checkbox"/>	Not Set	✖
333	Catherine	000111777	-	<input type="checkbox"/>	Not Set	✖
555	Andrew	000111555	-	<input type="checkbox"/>	Not Set	✖

To add a new extension number, click the **Add Extension** button and enter the following information:

- **Extension Number** – Type the number the end user will dial on his phone (an extension number should contain only digits).
- **Extension Name** – Type the logical name for this extension (e.g. name of the person using this line: “John”).
- **Branch Office** – Select a branch office to which the extension will be assigned. Leave this field empty for assigning the main office’s phone extension. (Note that the **Branch Office** field is only available on the Main Office self-care interface).
- **Assigned To Phone Line** – This is the phone number that the extension is associated with. Here you should specify one of your phone lines by selecting it from the list. (Note that each phone line from the list can only be used once).
- **Primary Group** – Select the hunt group to which this extension belongs to allow calls within a group to be picked up by dialing the group pickup prefix (without specifying the group number). Make sure that you have assigned the extension to some hunt group beforehand.
- **Published** – Clear this check box to exclude certain extensions from being accessible via dial-by-name (e.g. you do not want telemarketers to directly reach your CEO or CFO because their names are publicly accessible).
- **Recorded Name** – You can record or upload a voice prompt with the actual person’s name for each extension. This can be used in the **Dial-by-name Directory** feature. If a caller does not know the extension number of the person he is trying to reach, he may look up the called party using the first three letters of his surname.



Customer Self-Care Portal

Balance: 190.20 USD

Web Interface Language: en - English

EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Extensions

General	Edit	Conf...	Extension Number	Extension Name	Assigned To Phone Line	Primary Group	Publis...	Recorded Name	Delete
			444	Andrew	000111555	This extension is not as...	<input checked="" type="checkbox"/>	Please Browse...	
			222	John	000111666	-	<input checked="" type="checkbox"/>	Not Set	✗
			333	Catherine	000111777	-	<input type="checkbox"/>	Not Set	✗

Add Extension Page 1 of 2 1 - 2 of 2

Customer Self-Care Portal

Balance: 190.20 USD

Web Interface Language: en - English

EasyCall (Login: EasyCall) Logout


Dashboard My Profile IP Centrex Billing Information

Extensions


General	Edit	Conf...	Extension Number	Extension Name	Assigned To Phone Line	Primary Group	Publis...	Recorded Name	Delete
			222	John	000111666	-	<input checked="" type="checkbox"/>	Not Set	✗
			333	Catherine	000111777	-	<input type="checkbox"/>	Not Set	✗
			444	Andrew	000111555	-	<input checked="" type="checkbox"/>	Not Set	✗


Add Extension Page 1 of 3 1 - 3 of 3

Once all the information is entered, click the **Save** button.

You can change the extension name and manage phone line assignments by double-clicking on that extension number or on the  **Edit** icon.

To remove the extension from the list, click  **Delete**.

Having saved the new extension, you can choose **Primary Group** this extension will belong to by clicking the  **Edit** icon.

To view and edit information about the extension, click  **Configure** next to the extension number. You will see the **Edit Extensions** page (note that some details are read-only).

Edit Extension: 512 (Diana)

Dashboard | My Profile | IP Centrex | Billing Information

AccountID: 125689005500 | Online | Extension #: 512 (Diana)

Contact Information

Contact: Diana Edison
Address:
Email:

Brief Billing Information

Type	Debit
Balance	9.98 USD
Refunds	0.00 USD
Non Call Related Charges	0.00 USD

Recent Calls

Date/Time	From	To	Duration	Cost, USD	Play
2011-09-21 11:55:53	125689005500	160404373456	0:28	0.05	

Product & Discounts Information

Product	Service	Peak Level	Threshold	Used	Current Disc	Next Discou
EasyCall	Voice Calls	N/A	200 USD	0 USD	100% (for free)	0% (normal rate)

Member of Huntgroups Information

Group Name
1 New Department

Sites

A site is a group of customer's accounts that can be conveniently managed as a single entity. For instance, all of the phone lines used in a sales department or in 'office building A' can be joined into a single group. This allows you to apply certain configuration parameters or service restrictions to the accounts in that group. You can limit the combined number of simultaneous calls for all accounts of a particular site. This is useful if, for instance, 'office building A' has limited bandwidth and can only support 30 calls – no more calls will be allowed in order to avoid severe degradation of the sound quality on all calls in progress.

Note that even if no customer sites are created, there is the virtual default site in the system that includes all the accounts that have not been explicitly assigned to a customer site.

Customer Self-Care Portal

Balance: 180.20 USD | Web Interface Language: en - English | EasyCall (Login: EasyCall) | Logout

Dashboard | My Profile | IP Centrex | Billing Information

Sites

General | Extensions | **Sites** | Phone Lines | External Numbers | Abbreviated Dialing | Dialing Rules | Incoming Calls | Outgoing Calls | Call Recording | Huntgroups | Identity | Music On Hold

Default Site

Site Name: Default Site

Limit Simultaneous Calls: Yes

Max Number of Simultaneous Calls: 4

Max Number of Incoming Calls:

Max Number of Outgoing Calls:

Max Number of Forwarded Calls:

Codec Connectivity Profile: Unknown

Max Bandwidth:

Max Incoming Bandwidth:

Max Outgoing Bandwidth:

Location Information: Disabled

Current Location:

Allowed Mobility:

Field	Description
Site Name	Name for a group of accounts.
Limit Simultaneous Calls	Engage real-time checks of the number of concurrent calls made by accounts that belong to this site. When the specified number of concurrent calls has already been established (calls are in a “connected” state) and the account tries to place another call, that call will be rejected.
Max Number of Simultaneous Calls	Allow only a specific number of concurrent calls (regardless of their type, such as incoming or outgoing) for accounts at this site.
Max Number of Incoming Calls	Allow only a specific number of concurrent incoming calls for accounts at this site.
Max Number of Outgoing Calls	Allow only a specific number of concurrent outgoing calls for accounts at this site.
Max Number of Forwarded Calls	Allow only a specific number of concurrent forwarded calls for accounts at this site.
Codec Connectivity Profile	Codec connectivity profile that will be used for bandwidth allocation calculation. Every new call’s allocated bandwidth is calculated by considering a negotiated codec and its parameters to enable full use of the available bandwidth and block new calls if no more bandwidth is available.
Max Bandwidth	Bandwidth utilization limitation to ensure that only an acceptable number of calls are allowed, in order to avoid severe degradation of the sound quality on calls in progress.
Max Incoming Bandwidth	Bandwidth utilization limitation for incoming calls.
Max Outgoing Bandwidth	Bandwidth utilization limitation for outgoing calls.
Location Information	Customer’s permanent location for geo-IP fraud prevention.
Current Location	Customer’s permanent location. It contains a country code top-level domain (in <i>iso_3166_1_a2</i> format, e.g. <i>fr</i> for France, <i>de</i> for Germany etc.).
Allowed Mobility	<ul style="list-style-type: none"> • Stationary user (constant location) option can be used if the customer is not authorized to make calls from various countries (e.g. as a residential customer would make calls from his SIP phone). Calls made from any other country will be screened. • The Roaming user (frequent location) option can be used for customers who travel frequently. In this case, a change in

location would be considered acceptable.

Phone Lines


Here you can view the full list of phone lines and configure them if necessary.

Configure	ID	Idle, days	Available Funds, USD	Type	Product	Batch	Site	Forwarding Enabled	SIP	IP Phone Model
	16041235003	0	Unlimited	Credit	SIP Subscribers		Default Site			Linksys/SP...
	16041235004	0	100.00	Credit	SIP Subscribers		Default Site			Linksys/SP...
	16041235005		99.93	Credit	SIP Subscribers		Default Site			
	17781225000		99.93	Credit	SIP Subscribers		Default Site			
	19070712231		99.93	Credit	SIP Subscribers	1111	Default Site			
	42727269710		99.93	Credit	SIP Subscribers	1111	Default Site			
	60718744696		99.93	Credit	SIP Subscribers	1111	Default Site			
	60985666273		99.93	Credit	SIP Subscribers	1111	Default Site			

Column	Description
Configure	Click Configure to edit the settings for a particular phone line.
ID	The primary identification for this phone line (i.e. account ID).
Idle, days	The amount of days the phone line has not been in use.
Available Funds	The amount of funds available for the user to spend on services.
Type	The type of phone line. It may either be Debit or Credit . Debit is usually associated with prepaid cards. Credit is usually associated with postpaid services.
Product	The product assigned to a particular phone line.
Batch	Accounts can be grouped into batches. Each batch has its own descriptive name. Here you can see the name of the batch that a particular phone line belongs to.
Site	The name of the site the phone line belongs to.
Forwarding Enabled	The forwarding field shows whether this function is enabled or disabled for a particular phone line. When it is enabled, the Yes icon is shown. The field with an No icon indicates that forwarding is disabled.
SIP	When the phone line is used by a phone to register with the SIP server, the Online icon is shown.

IP Phone Model	Indicates the IP phone that is assigned to a particular phone line.
-----------------------	---------------------------------------------------------------------


You can also view phone lines grouped by batch by clicking the  **Group By Batch** button located at the bottom of the page.

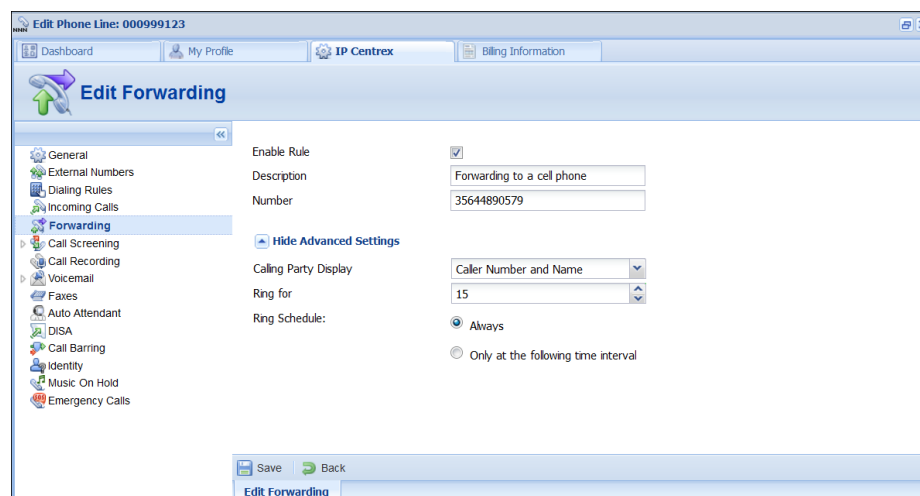
You can configure forwarding when it is enabled for the phone line. Just click the  **Configure** icon next to the phone line to go to the **Edit Phone Line** page.

There are several call forwarding modes: **Follow-Me**, **Advanced Forwarding**, **Forward to SIP URI** and **Simple Forwarding**.


Follow-Me Forwarding Mode

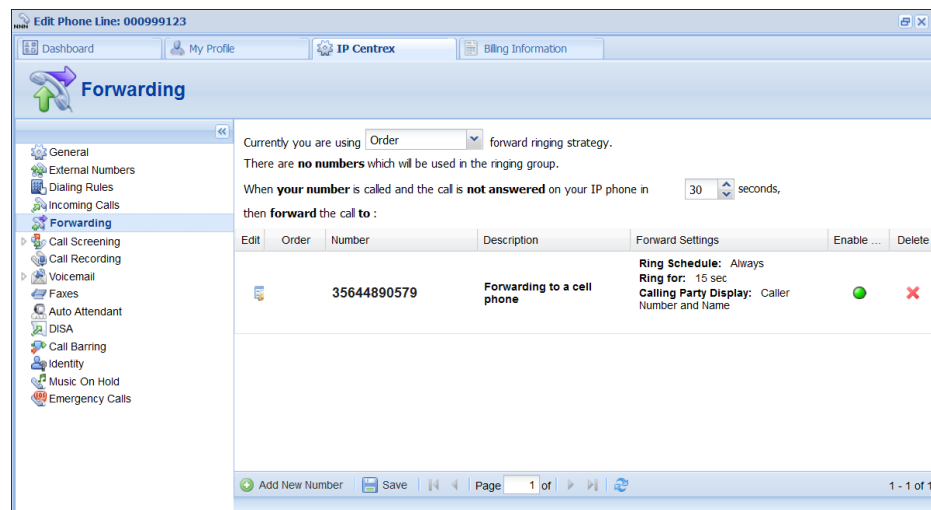
Using follow-me you can forward calls to multiple destinations. You can also configure it so that each of these destinations will be used during its own time period.


