

Installation and User Manual

iPECS is an Ericsson-LG Brand





Revision History

ISSUE	DATE	DESCRIPTION OF CHANGES
1.0a	23-Nov-11	Temporary Release
1.1		Edits throughout
1.2	27-OCT-12	New Edition including Version CM P4.0 (iPECS Attendant P2.0 – Hotel Feature, Voide,
		Recoed)
1.3	30-MAY-13	New Edition including Version CM P5.0 (iPECS Attendant P2.0Ah – DsgDND, FollowMe,
		Group state display)
1.4	14-OCT-13	Update for P5.5 Feature and Changed Ericsson-LG to Ericsson-LG Enterprise
		- Handset Link

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1. Introduction

1.1 iPECS Attendant Overview

iPECS Attendant is a Windows® PC based application providing the iPECS-CM Attendant with a graphical user interface for simple access to attendant functions. iPECS Attendant registers to iPECS-CM as soft phone via an IP connection. iPECS Attendant delivers voice to audio devices in or connected to the PC.

For each tenant in the iPECS-CM, up to thirty (30) iPECS Attendants can be connected. Major features of iPECS Attendant are listed in the chart below.

	Function	Features
	Basic Calling	Dial/Answer, Conference, Transfer, Pick up, Forwarding, Hold
01-1-1	Attendant	Manual Trunk Selection, Directory, Night Service, Chained Call, Dedicated key
Standard Package	Information	Calling/Called party information, Subscriber information, Alternative information, Call waiting display
	PC	Icon display, Phone book, Call history
	Presence	Presence Group Display
Hospitality	Calling	Bath Call, Room cut off, Do not disturb/DND override, Room to room block, Line lock out, Serial call set, Message wait indicator, etc.
Package	Front-Desk	Check In / Out, Room Status, Room swap, Charge account, Wake up set/reset, Wake up alarm, lock out alarm

2. Installation

Installation of the iPECS Attendant for the iPECS-CM is a three (3) step procedure. First, licenses for the iPECS Attendant must be installed in the iPECS-CM and the iPECS-CM configured using the WMS (Web Management Server) to support the iPECS Attendant. iPECS-CM license and configuration guidelines are discussed in section 2.1. Second, the iPECS Attendant application is installed on the Attendant's PC and, finally, the iPECS Attendant is configured to register and operate with the iPECS-CM. Install and set-up of the iPECS Attendant are covered in section 2.2 and 2.3, respectively.

Once the installation is complete, each user of the iPECS Attendant should be assigned an account, which determines the database access permission for a user. Section 2.4 outlines the steps to establish individual Accounts starting with the initial login.

2.1 iPECS-CM Configuration

2.1.1 iPECS CM Licenses

Prior to attempting to configure the iPECS-CM for the iPECS Attendant, appropriate licenses must be installed. The licenses are installed via the WMS under the System Management tab. The relevant licenses are:

· CML-IPEXT	Applies licenses for the number of IP extensions to be connected. This
r	number must include the total number of extensions including any iPECS

Attendant extensions to be installed

CML-IPATDS Applies licenses for the number of iPECS Attendants to be installed.

• CML-HOTEL When the iPECS Attendant is used to support Hotel operation, the Hotel

license must be installed

2.1.2 iPECS-CM Attendant Extensions and Key Number

The Extension number for the iPECS Attendant must be available in the Numbering Plan. In addition, the rules for the Attendant Key Number must be assigned in the Numbering Plan. The Attendant Key Number is the dialed number, such as '0', that will call all Attendants of a Tenant as a group

Related WMS Menu

WMS>Data Management>Numbering Plan Information>Numbering Plan

2.1.3 iPECS-CM Virtual IP Gateway

A Virtual IP gateway channel is required in the iPECS-CM to support the iPECS Attendant. The VIPM (Virtual IP gateway Module) and sub-rack for iPECS Attendant are defined in the System Configuration page.

Related WMS Menu

WMS>System Configuration>System Config(Detail)

2.1.4 iPECS-CM Attendant Configuration

The iPECS-CM supports thirty (30) iPECS Attendants for each tenant. The Attendant Attributes must be defined for each iPECS Attendant. First, add the iPECS Attendant then modify the Attendant Attributes to assign a User ID and password used by the iPECS Attendant user for login.

Use the steps and figure below to add a new iPECS Attendant in the WMS,

- 1. Open "Data Management>Attendant Information>Attendant Attribute" menu
- 2. Click "Add" button at the top of the window
- 3. In the pop-up, enter the Tenant and serial number of the iPECS Attendant. The serial number is a running count of the Attendants installed for each tenant and can be from 1 to 30.
- 4. Enter the slot and channel number of the VPIM to be used for this iPECS Attendant
- 5. For the Attendant Type, select "iPECS Attendant Standard".
- 6. Click "Apply" button to create the iPECS Attendant Extension number.

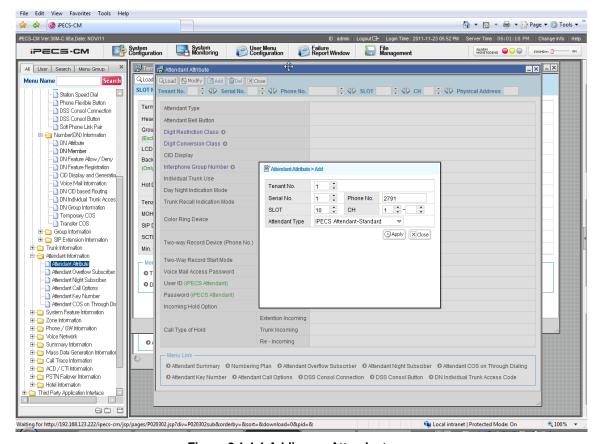


Figure 2.1.4-1 Adding an Attendant

Once created, the authentication information for the iPECS Attendant can be configured as well as enabling the Caller Id option for the iPECS Attendant.

Use the steps and Figure 2.1.4-2 below to enter the iPECS Attendant attributes.

- Open "Data Management>Attendant Information>Attendant Attribute" menu in WMS.
- 2. At the top of the Attributes window, click "Modify".
- 3. Enter the User ID and Password for the iPECS Attendant.

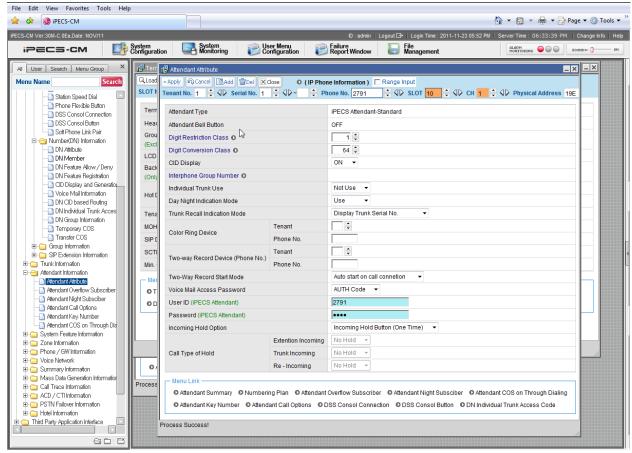


Figure 2.1.4-2 Assigning iPECS Attendant Attributes

2.1.5 iPECS Attendant Key Number

Each Tenant must be assigned with an Attendant Key Number. The Attendant Key number is used by subscribers to call the Attendants of the Tenant group.

Related WMS Menu

WMS>Data Management>Attendant Information>Attendant Key Number

2.1.6 iPECS-CM Hotel Attendant/Front Desk

When used with the Hotel Package, the Extension number of the iPECS Attendant should be configured as a Hotel Attendant. This allows the iPECS Attendant to act as a Hotel Front Desk phone with access to the many Hospitality features common to a Hotel Front Desk phone including Check-in/Check-out, Wake-Up calls, Room Charges, etc.

