UNIVERGE

NEC

UNIVERGE SV9300

User Web Portal User Guide
(For "Supervisor/Administrator" User Account)

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INTRODUCTION

About this manual

This manual explains how to use the User Web Portal, which is provided by Communications Server UNIVERGE SV9300, focusing on users having “Supervisor” or “Administrator” privilege. For the users having “User” privilege, please refer to the dedicated user manual.

What is User Web Portal ?

User Web Portal is a Web setting tool that is available by accessing to Communications Server UNIVERGE SV9300 (called as the Communications Server hereinafter) from a browser on station user’s PC or Smartphone, providing mainly the following features.

- To set the idle screen and the Personal Directory
- To set the System Directory and manage User Web Portal user privilege

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1 Before You Get Started

1-1 Type of User Account and Features of User Web Portal

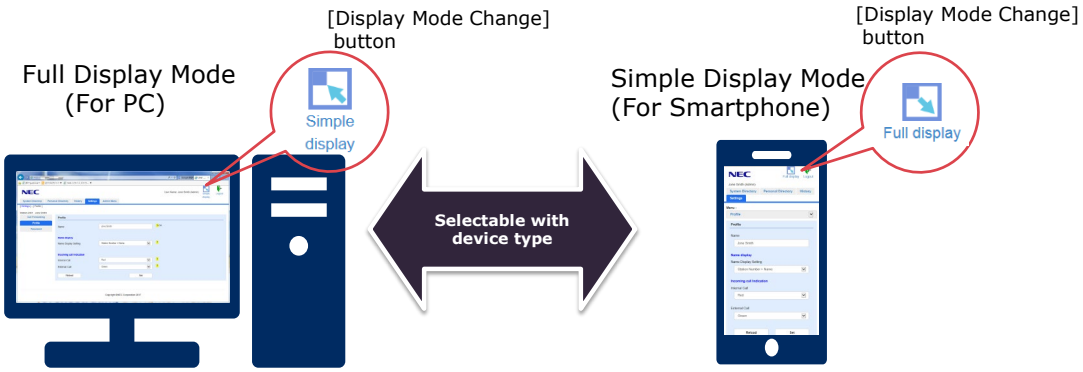
< Type of User Account >

The User Web Portal can provide the following four types of user account for the users.

Type	Description
User	Ordinary station users.
Supervisor	In addition to the above, users who manage the System Directory of Group Name.
Administrator	In addition to the above, users who manage the System Directory that is registered on the Communications Server and manage the privilege of all users of the User Web Portal.
Unauthorized Users	Users that you do not want them to use User Web Portal such as unused telephones. Login is not allowed on these telephones.

< Accessible Terminals >

The display modes are available for each device. The display mode can be switched by [Display Mode Change] button shown on upper right area of screen.



NOTE 1: *When the terminal is smartphone, it should be used with Simple Display Mode. When the Full Display Mode is used with smartphone, there may be a case that proper operation cannot be performed since the menu window is displayed outside of screen area. For the way for switching the display mode, please refer to "6-1 Simple Display Mode" in Appendix.*

NOTE 2: *To keep the visibility in small screen, the Simple Display Mode omits the some contents which are shown in Full Display Mode. Also some buttons shown with Full Display Mode are displayed by Pull-down Menu. Please refer to "6-1 Simple Display Mode" in Appendix for the difference of display mode.*

NOTE 3: *For the specifications of PC/smartphone, please refer to the "Requirements of Client PC/Smartphone of User Web Portal" in "1-2 Service Conditions of User Web Portal"*

< Service Features of User Web Portal >

The following table shows the service features provided by User Web Portal for each type of user account.

X: Available N: Not Available N/A: Not Applicable

Menu	Service Features	Type of User Account		
		User	Supervisor	Administrator
System Directory Category				
System Directory	Searches and displays the System Directory data.	X	X	X
	Performs addition/change/deletion of the data of the System Directory. (You cannot change the data of memory that is shared by all tenants.)	N	X	X
	Makes a call from the System Directory data (Click to Call).	X	X	X
Personal Directory Category				
Personal Directory	Performs addition/change/deletion of the data of the Personal Directory.	X	X	X
	Searches the Personal Directory data with telephone number and name information.	X	X	X
	Makes a call from the Personal Directory data (Click to Call)	X	X	X
History Category				
History	Displays and searches the outgoing / incoming call history.	X	X	X
	Makes a call from outgoing / incoming call history data (Click to Call).	X	X	X

Menu	Service Features	Type of User Account		
		User	Supervisor	Administrator
Settings Category				
Call Forwarding	Sets the target telephone number of Mobility Access/Call Forwarding.	X	X	X
Profile	Sets the Name, Idle Screen, the color of the Call Indicator Lamp.	X	X	X
Password	Changes the self-password of the User Web Portal users.	X	X	X
Admin Menu Category				
Group Management	Modifies group names.	N/A	X	X
System Directory	Performs search/addition/change/deletion of the data of the Personal Directory. (Only for a tenant that has been set in advance.)	N/A	N/A	X
User Management	Searches and displays the Web Portal users based on Telephone Number, Tenant Number, Name, and User Account	N/A	N/A	X
	Manages the User Web Portal users. 1. Searches and displays the users based on Telephone Number, Tenant Number, Name, and User Account. 2. Sets and changes the user privilege of the users. 3. Resets the user passwords. 4. In place of the user, sets Name, Idle Screen, Color of Call Indicator Lamp. 5. Sets/Resets the target telephone number of Mobility Access/Call Forwarding to transfer the incoming calls of User's station.	N/A	N/A	X

NOTE: *The Admin Menu Category cannot be used with Simple Display Mode. Please access from PC with Full Display Mode.*

1-2 Service Conditions of User Web Portal

< Setting of Communications Server UNIVERGE SV9300 >

In order to use User Web Portal, Personal Directory, and System Directory, it is necessary to set these features to UNIVERGE SV9300 in advance. (For details, please contact your dealer or NEC subsidiaries.)

< Requirements of Client PC/Smartphone of User Web Portal >

- The following shows the required specifications of the PC/Smartphone connected to the User Web Portal.

Item	PC	Smartphone	
		iPhone	Android
OS	Windows 8.1 desktop mode (32 bit/64 bit) Windows 10 desktop mode (32 bit/64 bit)	iOS	Android OS
Browser	Internet Explorer 11 (32 bit/64 bit) Microsoft Edge	Safari	Google Chrome
Display	1,024 x 768 dots or more, 16-bit colors (65,536) at least.	320 568 pixel or more	

*1: OS and browser shall apply the latest service pack and security patches.

*2: For browser, script and cookie must be set to enable. Set script and cookie as follows.

< For Internet Explorer 11 >

(1) As for the Script, do the following settings by the [Internet Options] - [Security] - [Custom level…] of the [Tool] menu. (in the initial setting, Script is set to Enable.)

- Set the “Scripting of Java applets” to “Enable.”
- Set the “Active scripting” to “Enable.”

(2) As for the Cookie, check the “Override automatic cookie handling” by the [Internet Options] - [Privacy] - [Advanced] of the [Tool] menu and do the following settings.

- Set the “First-party Cookies” to “Access.”
- Set the “Third-party Cookies” to “Access.”
- Check the “Always allow session cookies.”

<For Microsoft Edge>

(1) There is no setting for Script. (Script is always set to Enable.)
(2) As for the Cookie, click the "View advanced settings" by the [SETTINGS] - [Advanced settings] of the […] menu and do the following settings. (in the initial setting, cookies are set to Enable.)
    - Select "Don't block cookies."

<For Safari>

At home screen, tap [Settings] – [Safari] and set the following items.
(1) As for the Script, tap [Advanced] and set JavaScript "ON".
(2) As for the Cookie, tap [Block Cookies] and set "Always Allow".

<For Google Chrome>

Activate the browser, tap menu mark [・・・] and set the following items.
(1) As for the Script, tap [Settings] – [Site Settings] in Advanced Menu and set JavaScript "ON."
(2) As for the Cookie, tap [Settings] – [Site Settings] in Advanced Menu and set "Cookies ON."

*3: The character size displayed on screen cannot be changed by the browser setting.

*4: To use HTTPS as the connection mode
, enable TLS 1.2 on the browser as follows.

< For Internet Explorer 11 >

At home screen, tap [Tools] – [Internet Options] – [Advanced] tab.
In [Security] category, check [Use TLS 1.2] and then click [OK].

<For Microsoft Edge>

Open [Control Panel], and then tap [Internet Options] – [Advanced] tab.
In [Security] category, check [Use TLS 1.2] and then click [OK].

<For Safari/Google Chrome>

No setting is required. TLS 1.2 is enabled by default.

< Service Conditions of User Web Portal >

- The maximum number of users that are registered for Web Portal is 1536. (This is the same as the system capacity of number of Station Numbers.)
- The maximum number of users who simultaneously can be in login state in the User Web Portal is 250. If 250 users are logging in the User Web Portal, and then another user tries to log in, a logged-in user who has not accessed the service for the longest time is automatically logged out before allowing the new user.
  (To maintain a stable system operation, telephone services that are performed in the Communication Server such as call origination/termination, hold, transfer are prioritized.)
- The same user account can access to the User Web Portal from PC and Smartphone at the same time. In this case maximum number of users (MAX.250) are reduced two.
- After logging in to the User Web Portal and if the user does not access to it for pre-determined time, the connection for the user is automatically disconnected. In this case, User Web Portal will provide a message, indicating that the automatic logout was performed and prompting the user to login again.