1. On the **IP Centrex** tab, select **Forwarding**.
2. Click  **Add New Number**.



3. Enter the following information:
 - **Number** – Enter a number for redirecting calls (e.g. 35644890078).
 - **Description** – A short description for this number.
 - **Ring for** – If a call is not answered, set the number of seconds it will ring for until it is forwarded to the next number on the list.
 - **Calling Party Display** – Choose how to display the caller's info during forwarding:


- Select **Caller Number and Name** to see the phone number and the name of the original caller.
 - Select **Caller Number and Forwarder Name** to see the phone number of the caller and the forwarder's name (they will be displayed).
 - Select **Forwarder Number and Name** to see the phone number and the name of the forwarder.
- **Ring Schedule** – Choose the period during which the number is used.
 - **Always** – Calls will always be forwarded to your cell phone.
 - **Only at the following time interval** – If you want to forward calls to a cell phone only during a specific time period. Click the  icon to define that interval. Please consult the *How* section for more information.



4. Click  **Save**.
5. Repeat steps 2–4 until all the desired follow-me numbers have been added.

Advanced Forwarding Mode

This is similar to follow-me mode, but has a few extra options that allow you to route calls to SIP URI. To do this, follow these steps:

1. On the **IP Centrex** tab, choose select **Advanced Forwarding**.
2. Click  **Add New Number** to add the number on which you wish to receive forwarded calls.
3. Enter the information needed. The fields are very similar to those for adding a follow-me number as described in the **Follow-Me Forwarding Mode** chapter.

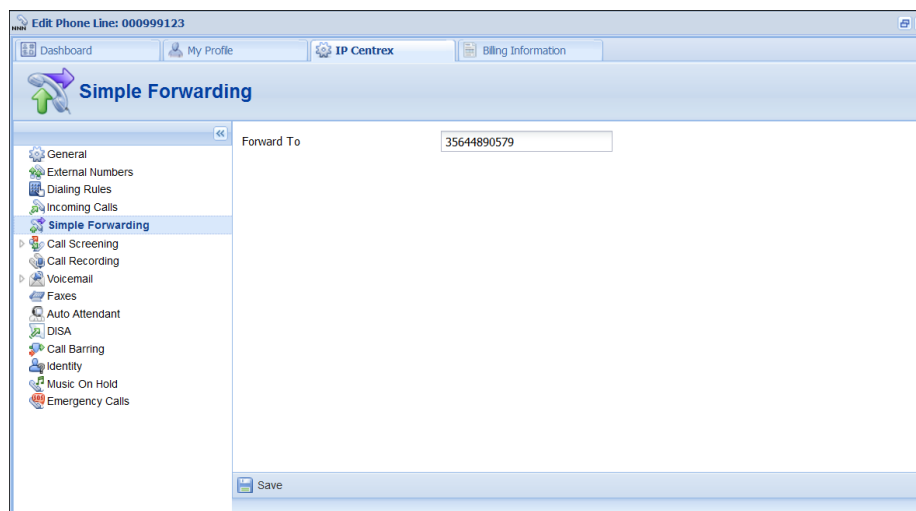
Additional fields that are not available when adding a follow-me number:


- **SIP Proxy** – Select SIP proxy from the list.
- **Keep Original CLD** – Select this check box to ensure that the originally dialed number is present in the call information when forwarding a call to another phone line.
- **Calling Party Display** – Choose how to display the caller's info during forwarding:
 - Select **Caller Number and Name** to see the phone number and the name of the original caller.
 - Select **Caller Number and Forwarder Name** to see the caller's phone number and the forwarder's name (they will be displayed.)
 - Select **Forwarder Number and Name** to see the forwarder's phone number and name.
- **Transport Protocol** – This enables you to choose the UDP or TCP transport protocol. You can use the TCP protocol instead of UDP for SIP communications for PBXes that do not support UDP.

4. Click  **Save**.

Simple Forwarding


The simplest type of forwarding is when you specify a single phone number to which all calls will be sent.



1. On the **IP Centrex** tab, select **Simple Forwarding**.
2. Enter the following information:
 - **Forward To** – The number you wish the calls to be forwarded to.
3. Click  **Save**.

DIDs (External Numbers)

In addition to the user's main phone number, he/she can be assigned multiple alternate DID (direct inward dialing) phone numbers.

In this tab you can easily browse the complete inventory of available DID (or toll-free) numbers online, and select the numbers you want to use as alternates. To do this, click the  **Add DID** button located at the bottom of the page and specify a country and a city in which you want to purchase a DID. Once you have specified a country and a city you will see the applicable fees for using this DID number:

Customer Self-Care Portal

Balance: 3.01 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

DIDs

DID	Country	Assigned to	Monthly charges	Delete
3250946019	BELGIUM Brugge	Unassigned	9.40 USD	✖
358931584392	FINLAND Helsinki	Unassigned	9.40 USD	✖
4500000001	DENMARK Virtual PRI	Unassigned	20.99 USD	✖
493011111113	GERMANY Berlin	Unassigned	9.40 USD	✖
542644660711	ARGENTINA San Juan	Unassigned	10.68 USD	✖
556140404260	BRAZIL Brasilia	Unassigned	10.68 USD	✖
56512472780	CHILE La Serena	Unassigned	13.23 USD	✖
81345208900	JAPAN Tokyo	Unassigned	14.51 USD	✖
81345208901	JAPAN Tokyo	Unassigned	14.51 USD	✖
861084053407	CHINA Beijing	Unassigned	20.91 USD	✖

Add DID Page 2 of 2 51 - 94 of 94

Customer Self-Care Portal

Balance: 3.01 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

DIDs

DID	Country	Assigned to	Monthly charges	Delete
3250946019	BELGIUM Brugge	Unassigned	9.40 USD	✖
358931584392	FINLAND Helsinki	Unassigned	9.40 USD	✖
4500000001	DENMARK Virtual PRI	Unassigned	20.99 USD	✖
493011111113	GERMANY Berlin	Unassigned	9.40 USD	✖
542644660711	ARGENTINA San Juan	Unassigned	10.68 USD	✖
556140404260	BRAZIL Brasilia	Unassigned	10.68 USD	✖
56512472780	CHILE La Serena	Unassigned	13.23 USD	✖
81345208900	JAPAN Tokyo	Unassigned	14.51 USD	✖
81345208901	JAPAN Tokyo	Unassigned	14.51 USD	✖
861084053407	CHINA Beijing	Unassigned	20.91 USD	✖

Add DID Page 2 of 2 51 - 94 of 94

Add new DID number

Choose a country: Ukraine

Choose an area: Kiev

Fees:

One-time activation fee: 3.00 USD

Monthly recurring fee: 20.91 USD

Ok Cancel

Customer Self-Care Portal

Balance: 3.01 USD

Web Interface Language: en - English

EasyCall (Login: EasyCall)

Logout

Dashboard

My Profile

IP Centrex

Billing Information

DIDs

Help

	DID	Country	Assigned to	Monthly charges	Delete
General	3250946019	BELGIUM Brugge	Unassigned	9.40 USD	
Extensions	358931584392	FINLAND Helsinki	Unassigned	9.40 USD	
Sites	380442217221	UKRAINE Kiev	Unassigned	20.91 USD	
Phone Lines	4500000001	DENMARK Virtual PRI	Unassigned	66.96 USD	
DIDs	493011111113	GERMANY Berlin	Unassigned	9.40 USD	
Abbreviated Dialing	542644660711	ARGENTINA San Juan	Unassigned	10.68 USD	
Dialing Rules	556140404260	BRAZIL Brasilia	Unassigned	10.68 USD	
Incoming Calls	56512472780	CHILE La Serena	Unassigned	13.23 USD	
Outgoing Calls	81345208900	JAPAN Tokyo	Unassigned	14.51 USD	
Call Recording	81345208901	JAPAN Tokyo	Unassigned	14.51 USD	
Huntgroups					
Identity					
Music On Hold					

Add DID

Page 2 of 2

51 - 95 of 95

As soon as you confirm the new DID number, your number will appear as unassigned. You can assign this number to the desired account (phone line) by simply double-clicking on it.

Abbreviated Dialing (also known as Speed Dial)

Here you may define a list of phone extensions for your IP Centrex environment, plus create abbreviated dialing for external phone numbers. You can set up dialing rules as an international prefix, outside prefix, direct number (e.g. 911), or abbreviated dialing for your accounts.

NOTE: To be able to add extensions / abbreviated numbers, you should enter the maximum length of anticipated digits (e.g. 3 in the case of 123-like numbers) in the **Abbreviated Number Length** field.

Customer Self-Care Portal

Balance: 69.41 USD

Credit Limit: 1,000.00 USD

en - English

Easy Call Ltd. (Login: easycallid)

Logout

Dashboard

My Profile

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Billing Information

Trouble Tickets

Help

Abbreviated Dialing

Abbreviated Number Length

3

General

Extensions

Sites

Phone Lines

DIDs

Abbreviated Dialing

Dialing Rules

Incoming Calls

Outgoing Calls

Call Logs

Huntgroups

Call Queues

Music On Hold


Edit	Abbreviated #	# To Dial	Description	Delete
	188	12177700088	Amanda's office Lynkys	
	189	12177700089	Andrew's IP Phone	

Add

Page 1 of 1

Save

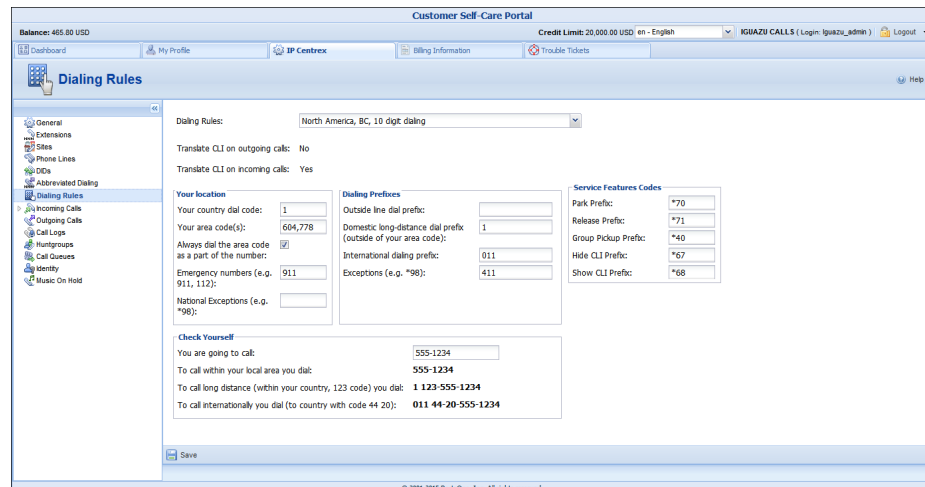
1 - 2 of 2

To add a new abbreviated dialing number, click the  **Add** button and enter the following information:

Field	Description
Abbreviated #	The number the end user will dial on his phone.
# to Dial	<p>The number that the call will be forwarded to.</p> <p>You may enter the ID of one of your accounts or any phone number. If you leave this field blank, then the abbreviated number is considered to be a direct number, or “dial as is.” This is useful for making sure that special numbers (e.g. 112) are never converted by other translation rules.</p> <p>NOTE: Phone numbers must be entered in the E.164 format.</p>
Description	Description of this abbreviated number, e.g. “Andrew’s IP phone.”