To assign the iPECS Attendant Extension for Hotel service, in the WMS select the Hotel Extension Attributes under the Hotel Information selection of Data Management and enter the Tenant and Extension number of the iPECS Attendant. In the Hotel Extension Attributes, set the Hotel Service Type to Hotel Attendant, see Figure 2.1.6-1 below.

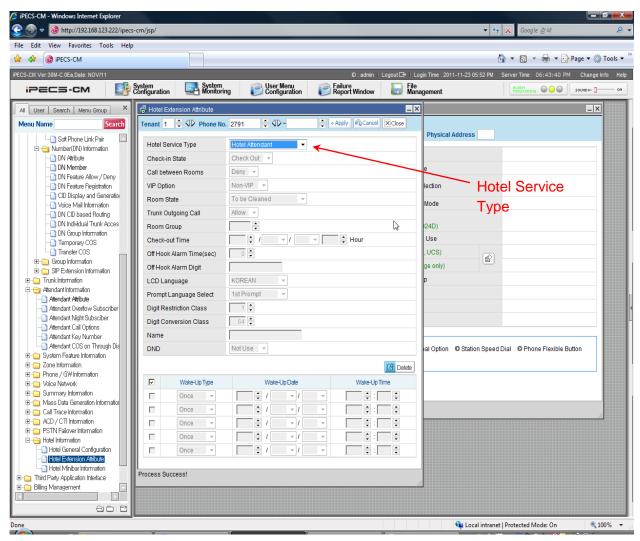


Figure 2.1.6-1 iPECS Attendant Hotel Service

2.2 iPECS Attendant Installation

2.2.1 PC Requirements for iPECS Attendant

iPECS Attendant is a Windows® PC application that can run under any of the Operating Systems listed below:

Windows XP Service Pack 2 or higher Windows Vista Windows 7

The recommended PC hardware is described below:

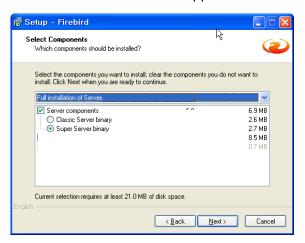
1 GHz CPU Clock speed10 GByte main memory100 GByte Hard DriveCD/DVD ROM1280 by 1024 pixel display resolution

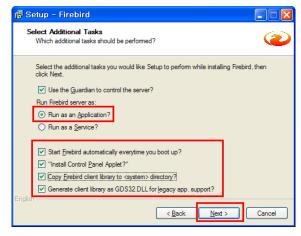
Large display, 14" minimum recommended

2.2.2 iPECS Attendant Installation

Installation of the iPECS Attendant employs an Installation Wizard that will guide you through the installation process and will place the iPECS Attendant icon on the PC desktop. The iPECS Attendant application must not be installed on the same PC with other iPECS soft clients (Phontage or iPECS UCS client). To install iPECS Attendant,

- Download the iPECS Attendant software from the Partner portal of the Ericsson-LG
 Enterprise Web site. The software includes the application and two supporting applications,
 WinPcap and Firebird, which are required.
- Locate and run the iPECS Attendant executable (.exe) file from the download.
- 3. Follow the Wizard instructions to install the application.
- 4. Install the WinPcap 4.1.1 application.
- Install the Firebird 2.1 application with the following setup configuration:





WinPcap provides for capturing packets from the iPECS-CM. Firebird provides for database operation. Both WinPcap and Firebird must be properly installed for proper operation of the iPECS Attendant.

2.3 iPECS Attendant Initial Setup

Once installation of the iPECS Attendant is complete, the soft client must be configured for operation with the specific iPECS-CM. The iPECS Attendant should be configured with the host system information, User Id and password, PC IP address and database location. To set-up the iPECS Attendant,

- Open iPECS Attendant program, click the <u>iii</u> icon.
- 2. In the Login screen, click Setting.

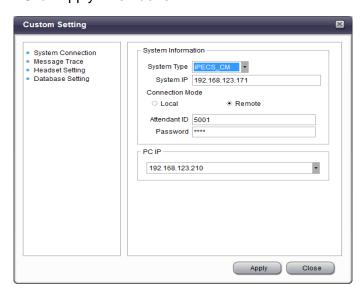


- 3. In the *System Connection* page, enter the following option:
 - a. Select PBX Type: iPECS_CM
 - b. Enter System IP address: IPv4 address
 - c. Select Connection Mode

Local: same subnet w/iPECS-CM

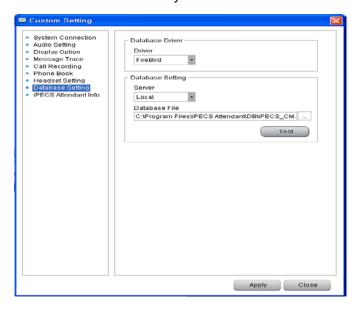
Remote: different subnet

- d. Enter PBX ID and Pwd
- 4. Click Apply when done.



Note the PBX ID and PBX Pwd must match the Attendant Attributes User ID and Password defined in the iPECS-CM database, see section 2.1.4.

- 1. In the *Database Setting* page, select the database location (Local or Remote) and Enter the path and filename for the Database. The default after installation is *C:\Program Files\iPECS Attendant\DB\IPECS_DB.FDB*. If remote, enter the IP address as the first part of the path.
- 2. Click Apply when done.
- 3. Click Test button to verify database access.



When employing a remote database (not recommended) the remote PC must be operating and accessible for the duration of the installation and operation of the iPECS Attendant.

2.4 Account Set-up

IP Attendant can support multiple users with different PBX login credentials (PBX ID and password). Each user is assigned an IP Attendant account based on the PBX login credentials that will determine future access to the 'Account' menu. At least one Supervisor account must be defined.

2.4.1 Login

Once the Settings outlined in section 2.3 are complete, the user may Login.

To Login,

- 1. Return to the login window.
- Enter the Attendant ID and Password.
- 3. Then, click Login.

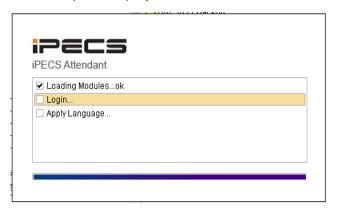
When Login is selected, the following occurs:

- iPECS Attendant Application executes
- iPECS Attendant logs into the Databases
- iPECS Attendant logs in to the iPECS-CM
- iPECS Attendant loads the active language files.



- iPECS Attendant gets database information.
- iPECS Attendant displays the Main Window, see section 3.

Each of these steps is displayed in the "iPECS Attendant Initialize" window.



Note you may configure the Login to save your ID and password or even login in automatically. Check the Login option boxes as desired prior to Login.

Conditions

- During Login in two failure types may occur; a database login failure (Login...db fail), which is due to a mismatched Account Name or Password, or a system login failure (system fail), which is due to a mismatched Attendant User Id and password. The later is from the Attendant Attributes, see section 2.1.4.
- After initial installation and start-up, the User should create an iPECS Attendant account to control access to the database, see section 2.4.2.

Related WMS Menu

Data management > Attendant Information > Attendant Attribute> 1. User ID (iPECS ATD),

- 2. Password (iPECS ATD)

2.4.2 Set-up Supervisor Account

When first installed, a temporary Supervisor Account is established with the default ID (admin) and Password (1111). This default Account is deleted when the user assigns a Supervisor Account. Only a Supervisor level Account can add, delete or modify an Account.