NOTE: *You can set the timer that is used for activating User Web Portal automatic logout up to 14 hours (default is 30 minutes), which cannot be set from the User Web Portal. This timer must be set at the Communications Server in advance. (For details, please contact your dealer or NEC subsidiaries.)*

< Service Conditions of User Web Portal (For Administrator) >

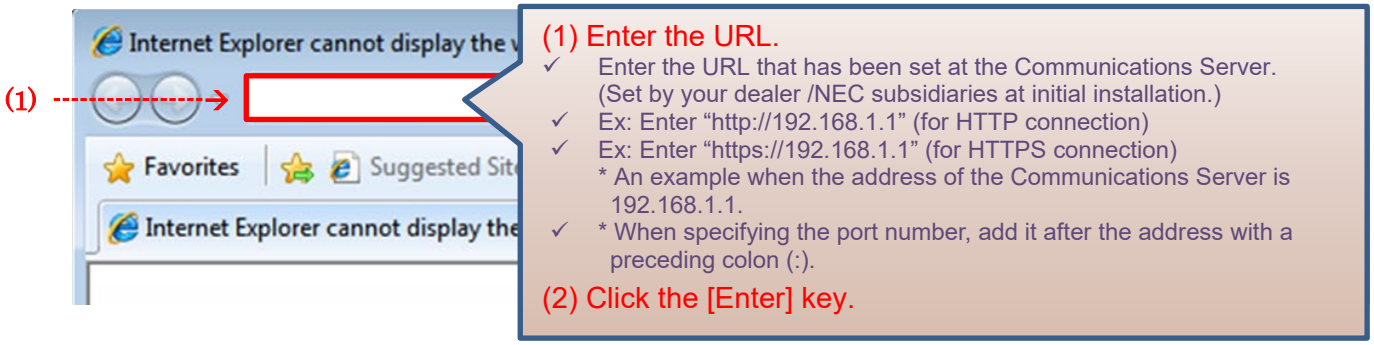
- It is recommended to assign two or more administrators to keep the services even if an administrator is absent from the office due to some reasons such as transfer or retirement. Please refer to "5-2 Admin Menu Category and User Management Menu" for how to set the user account type.
- If a user forgot his/her password:
  When you receive this report from the user, set a new password on the Admin menu and notify it to the user. Also, ask the user to set a new password again after performing login without delay. For how to set the password, refer to "5-2 Admin Menu Category and User Management Menu" (for "Administrator" user account), or "3-2-3 Password Menu" (for "User" user account).
- When a user cannot login to the User Web Portal.
  To prevent unauthorized access and ensure the security, there may be a case where users cannot login to User Web Portal. In this case, please ask the user to close the all browsers running on the PC, and then start Internet Explorer/Microsoft Edge once again.
- When a user cannot register/change/delete the personal directory.
  It is considered that register/change/deletion of the personal directory is restricted by the system setting of the Communications Server. In this case, edit button ( ) and delete button ( ) are hidden on the screen. Please contact your dealer or NEC subsidiaries which performed the initial installation.
- When a supervisor cannot register/change/delete the data of the system directory.
  It is considered that some tenants use the system directory. The change of the memory areas which are being used by some tenants is prohibited in User Web Portal. In this case, edit button ( ) and delete button ( ) are hidden on the screen.
  When you want to register/change/delete the data of the system directory which is being used by some tenants, perform them using System Directory (Admin menu).

2 How to Use of Basic Features

NOTE: *Hereafter, the operating procedures are described with Full Display Mode screen. Please refer to "6-1 Simple Display Mode" in Appendix for the difference of display mode.*

2-1 Login to User Web Portal

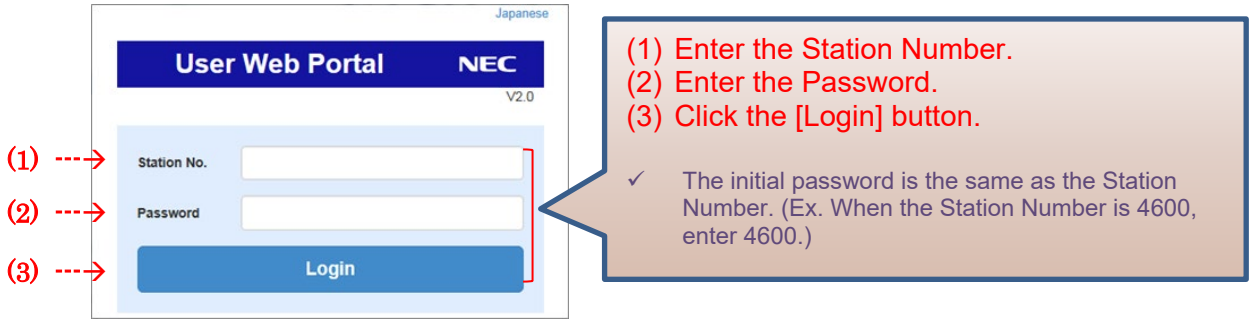
Start Internet Explorer (Microsoft Edge), enter the URL of the User Web Portal, and then click [Enter] key.



NOTE 1: *When accessing the Web server with HTTPS, if a security certificate error is displayed, select "Continue to this website (not recommended)" or a similar item to continue the operation.*

NOTE 2: *In terms of response time, HTTPS is slower than HTTP. For this reason, if the screen is not displayed/changed due to such as timeout, wait a while and then try again.*

Login screen is displayed.
Enter the station number and password. Click the [Login] button.

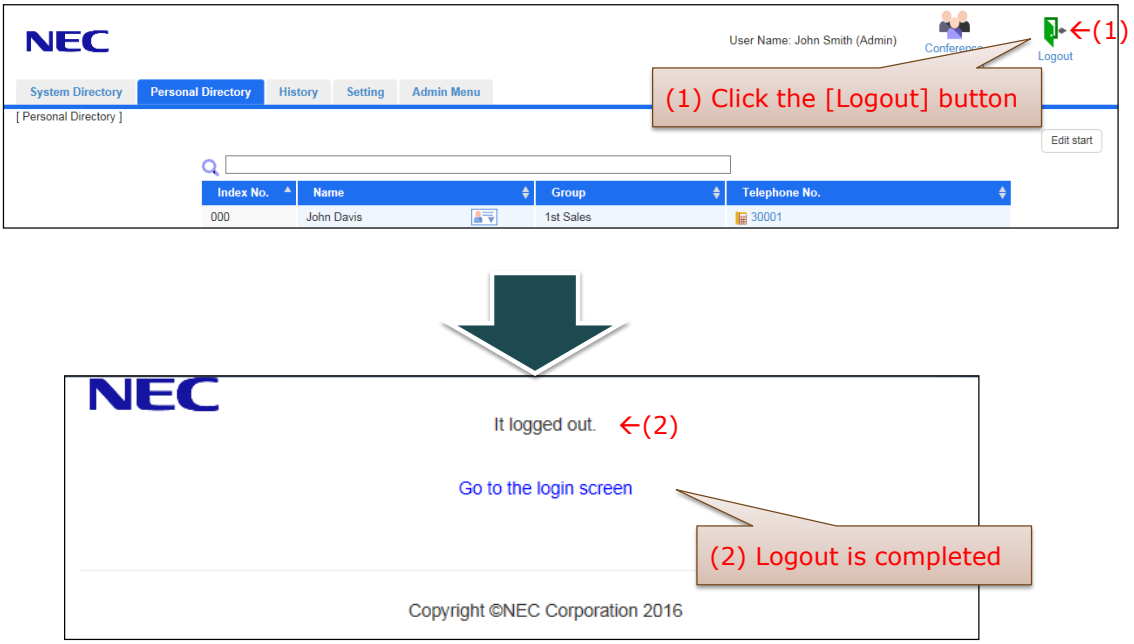


Tips: *If you click "Japanese" at the right upper position of User Web Portal screen, the login screen is changed to Japanese.*

User Web Portal initial screen is displayed. The Login operation is completed.

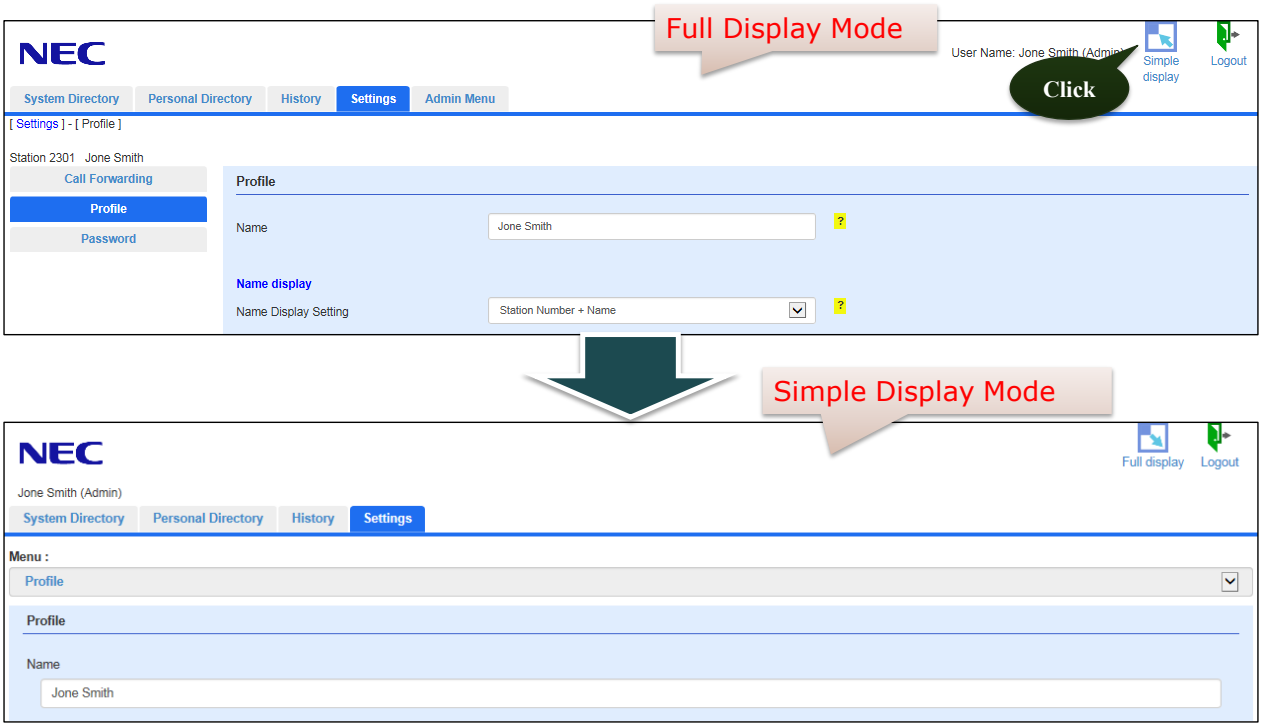
2-2 Logout from User Web Portal

Click the [Logout] button at the right upper position of the User Web Portal screen, and then you can log out from the User Web Portal.