Dialing Rules

Using this tab, you can define a way of dialing phone numbers that is convenient to you or your users.



Customer Self-Care Portal

Balance: 465.80 USD | Credit Limit: 20,000.00 USD | en - English | IGUAZU CALLS (Login: iguazu_admin) | Logout

Dashboard | My Profile | **IP Centres** | Billing Information | Trouble Tickets

Dialing Rules

Dialing Rules: North America, BC, 10 digit dialing

Translate CLI on outgoing calls: No
Translate CLI on incoming calls: Yes

Your location

Your country dial code: 1
Your area code(s): 604, 778
Always dial the area code as a part of the number: ☒
Emergency numbers (e.g. 911, 112): 911
National Exceptions (e.g. *98):

Dialing Prefixes

Outside line dial prefix:
Domestic long-distance dial prefix (outside of your area code): 1
International dialing prefix: 011
Exceptions (e.g. *98): 411

Service Features Codes

Park Prefix: *70
Release Prefix: *71
Group Pickup Prefix: *40
Hide CLI Prefix: *67
Show CLI Prefix: *68

Check Yourself


You are going to call: 555-1234
To call within your local area you dial: 555-1234
To call long distance (within your country, 123 code) you dial: 1 123-555-1234
To call internationally you dial (to country with code 44 20): 011 44-20-555-1234

Save

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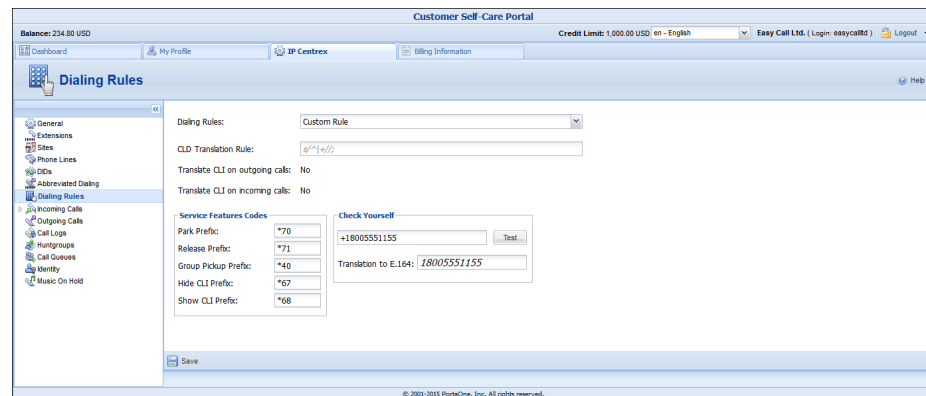
By default, the Dialing Rules feature is disabled. This means that the system identifies calls arriving from a user as being in the E.164 format. If the Dialing Rules feature is enabled by your service provider, this will allow you to define various dial plan parameters such as an international dialing prefix or area code, feature access codes.

You can select one of the predefined dialing rules from the list. To define your own translation rule select **Custom Rule** from the list.

Verify that for all examples provided (domestic and international calls) this is how you want the numbers dialed and click  **Save**.

You can also review whether a caller's number will be translated according to the selected rule for incoming and outgoing calls. (Note that only administrators can turn the translation feature on and off.)

When the dialing rule is defined with a Perl regular expression, in the **Check Yourself** section, type the phone number in the format you are accustomed to and click **Test**.



Service features codes

Field	Description
Park Prefix	<p>An end user can dial this access code to park a call.</p> <p>The default value is *70.</p> <p>This access code is available only if call parking is enabled for the customer.</p>
Release Prefix	<p>An end user can dial this access code to retrieve a call from the parked status.</p> <p>The default value is *71.</p> <p>This access code is available only if call parking is enabled for the customer.</p>
Group Pickup Prefix	<p>An end user can dial this access code to answer a call arriving to the other accounts of this customer.</p> <p>The default value is *40.</p> <p>This access code is available only if group call pickup is enabled for the customer.</p>

Hide CLI Prefix	<p>An end user can dial this code before dialing the phone number to prohibit the calling number from being displayed to the called party.</p> <p>The default value is *67.</p> <p>This access code is available only if Hide CLI is enabled for the account.</p>
Show CLI Prefix	<p>An end user can dial this access code before dialing the phone number to allow the calling number to be displayed to the called party.</p> <p>The default value is *68.</p> <p>This access code is available only if Hide CLI is enabled for the account.</p>

Incoming Calls

Here you can set the parameters for incoming calls.

The screenshot displays the 'Customer Self-Care Portal' interface. At the top, it shows account details: Balance: 165.16 USD, Credit Limit: 1,000.00 USD, Language: en - English, and User: JohnDoe (Login: john_doe) with a Logout button. Below this is a navigation bar with links to Dashboard, My Profile, IP Centrex, and Billing Information. The main section is titled 'Incoming Calls' and features a left-hand menu with options: General, Extensions, Sites, Phone Lines, DIDs, Abbreviated Dialing, Dialing Rules, Incoming Calls (selected), Call Parking, Outgoing Calls, Call Logs, Huntgroups, Call Queues, and Music On Hold. The main content area contains four settings: 'Ext-to-Ext Call Distinctive Ring' set to 'No', 'Group Pickup' set to 'Yes', 'Group Pickup Prefix' set to '*40', and 'Endpoint Redirection' with a checked checkbox. A 'Save' button is located at the bottom of the settings area. The footer contains the copyright notice: © 2001-2015 PortaOne, Inc. All rights reserved.

Field	Description
Ext-to-ext call distinctive ring	For incoming calls from phones within the IP Centrex environment, use a ring pattern different from the default one.
Group Call Pickup	<p>The Group Pickup feature enables an end user to answer a call arriving to the other accounts of this customer by dialing a Group Pickup Prefix.</p> <ul style="list-style-type: none">• Select Yes to activate group pickup for the customer.• Select No to make group pickup unavailable to the customer. <p>Note that group pickup must be enabled for the particular huntgroup as well.</p>
Group Pickup Prefix	<p>An end user can dial this access code to answer a call arriving to the huntgroup that this end user belongs to.</p> <p>The default value is *40.</p> <p>This access code is available only if group pickup is enabled for the customer.</p> <p>Read-only field. For information about how to configure Group Pickup Prefix, please see the <i>Service Feature Codes (also known as Feature Access Codes)</i> table in the Dialing rules section of this guide.</p>

Call Parking

Call parking allows users to put a conversation on hold and then resume it from a different IP phone. If you enable this feature, you can set the required parameters for it here.

Customer Self-Care Portal

Balance: 165.16 USD Credit Limit: 1,000.00 USD en - English JohnDoe (Login: john_doe) Logout

Dashboard My Profile IP Centrex Billing Information Help

Call Parking

Call Parking: No

Park Prefix: *70

Release Prefix: *71

Save

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Field	Description
Call Parking	<ul style="list-style-type: none"> Select Enabled to activate call parking for the customer. Select Disabled to make call parking unavailable to the customer.
Park Prefix	<p>An end user can dial this access code to park a call.</p> <p>The default value is *70.</p> <p>This access code is available only if call parking is enabled for the customer.</p> <p>Read-only field. For information about how to configure Park Prefix, please see the <i>Service Feature Codes (also known as Feature Access Codes)</i> table in the Dialing rules section of this guide.</p>
Release Prefix	<p>An end user can dial this access code to retrieve a call from the parked status.</p> <p>The default value is *71.</p> <p>This access code is available only if call parking is enabled for the customer.</p> <p>Read-only field. For information about how to configure Release Prefix, please see the <i>Service Feature Codes (also known as Feature Access Codes)</i> table in the Dialing rules section of this guide.</p>

Outgoing Calls

Here you can view different parameters for outgoing calls (note that this page is read-only).

Customer Self-Care Portal

Balance: 180.20 USD Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Outgoing Calls

- General
- Extensions
- Sites
- Phone Lines
- External Numbers
- Abbreviated Dialing
- Dialing Rules
- Incoming Calls
- Outgoing Calls**
- Call Recording
- Huntgroups
- Identity
- Music On Hold

Limit Simultaneous Calls ☒

Max Number Of Simultaneous Calls

Field	Description
Limit Simultaneous Calls	This shows whether there is a limit on the number of concurrent calls that can be made by your phone lines.
Max Number of Simultaneous Calls	This shows the maximum number of concurrent calls permitted for your phone lines.

Call Logs

With the help of this feature, the users of IP Centrex services can record their phone conversations for later playback.

Here you can check whether the **Call Recording** feature is enabled or not. When it is enabled, you can view information about calls, listen to recordings and filter them for / from a certain period.

Customer Self-Care Portal

Balance: 12.03 USD Credit Limit: 1,000.00 USD en - English Norma Baker (Login: NormaB) Logout

Dashboard My Profile IP Centrex Billing Information Trouble Tickets

Call Logs

From: 2014-08-11 To: 2014-11-11 Search

Date/Time	Account ID	From	To	Duration	Play
2014-10-30 13:39:38	ANI123456788	ANI123456788	12125551234	0:32	
2014-10-30 13:38:59	ANI123456788	ANI123456788	12125551234	0:32	
2014-10-30 13:36:57	123456788	123456788	12125551234	0:32	
2014-10-30 13:36:33	123456788	123456788	12125551234	0:32	
2014-10-30 13:33:54	123456788	123456788	12125551234	0:32	
2014-10-30 13:33:23	123456788	123456788	18667478647	0:32	

Page 1 of 1 1 - 6 of 6

Save

Huntgroups

Sometimes there is a need for a call to be delivered to several extensions at once. With the **Huntgroup** function – you can easily configure a scheme for call distribution in such a way that incoming calls are delivered to one or more assigned extensions.

Customer Self-Care Portal

Available Funds: 10.00 USD Web Interface Language: en - English EasyCall (Login: easycallc) Logout

Dashboard My Profile IP Centrex Billing Information Trouble Tickets

Huntgroups

Edit	Configure	Huntgroup Number	Huntgroup Name	Hunt Sequence	Assigned Extensions	Caller ID	Call Pickup Allowed	Delete
		100	Sales	Order	Empty Huntgroup	Keep original		
		200	Support	Random	Empty Huntgroup	Keep original		

Add Huntgroup Page 1 of 1 1 - 2 of 2



Branch Office huntgroups can only be added, deleted or modified on the Main Office self-care interface.

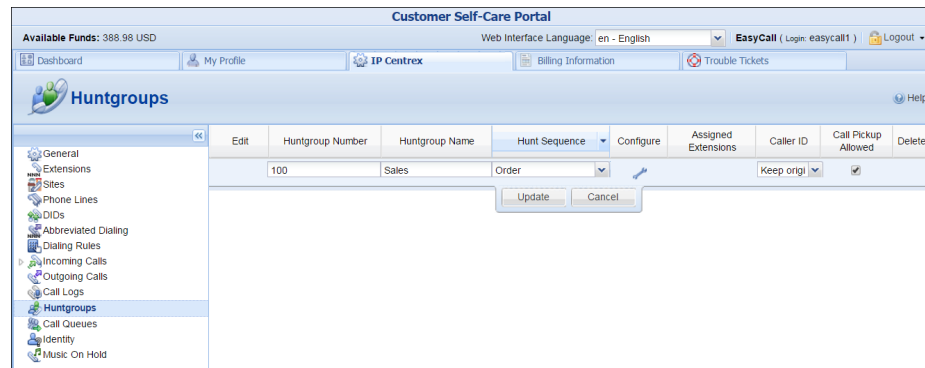
To add a new huntgroup click the **Add Huntgroup** button and enter the following information:

- **Huntgroup Number** – The number the end user must dial on his phone to reach one or more assigned extensions.