To assign an Account,

- Click the 'Tools' Menu in the upper left of the iPECS Main Window, see the following figure.
- Select the "Accounts" item. 2.
- Select the "Add" button. 3.
- 4. Fill in the appropriate data, for "Perm" select Supervisor.
- 5. Click Save.

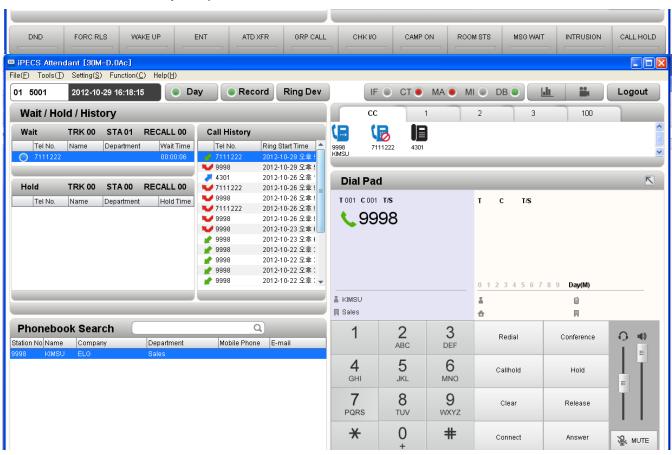
It is recommended that the number of Accounts not exceed fifty (50). Accounts can be modified using the Modify button. One or multiple Accounts can be deleted using the delete and Shift + arrow or Ctrl + right mouse button on the PC.

iPECS Attendant Main Window

The iPECS Attendant Main Window, shown below, is divided into a number of functional areas or windows. From top to bottom, left to right, these include:

- Main Menus (File, Tools, Settings, Function and Help)
- Status and Info Line Mode Status (Day or Night), Alarms and Logout
- · Wait/Hold window
- Group Monitor window
- Search Phone Book/Call History windows
- iPECS Phone Control window
- · Flexible Function buttons

This section discusses major aspects of each section of the Main Window.



2.5 Main Menus

The Main menus are shown in the top left of the Main Window.

2.5.1 File Menu

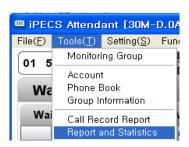
The 'File' Menu includes.



Import	Import an ACT!, Goldmine or Excel file to be added to the existing iPECS Attendant Phonebook. Only new entries are added. The iPECS Attendant must be in the Night mode and the Database
	Setting must be "Local".
Evport	The iPECS Attendant Phonebook can be exported to an Excel file. The iPECS Attendant must
Export	be in the Night mode and the Database Setting must be "Local".
Logout	Terminates the user's session with IP Attendant, the application remains active awaiting a login.
Exit	Terminates the iPECS Attendant Application.

2.5.2 Tools Menu

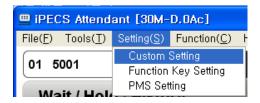
The Tools Menu includes



Monitor	The Monitor window displays the members of a Monitor Group. Add or modify up to three groups of up to 100 Extensions/Trunks each. A Vacant number cannot be added to the group.
Group	Route Option BLF Usage and Tenant LED Information must be defined to display Trunk and
	Extension status, respectively.
	The iPECS Attendant can have multiple Users. Different users employ different Accounts to set
Account	menu access. The default Supervisor Account name ('admin") and password ("1111") are
Account	available when no Supervisor Account is defined. Use this account to assign a Supervisor
	Account during set-up.
Phone Book	Add, modify or delete entries in the iPECS Attendant "Local" Phonebook. Multiple entries can be
1 Hone book	deleted [Shift + arrow or Control + left mouse button].
Call History	Search, save, call or delete entries in iPECS Attendant Call Logs. Three reports, listed below,
Call History	are available. The report can be saved as an Excel file.
IAII Call	Call History (Log) report displays Incoming and Outgoing calls based on the Time and Call Type
IAII Caii	entered as the search criteria. Individual or multiple Log entries can be deleted.
No Answer	Call History (Log) report displays No Answer Incoming calls based on the Time and other search
IC Call	criteria. Individual or multiple Log entries can be deleted.
Filtered with	Call History (Log) report displays searched by selected number calls based on the Time and
Number	other search criteria. Individual or multiple Log entries can be deleted.

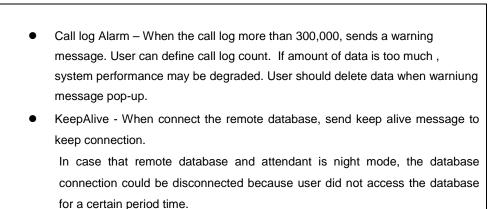
2.5.3 Setting Menu

In the Setting menu are



In the Custom Setting window, the selections include:

Custom Commontion	Information identifying the host iPECS-CM and environment must be defined to establish	
System Connection	a connection with the host.	
	Various audio devices can be configured and tones files can be assigned. Tone files are	
	in the .wav or mp3 formats.	
	Sound device for RING / DTMF	
Audio Setting	Sound device for Communication	
	Enable Echo Cancellation	
	Microphone Volume (Auto Mic Gain Control)	
	Ring Sound File	
	Video frame rate: VeryHigh-15 frame / Max-30 frame (default)	
Video Setting	support QCIF / CIF	
	Video Codec - H.263	
	Display options allow the user to modify the appearance of several windows including the	
Display Options	Monitor Window and the Phone Book window. The former can display other	
Display Options	Extension/Trunks as small or large icons or a simple list. The Phone Book window can be	
	shifted to a Quick Search window.	
	The "Trace" option can be run if the iPECS Attendant is performing poorly. Do not	
Message Trace	activate the trace option unless instructed to do so by your technician. The trace, when	
Wessage Trace	set, can be in-detail or summary, and is sent to the file C:\Program Files\iPECS-	
	Attendant\Capture.	
Call Recording	Set call recording file directory	
Phone Book	Set integrated phone book (Outlook / LDAP)	
Headset Setting	User can select connected headset (Normal/Plantronics/Jabra). Connected Headset	
ricauser octung	driver should be installed.	
	The iPECS Attendant employs the database configured. The location, Local or Remote	
	and path w/filename are entered. For Remote, the remote PC IP address is entered as	
	the beginning of the path. The remote PC must be maintained as operational during set-	
	up and operation of the iPECS Attendant	
Database	Local : Firebird	
Setting	Remote : User can select DB driver type	
Octung	- FireBird	
	- MYSQL	
	- Oracle	
	- MS-SQL	
	User should input the Server information such as IP / Database Name / Name / PWD	



To prevent it, send keep alive message in every 5 minute. (It is availale only in Attendant Night Mode)

■ Headset Setting

iPECS-Attendant support headset integration. Headset driver should be installed in PC. When connected headset, User can select headset type. In order to use all headset functions by selecting one of headset types in the "Headset Setting" menu, install "Jabra and Plantronics" in the "Drivers" folder and do the relevant settings

Plantronics Installation

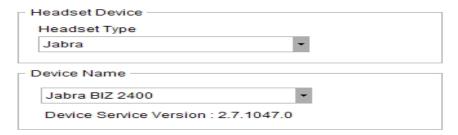
Install "Plantronics" by double clicking the "PlantronicsURE-SDK.msi" file in "C:\Program Files\iPECS Attendant\Drivers".



Jabra Installation

Install "Jabra" by double clicking the "JabraPcSuiteSetup.exe" in "C:\Program Files\iPECS Attendant\Drivers".

Click the right button of the mouse on the "JabraCOMObject.reg" file and the click the "Merge" menu



2.6 Status and Info Line

Below the Main Menus, is the Status and Information Line that includes the Day/Night Mode control, Alarm indicators and the Log off button.