2-3 How to Switch the Display Mode

Click the [Display Mode Change] button shown on upper right area of screen. The display mode is switched to Simple Display Mode

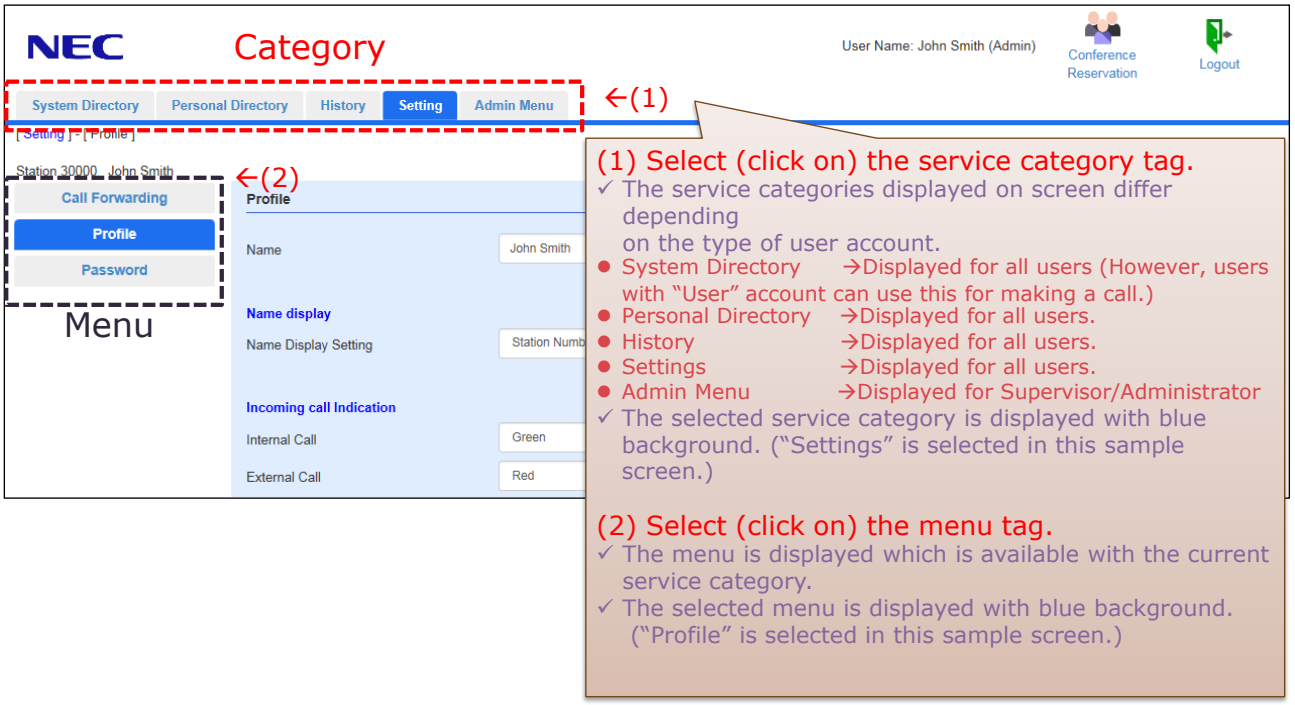


NOTE: *From the above screen, when you click [Display Mode Change] button once again, the screen is switched to Full Display Mode.*

3 How to Use of “User” Account Features

3-1 Service Category and Menu

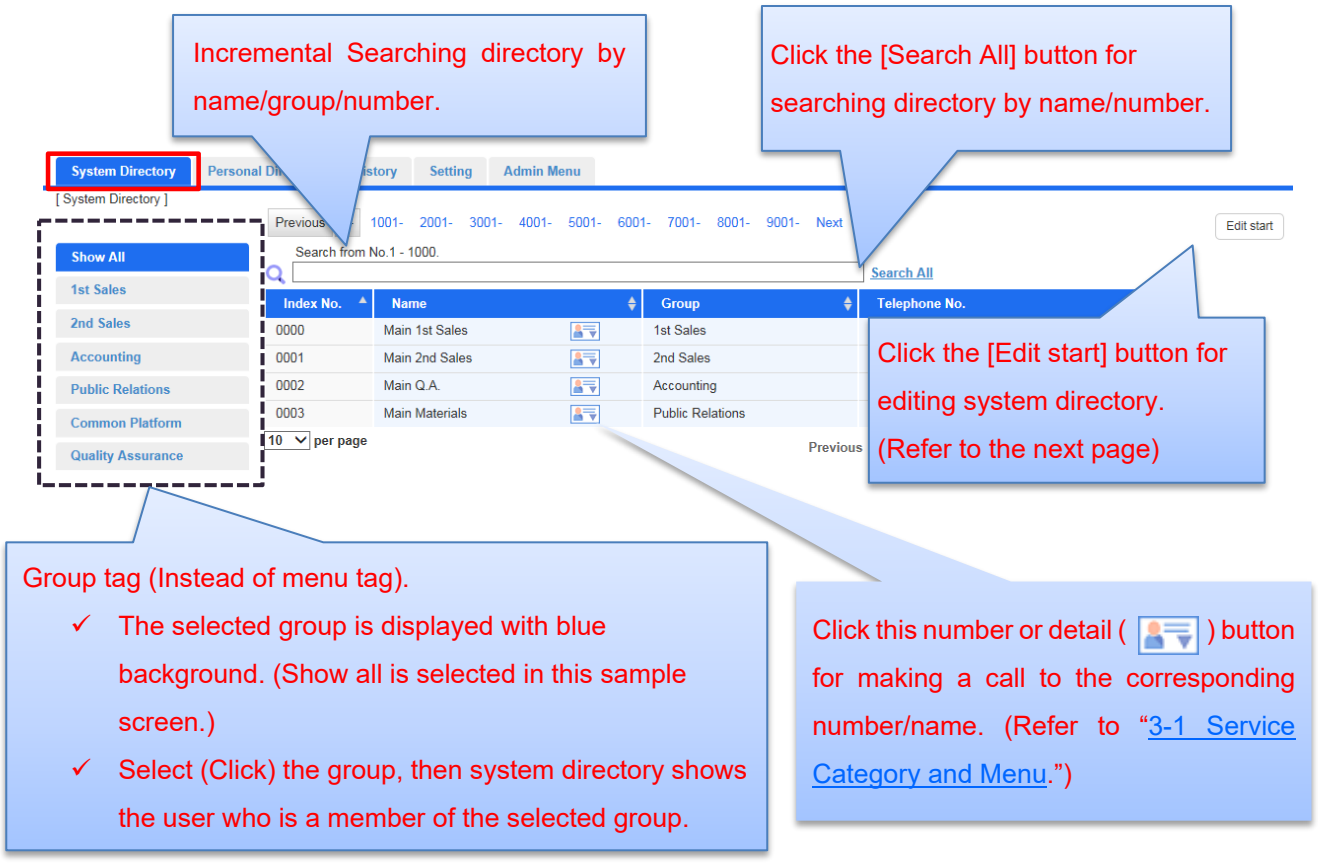
This section explains service category and menu of the User Web Portal. For using the User Web Portal features, select (click) the service category and menu tags located at the top of the screen.



NOTE: *The Admin Menu cannot be used with Simple Display Mode.*

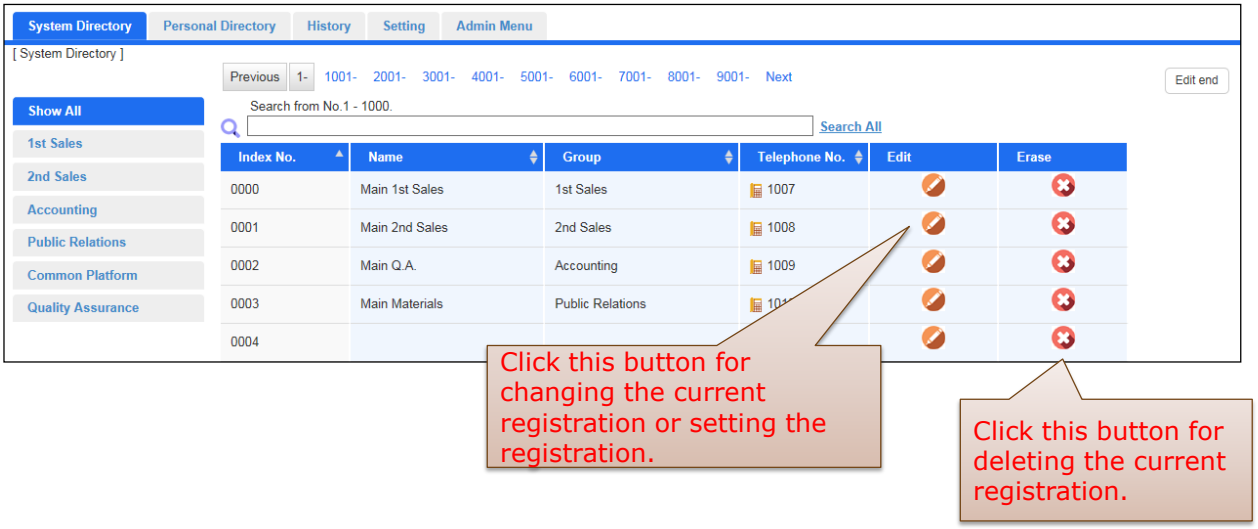
3-1-1 System Directory

This section explains “System Directory” category of the User Web Portal. In this category, you can make a call to the registered number by clicking a telephone number. The top screen of the System category is as below.



NOTE: *To register/change of the Group, refer to “4-1 Admin Menu Category and Group Management.”*

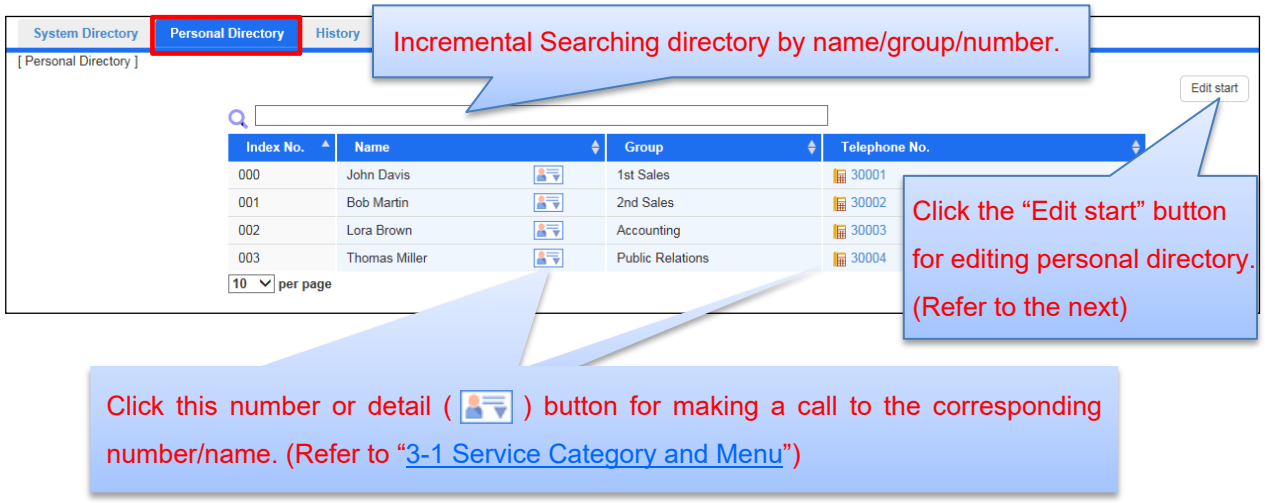
Click the [Edit start] button on the previous page, and then the following screen appears. Select the [Edit] ( ) button or [Erase] ( ) button.