- **Huntgroup Name** – Short descriptive name for this group of extensions, e.g. “New department.”
- **Hunt Sequence** – The order for delivering a call to one or more extensions.
 - If **Order** is selected, extensions will be called one by one from the first (topmost) to the last number until the call is answered.
 - Select **Random** if you want to use a random order.
 - **Simultaneous** enables simultaneous calls to every extension from the list.
 - **Least Used** sorts the phone lines in descending order beginning with their last usage, and delivers a call to their extensions, accordingly.

For example, phone line 777111 with extension 111 was last used on 2015-09-11, and phone line 777222 with extension 222 was last used on 2015-09-09, so the call goes to extension 111 and if it is not answered, it goes to extension 222.

- **Caller ID:**
 - **Keep original.**
 - **Set to name and CLI of the huntgroup.**
 - **Replace Caller Info with Huntgroup Name, keep Caller CLI.**
- **Call Pickup Allowed** – Enable this option to allow extensions to pick up calls made to the members of this hunt group.



To specify one or several extensions that calls should be delivered to, follow these steps:

1. Click the  **Configure** icon.
2. Click the  **Add Extension** button on the **Included Extensions** tab.

The top screenshot shows the 'Customer Self-Care Portal' with 'Available Funds: 388.98 USD'. The 'Edit' page for Huntgroup 100 is displayed, showing fields for Huntgroup Number (100), Huntgroup Name (Sales), Hunt Sequence (Order), and Call Pickup Allowed (checked). A red arrow points to the 'Update' button.

The bottom screenshot shows the 'Edit: Sales' page for Huntgroup 100. The 'Included Extensions' table is visible, with a red arrow pointing to the 'Update' button. The table contains the following data:

Order	Extension Number	Extension Name	Assigned To Phone LI...	Ring Delay sec	Ring Time sec	Ignore Follow-me/voicemail	Set This Group as Primary	Delete
101	Bill	12057606878			15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

3. From the **Extension Number**, select the required extension.
4. Specify the following options:
 - **Ring Delay, sec** – Delay (in seconds) before the extension starts to ring.
 - **Ring Time, sec** – Duration (in seconds) of ring.
 - **Ignore Follow-me/Voicemail** – Select this check box to disable forwarding (voicemail, follow-me) on the specific extension for calls made to this huntgroup.
 - **Set This Group as Primary** – Select this check box to allow the extension owner to pick up calls within that group by merely dialing the group pickup prefix.
5. Click **Update**.

Available Funds: 388.98 USD

Web Interface Language: en - English EasyCall (Login: easyCall1) Logout

Dashboard My Profile IP Centrex Billing Information Trouble Tickets

Edit: Sales

Huntgroup Number: 100 Hunt Sequence: Order

Huntgroup Name: Sales Caller ID: Keep original

Call Pickup Allowed: ☒

Included Extensions

Order	Extension Number	Extension Name	Assigned To Phone Line	Ringing Delay, sec	Ringing Time, sec	Ignore Follow-me/Voicemail	Set This Group as Primary	Delete
↓	101	Bill	12057606878		15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✗
↑	102	Jake	12234527025		10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✗

Add Extension

Save Back

Edit Huntgroup

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In order for changes to take effect you need to click the **Save** button at the bottom of the page.
You can also use the **Back** button to return to the previous menu.

Several huntgroups can be combined into one huntgroup. Go to the **Included Huntgroups** tab and choose the required huntgroups to add from the list of Huntgroup Number. Select the **Ignore Follow-me/Voicemail** check box to disable forwarding for calls made to this huntgroup. Then click **Save**.

Balance: 180.20 USD

Web Interface Language: en - English EasyCall (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information

Edit Huntgroup: Sales

Huntgroup Number: 111 Hunt Sequence: Order

Huntgroup Name: Sales Caller ID: Keep original

Call Pickup Allowed: ☒

Included Huntgroups

Order	Huntgroup Number	Huntgroup Name	Included Extensions	Ignore Follow-me/Voicemail	Delete
	112	Support	Empty Huntgroup	<input checked="" type="checkbox"/>	✗

Update Cancel

Add Huntgroup

Save Back

Edit Huntgroup

Customer Self-Care Portal

Balance: 180.20 USD | Web Interface Language: en - English | EasyCall (Login: EasyCall) | Logout

Dashboard | My Profile | IP Centrex | Billing Information

Edit Huntgroup: Sales

Huntgroup Number: 111 | Hunt Sequence: Order
 Huntgroup Name: Sales | Caller ID: Keep original
 Call Pickup Allowed: ☒

Included Extensions		Included Huntgroups			
Order	Huntgroup Number	Huntgroup Name	Included Extensions	Ignore Follow-me/Voicemail	Delete
	112	Support	Empty Huntgroup	✓	✗

[Add Huntgroup](#)
[Save](#) [Back](#) [Edit Huntgroup](#)

NOTE: Extension and huntgroup numbers must be different.

Call Queue

This feature allows you to provide a “call center” functionality to your IP Centrex customers. When a large number of incoming calls from customers arrive to the auto attendant, PortaSIP® can forward these calls to the actual agents within a huntgroup (customer service representatives) in a regulated fashion.

When a new incoming call arrives, it is assigned a position in the queue. The callers hear announcements about number of callers ahead of them in the queue and the estimated waiting time. After that, the specified “music on hold” is played, and every 5 minutes the callers are updated about their current positions in the queue and the estimated wait time.

Note that estimated wait time is calculated as follows:

- For the *new* Media Server:
 $(\text{Average handle time}) \times (\text{Number of callers ahead})$.
- For the *previous-generation* Media Server:
 $(\text{Average handle time}) \times [(\text{Number of simultaneous calls made to the call queue number}) - (\text{Maximum number of outgoing calls to agents})]$.

The screenshot shows the 'Call Queue Edit' interface in the PortaBilling Customer Self-Care Portal. The top navigation bar includes links for Dashboard, My Profile, IP Centres, Billing Information, and Trouble Tickets. The left sidebar lists various system components. The main configuration area includes:

- Huntgroup:** A dropdown menu currently set to 'Sales'.
- Maximum number of connected calls:** A text input field with the value '10'.
- Maximum number of calls allowed in the queue:** A text input field with the value '50'.
- Average handle time:** A text input field with the value '5' minutes.
- Announce number of callers ahead:** A checkbox that is checked.
- Announce estimated wait time:** A checkbox that is checked.
- Music on hold:** A section with a play button icon, a text input field containing 'Music on Hold 1.mp3', and a 'Browse...' button.

At the bottom of the form, there are 'Save' and 'Back' buttons. The footer of the page indicates '© 2000-2015 PortaOne, Inc. All rights reserved.'

Every call queue contains several configuration parameters:

Field	Description
Huntgroup	<p>When creating a new call queue, a customer must select a huntgroup so that when a call arrives to the call queue, it is transferred to the corresponding huntgroup.</p> <p>Note: Empty huntgroups are not listed. Add at least one extension to the huntgroup first.</p>
Maximum number of connected calls	<p>The maximum number of calls that agents can process simultaneously. You can think of it as the number of agents who answer calls made to a call center (e.g. if you have 5 agents who answer calls made to Sales, they can process a maximum of 5 calls, simultaneously).</p> <p>NOTE: This option is used only by the <i>previous-generation</i> Media Server which uses it to define whether the next call that arrives to the call queue must be placed on hold or connected to an agent.</p> <p>When the number of simultaneous calls made to the call center exceeds the value defined for this option (e.g. 10 calls arrived to the call center simultaneously, but there are only 5 agents who answer calls), the Media Server places calls 6–10 on hold within the queue.</p> <p>When the number of simultaneous calls made to the call center is fewer than the value defined for this option (e.g. 5 calls arrived to the call center simultaneously and there are 10 agents to answer calls), the Media Server immediately attempts to connect all calls to agents.</p> <p>Therefore it's important to specify a true-to-life number: if you specify a number that is too low, some calls will be queued even if there are free agents; if you specify too high a number, some calls won't be queued even if there are no</p>

	actual agents to answer them. Subsequently it will be a regular call for these callers, with no queue announcements.
Maximum number of callers allowed in the queue	The maximum number of calls that can be placed on hold within this queue. When this number is reached, the next call is disconnected.
Average handle time, minutes	The expected average processing time for each call in minutes (used to calculate the estimated wait time).
Announce number of callers ahead	When this check box is selected, callers will hear an announcement about number of callers ahead of them in the queue. Note that this check box is currently always selected and dimmed.
Announce estimated wait time	When this check box is selected, callers will hear an announcement about the estimated wait time. Note that this check box is currently always selected and dimmed.
Music on Hold	A melody (or announcement) which is played to users waiting to be connected. The maximum file size allowed is 3 MB.

Identity

On this page information about your identity (your phone number) is displayed. Here you can manage the identity that will be used for outgoing calls made from all of your phone lines.

The screenshot shows the 'Customer Self-Care Portal' interface. At the top, it displays 'Available Funds: 242.95 USD', 'Web Interface Language: en - English', and the user 'John Doe (Login: johndoe)' with a 'Logout' button. Below this is a navigation bar with 'Dashboard', 'My Profile', 'IP Centrex', and 'Billing Information'. The main section is titled 'Identity' and features a left-hand menu with options: General, Extensions, Sites, Phone Lines, DIDs, Abbreviated Dialing, Dialing Rules, Incoming Calls, Outgoing Calls, Call Logs, Huntgroups, Call Queues, Identity (selected), and Music On Hold. The main content area for 'Identity' includes fields for 'Override Identity' (set to 'If Different From All Customer Accounts'), 'Batch' (empty), 'Identity' (set to '12125554120'), 'Override Display Number' (set to 'If Ruled Out by the Identity Constraint'), and 'Override Display Name' (set to 'Never'). A 'Save' button is at the bottom of the form. The footer indicates '© 2001-2015 PortaOne, Inc. All rights reserved.'

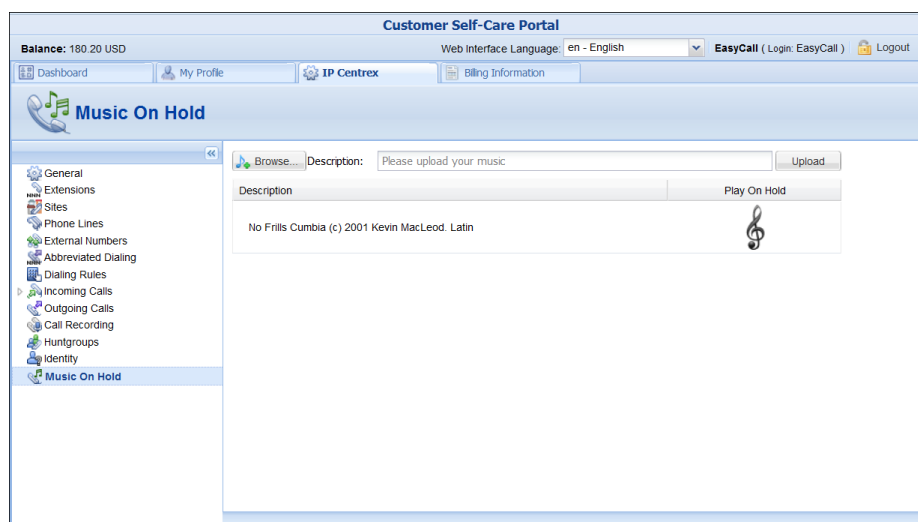
NOTE: You can only manage the identity if you have been granted special permission by your service provider.