2.6.1 Day/Night Mode Control

The Attendant can control the Attendant mode from Day to Night to Day. The ability to transition modes may be password protected in the iPECS-CM host. While in the Night mode, calls to the Attendant are rerouted to the defined Night subscriber



To change the Mode from Day to Night

- 1. Click the "Day Button" at the top right of the Main Window.
- 2. Enter Password and dial "*" if passwords are enabled.

To change the Mode from Night to Day

- 1. Click the "Night Button" at the top right of the Main Window.
- 2. Enter Password and dial "*", if passwords are enabled.

Related WMS Menu

Data Management > Tenant Information > Tenant Basic Information> Tenant Attribute > Privileged feature access method

Data Management > Extension Information > DN Attribute > Extension Password

2.6.2 LED Display for Alarm

To the right on the Status and Info line is the Alarm LED Display. Alarms are indicated with a red color as



described in the chart below. Specifics of Alarm functions are configured in the host iPECS-CM.

LED	Description	
IF	IF- Interface to iPECS-CM	
CT	Critical Alarm in iPECS-CM	
MA	Major Alarm in iPECS-CM	
MI	Minor Alarm in iPECS-CM	
	Location and status iPECS Attendant and Database:	
DB	Green = Local database Active	
DB	Blue = Remote dbase active	
	Red = Database connection failure	

Related WMS Menu

Failure Management > Alarm Management > Alarm Information Failure Management > Alarm Management > Overall Alarm Report

2.6.3 Logout

To the right of the Alarm LEDs is the Logout button. Clicking the Logout button terminates the iPECS Attendant program and returns the Login window.



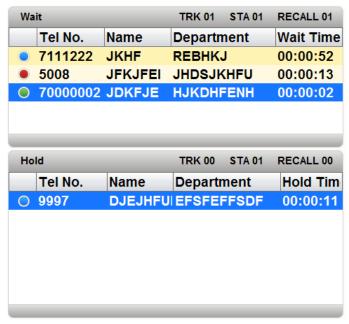
2.7 Wait/Hold Window

The Wait/Hold window presents records for calls queued to the iPECS Attendant (Wait) and calls held by the iPECS Attendant (Hold) in two distinct sub-windows. The number of Trunk, Station and Recall calls is shown in the upper right of both sub-windows. As an additional aid in identifying calls, a colored dot starts each call record. A blue dot indicates a Station call, a green dot indicates a Trunk call and a red dot indicates a recall.

As a default, the Attendant can have 15 queued calls, five (5) of each type, and five (5) held calls. The information for incoming calls is displayed in the Attendant Wait Queue and information for calls held by the iPECS Attendant is shown in the Hold window.

To answer a call in either window, the Attendant simply double clicks the record. Any active call is

placed on Hold.



Related WMS Menu

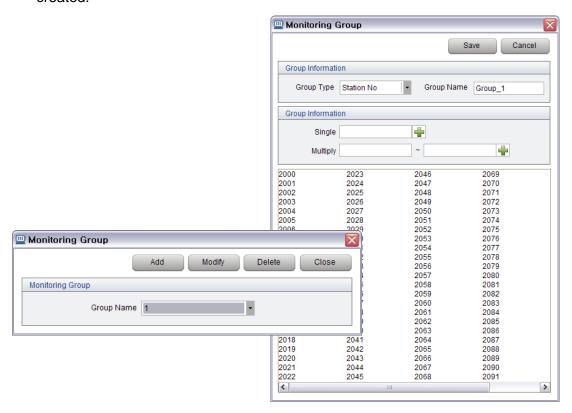
Data Management > Attendant Information >

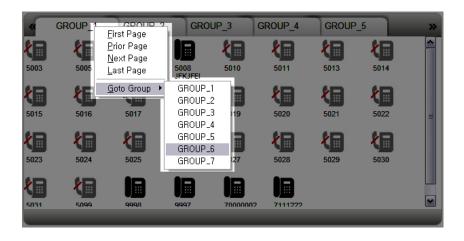
- 1) Attendant Overflow Subscriber
- 2) Attendant Call Options

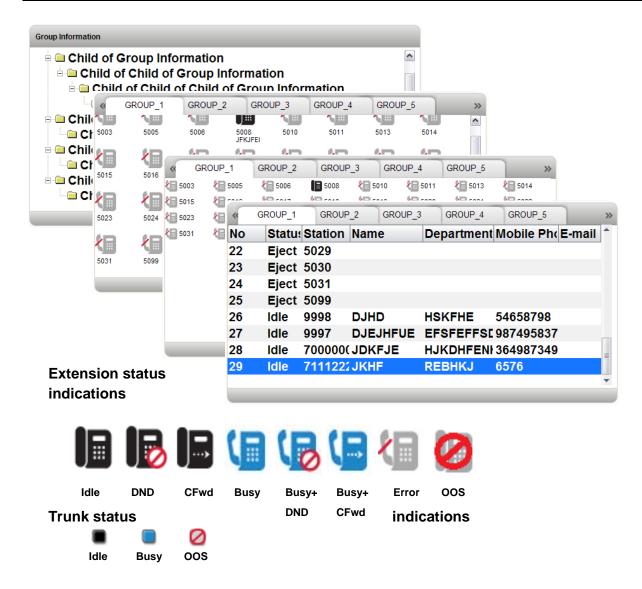
2.8 Monitoring Window

The Monitor Window displays the real-time status of other Extensions and Trunks. Monitor groups are defined in the Tools Menu. The window employs different icons and colors as shown below for the Extension and Trunk status. In addition to allowing click to call, placing the cursor over an icon provides additional information. iPECS Attendant provides 100 monitoring groups.

In case of creating many groups, clicks the right button of the mouse on the group tap to use functions such as "First Page"/"Prior Page""Next Page" /"Last Page" and "Goto Group" for effective monitoring. Goto Group is only functional only when there are more than 2 groups that have been created.







Conditions

- Both the Tenant LED Information and Route Options BLF Usage must be configured in the host iPECS-CM for proper status displays.
- If a Monitor Group member Extension is Out-of-Service (OOS), the status for the group will not updated. To display the group status correctly, remove the OOS Extension from the Monitoring Group.

2.9 Search Windows

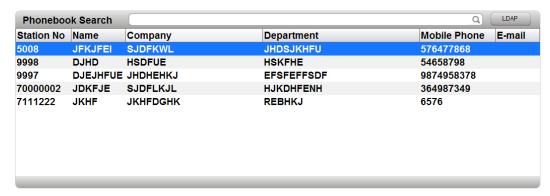
2.9.1 Phonebook-Search Window

Description

Provides Quick Phone Book search with the "Station", "Name", "Company", "Department" and "Mobile Phone number".

Operation

- 1. Enter any number or characters into the Phone Book Search Field in the first line of Phone Book Window.
- 2. Press "Enter" on keyboard or click the "Search" button.
- Double-click a Phone Book entry to place a call.



2.9.2 Call History

Description

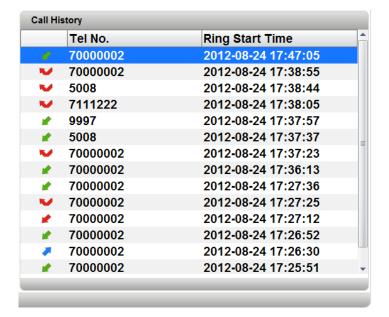
The call logs can be searched using date/time and type of call (In/Out).

Operation

- 1. Enter the search criteria in the Call History window,
- 2. Press "Enter" on keyboard or click the "Search" button.
- 3. Double-click an entry to place a call.

