



## Advanced Configuration for Users

Learn how to set up Selective Acceptance, Selective Rejection, Call Forwarding Not Reachable, Call Forwarding Selective, Personal Phone List (directory), and other features within Advanced Configuration (Voice Administration).

End users can access and configure advanced calling features in Advanced Configuration (Voice Administration) through the Voice Manager (PC version only). Advanced Configuration is used to configure the following features:

- › **Anonymous Call Rejection** (Incoming Calls menu)
- › **Call Forwarding Not Reachable** (Incoming Calls menu)
- › **Call Forwarding Selective** (Incoming Calls menu)
- › **Selective Acceptance** (Incoming Calls menu)
- › **Selective Rejection** (Incoming Calls menu)
- › **Speed Dial 100** (Outgoing Calls menu)
- › **Personal Phone List** (Outgoing Calls menu)
- › **Push to Talk** (Call Control menu)

**Note:** Consult your Company Administrator before changing service configurations included not in the list above.

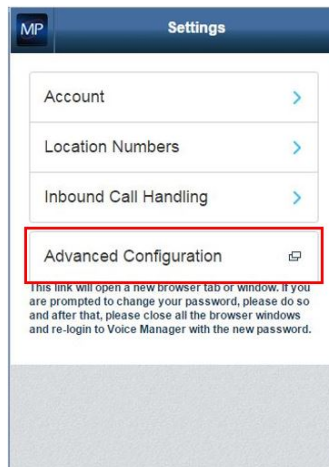
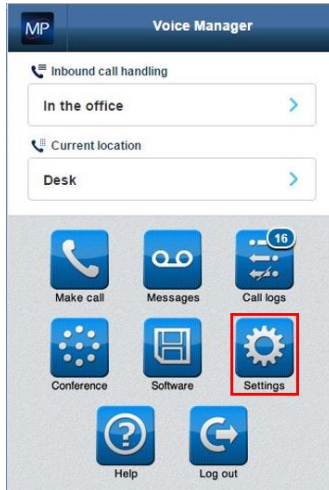
For some features, e.g., Call Forwarding (Always, No Answer, and Busy), Do Not Disturb, Simultaneous & Sequential Ring; continue use the Voice Manager. As a general rule, if the service is configurable in the Voice Manager, configure it there. Configuring them in Advanced Configuration can create a conflict between the two tools.

To view your company **Feature Access Codes** (Star Codes), and **Enterprise Directory** select the **Utilities** tab.

To create a personal **Time** or **Holiday Schedule**, select the **Profile** tab. See below.

**To Get Started:**

1. Log in to the Voice Manager
2. Select **Settings**
3. Select **Advanced Configuration** (Voice Administration)



## Calling Features

After clicking the **Advanced Configuration** link in the Voice Manager, you will be on the **Calling Features** tab in Voice Administration. As a User, this is your home page.



Locate the feature that you wish to configure, and follow the directions. For help in understanding the feature definition, mouse-over the service name.

### Example: **Anonymous Call Rejection**

Block callers who have restricted their number.



To configure your Anonymous Call Rejection service, follow these steps:

1. Find **Anonymous Call Rejection** in the Incoming Calls list
2. Turn the feature **On/Off** as desired
3. Click **Save**

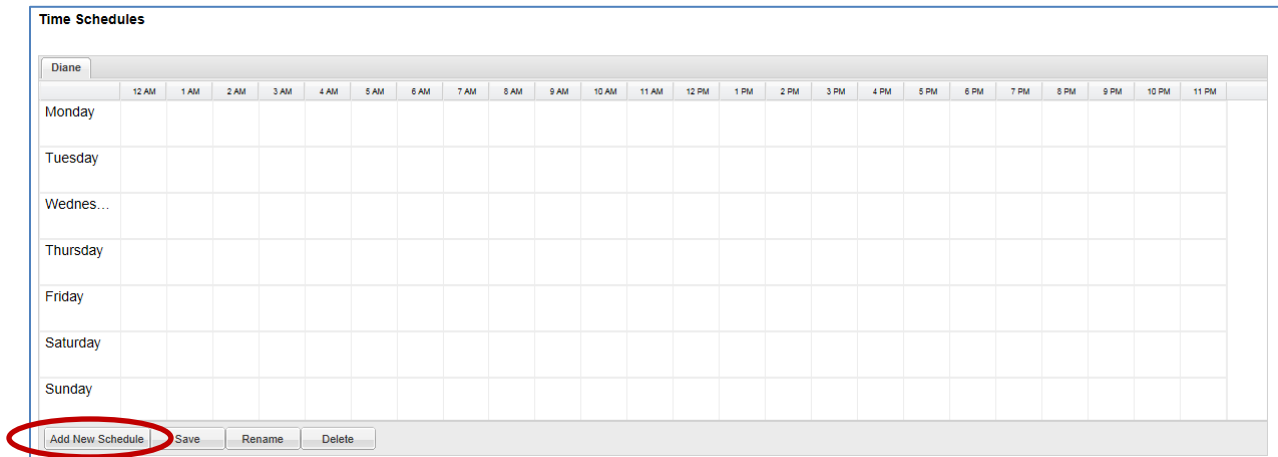
## Time Schedules

To create a personal Time Schedule, follow these steps:

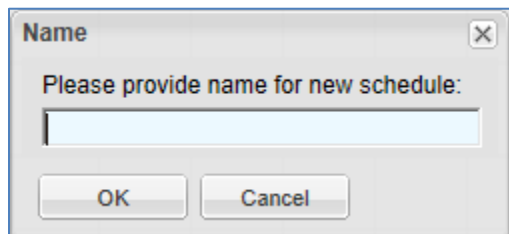
1. Log in to the Voice Manager
2. Select **Settings**
3. Select **Advanced Configuration**
4. Select the **Profile** tab
5. Locate **Time Schedules**