Field	Description
Override Identity	<p>This option defines the rules for which identity will be used for outgoing calls made from all of your phone lines based on the one supplied by the user's phone device. The following options are available:</p> <ul style="list-style-type: none">• Never – This option means that the caller identity (display number and display name) will be displayed for the callee exactly as it was configured by the user on his device.• If Different From Account ID And Aliases – The caller identity supplied by the user's phone device will be overridden if it differs from the phone line authorized for the call or any of the aliases assigned to this phone line.• If Different From All Customer Accounts – The caller identity supplied by the user's phone device will be overridden if it doesn't match any of your phone lines or their aliases.• If Different From All Accounts in the Specified Batch – The caller identity supplied by the user's phone device will be overridden if it does not match any of the phone lines from a specific batch.• If Different From All Accounts in the Specified Huntgroup – The caller identity supplied by the user's phone device will be overridden if it does not match any of the extensions from a specific huntgroup.• If Different From All Accounts in the Specified Site – The caller identity supplied by the user's phone device will be overridden if it does not match any of the phone lines from a specific site.• Always – The identity defined by the caller on his device will always be overridden by the identity that you define. This allows you to manually specify the display number and / or display name to be used for all of your phone lines.
Batch	<p>Specify which batch the phone line that is verified for identity must belong to (this field is only available when If Different From All Accounts in the Specified Batch has been selected).</p>
Huntgroup	<p>Specify a huntgroup the phone line that is verified for identity must belong to (this field is only available when If Different From All Accounts in the Specified Huntgroup is selected).</p>

Site	Specify the site the phone line that is verified for identity must belong to (this field is only available when If Different From All Accounts in the Specified Site is selected).
Identity	Specify the identity that will be used to override the identity sent by the caller's device if that one doesn't comply with the rules specified in the Override Identity list.
Override Display Number	<p>This allows you to control the "Caller number" – the number that is visible on the phone display of the called party. The possible values are:</p> <ul style="list-style-type: none">• Never – The caller's display number will not be modified and will be displayed for the called party as is.• If Ruled Out by the Identity Constraint – The caller's display number is verified according to a rule set for the identity. For example, when the <i>If Different From Account ID and Aliases</i> option is selected in the Override Identity list, and the caller's display number doesn't match the phone line that is authorized for the call or any of the aliases assigned to this phone line, the display number will be overridden.• If Different From the Used Identity – The caller's display number will be overridden if it is different from the caller identity used for the call.• Always – The display number will always be overridden, regardless of the limitations applied to the identity.
Override Display Name	<p>This allows you to override the caller name used by the calling account. The possible values are:</p> <ul style="list-style-type: none">• Never – The display name defined by the user will not be modified and will be displayed for the called party as is.• Always – The display name defined by the user will always be overridden.

Music on Hold

Here you can define which music will be used for calls on hold within your IP Centrex environment.



Click the  **Play On Hold** button to enable / disable this feature. To upload your own music, select a file from your local file system using the **Browse** button.

To rename the music file, enter the desired name in the **Music Name** field; otherwise the local file name will be used. The uploaded music will replace the previous entry in the list, and will usually be enabled within 10 minutes of performing this action.

Billing Information tab

Billing Summary

On this page you can view your billing information arranged in five information panels:

- Brief Billing Information
- Transactions Totals Information
- Invoices Information
- Active Subscriptions
- Volume Discounts

Balance: 70.00 USD

Credit Limit: 1,000.00 USD en - English

EasyCall, Inc (Login: EasyCallInc) Logout

Dashboard My Profile IP Centrex Billing Information Trouble Tickets Help

Billing Summary

Brief Billing Information

Balance	70.00 USD
Credit Limit	1000.00 USD

Transactions Totals Information

From	2014-12-02
To	2015-03-02
Payments	-80.00 USD
Usage Charges	0.00 USD
Total	70.00 USD
Total Transactions	3

Invoices Information

Balance due: **70.00 USD** [Make a Payment](#)

Last Invoice due date: 2015-03-03
 Last Invoice Amount: 150.00 USD
 Overdue balance: 20.00 USD
 Last Payment received on: 2015-03-02

View	Due Date	Amount	Payment Status
View	2015-03-03	50.00 USD	Unpaid
View	2015-03-01	20.00 USD	Overdue

[See All Invoices](#)

Active Subscriptions

Subscription	Periodic Fee	Start Date	Finish Date
		YYYY-MM-DD	YYYY-MM-DD
There is no data to display			

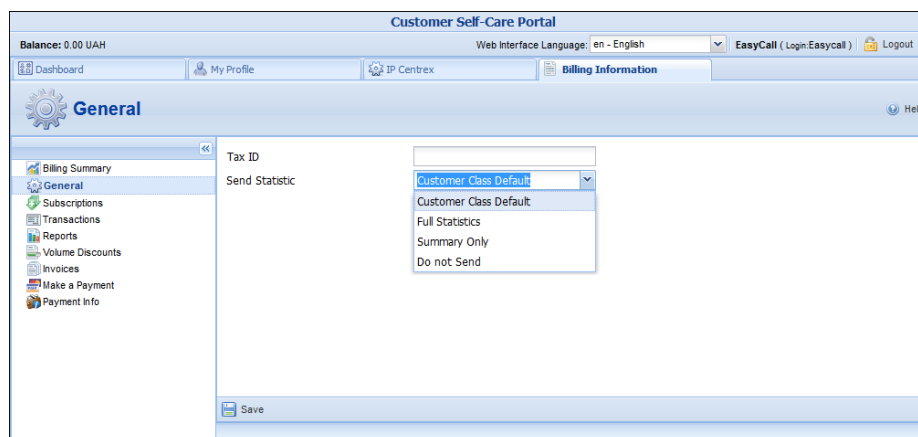
Volume Discounts

Destination Group	Service	Discount name	Used/Remaining	Expiration
There is no data to display				

Field	Description
Brief Billing Information	This reflects your billing info such as current balance, etc.
Transactions Totals Information	This reflects your total transactions (calls, payments, refunds, subscription charges, etc.)
Invoices Information	<p>This section is intended to help you better understand your invoice status and other billing-related details – a thumbnail sketch, so to speak, of how much money is owed, the due date, is there any amount overdue, etc.</p> <p>The available information fields are:</p> <ul style="list-style-type: none"> • Balance Due – This represents the remaining amount you must pay for your invoice. • Last Invoice Due Date – This shows the date by which the last invoice should be paid. If no payment is received for this invoice or the invoice is only partially paid and the due date has passed, the invoice is considered overdue. • Last Invoice Amount – This represents the last invoice total plus whatever unpaid amount from any and all previous invoices owed by the customer at the time of invoice generation. • Overdue Balance – This represents the total remaining balance for all overdue invoices. The overdue balance decreases as payments are received. • Last Payment Received on – This shows the amount of the last payment and the date when this transaction took place.

	To view all of the invoices use the See All Invoices button.
Active Subscriptions	Subscription plans that currently apply to you.
Volume Discounts	Volume discount plans that currently apply to you.

General



Field	Description
Tax ID	Your tax ID.
Send Statistic	Defines what kind of xDR statistics should be delivered to you by email: <ul style="list-style-type: none">• Customer class default – Use the settings for the customer class.• Full Statistics – Send a .csv file with a complete list of xDRs.• Summary Only – Do not send a full list of xDRs, only a brief summary• Do Not Send – This option prevents the delivery of event statistics to the customer via email.

Subscriptions

This tab displays the subscription plans currently being applied to you and your phone lines. Pending (not yet active) subscriptions are always on the bottom of the list and highlighted in grey.

Subscription	Periodic Fee	Start Date YYYY-MM-DD	Finish Date YYYY-MM-DD
Shared: (1 Active Subscription for 0.70 USD)			
Follow-Me	0.70 USD	2013-10-10	-
Account 12125412365: (4 Active Subscriptions for 17.50 USD)			
Abon plata	7.00 USD	2014-04-28	-
Follow-Me	0.00 USD	2014-04-28	-
Internet Access Start	3.50 USD	2014-04-28	-
BasicTV	7.00 USD	2014-04-28	-
Account 12125551203: (2 Active Subscriptions for 7.00 USD)			
Total Subscriptions active now: 15		Total periodic fee active now: 53.89 USD	

Field	Description
Subscription	Subscription plans being applied to you.
Periodic Fee	This is a recurring fee for a particular subscription.
Start Date	Subscription activation date.
Finish Date	This shows the date on which this subscription will be automatically canceled.

* Default fee and the amount of discount applied for this subscription.

Measured Services


On this tab you can view the parameters of allocated resources usage and their usage statistics.

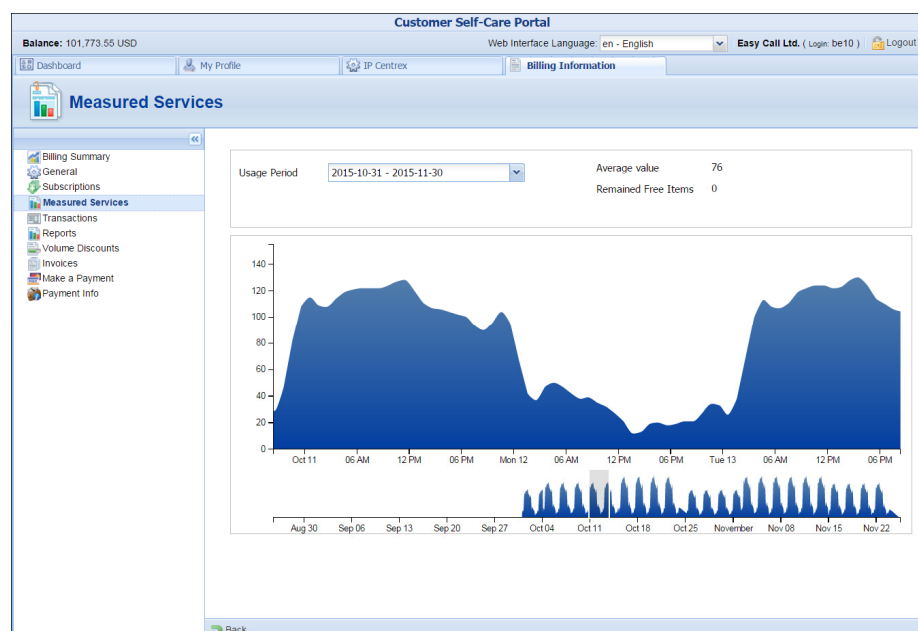
Measured Parameter	Apply Charge	Charge based on	Free Items	Price per Item, USD	Service
Active Calls	Yes	Average value	4	1	Voice Calls

Field	Description
Measured Parameter	The name of the allocated resource that you use and are charged for.
Usage Period	Represents your billing period. Any billing period can be selected.
Apply Charge	Defines whether or not this resource is free of charge.

Charge based on	Specifies how charges apply to you for allocated resource usage. The criteria are: <ul style="list-style-type: none">• Average – The average amount of the consumed resource.• Maximum – The maximum amount of the consumed resource.• Minimum – The minimum amount of the consumed resource.
Free Items	The number of resources included in your service bundle.
Price per item	The price for each unit of consumed resources.
Service	The service associated with this resource.

Statistics window

Statistics are provided per resource. To open the statistics window, click the  icon next to the resource name. On the statistics window you will see two graphs.



The bottom graph displays resource usage data for the last three months; the upper graph displays a detailed view of the resource usage for a particular time interval selected from the three-month period below.

To select a time period, click on the start date in the bottom graph and drag the mouse cursor to the finish date.