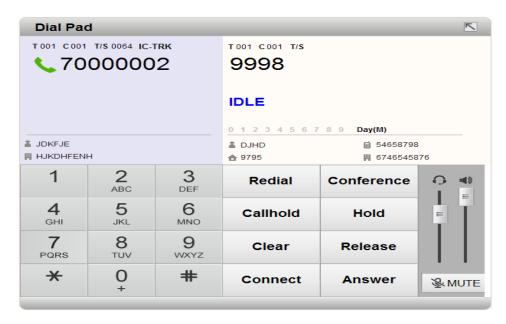
Icon by Call Type





2.10 Dial Pad Window

The Dial pad window simulates the various buttons and display of the Ericsson-LG Enterprise desk phones. The upper portion of the window is the LCD to display information on the active call. Below the LCD from left to right are the dial pad, Fixed Feature keys and Audio controls with Mute button.



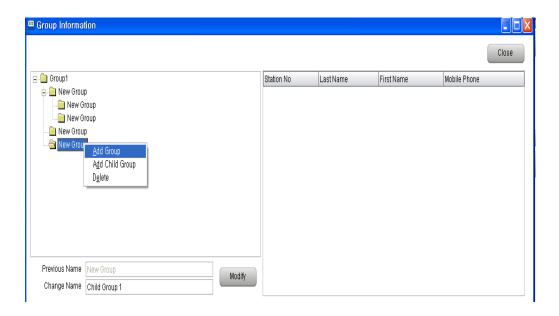
2.11 Flexible Function buttons

At the bottom of the Main Window are the Flexible Function buttons. Each button is assigned a function. The functions can be selected on screen or with the corresponding PC keyboard Fn buttons, F1 to F12.



2.12 Group Information

User can make subscriber group information. Subscriber information is grouped for effective management & search. Child group can be added by step 5. If setting "Subscribers Information Display" as "Group Information" in the "Custom Setting" (Environment Setting), the relevant group information that has been set in the "Monitoring Group" is displayed and station numbers of the relevant groups are displayed in the "Subscribers Information Search" window.



2.13 Call Record Report

User can record conversation using the record button. File name is composed of Recording time & dialed numbers. If user click file name, user can listen recored file. Default directory of the saved files is "C:\Program Files\iPECS Attendant.

Press the [Record] button during conversation.



2.14 Ring Device Selection

when user wearing the headset, user can select incoming bell rings through the speaker or the headset.



2.15 Video Call

Attendant support vide call. Click the "Video" button during the phone call.

Press [send to] button if you want to start to send video.

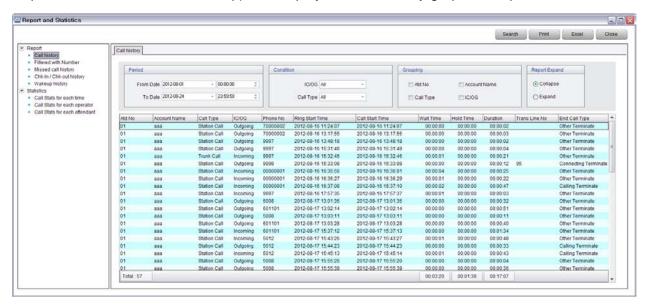
Press [Stop] button if you want to stop.

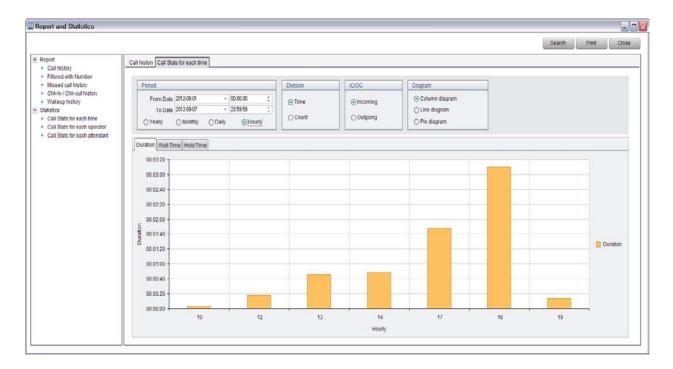




2.16 Report & Statistics

iPECS Attenant reports various call history(the history of incoming calls & outgoing calls & non response & check in/out & wake up) and display informations by graphic & report.





2.17 Outlook & LDAP Integration

If user want to is LDAP or Outlook integration for phonebook(subscriber information), user should select it in database setting of Custom setting menu. to be used. If selecting "Synchronize Phonebook", the subscriber information in Outlook is synchronized.(Synchronization is available only in night mode) If user want to use LDAP integration, user should select "LDAP Use" and Input the server information and click the "Test" button to see if connection has been done normally.

Operation

- 1) Database: DB information that has been set in the "Database Setting" is used.
- 2) Outlook: Outlook address book is synchronized to be used.
 - If selecting "Synchronize Phonebook", the subscriber information that has been collected from PBX is applied to Outlook.
 - In case of using "Outlook", the function ("Menu" \rightarrow "Tools" \rightarrow "Phonebook" & "Synchronize Phonebook") is only applicable to the night mode.
- 3) LDAP: The information of LDAP server is used.
 - Check "LDAP Use".
 - Input the server information and click the "Test" button to see if connection has been done normally.



3. iPECS Attendant Functions

3.1 Extension Calling and Answer

Description

The iPECS Attendant can place and receive calls to/from other Extensions in the iPECS-CM host.

Operation

To place a call to another Extension, from the iPECS Attendant,

- Dial the Extension number or click the Extension icon in the Monitor window.
- 2. When dialing, if the extension is idle, press the "Enter" button on the PC keyboard or click the "Connect" button.

To answer a call from another Extension, from the iPECS Attendant,

1. Answer the call with one of the following actions:

Press the "Space Bar" on the keyboard

Click the "Answer" button

Double click the call record in Wait Window

3.2 Call Release

Description

While processing a call or other feature, the iPECS Attendant can return to the previous step or terminate the action using the "Clear" and "Release" buttons, respectively.

Operation

To return to the previous step of an operation, from the iPECS Attendant,

1. Press the "Clear" button.

To cancel an operation, from the iPECS Attendant,

Press the "Release" button.

3.3 Trunk Calling and Answer

Description

The iPECS Attendant can place and receive calls over the iPECS-CM Trunk resources.

Operation

To place an outgoing Trunk call, from the iPECS Attendant,

- Dial a Trunk group access code. Or, press the "TRK SEL" function button and dial the Trunk serial number
- 2. Dial the desired outside telephone number.

To answer an incoming Trunk call, from the iPECS Attendant,

- 1. When a call is received, it will appear in the Wait (Queue) Window.
- 2. At the iPECS Attendant, to answer the call,

Press the Space bar on the PC keyboard or

Click the "Answer" button, or,

Double click on the call record in the Wait window.

Related WMS Menu

Data Management > Trunk Information > Trunk Basic Information > Trunk Access Code

3.4 Verify Busy Status

Description

The iPECS Attendant Main Window includes a Dial pad window that includes an area that simulates the LCD of the typical desk phone. The LCD area displays the status of other Extensions and Trunks when called.

Operation

To display the status of an extension from the iPECS Attendant,

1. Dial the desired Extension number, the Tenant number, Class, Extension number and status of the Extension is shown in the LCD area.

To display the status of a Trunk from the iPECS Attendant

 Enter a Trunk group access code. Or, press the "TRK SEL" function button and dial the desired Trunk Serial Number, the Tenant number, and status is displayed in the LCD area.

To display the status of and answer a Trunk call from the iPECS Attendant

1. Click the "Answer" button; the call is answered and the LCD area displays the Caller Id based on the Caller ID options assigned in the Attendant Attributes of the WMS.

To display the Call Forward status of a call, from the iPECS Attendant

1. When a call forwards to the iPECS Attendant, upon answer, the LCD area will display the Caller Id of the original caller.