**To add a new schedule:**

1. Click **“Add Time Schedule”**



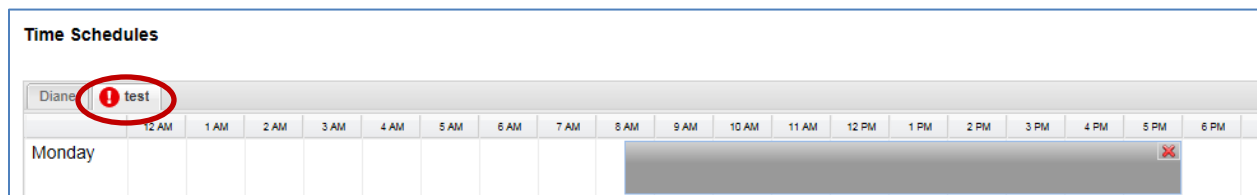
2. Enter the name of the schedule and then click **OK**.



Once the schedule is named, a new tab is created.

**Note:** Until a Time Schedule is saved, it will show a red exclamation point next to the name.

3. Enter your daily events (schedule) by clicking in the start time, and dragging to the end time.

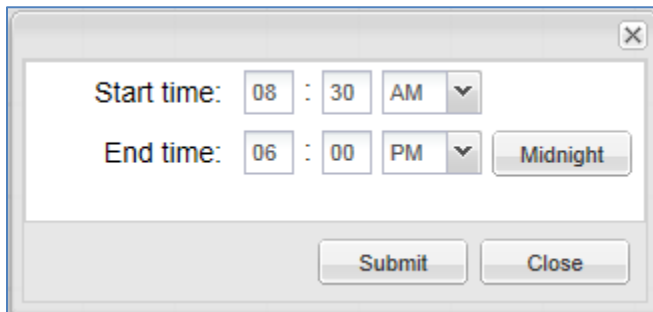


To delete an event, click the red “x” at the end of the event.

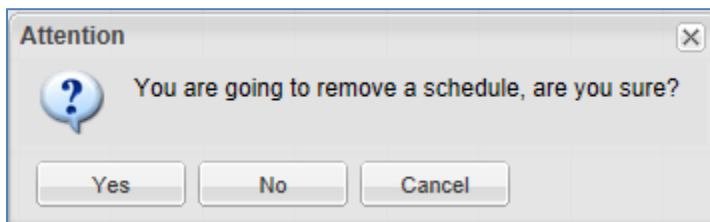
4. When finished entering your schedule, click **Save**. The schedule name will no longer have the red exclamation mark.

### Modify Time Schedule

Once a Time Schedule is complete, you can modify it. To modify an individual event, you can use the drag technique (The ends of the event will have blue bars once the schedule is saved.) As an alternative, you can click in the event, and use the window to make your changes:



To delete a schedule, make sure you are on the correct tab, and click **Delete** at the bottom of the schedule. You will see a confirmation message.



You can rename a schedule by clicking **Rename**.

**Note:** If your administrator has created group time schedules, you can view them on the Profile page.

### Holiday Schedules

To create a personal Time Schedule, follow these steps:

1. Log in to the Voice Manager
2. Select **Settings**
3. Select **Advanced Configuration**
4. Select the **Profile** tab
5. Locate **Holiday Schedules**

**Holiday Schedules**
































































Personal Holiday Schedules

**To add a new schedule:**

1. Click "Add Time Schedule"

**Add Holiday Schedule** ✕

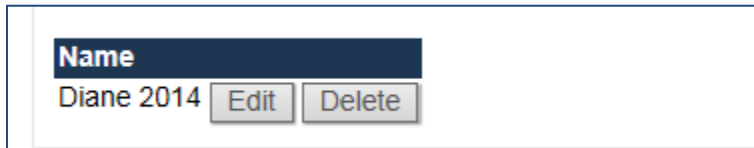
\*Holiday Schedule Name:

Holiday	Date Start	Date End	Recurrence
<input type="text"/>	<input type="text"/> 	<input type="text"/> 	None 
<input type="text"/>	<input type="text"/> 	<input type="text"/> 	None 
<input type="text"/>	<input type="text"/> 	<input type="text"/> 	None 
<input type="text"/>	<input type="text"/> 	<input type="text"/> 	None 
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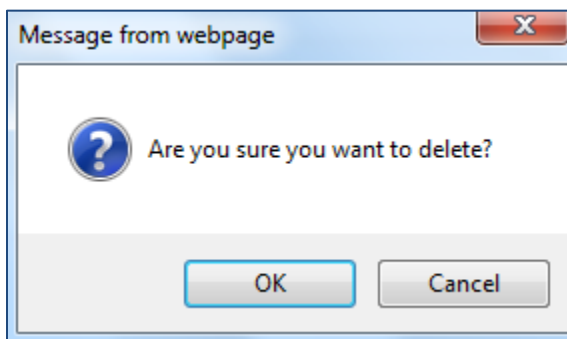
2. Enter the **Holiday Schedule Name**
3. Enter the holiday schedule(s); description, Start Date, End Date and Recurrence
4. Click **Save**

Once Holiday Schedules are configured, they can be edited. To edit an existing Holiday Schedule:

1. Click **Edit**
2. Edit as desired
3. Click Save



To delete a Holiday Schedule, click **Delete**. A confirmation window is displayed. To delete the schedule, click **OK**.



**Note:** If your administrator has created group Holiday Schedule, you can view them on the Profile page.