Click [Edit] ( ) button, the next step is the same as Personal Directory (3-1-2 Personal Directory).

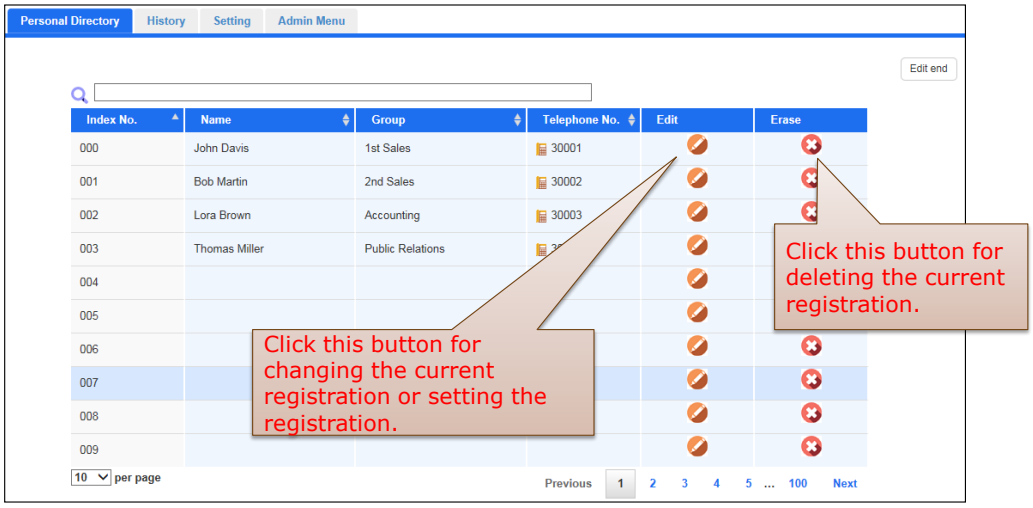
3-1-2 Personal Directory

This section explains “Personal Directory” category of the User Web Portal. In this category, you can Register/Change/Delete of the personal directory. Also, you can make a call to the registered number by clicking a telephone number. The top screen of the System category is as below



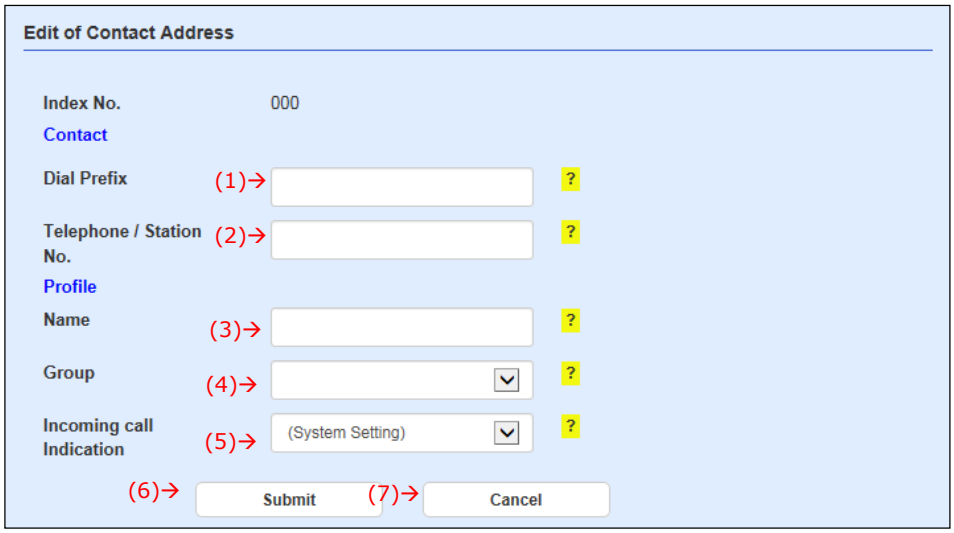
< Create/Edit the Personal Directory >

Click the [Edit start] button on the previous page, and then the following screen appears.
For editing, select the data line and click [Edit] ( ) button or [Erase] ( ) button.
For creating, select the unassigned line and click [Edit] ( ) button



Click [Edit] ( ) button, the next step is shown on the next page.

The following screen is displayed when you click the [Edit] ( ) button in the “Blank" row shown on previous page. You can register the directory information such as Name and Telephone /Station number.



(1) Register the Prefix code for outside call.
   - ✓ Leave it as a blank for registering an extension.

(2) Register the Telephone Number (subscriber number) or Station Number.

(3) Register the Name corresponding to the Telephone/Station Number.

(4) Set the Group to which the person belongs.

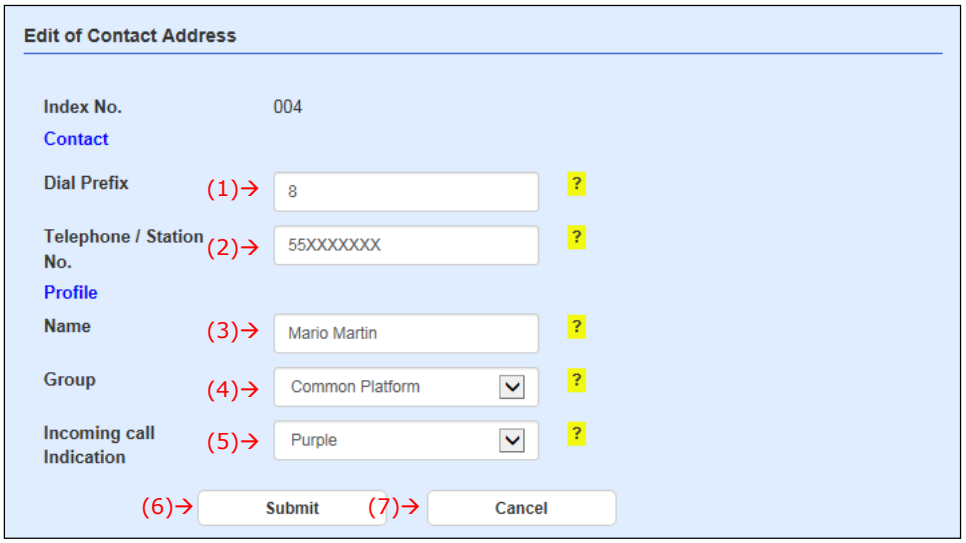
(5) Set the call indicator lamp color for receiving a call from this number.
   - ✓ Select from the pull-down menu for lamp color. (Red, Green, Blue*, Yellow*, Purple*, Light Blue*, White*, Rotation*)

     * For a three-color LED telephone set, when selecting these, the lamp color is **Yellow**.

(6) Click the [Submit] button after setting required items. When OK appears on the right side, registration is complete.

(7) Click the [Cancel] button for closing this screen.

The following is an example where data is entered for each item. After entering data for each item, click the [Submit] button. When OK appears on the right side of each item, the registration has been completed.

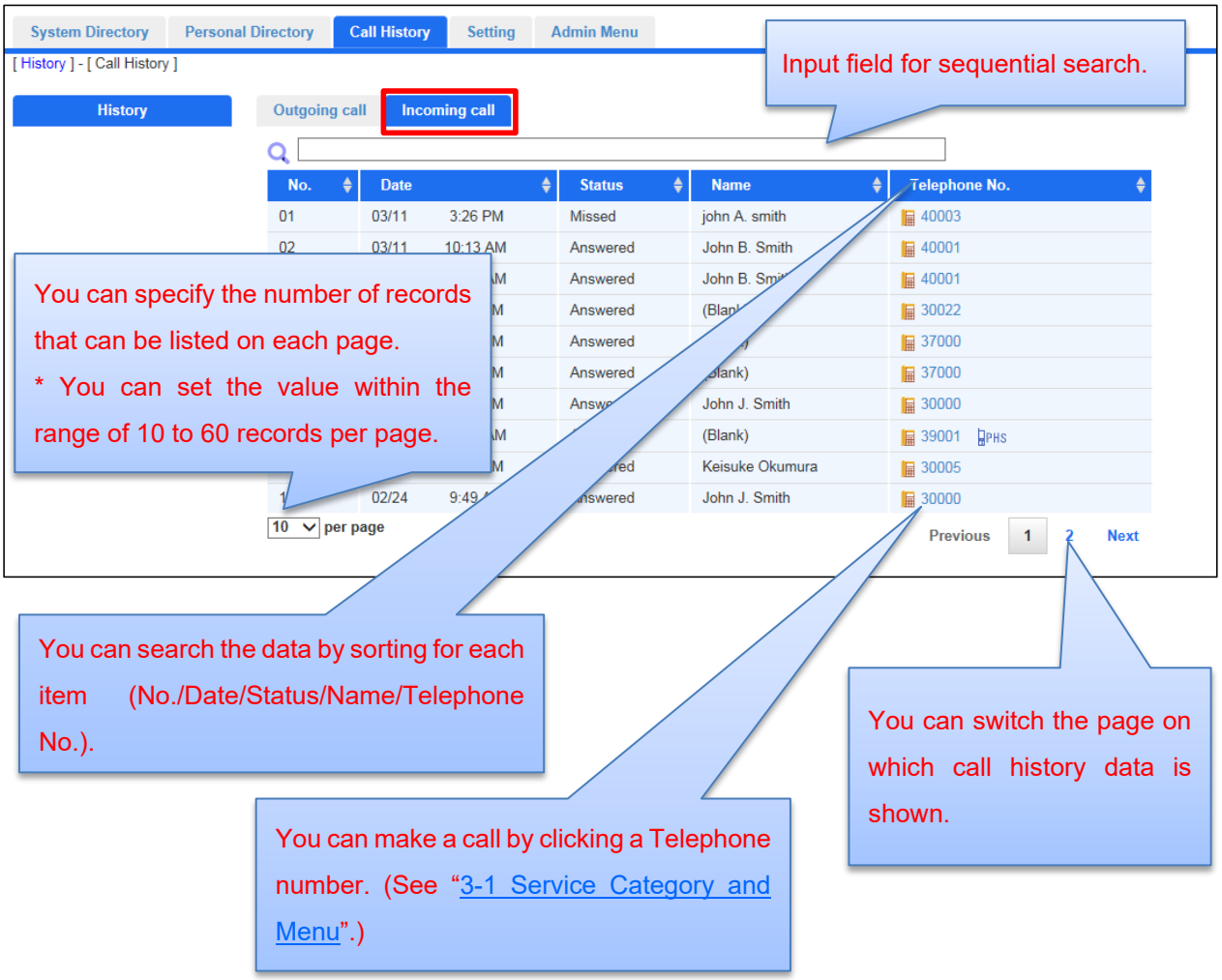


Data Entry – Example:

(1) 8
(2) 55XXXXXXX
(3) Mario Martin
(4) Common Platform
(5) Purple
(6) Click the [Submit] button. OK is displayed on the right side.
(7) Click the [Cancel] button to go back the edit screen.