Conditions

• If Caller Id is not received for an incoming Trunk call, the Trunk serial number is displayed instead of Caller ID.

Related WMS Menu

Data Management > Attendant Information > Attendant Attribute > CID Display

Relevant Features

- Intrude
- Conference Call

3.5 Trunk Selection

Description

The iPECS Attendant is permitted to select and access a specific individual Trunk.

Operation

To select a specific Trunk, from the iPECS Attendant,

- Click the "TRK SEL" button.
- 2. Dial the 4-digit Trunk serial number.

Conditions

To use this feature, a "TRK SEL" button must be assigned as a Flexible button.

Related WMS Menu

Data Management > Trunk Information > Trunk Basic Information > Trunk Access Code

Relevant Features

Attendant Outgoing & Incoming

3.6 Blind Call Transfer

Description

During a conversation, the iPECS Attendant can transfer the call to an Extension without awaiting the Extension to answer the transferred call. This is also known as an Unscreened Call Transfer.

Operation

- During an active call the iPECS Attendant dials the number or clicks the icon of the Extension to receive the transfer followed by '*'. The active call is placed on Hold and the new call is placed.
- Click the "Connect" button, the call is sent to the Extension and the iPECS Attendant returns to idle.

Related WMS Menu

Data Management > Attendant Information > Attendant Call Options > Hold Option on Call Transfer

3.7 Consultation Transfer

Description

When transferring a call, the iPECS Attendant can consult with the receiving party prior to completing the transfer. This permits the iPECS Attendant to assure the Subscriber will accept the transfer.

Operation

To transfer a call with Consultation

- 1. During an active call the iPECS Attendant dials the number or clicks the icon of the Extension to receive the transfer followed by '*'. The active call is placed on Hold and the new call is placed.
- 2. When answered announce the call then, the iPECS Attendant can:
 - a. Press '*' to return to the previous call. By pressing '*' the iPECS Attendant can switch back and forth between the calls (Broker Call),
 - b. Press the "Release" button to disconnect the active call and return to the held party or
 - c. Press the "Connect" button to complete the transfer; the call is connected to the extension and the iPECS Attendant returns to idle.

3.8 Pilot Hunt

Description

When a busy extension is part of a Pilot Hunt Group, the iPECS Attendant can call or transfer a call to an available member in the same Pilot Hunt Group.

Operation

To call an idle Extension in a Pilot Hunt Group

- 1. Dial or click the icon of the busy Extension and receive busy.
- 2. Click the "GRP CALL" button.
- The call is routed to ann Extension in the same Pilot Hunt Group as the busy Extension and the iPECS Attendant hears "Ring Back Tone".

To transfer a call to an idle extension in a Pilot Hunt Group

- 1. Dial or click the icon of the busy Extension and receive busy.
- 2. Click the "GRP CALL" button.
- 3. The call is routed to an Extension in the same Pilot Hunt Group as the busy Extension and the iPECS Attendant hears "Ring Back Tone".
- 4. Click "Connect" to connect the call to the Hunt Group and return the iPECS Attendant to idle.

Conditions

 To use this feature, a "GRP CALL" button must be assigned as a Flexible button for the iPECS Attendant.

Related WMS Menu

Data Management > Station Information > Group Information > Pilot Hunt Group

3.9 Call Pick Up

Description

The iPECS Attendant can answer (pick-up) an incoming call routed to another Extension.

Operation

To answer a call ringing at another Extension,

- 1. Enter the Extension number or click the Extension icon in the Monitor Window.
- 2. Click the "PICK-UP" button"

Conditions

To use this feature, a "PICK-UP" button must be assigned as a Flexible button

Relevant Features

Cancel Last Call Transfer

3.10 Call Pick Up between Attendants

Description

Incoming calls in the iPECS Attendant Waiting queue can be answered (picked up) by another Attendant in the same Tenant group.

Operation

- 1. At the iPECS Attendant, when a call queues to another Attendant, click the "Answer" button
- 2. The call is answered by the iPECS Attendant and removed from the original Attendant's Queue

Related WMS Menu

Data management > Tenant Information > Tenant Basic Information > Tenant Attribute > Pick Up between ATD

3.11 Cancel Last Call Transfer

Description

The iPECS Attendant can cancel the most recent Call Transfer and reconnect to the transferred call. This function can be useful should the Attendant transfer a call to a busy or wrong extension.

Operation

 Before the Transferred call is answered, click the "Pick-Up" button, the call is connected to the iPECS Attendant.

3.12 Camp On

Description

When the iPECS Attendant transfers a call to a busy Extension, the Attendant can Camp the call on to the busy Extension.

Operation

To Camp a call to a busy Extension

- 1. While on a call, dial the Extension to receive the transfer
- 2. If the Extension is "BUSY", click the "Camp On" button
- 3. The call is camped on to the Extension, both parties receive Camp-On tone and the iPECS Attendant returns to idle

3.13 Conference

Description

An iPECS Attendant can initiate a 3-party conference call.

Operation

To initiate a Conference from the iPECS Attendant,

- 1. Place first call as normal.
- 2. While on the call, dial the desired Extension to join the conference.
- 3. Click the "Conference" button; the initial call is placed on hold, the dialed Extension rings, and the iPECS Attendant hears "Ring-Back Tone".
- 4. When the dialed extension answers, a 3-party conference is established.

3.14 Hold and Connection

Description

The iPECS Attendant can have up to five (5) calls on Hold simultaneously and can retrieve the calls from the 'HOLD' window as required.

Operation

To place a call on Hold

- 1. While on an active call, click the "Hold" button.
- 2. Call Information is displayed in "Hold" window.

To pick up a held call

- 1. While idle, double-click a call held in the "Hold" window.
- 2. Call is established with iPECS Attendant and held party.

Related WMS Menu

Data Management > Attendant Information >

- 1) Attendant Night Subscriber
- 2) Attendant Call Options

3.15 Overflow Service

Description

When the number of calls waiting in queue exceeds the iPECS Attendant Queue capacity, new incoming calls can be routed to a predefined overflow subscriber.

Operation

To activate Overflow service

- 1. During "Day" mode, click the "OVF" (Over Flow) button.
- 2. The "OVF" button will change to a blue color.
- 3. Calls exceeding the iPECS Attendant Queue size route to the defined Overflow extension.

To deactivate Overflow service

- 1. During "Day" mode, click the "OVF" (Over Flow) function button.
- 2. Calls exceeding the iPECS Attendant size receive busy tone.

Related WMS Menu

Data Management > Attendant Information >

- 1) Attendant Overflow Subscriber
- 2) Attendant Call Options

3.16 Intrude

Description

As a default, the iPECS Attendant can intrude in to an existing call. The connected party receives the Intrusion Tone before the iPECS Attendant is connected.

Operation

- 1. When the iPECS Attendant dials a busy extension, click the "INTRUSION" button. The parties hear intrusion tone, and a three party call is established.
- 2. At the iPECS Attendant, click the "Release" button to exit the call.

Related WMS Menu

Data Management > Attendant Information > Attendant Call Options > Intrusion

Relevant Features

Conference Call

3.17 Serial Call Transfer

Description

iPECS Attendant can maintain supervision of a transferred external call and can transfer the outside call to multiple Extensions sequentially. The iPECS Attendant transfers the external party to an Extension. When the receiving Extension disconnects, the external party is returned to the iPECS Attendant queue. The iPECS Attendant can repeat a transfer to another Extension.

Operation

To maintain Supervision of a transferred call from the iPECS Attendant

- 1. While connected to the external party, dial the first Extension to receive the call
- 2. Dial "#" instead of clicking the "Connect" button, the call transfers to the Extension.
- 3. When the station releases the call, the call is returned to the iPECS Attendant.
- 4. The iPECS Attendant can repeat the procedure to transfer the call to another Extension.

