

Administrator Guide for Managing User Calling Plan

This document covers managing information specific to the User's Calling Plans. Including:

- › Incoming Calling Plan
- › Outgoing Calling Plan (Authorization Codes)
- › Transfer Numbers

Note: Calling Plans can only be modified by an administrator.

To get started:

1. Log in to the Customer Portal (<https://my.megapath.com>)
2. Select **Voice** under Services
3. Select **Manage Now** (Voice Administration)
4. Select the User from the **User** dropdown

The Calling Features page is displayed.



Calling Plans

To edit a User's Calling Plans, click **Edit**.





Incoming Calling Plan – create custom settings for: calls within the group, calls from outside and collect calls.

To edit a User’s Incoming Calling plan:

1. Enter a check in the box to enable **Custom Settings**
2. Create the rules for the User
3. Click **Save**

The screenshot shows the 'Incoming Calling Plan' configuration window. It includes a checkbox for 'Custom Settings' which is unchecked. Below it, 'Calls From Within Group' has a checked checkbox. 'Calls From Outside Group' is set to 'Allow' in a dropdown menu. 'Collect Calls' has an unchecked checkbox.

Outgoing Calling Plan (Authorization Codes) – require an authorization code to complete outgoing calls.

To edit a User’s Outgoing Calling plan:

1. Enter a check in the box to enable **Custom Settings**
2. Enter new code in the **Code** field
3. Enter a description in the **Description** field
4. Click **Add**

The screenshot shows the 'Outgoing Plan' configuration window. It includes a checkbox for 'Custom Settings' which is unchecked. Below it, there is a section for 'Outgoing Authorization Codes' with a sub-section 'Add New Code'. This section contains two text input fields: 'Code' and 'Description'. An 'Add' button is located below these fields.

Call Transfers – add Call Transfer Numbers:

1. Enter Call Transfer number in the provided field(s) – up to three
2. Click **Save**

The screenshot shows the 'Call Transfer Numbers' configuration window. It contains three text input fields labeled 'Transfer Number 1:', 'Transfer Number 2:', and 'Transfer Number 3:'.



Outgoing Calling Plan – advanced settings

1. Make any needed selections or changes.
2. Click **Save**

Outgoing Calling Plan

Being Forwarded / Transferred Outside Group:

Call Type	Originating	Initiating Call Forwards / Transfers	Description
Group	Y ▼	<input checked="" type="checkbox"/>	Calls within the business group
Local	Y ▼	<input checked="" type="checkbox"/>	Calls within the local calling area
Toll Free	Y ▼	<input checked="" type="checkbox"/>	Calls made to toll free numbers
Toll	Y ▼	<input checked="" type="checkbox"/>	Local toll calls
International	Y ▼	<input type="checkbox"/>	International calls
Operator Assisted	Y ▼	<input checked="" type="checkbox"/>	Calls made with the chargeable assistance of an operator
Chargeable Directory Assistance	Y ▼	<input type="checkbox"/>	Directory assistance calls
Special Services I	Y ▼	<input checked="" type="checkbox"/>	Special Services I (700 Number) calls
Special Services II	Y ▼	<input checked="" type="checkbox"/>	Special Services II
Premium Services I	N ▼	<input type="checkbox"/>	Premium Services I (900 Number) calls
Premium Services II	N ▼	<input type="checkbox"/>	Premium Services II (976 Number) calls
Casual	N ▼	<input type="checkbox"/>	1010XXX chargeable calls. Example: 1010321
URL Dialing	Y ▼	<input checked="" type="checkbox"/>	Calls from internet
Unknown	Y ▼	<input checked="" type="checkbox"/>	Unknown call type

Legend

Allow: Y
 Block: N
 Authorization code required:: A
 Transfer to 1st transfer number: T1
 Transfer to 2nd transfer number: T2
 Transfer to 3rd transfer number: T3