3-1-3 History

By selecting [History] category, you can view the call history of Outgoing call or Incoming call as shown below.



NOTE 1: *Similar items are also shown for the Call History of outgoing calls.*

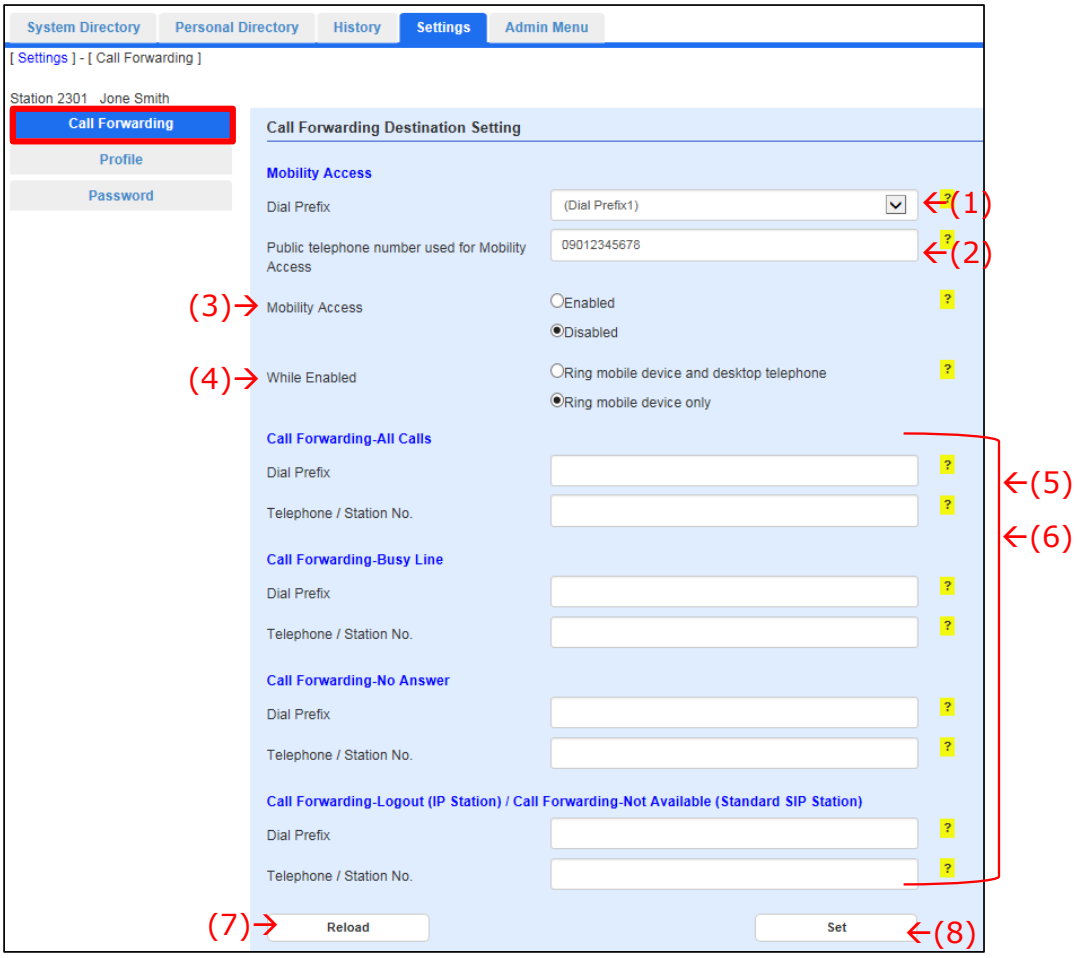
NOTE 2: *To update the history information displayed on the screen to the latest one, please click the [Outgoing call] or [Incoming call] button. The history information will not be updated with the following operations.*

- *Press F5 button on PC keyboard.*
- *After swiping from the top in the smartphone screen, flick upward.*

3-2 Settings Category and Menu

3-2-1 Call Forwarding Menu

By selecting [Settings] category, you can move to the following [Call Forwarding] menu. You can set/reset the target telephone number of Mobility Access/Call Forwarding to transfer the incoming calls of your station.



Settings of Mobility Access Feature

(1) Register the Prefix code of mobile phone for Mobility Access feature from pull-down menu list.

- ✓ Please contact your dealer or NEC subsidiaries for the detailed settings.

(2) Register the telephone number of mobile phone.

(3) Set enable/disable of Mobility Access feature.
(4) Set the incoming call destination when the Mobility Access feature is in effective.

Settings of Call Forwarding Feature

(5) Register the Prefix code if the Call Forwarding target is outside of office.
(6) Register the telephone number (subscriber number) or station number of Call Forwarding target.

Settings of Call Forwarding Feature

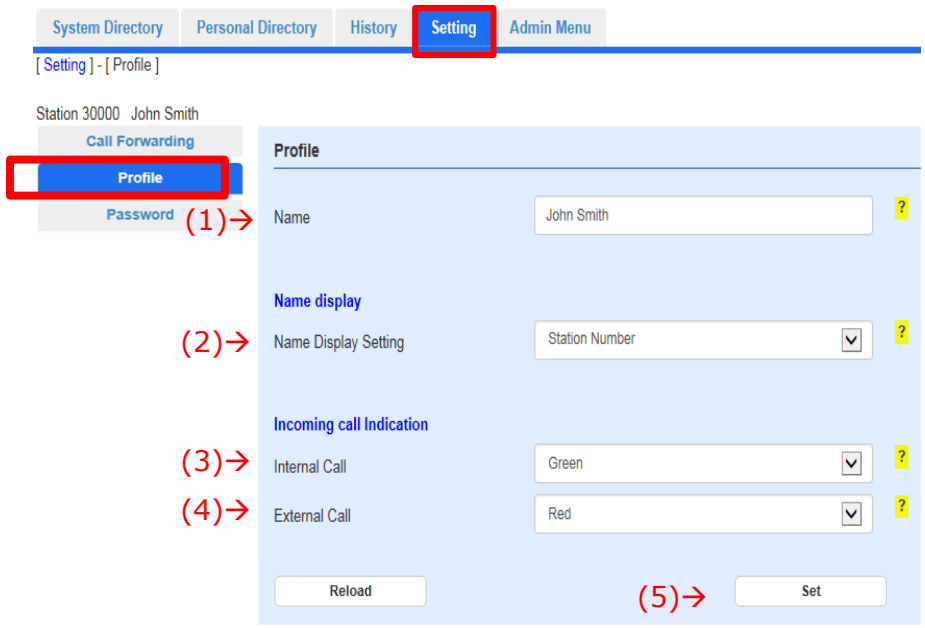
(7) To reload setting data from the system, click the [Reload] button. The data registered halfway is discarded.
(8) After completing all registration, click the [Set] button to activate the registered contents.

NOTE 1: *When you want to cancel the Call Forwarding feature, it is necessary to delete the all settings and click the [Set] button.*

NOTE 2: *It is possible to set the forwarding destination even if the forwarding source station does not support the corresponding feature. For example, the analog station can be set the Call Forwarding–Not Available (Standard SIP Station).*

3-2-2 Profile Menu

By selecting [Settings] -> [Profile], you can move to the following [Profile]. You can register/set the name of telephone user, idle screen display pattern, the color of Call Indicator lamp.



(1) Register the name of station user.
- ✓ The registered name is applied to the following.
  - Displayed on idle screen of Multiline Terminal
  - Displayed on the called party’s Multiline Terminal when you make a call to the station.

(2) Set the idle screen display pattern on Multiline Terminal.
- ✓ Select from the pull-down menu for displaying the name and station number. (For the information on the idle screen display pattern, see the next page.)

(3) Set the call indicator lamp color for incoming call from an internal station.
- ✓ Select from the pull-down menu for lamp color. (Red, Green, Blue*, Yellow*, Purple*, Light Blue*, White*, Rotation*)

  * For a three-color LED telephone set, when selecting these, the lamp color is **Yellow**.

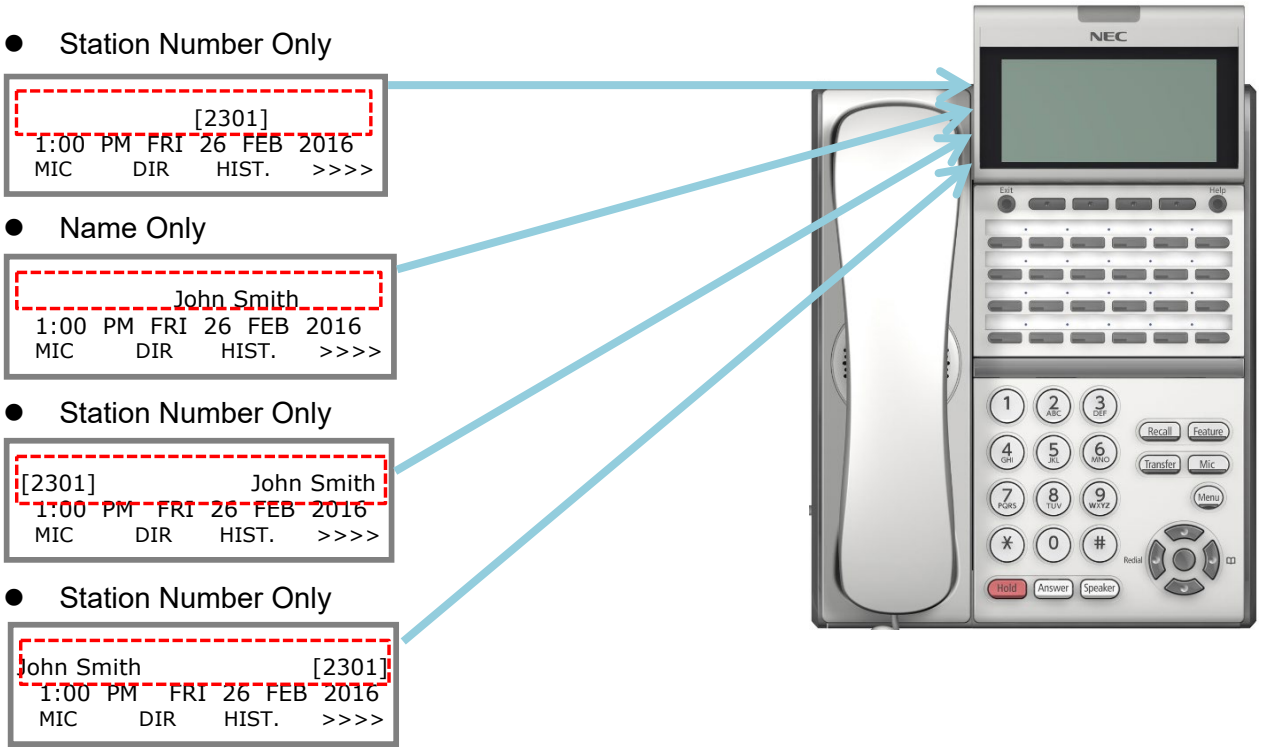
(4) Set the call indicator lamp color for incoming call from an external office.
- ✓ Select the color with the same steps in above step (3).