Conditions

This feature is not available for internal calls.

3.18 Collect Call Registration

Description

When transferring an incoming external call, the iPECS Attendant can request the subscriber accept charges for the call.

Operation

To activate and view Incoming Collect Call charges, from the iPECS Attendant

- 1. While connected to an incoming external call, dial an Extension.
- 2. Click the "CHARGE" button, the CHARGE button LED lights, the original call is held, the Extension receives ring and the iPECS Attendant hears Ring-Back tone.
- 3. When the called Extension answers and accepts the "Collect Call", click the "CHARGE" key again, the "CHARGE" button LED flashes.
- 4. Input the outside telephone number and click the "ENT" button, the "CHARGE" button LED turns Off, the call is transferred to the Extension and the iPECS Attendant returns to idle.

To verify the charges after the call, from the iPECS Attendant,

- 1. When the Extension terminates the call, the "CHARGE" button LED lights again.
- 2. Click the "CHARGE" button to verify the collect call information
- 3. Click the "Confirm" button again, the "CHARGE" button LED turns Off.

Conditions

- The iPECS Attendant must have a Flexible button assigned to the "Charge" function.
- This feature is enabled for each Tenant as the default.

Related WMS Menu

Data Management>Tenant Information 1) Tenant Attribute > ATD Call Charge

3.19 Through Dialing

Description

The iPECS Attendant may access and transfer an outgoing Trunk, transfer dial tone or an outgoing Trunk call to another Extension.

Operation

To transfer dial-tone to an Extension from the iPECS Attendant,

- 1. While connected to the Extension, dial a Trunk Access Code, the Extension is placed on hold.
- 2. Click the "Connect" button, the iPECS Attendant returns to idle and the Extension is connected to dial tone from a Trunk.

OR

- 1. Access an idle Trunk as normal
- 2. Click the "Clear" button.
- 3. Dial the Extension number.
- 4. Click the "Connect" button, the iPECS Attendant returns to idle and the Extension hears "Dial Tone".
- 5. The station subscriber dials the external telephone number.

To transfer an activate outgoing call to an Extension from the iPECS Attendant,

- 1. While connected to the Extension, dial a Trunk Access Code and external telephone number. The Extension is placed on hold and the iPECS Attendant hears Ring-Back tone.
- 2. Click the "Connect" button during or after connection to the external party, the iPECS Attendant returns to idle. The Extension is connected to the Trunk, hearing either Ring-Back tone or conversation.

Related WMS Menu

Data Management > Attendant Information >

- 1) Attendant COS on Through Dialing
- 2) Attendant Attribute

Data Management > Trunk Information >

- 1) Trunk Basic Info > Trunk Access Code
- 2) Trunk Basic Information > Trunk Access Code

3.20 Trunk Call Supervision

Description

Attendant can maintain supervisory control of a transit call.

Operation

To place a Transit call and maintain supervision from the iPECS Attendant,

- During an external call, transfer the call to another external number.
- 2. After the assigned Transit Call Timer expires, the "SUPV" LED is flashes.
- Click the "SUPV" button to connect to the call and view the call information in the LCD.
- Press the "Release" button to allow the transit call to continue, the iPECS Attendant returns to idle and the Transit Call Timer restarts.

3. To release the transit call, click the "FORC RLS" button.

Conditions

- Transit service between two Trunk Route Groups can be limited.
- The "Release Method" should be set to allow "Release by ATD Monitoring"
- A Flexible button must be assigned for the "SUPV" function.

Related WMS Menu

Data Management > Trunk Information > Transit Service

3.21 Forced Trunk Release

Description

The iPECS Attendant can change the status of a busy Trunk to idle, disconnecting any conversing parties.

Operation

- 1. Click the "TRK SEL" button.
- 2. Enter the four (4) digit trunk serial number.
- 3. The status of the selected trunk will be displayed.
- 4. Click the "FORC RLS" button to return the trunk to an idle state.

3.22 Wake Up Registration/Cancellation

Description

The iPECS Attendant can set or cancel Wake Up calls to other extensions.

Operation

To set the Wake Up time for an extension (Single)

- Click [WAKE-UP] button.
- 2. Check the "Single (Singular Number)".
- 3. Enter a room number & Click the "Enter" key.
- 4. Select index (1~5).
- 5. Select the type of Wake-up (Once, Everyday, Mon~Fri, Mon~Sat, Date).
- Enter the hour of the Wake-up time (hour: HH).
- 7. Enter the minute of the Wake-up time (minute: MM).
- 8. In case the Wake-up type is "Date", Enter 6 digits (YY/MM/DD) for year, month and day.
- 9. Click [add] button in the box.

To set the Wake Up time for an extension (Muilti)

- 1. Click [WAKE-UP] button.
- 2. Check the "Multiply".
- 3. Enter a room number & Check "Enter" key.
- 4. Select index (1~5).

- 5. Select the type of Wake-up (Once, Everyday, Mon~Fri, Mon~Sat, Date).
- 6. Enter the hour of the Wake-up time (hour: HH).
- 7. Enter the minute of the Wake-up time (minute: MM).
- 8. In case the Wake-up type is "Date", Enter 6 digits (YY/MM/DD) for year, month and day.
- Click [add] button in the box.
- 10. Set the station range of multiply (plural number) and click the [+] button.
- 11. Click the "Save" button.
- 12. Unusable numbers are displayed as red color and in order to delete them, click the right button of the mouse and select the "Vacant Delete".

To cancel the Wake Up to an extension

- 1. Click the "WAKE UP" button.
- 2. Enter the Extension number.
- 3. In the pop-up, select Wake Up Registration.
- 4. Click the "Delete" button.

Related WMS Menu

Data Management > Station Information > Number (DN) Information > DN Function Registration > Alarm Time

Relevant Features

· Alarm at Wake Up time

3.23 Message Wait Registration/Cancellation

Description

The iPECS Attendant can activate or cancel Messages between Extensions.

Operation

To activate a Message from one Extension to another

- 1. Click the "MSG WAIT" button.
- 2. Enter the Extension number that will get the message.
- 3. Enter the Extension number that wants to leave the message.
- 4. Click the "ENT" button.

To cancel a message from one Extension to another

- Click the "MSG WAIT" button.
- 2. Enter the Extension number that has a message.
- 3. Enter the Extension number that left the message.
- 4. Click the "FORC RLS" or "ENT" button.

Relevant Features

Message Wait/Reservation

3.24 Do Not Disturb Registration/Cancellation

Description

The iPECS Attendant can activate or deactivate DND (Do-Not-Disturb) at other Extensions.

Operation

To Activate DND (Do Not Disturb) for another Extension

- 1. Click the "DND" button.
- 2. Enter the Extension number.
- Click the "ENT" button.

To cancel DND (Do Not Disturb) for another Extension

- 1. Click the "DND" button.
- 2. Enter the Extension number.
- 3. Click the "FORC RLS" button or "ENT" button.

3.25 Timed Do Not Disturb Registration/Cancellation

Description

The iPECS Attendant can regist or cancel Timed DND (Do-Not-Disturb) of other Extensions. CM system support timed DND service, so user can register DND by time.

Operation

To Activate Timed DND (Do Not Disturb) for another Extension

- 1. Click the "Timed DND" button.
- 2. Enter the Extension number.
- Enter the type of Timed DND.
- 4. Enter the start time and end time.
- 5. If the type is timed day, enter the day.
- Click the "Register" button.

To cancel DND (Do Not Disturb) for another Extension

- 1. Click the "Timed DND" button.
- 2. Enter the Extension number.
- Click the "Delete" button.