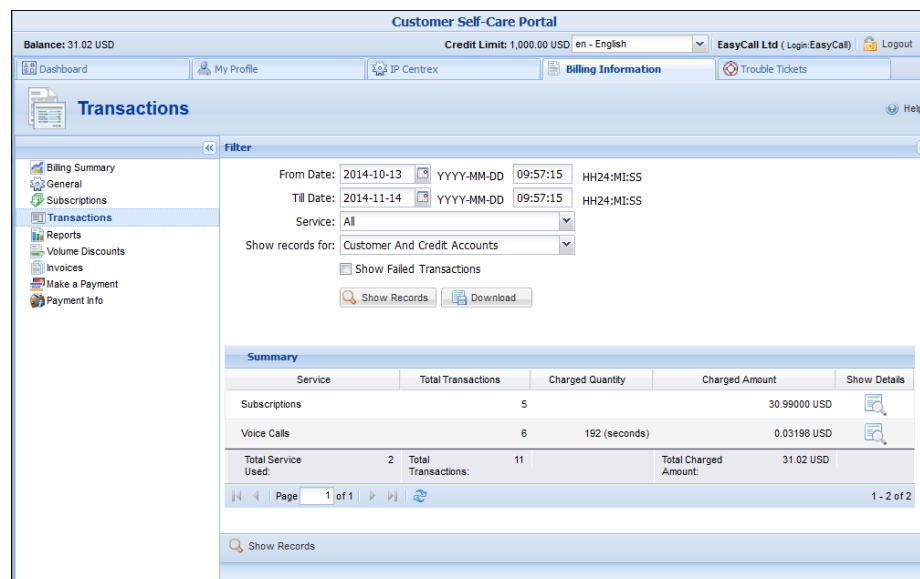
The topmost part of the window provides additional information about the selected metric. The following options are available:

Field	Description
Usage Period	Specify which billing period to see the information for.
Value	The value of measured resources for the current billing period. It can be minimum, maximum or average.
Remaining Free Items	Shows the number of free of charge resources available from your service bundle.
Applied Charges	Displays your charges for the selected billing period. Charges for the current billing period are not displayed because this period is not yet closed.

Transactions

Transactions (calls, payments, refunds, subscription charges, etc.) serve as the primary record of services provided to you.

This screen allows you to view and download transaction records – for any desired time period and service.



Customer Self-Care Portal



Balance: 31.02 USD Credit Limit: 1,000.00 USD en - English EasyCall Ltd (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information Trouble Tickets

Transactions

Filter


From Date: 2014-10-13 YYYY-MM-DD 09:57:15 HH24:MI:SS
Till Date: 2014-11-14 YYYY-MM-DD 09:57:15 HH24:MI:SS
Service: All
Show records for: Customer And Credit Accounts
☐ Show Failed Transactions
Show Records Download

Summary				
Service	Total Transactions	Charged Quantity	Charged Amount	Show Details
Subscriptions	5		30.99000 USD	
Voice Calls	6	192 (seconds)	0.03198 USD	
Total Service Used:	2	Total Transactions:	11	Total Charged Amount: 31.02 USD



Page 1 of 1 1 - 2 of 2

Show Records

On the **Transactions Filter** page you can make an extensible search via:

- A date and time range by clicking the  **Calendar** icon.
- A certain service type.
- The type of required phone lines (accounts).



- If you want failed transactions to be included in the list, select the **Show Failed Transactions** check box.

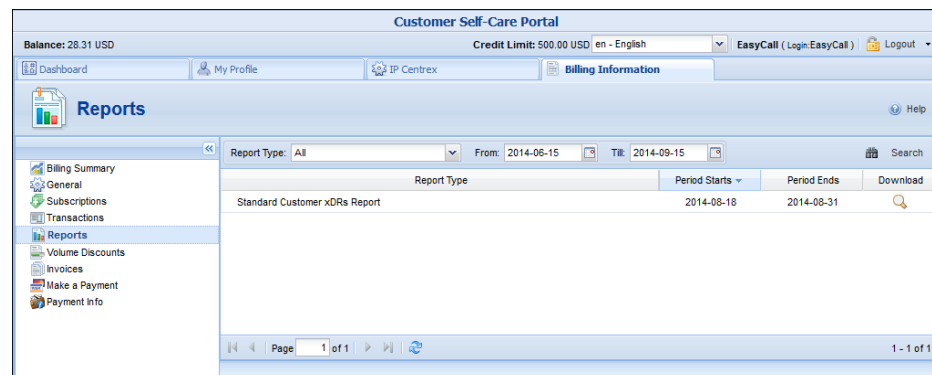
Set the from / to dates by clicking the  **Calendar** icon and click the **Show Records** button. The result page contains a summary and tables list all calls and accompanying charges during a specified time period. If you want to view additional information (charged quantity and amounts due) for the chosen service(s), click the  **Show Details** icon.


Click the  **Download** button to download transaction detail records in the .csv format.

Reports

The **Reports** screen allows you to download xDR reports for any desired time period either in .csv or .pdf formats.


Set the from / to dates by clicking the  icon and press the  **Search** button. The resulting page contains a list of xDR reports generated within a specified time period. Each report is available in .csv and / or .pdf formats.



Click the  **Download** button to download an xDRs report in the desired format.

Volume Discounts

The **Volume Discounts** group displays all *active* discounts that apply to you. To display *inactive* volume discount plans, the **Inactive** check box must be selected.

Information about volume discounts' usage history can be obtained in the **Discount History** panel, which is visible by clicking the  **History** button.

Customer Self-Care Portal

Balance: 434.73 USD Credit Limit: 1,000.00 USD en - English EasyCall Ltd (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information Trouble Tickets Help

☒ Inactive

Voice Calls

HL...	Discount Plan	Precedence	Combined Discount	Used/Remaining	Expiration
USA & Canada					
EasyCall - Premium	Account Individual Plan	55%		115 minutes of 500 minutes	Never
EasyCall - Silver	Low	0%		0 USD of 30 USD	6 days
EasyCall - Standard	Product's Default			65 minutes of 65 minutes	13 days

Customer Self-Care Portal

Balance: 434.73 USD Credit Limit: 1,000.00 USD en - English EasyCall Ltd (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information Trouble Tickets Help

Service: 'Voice Calls' Destination Group: 'USA & Canada'


Discount Plan	Precedence	Current Discount	Used/Remaining	Expiration	Combine With Other Discounts
Active Discount Plans					
EasyCall - Premium	Account Individual Plan	55%	0 minute 115 minutes 500 minutes	Never	After reaching the last threshold limit
Not Yet Active Discount Plans					
EasyCall - Silver	Low	5%	0 USD 0 USD 30 USD	6 days	Always
		10%	30 USD 0 USD 55 USD		
		20%	55 USD 0 USD Unlimited		
Consumed/Used up Discount Plans					
EasyCall - Standard	Product's Default	5%	0 minute 40 minutes 40 minutes	13 days	After reaching the last threshold limit
		12%	40 minutes 65 minutes 65 minutes		

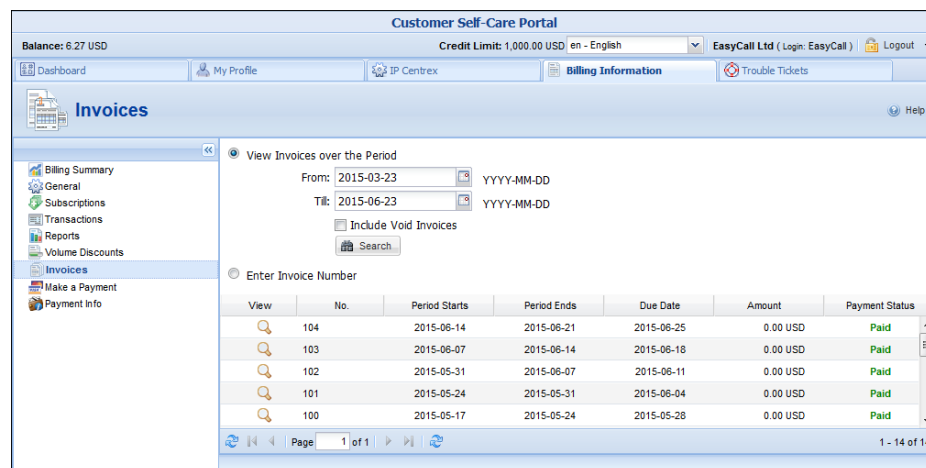
OK

Field	Description
Inactive	Displays the volume discounts with <i>Consumed/Used up</i> or <i>Not Yet Active</i> status applicable to the customer.
Service	A specific service (voice calls, messaging, data transfer, etc.) that this volume discount will apply to.
Destination Group	Information about discounts used and remaining is shown, grouped by destination group names. Each name represents one group included in the volume discount plan assigned to you.
History	Shows extended information about the discount plan.
Discount Plan	The name of the volume discount plan applicable for this customer.
Precedence	This is the priority level for the currently used discount plan that specifies the order in which certain discounts are to be applied. Discounts with higher priority take precedence over discounts with low priority.
Combined Discount	Shows the total discount value currently applied to the customer that resulted in the discounts' combination.

Used / Remaining	Shows the current value of both consumed and remaining discount volume (in minutes or funds). The progress bar graphically reflects how much of the discounted service has been consumed.
Expiration	Shows the time left for the discount to be reapplied to the customer. If Never is selected, it means that this discount is for one-time use and will not be reapplied to the customer.
<i>Discount History</i>	
Status	The current status of the discount plan. <ul style="list-style-type: none"> • Active Discount Plans – The discount plans that are currently in use. • Consumed – The discount plans that have already been used up. • Not Yet Active – Currently inactive discount plans.
Current Discount	The value of the discount currently applied to the customer.
Expiration	The time left for the discount plan counters to be reset.
Combine With Other Discounts	Shows the way this discount plan is combined with other discount plans applicable to a session.

Invoices

The invoices screen allows you to view all your invoices. A particular invoice can be found either by entering its number or by selecting a date range and clicking the  **Calendar** icon. If you want to include void invoices, just select the corresponding check box and then click **Search**.



Customer Self-Care Portal

Balance: 6.27 USD Credit Limit: 1,000.00 USD en - English EasyCall Ltd (Login: EasyCall) Logout

Dashboard My Profile IP Centrex Billing Information Trouble Tickets






Invoices

View Invoices over the Period

From: 2015-03-23 YYYY-MM-DD To: 2015-06-23 YYYY-MM-DD

☐ Include Void Invoices

Enter Invoice Number

View	No.	Period Starts	Period Ends	Due Date	Amount	Payment Status
	104	2015-06-14	2015-06-21	2015-06-25	0.00 USD	Paid
	103	2015-06-07	2015-06-14	2015-06-18	0.00 USD	Paid
	102	2015-05-31	2015-06-07	2015-06-11	0.00 USD	Paid
	101	2015-05-24	2015-05-31	2015-06-04	0.00 USD	Paid
	100	2015-05-17	2015-05-24	2015-05-28	0.00 USD	Paid

Page 1 of 1 1 - 14 of 14

Invoices cover these parameters:

- **No. (invoice number)** – The unique identifier for an invoice.
- **Date** – The date that the invoice was issued.
- **Payment status** – This specifies one of the following:
 - **Do Not Pay** – The invoice amount is 0, therefore no payment is required.
 - **Unpaid** – Payment has not yet been received.
 - **Partially Paid** – Payment has been received but in an amount less than the amount due.
 - **Paid** – Invoice has been paid in full.
 - **Overdue** – Invoice is unpaid and past due.
 - **N/A** – Payment status is not applicable for this invoice.
- **Period Starts / Ends** – The period for which an invoice is generated.
- **Due date** – The date by which payment should be received.
- **Amount** – Sum of all charges for this period minus credits / refunds.

Click the **View** icon in the result list to view or print a particular invoice.