(5) Click the [Set] button after registering/setting required items.

NOTE 1: *When using an IP Multiline Terminal, the related setting is required on the terminal to apply the lamp color that has been set by User Web Portal. (See Page 23)*

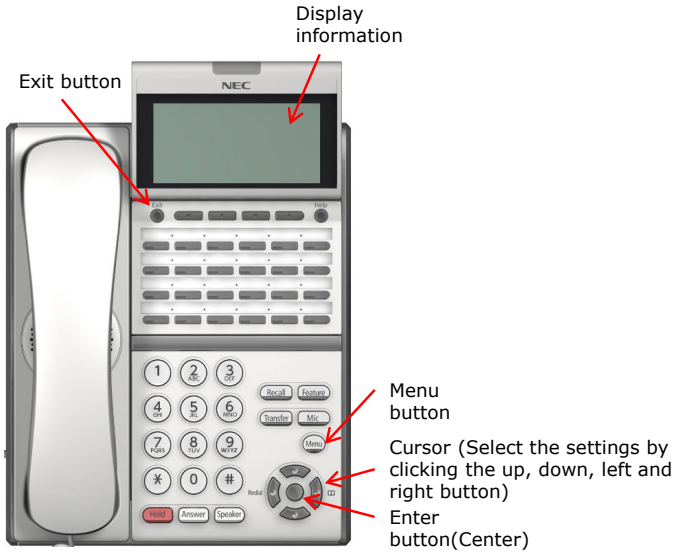
NOTE 2: *In the above steps (2)-(4), you can select "Follow system data settings". In this case, the settings on the Communications Server, which have been performed by your dealers etc., are applied.*

When you perform step (2) that was explained on the previous page, you can select an appropriate idle screen pattern from the following patterns.
(The area enclosed with the dotted red rectangle varies according to the setting.)



NOTE: *You can select “Follow system data settings”. In this case, the settings on the Communications Server, which have been performed by your dealers etc. are applied.*

When using an IP Multiline Terminal, the related setting is required on the terminal to apply the lamp color that has been set by User Web Portal. (See page 16)



(1) Click the [Menu] button from idle screen status.

--> Menu is displayed on the screen.

(2) Select “Setting” with the cursor, and then click the [Enter] button.

--> [Setting] menu is displayed.

Use the cursor for the subsequent operations.

(3) Select “User Setting”, and then click the [Enter] button.

--> [User Setting] menu is displayed.

(4) Select “Incoming Call”, and then click the [Enter] button.

--> [Incoming Call] menu is displayed.

(5) Select “Illumination”, and then click the [Enter] button.

--> [Illumination] menu is displayed.

(6) Select “External Call”, and then click the [Enter] button.

--> [External Call] menu is displayed.

(7) Select “Automatic”, and then click the [Enter] button.

Setting is completed for External Call. You can return to [Illumination] menu automatically.

(8) Select “Internal Call”, and then click the [Enter] button.

--> [Internal Call] menu is displayed.

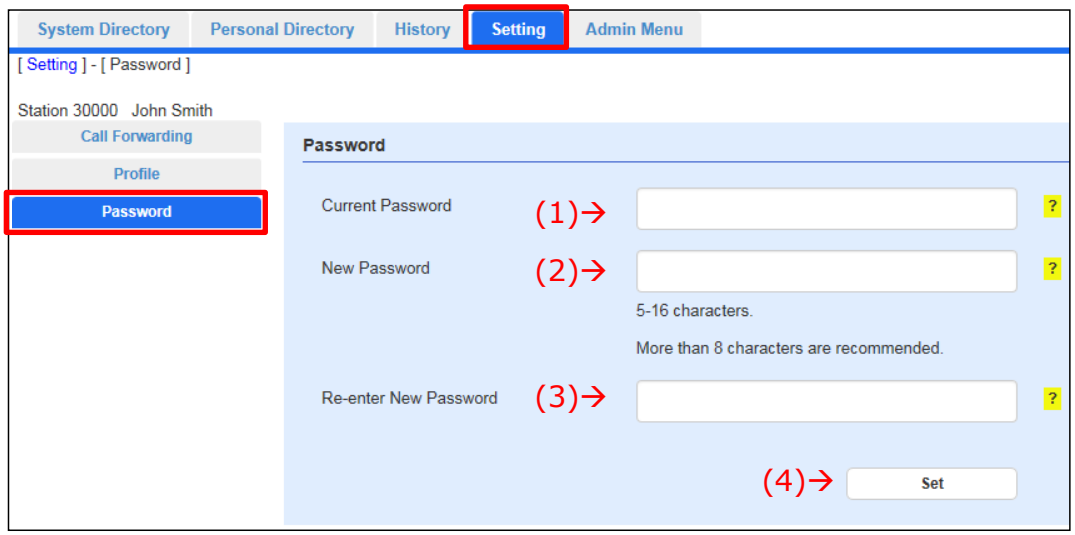
(9) Select “Automatic”, and then click the [Enter] button.
(10) Click the [Exit] button.
--> You can return to idle screen.

Tips: *The color of call indicator lamp varies depending on the terminal type. If you want to confirm your terminal type, please contact your dealer or NEC subsidiaries.*

1. *7 colors are available for DT730/DT730CG/DT730DG/DT730 (DESI-less)/DT830/DT830CG/DT830DG/ DT750/ DT830 (DESI-less)/DT830DG (DESI-less)/DT900 Series terminals.*
2. *3 colors (Red/Green/Yellow) are available for DT310/DT330/DT410/DT430/DT430 (DESI-less)/DT710/DT820/DT710 (DESI-less)/DT820 (DESI-less) terminals. Both DT710 (DESI-less) and DT820 (DESI-less) terminals can set the 3-color rotation.*
3. *As the color of call indicator lamp, when you set other than “Automatic” for DT710/DT730/DT730CG/DT730DG/DT750/DT830/DT830CG/DT830DG/DT900 Series, the lamp indication follows the setting of the terminal.*

3-2-3 Password Menu

By selecting [Settings] -> [Password], you can move to the following.

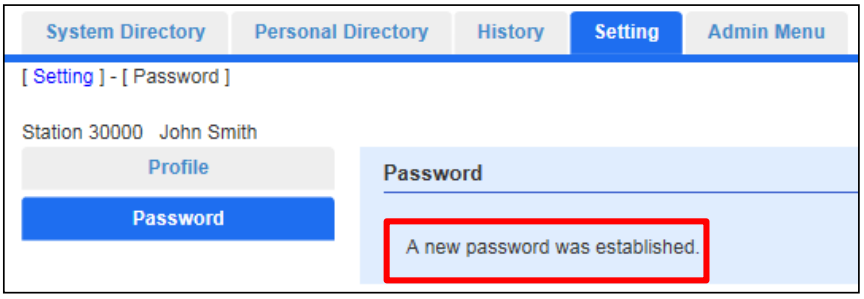


(1) Enter the current password.
(2) Enter the new password.
- ✓ Alphanumeric characters and symbols can be used as a password.
- ✓ The number of characters must be 5 to 16.

(3) Enter the new password once again.
- ✓ The entered characters are shown with ●●···●.

(4) Click the [Set] button.

When you click the [Set] button, the following is displayed. Your password change is completed.

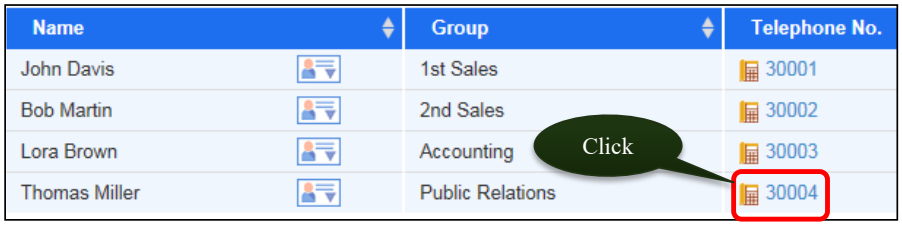


3-3 Making a Call from Directory/History

This section explains how to make a call from System/Personal Directory and History Menu (Click to Call).
The following is an example of Personal Directory screen.