Conditions

Related WMS Menu

Data Management > Extension Information > Number(DN) Information > DN Feature Register

- 1) DND Service Type
- 2) DND Start Time
- 3) DND End Time

Relevant Features

DND

3.26 Follow Me Registration/Cancellation

Description

The iPECS Attendant can register or cancel Call forwarding for other extensions.

Operation

To register the CFWD for an extension

- 1. Click [CFWD] button.
- 2. Enter a room number & Click the "Enter" key.
- 3. Select Call Forward Type(Unconditional, Busy, Noanswer, Busy or Noanswer).
- 4. Enter the Forwarded Number.
- 5. Click [add] button in the box.

To cancel the CFWD for an extension

- 1. Click [CFWD] button.
- 2. Enter a room number & Click the "Enter" key.
- 3. Select Call Forward Type(Not Use).
- 4. Click [add] button in the box.

Conditions

Related WMS Menu

Data Management > Station Information > Number (DN) Information > DN Feature Registration >

- 1) Call Forward Type
- 2) Call Forward Service Time
- 3) Call Forward Destination (Phone No.)
- 4) No Answer Forward Time (sec)

Relevant Features

CFWD

3.27 Noanswer Auto Call Hold

Description

When iPECS Attendant did not answer a call during Attendant No Answer Auto Hold Time (sec), The call automatically placed on Hold and user listen hole tone.

In case that iPECS Attendant is assigned to multi ring service, the call is on hold by multiple attendant.

If one of iPECS Attendant answer the call, Other hold queue is cleared automatically. In case of single ring service, support services. When wating queue is full, the next call is

When user do not wait to use this feature, assign Attendant No Answer Auto Hold Time as 0 sec.

Operation

To place a call on Hold automatically

- A user dial iPECS Attendant resentation number.
- 2. iPECS Attendant did not answer a call during Attendant No Answer Auto Hold Time (sec).
- 3. The call automatically placed on Hold and user listen hole tone.
- 4. iPECS Attendant answer the call, Other hold gueue is cleared automatically.

Conditions

- Noanswer Auto Call Hold service is available when user calls attendant key number.
- Noanswer Auto Call Hold service is automatically activated if the value of timer is more than 1 sec.

Related WMS Menu

Data Management > Tenant Information > Tenant Time information > Attendant No Answer Auto Hold Time (sec)

Data Management > Attendant Information > Attendant Call Options> Call Distribution to Multi Attendants

Relevant Features

3.28 Name Display

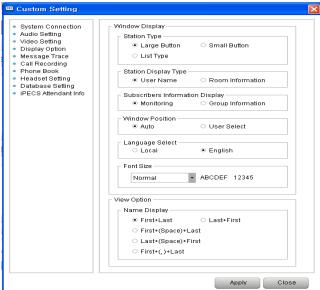
Description

In iPECS Attendant phone book, you can register first name, last name up to 50 characters. The Dial pad window & queue displays a name of the active call.

User can choose how to display first name & last name using setting (Custom setting > Display option > Name View option)

If the name has not been registered in the phone book, displays the system user name.(system user name is up to 48 characters).





Operation

Conditions

Related WMS Menu

Data Management > Extension Information > Number(DN) information > DN Attribute > Name

Relevant Features

3.29 Wake-up Fail Notification

Description

If guest not answer the wakeup call, Notifying attendant of wakeup fail. If wake-up fail notification window pop-up, iPECS Attendant can call the guest or just confirm it. When there are multi-attendant, iPECS-CM system send notification to the first available attendant. User can check wakeup-up alarm log in "Report and Statistics > Alarm Call history" menu in iPECS Attendant.

Operation

Register wakeup for a guset

- 1. Guest not answer the wakeup call.
- 2. wake-up fail notification window pop-up.
- iPECS Attendant call the guest.
 Or, iPECS Attendant just confirm it.

Conditions

When there are multi attendant, send notification to the first available attendant.

Related WMS Menu

Data Management > Hotel Information > Hotel Extension Attribute > Wakeup type / Wakeup-Date / Wakeup Time Relevant Features

Relevant Features

3.30 Emergency call Notification

Description

If subscriber guest dial emergency number, iPECS-CM system notifying attendant of emergency call. If emergency call notification window pop-up, iPECS Attendant can call the subscriber or just confirm it. User can audit emergency log in "Report and Statistics > Alarm Call history" menu in iPECS Attendant.

Operation

- 1. A subscriber dial emergency call.
- 2. emergency call notification window pop-up.

iPECS Attendant call the subscriber.
 Or, iPECS Attendant just confirm it.

Conditions

When there are multi attendant, send notification to the first available attendant.

Related WMS Menu

Data Management > System Feature Information > Emergency Code Table

Relevant Features

3.31 Noanswer recall indication

Description

When iPECS Attendant answer a recall (noanswer recall), it displays recall information & noanswer number.

Operation

To register the CFWD for an extension

- 1. Extension A call a Attendant.
- Attendant answer the call and transfer to Extention B.
- Extension B do not answer the call.
- Extension A recall the Attendant.
- 5. Attendant answer the call.
- 6. Attendant displays recall reason & phone numbr on DialPad.

Conditions

Related WMS Menu

Relevant Features

3.32 Available Hunt Group member display

Description

When iPECS Attendant transfer a call to a busy subscriber, system displays the phone number of another Idle subscriber in same hunt group and call the idle subscriber automatically. It is displayed original dialed number and transferred number on Dial pad. This feature is available when subscribers are in the same hunt group.

Operation

- 1. Extension A call a Attendant.
- 2. Attendant answer the call and dial to Extention B in busy.
- 3. Shows Extention B is busy state and shows available hunt group member.

4. To transfer the call to a available hunt group member, click [Connect] button in the box

Conditions

This feature is avaible when subscribers are in the same hunt group

Related WMS Menu

Data Management > Group Information > Pilot Hunt Group

Relevant Features Hunt service

3.33 Final Call forward Destination Display

Description

When iPECS Attendant transfer a call to a forwarding registered subscriber, system find final available destination and display the call route. In case of that call forwarding is registered in several steps, system find final detination subscriber and call subscriber automatically. This feature is available only when registered forwading to extension.

Operation

- 1. Extension A call a Attendant.
- 2. Attendant dial to Extention B registered CFWD(Extension B->C->D).
- 3. Shows Extention A is registered forwarding state and shows final call forward destination.
- 4. To transfer the call to Extention D, click [Connect] button in the box

Conditions

- This feature is available only when registered forwarding to extension.
- iPECS Attendant display the call route up to ten step.

Related WMS Menu

Data Management > Station Information > Number (DN) Information > DN Feature Registration >

- 1) Call Forward Type
- 2) Call Forward Service Time
- 3) Call Forward Destination (Phone No.)
- 4) No Answer Forward Time (sec)

Relevant Features

CFWD

3.34 Handset Link

Description

In case of iPECS Attendant, user can answer for incoming calls using desk phone handset and audio is only transmitted through the desk phone hanset, while the PC microphone and speaker are disabled.

The desk phone is controlled by the soft phone, and the LCD display information of desk phone is displayed to soft phone LCD area. The desk phone function is limited to only audio transmission The user can not call using the dial pad of desk phone.

When using other features (eg. conference) except for the basic call, phone link service is not Supported.

Operation

Conditions

When use handset link service for iPECS Attendant, automatic call recording is not supported.
 Only IP phone & Single line phone can be used for iPECS Attendant handset link service(SIP phone is not supported.)

Related WMS Menu

[To link Soft phone to Hard phone]

Data Management > Extension Information > Terminal Information > Soft Phone Link

Relevant Features