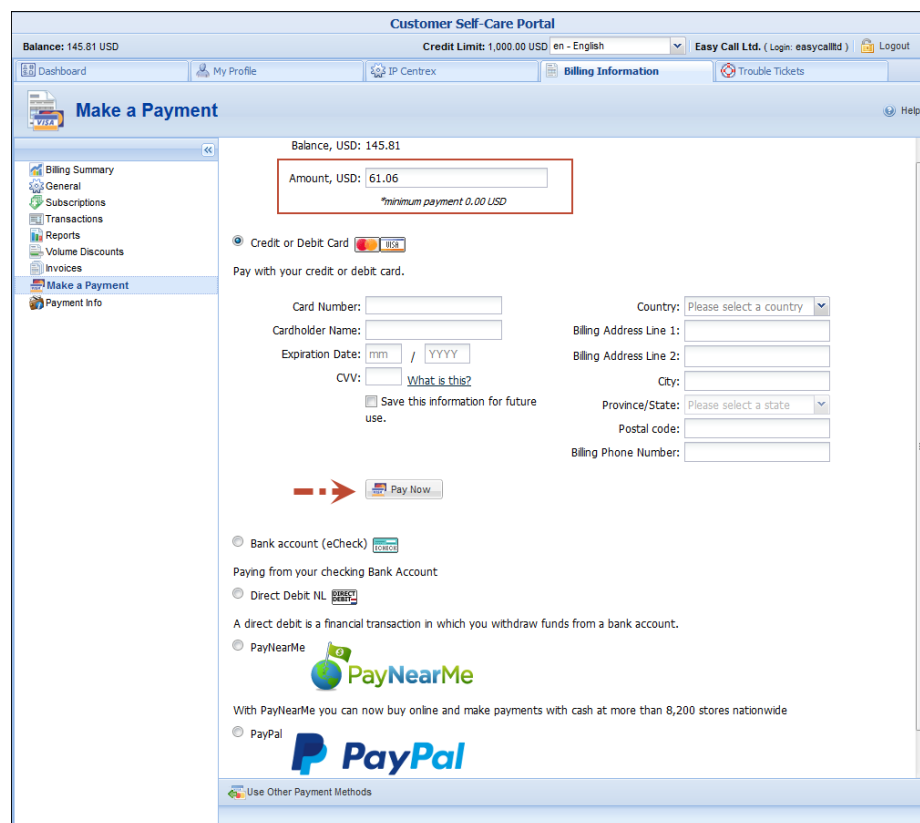
Make a Payment

This page allows you to see your current balance and top it up by choosing one of the available payment methods.

The list of currently supported payment methods is the following:

- **Credit or Debit Cards** – Allows you to pay using your credit or debit card. If you have a credit card whose payment characteristics are recorded in the system, it will be used by default.
- **Bank account (eCheck)** – Allows paying from your checking bank account.
- **Direct Debit NL** – Allows you to perform financial transaction in which you withdraw funds from a bank account.
- **PayNearMe** – Allows you to pay for services in cash at any 7-Eleven or ACE Cash Express store across the United States. You need to specify your email to get a PayNearMe payment slip via email and then print it. The payment slip contains the bar code to be scanned at a 7-Eleven or ACE Cash Express location. You pay cash to the store clerk, who then records the transaction – the payment information is immediately delivered to the service provider via the PayNearMe network. PortaBilling® records the transaction and updates your balance so you can immediately start using the service.
- **PayPal** – Allows you to pay using your PayPal account.

To make a payment, select the desired payment method (one of the listed above), specify the amount you wish to pay and click the **Pay Now** button to proceed with the payment.



Customer Self-Care Portal


Balance: 145.81 USD Credit Limit: 1,000.00 USD en - English Easy Call Ltd. (Login: easycalltd) Logout

Dashboard My Profile IP Centrex Billing Information Trouble Tickets

Make a Payment

Balance, USD: 145.81

Amount, USD: 61.06
*minimum payment 0.00 USD

☒ Credit or Debit Card 

Pay with your credit or debit card.

Card Number: Country:

Cardholder Name: Billing Address Line 1:


Expiration Date: / Billing Address Line 2:


CVV: [What is this?](#) City:

☐ Save this information for future use. Province/State:


Postal code:

Billing Phone Number:




☐ Bank account (eCheck) 


Paying from your checking Bank Account

☐ Direct Debit NL 

A direct debit is a financial transaction in which you withdraw funds from a bank account.

☐ PayNearMe 

With PayNearMe you can now buy online and make payments with cash at more than 8,200 stores nationwide

☐ PayPal 

[Use Other Payment Methods](#)

Pay with Bitcoins

You can also top up your balance with Bitcoins (BTC):

1. In the **Amount** field, type a top-up amount.
2. Choose **New Payment Method** and click **Next**.
3. Choose **Pay with Bitcoins** and click **Next**. You will see the top-up amount in Bitcoins according to the current exchange rate and the Bitcoin payment address to where payment must be sent.
4. With a Bitcoin client or Bitcoin wallet online service, send the top-up amount from your Bitcoin wallet to this address. For your convenience, the Bitcoin address can be scanned with a QR code.
5. When the transaction has been submitted, click **Done**.
6. Once the Bitcoin amount is received, your balance is topped up.

Balance: 0.00 USD

Web Interface Language: en - English

Easy Call Ltd. (Login: easycalltd) Logout

Dashboard
My Profile
IP Centres
Billing Information

Make a Payment

Billing Summary
General
Subscriptions
Transactions
Reports
Volume Discounts
Invoices
Make a Payment
Payment Info

Balance, USD: 0.00

Amount, USD: 50.00

*minimum payment 0.01 USD

Payment Methods

☐ Saved Credit Card

American Express 3401xxxxxx5877, Exp. 2016-09-30

☒ New Payment Method

Next

Balance: 0.00 USD

Web Interface Language: en - English

Easy Call Ltd. (Login: easycalltd) Logout

Dashboard
My Profile
IP Centres
Billing Information

Make a Payment

Billing Summary
General
Subscriptions
Transactions
Reports
Volume Discounts
Invoices
Make a Payment
Payment Info

Balance, USD: 0.00

Amount, USD: 50.00

*minimum payment 0.01 USD

Payment Methods

☐

Pay directly with any major Credit Card including VISA, MasterCard, American Express

☒ bitcoin Pay with Bitcoin

Back

Next

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Customer Self-Care Portal

Balance: 0.00 USD

Web Interface Language: en - English

EasyCall Ltd. (Login: easycalls) Logout

Dashboard My Profile IP Centrex Billing Information

Make a Payment

50 USD (0.2175 BTC)

Exchange rate: 1 BTC = 230.03 USD

Send 0.2175 BTC to this address

mhCCYwJW1x2GCLwoCkKmUjMDWm7773AxW [Copy Address](#)

Cancel Back Done

Taxes upon payment

If you use prepaid services, the taxes for such services are calculated and added to the amount you are topping up your account by. After you confirm your payment, your balance is topped up to reflect that actual amount.

Payment Info

On this page you can set up the preferred payment method and configure auto payments.

Customer Self-Care Portal

Balance: 353.02 USD

Credit Limit: 1,000.00 USD

en - English

EasyCall Ltd. (Login: easycalls) Logout

Dashboard My Profile IP Centrex Billing Information

Payment Info

Preferred Payment Method

☒ Credit or Debit Card

Pay with your credit or debit card.

Card Number:

Country:

Cardholder Name:

Billing Address Line 1:

Expiration Date: mm / YYYY

Billing Address Line 2:

CVV: [What is this?](#)

City:

Province/State:

Postal code:

Billing Phone Number:

☐ Bank account (eCheck)

Paying from your checking Bank Account

☐ Direct Debit NL

A direct debit is a financial transaction in which you withdraw funds from a bank account.

Auto-Payments

☒ Auto-pay invoice using this payment method

☒ Pay 500.00 USD when the balance exceeds 1,000.00 USD

Preferred Payment Method

In the **Preferred Payment Method** section you can choose which type of payment method to use: Credit or Debit Card, Bank account (eCheck) or Direct Debit NL).

Update your credit card information

If you want to pay with a different credit card, click **Edit** and enter the new card information. Click **Save** to save this new credit card information.

As soon as you add a new credit card to PortaBilling®, the credit card is verified. During the credit card verification process, the system performs an Authorization only transaction instead of an actual charge. The Authorization only transaction reserves an amount of money on your credit card for a certain time period. This does not affect your balance in PortaBilling® or change your credit card balance.

If the verification was successful, this new credit card information is stored. Further payments and automatic payments (if configured) will be made using this card.

Auto-Payments

Note that the **Auto-Payments** section is only active if the **Preferred Payment Method** is chosen and all the required information is filled in for it (for example, credit card information).

The **Auto-pay invoices using this payment method** allows you to define whether a credit card should be charged at the end of the billing period.

To set up automatic payment with a debit or credit card when the balance crosses a specified threshold, select the **Pay** check box and specify the threshold in the second field. When the balance crosses this threshold the credit card will be charged for the amount specified in the **Pay** field.

Taxes upon payment

If you use prepaid services and the service provider has enabled the Taxes upon Payment functionality for you, the taxes for such services are calculated and applied when your balance automatically tops up.

Auto-Payments

☐ Auto-pay invoice using this payment method

☒ Pay when the balance drops below

Top-Up

100.00 USD

Applicable Taxes

20.00 USD

Total Charged Amount

120.00 USD

The tax amount is calculated based on the amount of the top-up and then added to the payment sum. Upon successful payment processing, your balance is topped up by the total charged amount excluding tax.


Trouble Tickets tab

Using the **Trouble Tickets** tab, you can view a list of recent tickets and create new tickets within the RT (Request Tracking) system.

Customer Self-Care Portal

Balance: 557.32 USD Credit Limit: 1,000.00 USD en - English EasyCall (Login: EasyCall_web) Logout


Dashboard My Profile IP Centrex Billing Information **Trouble Tickets**

 **Trouble Tickets** Help

#	Subject	Status	Created	Last Updated	Requestors
18	How to make a payment?	new	2014-11-03 11:58:21	2014-11-03 11:58:22	EasyCall

Create Ticket Page 1 of 1 1 - 1 of 1

© 2001-2014 PortaOne, Inc. All rights reserved.

To create a new ticket, simply click the  **Create Ticket** button at the bottom of the page.

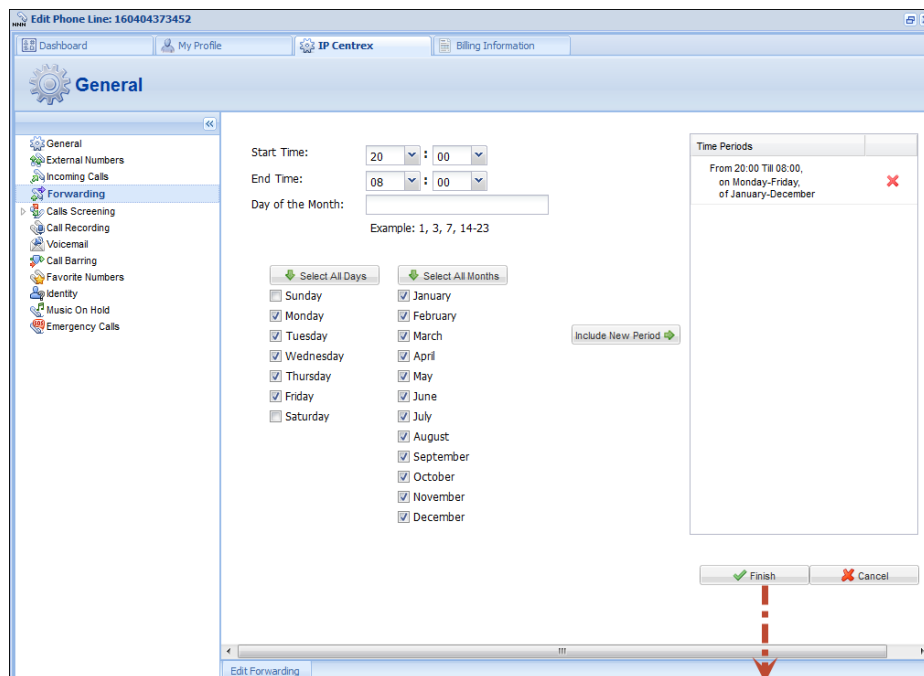
3. How to...