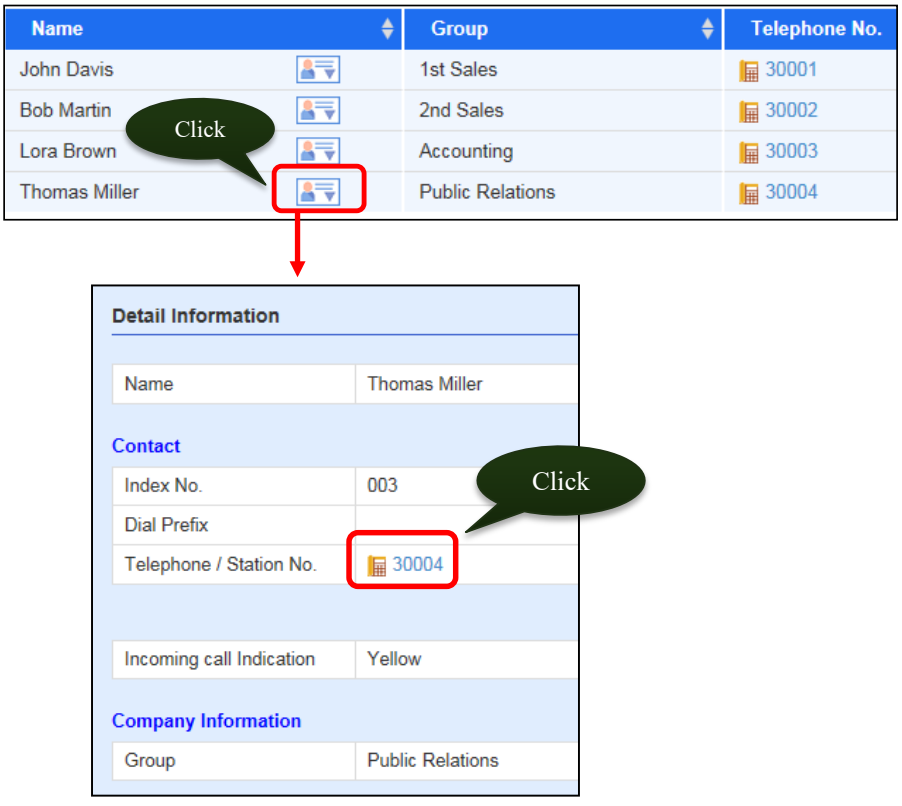
[Operating Procedure]

1. Click a telephone number for making a call to the corresponding number/name.

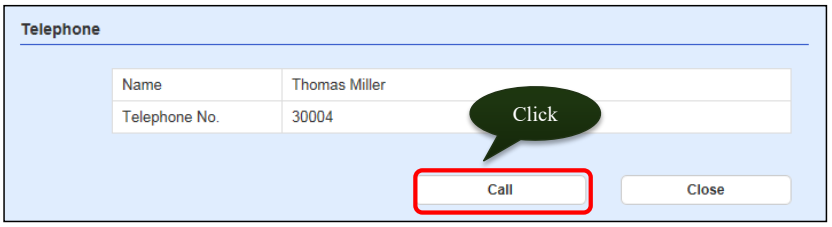


OR

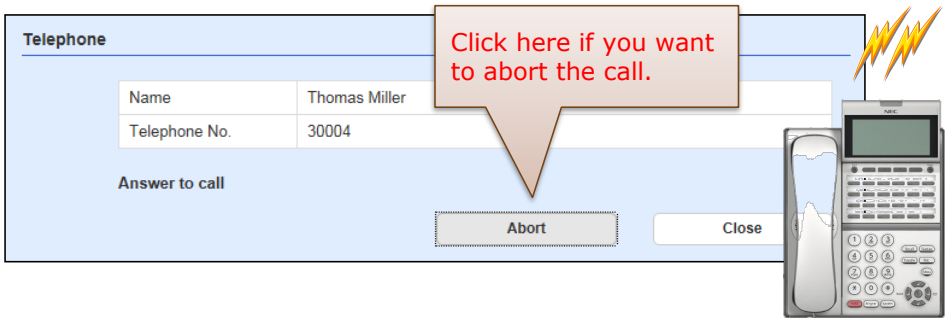
Click a [Detail] button. You can see the following the Detailed Information screen. Click the Telephone/Station No.



2. Click the [Call] button.



3. Your phone starts ringing and the display changes as below.



4. By lifting the handset, the call is automatically made and you can hear Ring Back Tone. You can talk when the called party answers the call. (If the called party is busy, you cannot make the call. If you are using a standard SIP terminal, the call may be automatically released depending on the type of SIP terminal you are using. If this happens, wait for a while and then make the call again).

Tips 1: *There are two ways to make a call after pressing the [Call] button in Step (2), which is set by the system. For more details, contact your administrator.*

- *By lifting the handset when your phone rings as shown in Step (3) and Step (4) (usually this method has been set).*
- *By making an automatic call, not ringing your phone or not lifting the handset.*

Tips 2: *In Step (1), you can display Personal Directory by clicking on [Personal Directory] category. You can make a call in the same manner from the Personal Directory by clicking on a Telephone Number.*

Tips 3: *In Step (1), you can display Incoming/Outgoing Call History by clicking on [History] category. You can make a call in the same manner from the Call History by clicking on a Telephone Number.*

NOTE 1: *You cannot make a call in the following cases.*

- *Your station is not idle.*
- *The called station or outside trunk is busy.*
- *More than 32 users are making a call at the same time from User Web Portal.*
- *The called station has set Do Not Disturb service feature.*

NOTE 2: *In the operation of Step (3), if the called party is busy, [Call origination is failed (Busy)] is displayed. If the connection to the called party or Toll call is restricted, [xxxxx (Restricted)] is displayed.*

NOTE 3: *In Step (3), if you do not answer the call within a certain period of time (12 - 16 seconds), the ringing is automatically stopped.*

NOTE 4: *In Step (3), when your phone is ringing, the called party (Station only) is placed in Call Termination Reservation state, in which the called party cannot make a call. If a call origination is attempted during this time, no ringing may be provided depending on the type of telephone set. (However, he or she can talk by lifting the handset.)*

NOTE 5: *On the [Telephone] screen, you can abort the in-progress call or the established call by clicking the [Abort] button in Step (3). Note that you cannot do this operation if you move to other screen or terminate the User Web Portal. In this case, drop the call from your telephone set.*

NOTE 6: *The [Telephone] screen of Step (3) remains displayed even if the ringing is stopped on your telephone set or conversation is finished unless you press the [Close] button or move to other screen. (As long as the [Telephone] screen is displayed, you can make a call or abort the ongoing call.)*

NOTE 7: *In Step (3), when your phone rings and your telephone is a terminal supports Number Display, or a Standard SIP Terminal, a call terminates with no CLI (no number and no Caller ID Display). Then, Call History with no CLI remains in the Call History on the telephone side.*

NOTE 8: *Do not set access code for service feature in the Personal/System Directory. Service feature setting with call origination operation (Click to Call) has not been supported.*

NOTE 9: *Do not set service access code(s) for service feature(s) in the Personal/System Directory. Service feature setting with call origination operation (Click to Call) has not been supported.*

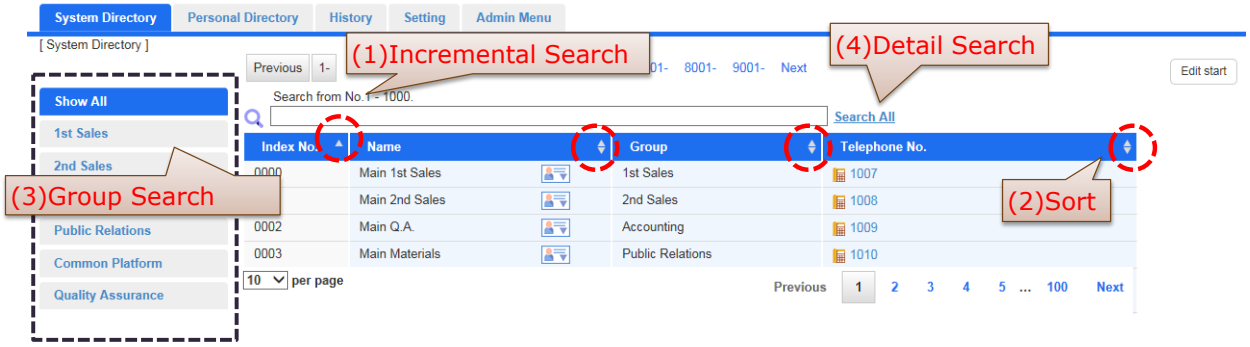
NOTE 10: *When a station and mobile phone is paired by Mobility Access feature, the station rings after clicking “Call” button. The mobile phone does not ring.*

NOTE 11: *When a call is made by User Web Portal, there is a case where some of telephony features are not available or the telephone operations differ from those when the call is directly made by a telephone.*

NOTE 12: *This feature is available from UNIVERGE SV9300 V3 software. For SV9300 V2 software, you have to make a call directly from the telephone set.*

3-4 Searching Specification

In the User Web Portal, there are 4 search functions, (1) Incremental Search, (2) Sort, (3) Group Search, (4) Detail Search. These search function explains as follow screen of System Directory.



(1) Incremental Search [Common to System/Personal Directory and Call History]
Incremental Searching by shown parameter (name / number / group)

(2) Sort [Common to System/Personal Directory and Call History]
Click the sort button provided for each parameter. Then the data is sorted in ascending order of the parameter.
Clicking again, the data is sorted in descending order.

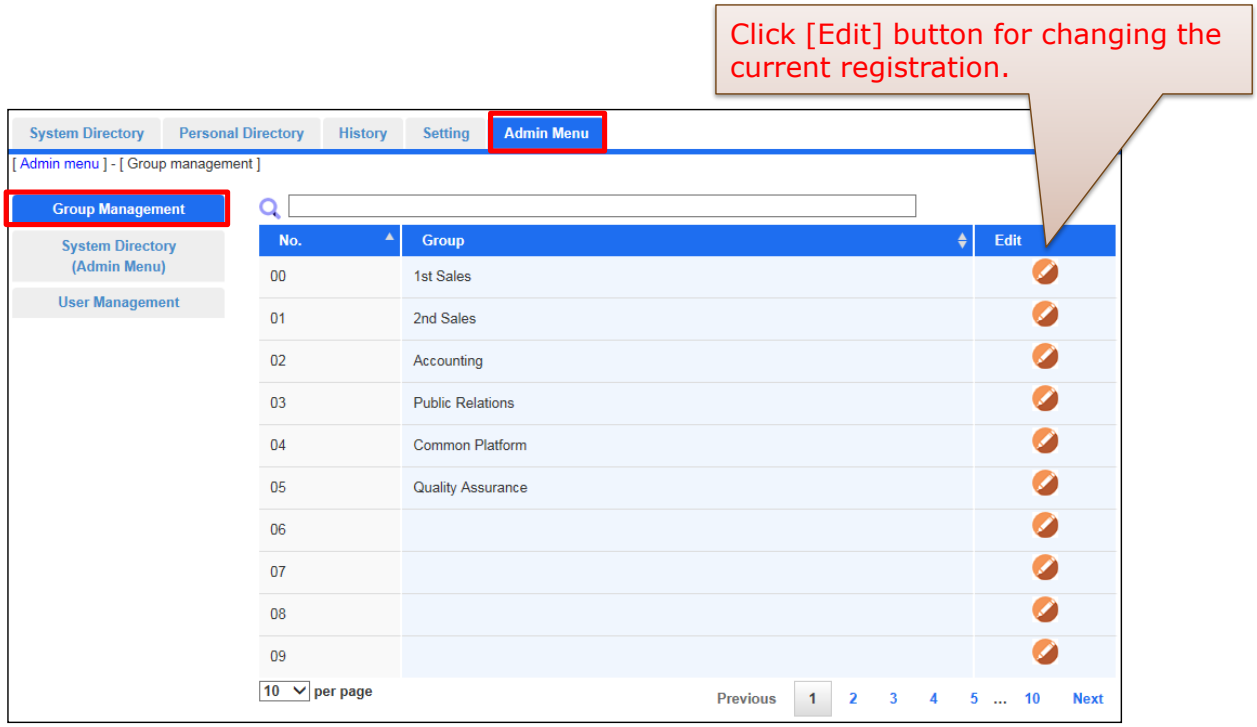
(3) Group Search [only System Directory]
Select (Click) the group from the list, then only the user corresponding to the selected group are displayed.