... define a time period using the wizard?

With the period definition wizard, you can easily define the time period for which a number (e.g. a follow-me number) will be used. If you want the number to be permanently active, click the **Always** button at the bottom of the **Period Wizard** page. Otherwise, define the desired period. (Times given are based on a 24-hour clock, i.e. 8 p.m. is the same as 20:00.) The Period Wizard is intuitive and lets you configure multiple time intervals from a single page in just a few mouse clicks. The following example illustrates the process of creating a period within the Monday–Friday workweek that starts at 8 p.m. and lasts until 8 a.m. the next morning:

The screenshot shows the 'Edit Phone Line' wizard for line 160404373452. The 'General' tab is active. The 'Start Time' is set to 20:00 and the 'End Time' is set to 08:00. The 'Day of the Month' section has checkboxes for each day of the week: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), and Saturday (unchecked). There are buttons for 'Select All Days' and 'Select All Months'. The 'Time Periods' panel on the right is empty, showing 'There is no data to display'. At the bottom right are 'Finish' and 'Cancel' buttons.

1. On the **Period Wizard** page, select **20:00** in the **Start Time** box and **08:00** in the **End Time** box. In the block containing days of the week select **Monday, Tuesday, Wednesday, Thursday, Friday**. In the block containing months click the **Select All Months** button.
2. Click the **Include New Period** button, and this time period will appear in the **Time Periods** panel on the right side of the page.



Edit Phone Line: 160404373452

Dashboard My Profile IP Centrex Billing Information

General

General
External Numbers
Incoming Calls
Forwarding
Calls Screening
Call Recording
Voicemail
Call Barring
Favorite Numbers
Identity
Music On Hold
Emergency Calls

Start Time: 20 : 00
End Time: 08 : 00
Day of the Month:
Example: 1, 3, 7, 14-23

Select All Days Select All Months

☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday

☒ January ☒ February ☒ March ☒ April ☒ May ☒ June ☒ July ☒ August ☒ September ☒ October ☒ November ☒ December

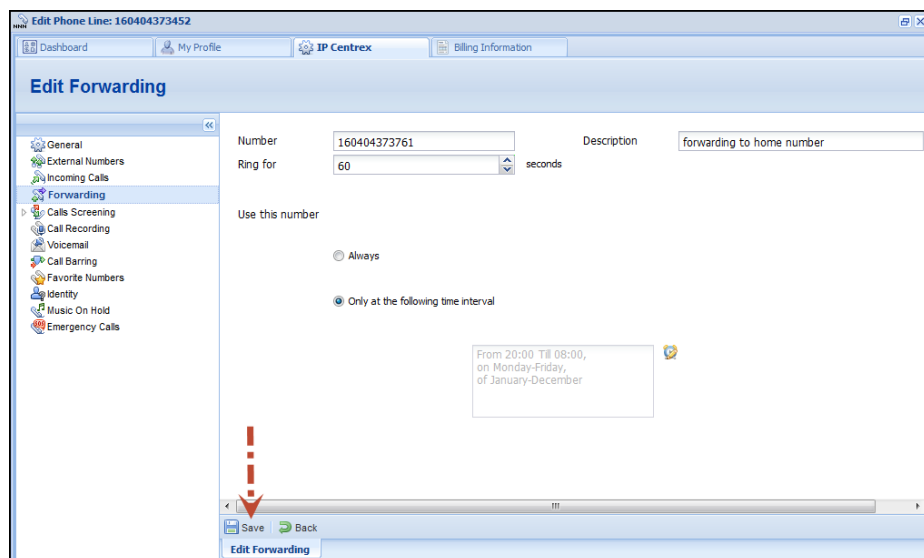
Include New Period

Time Periods
From 20:00 Till 08:00,
on Monday-Friday,
of January-December

Finish Cancel

Edit Forwarding

- Click **Finish** to complete the period definition. If you wish to set another definition for this period, repeat step 1.



Edit Phone Line: 160404373452

Dashboard My Profile IP Centrex Billing Information

Edit Forwarding

General
External Numbers
Incoming Calls
Forwarding
Calls Screening
Call Recording
Voicemail
Call Barring
Favorite Numbers
Identity
Music On Hold
Emergency Calls

Number: 160404373761 Description: forwarding to home number
Ring for: 60 seconds

Use this number

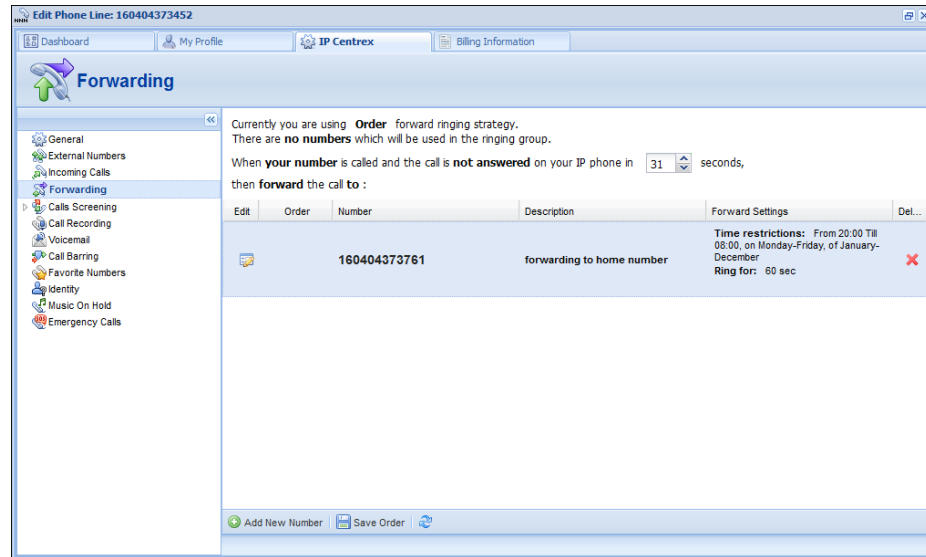
☐ Always
☒ Only at the following time interval

From 20:00 Till 08:00,
on Monday-Friday,
of January-December

Save Back

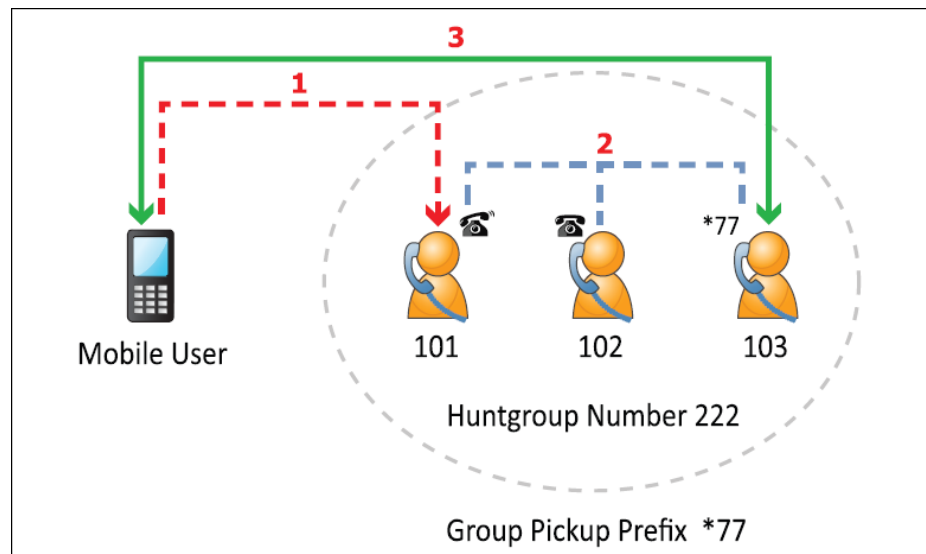
Edit Forwarding

- Click **Save** to add a specified time period for the current forwarding number.



... configure multiple pickup groups?

The multiple pickup groups functionality allows phone lines in the same IP Centrex environment to be grouped so that phone line owners within the group may answer each other's calls by merely dialing a Group Pickup Prefix on their phones.



Let's assume that there are two offices working with shared secretarial services. First you must enable a Group Pickup feature, then configure two huntgroups and lastly configure the pickup groups within them.

1. On the **IP Centrex** tab, select **Incoming Calls**.
2. To enable Group Pickup feature, select **Yes** from the **Group Pickup** list.

Customer Self-Care Portal

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Incoming Calls

Ext-to-Ext Call Distinctive Ring: Yes

Group Pickup: ☒

Group Pickup Prefix: *77

Save

3. Select **Dialing Rules**. For your current dialing rule, in the **Service Feature Codes** area, in the **Group Pickup Prefix** box, type *77. Click **Save**.
4. Select **Huntgroups**, and add two huntgroups (for how to add huntgroups, see the section titled **Huntgroups**).
 - To the first huntgroup 88 (e.g. Sales Department) add the required extensions: 222, 333 and the secretary's 999 extension. Define huntgroup 88 as primary for extensions 222 and 333. Make sure the **Call Pickup Allowed** is enabled for the huntgroup.
 - To the second huntgroup 99 (e.g. Support Department) add extensions 444, 555 and the secretary's 999 extension. Define huntgroup 99 as primary for all these extensions – 444, 555 and 999. Make sure the **Call Pickup Allowed** is enabled for the huntgroup.

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Edit Huntgroup: Support Department

Huntgroup Number: 99 Hunt Sequence: Random

Huntgroup Name: Support Department Caller ID: Keep original

Call Pickup Allowed: ☒

Included Extensions Included Huntgroups

Order	Extension Number	Extension Name	Assigned To Phone Line	Ringing Delay, sec	Ringing Time, sec	Ignore Follow-me/Voicemail	Set This Group as Primary	Delete
	999	Irene	00011999		15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	555	Tom	00011888		15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	444	Andrew	00011555		Infinite	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Add Extension

Save Back

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Edit Huntgroup: Support Department

General

Extensions

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Abbreviated Dialing

Dialing Rules

Incoming Calls

Outgoing Calls

Call Recording

Huntgroups

Identity

Music On Hold

Huntgroup Number: 99

Hunt Sequence: Random

Huntgroup Name: Support Department

Caller ID: Keep original

Call Pickup Allowed: ☒

Included Extensions

Included Huntgroups

Order	Extension Number	Extension Name	Assigned To Phone Line	Ringing Delay, sec	Ringing Time, sec	Ignore Follow-me/Voicemail	Set This Group as Primary	Delete
	555	Tom	000111888		15			
	999	Irene	000111999		15			
	444	Andrew	000111555		Infinite			

Add Extension

Save

Back

Balance: 180.20 USD

Web Interface Language: en - English

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Huntgroups

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Edit	Configure	Huntgroup Number	Huntgroup Name	Hunt Sequence	Assigned Extensions	Caller ID	Call Pickup Allowed	Delete
		88	Sales Department	123 Order	Assigned Extensions <ul style="list-style-type: none"> 222 - John 333 - Catherine 999 - Irene 	Keep original		
		99	Support Department	211 Random	Assigned Extensions <ul style="list-style-type: none"> 444 - Andrew 555 - Tom 999 - Irene 	Keep original		

Add Huntgroup

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With these settings the following scenario is possible: There is an incoming call to extension 444. The secretary (extension 999) can dial *7788 to pick up the call (because 444 is in their non-primary group, thus *77 won't work. They have to dial the group pickup prefix and the number of huntgroup). To pick up an incoming call to the extension 222 the secretary can dial *77 because extension 222 is in their primary group.