(4) Detail Search [only System Directory]
1. Click Search button, then Search Condition screen will be displayed.
2. Enter a search term and click [Search] button.
3. Only the matched data is displayed.

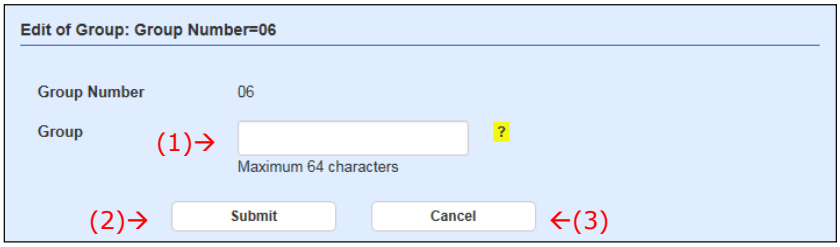
4 How to Use of “Supervisor” Account Features

4-1 Admin Menu Category and Group Management

This section explains how to register/set of the System Settings/System Directory Menu. In this menu, it is possible to Register/Change/Delete of the Group.



The following screen is displayed when you click the [Edit] button ( ) in previous page. The group information is registered in this screen.



(1) Register the Group.
- ✓ If you delete the group information, leave it as a blank.

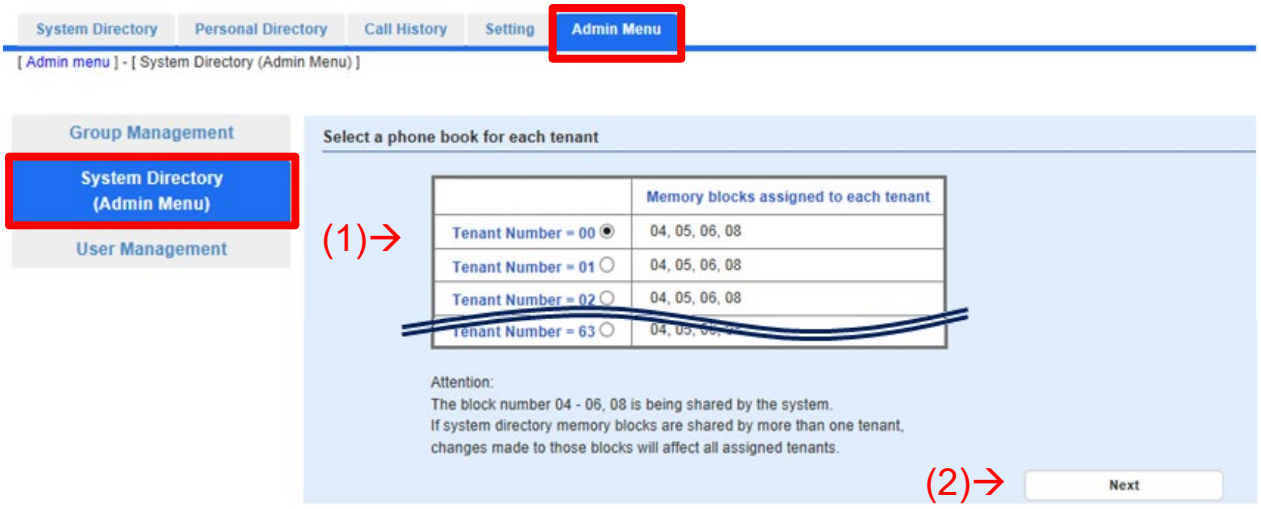
(2) Click [Submit] button after registering/setting group information.

(3) Click [Cancel] button to return to the previous screen.

5 How to Use of “Administrator” Account Features

5-1 Admin Menu Category and System Directory (Admin Menu) Menu

This section explains how to register/set of the System Directory (Admin Menu). In this menu, it is possible to Register/Change/Delete all of the system directory. When you click the “System Directory (Admin Menu)” tag, the tenant selection screen is displayed as shown below.



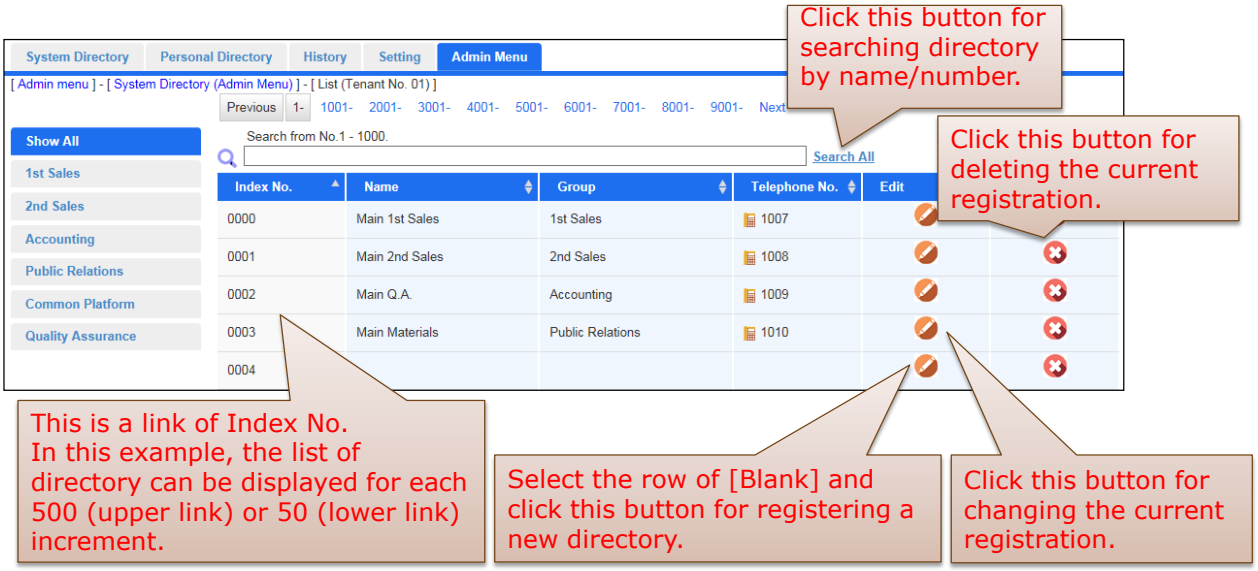
(1) Select the tenant number to be displayed for System Directory.
(2) Click [Next] button.

NOTE 1: *Tenant means a group of station accommodated in communications server. For example, in the multi tenant building, a communication server system is shared by different companies. In this case, the stations are divided by multiple groups and the common directory is registered for each group.*

NOTE 2: *The block number means a memory area of the directory data in the communications server which is assigned to each tenant.*

NOTE 3: *The tenant and block numbers are set at initial installation of the communications server. They cannot be set by User Web Portal.*

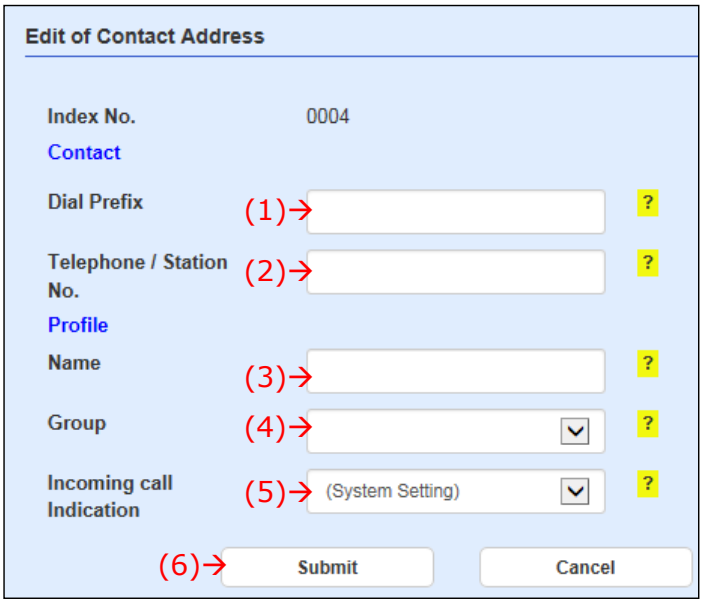
The following screen is displayed after clicking the [Next] button in previous page. Following is an example of System Directory (Admin Menu) screen showing a list of directory which is currently registered.



NOTE: *An administrator can display/set the System Directory not only for an own tenant, but also for all tenants.*

Tenant means a group of station accommodated in communications server. For example, in the multi tenant building, a communication server system is shared by different companies. In this case, the stations are divided by multiple groups and the common directory is registered for each group.

The following screen is displayed when you click the [Edit] button ( ) at [Blank] row shown in previous page. The directory information such as name and station number is registered in this screen.

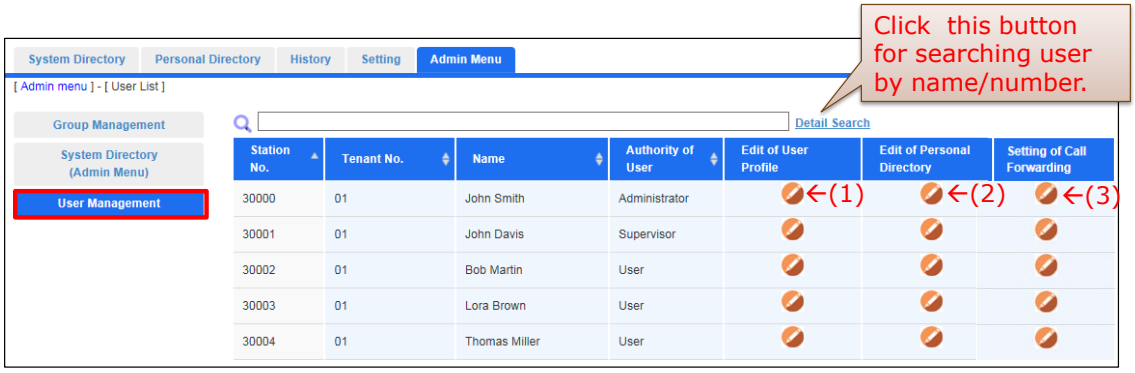


(1) Set the incoming call destination when the Mobility Access feature is in effective. Leave it as a blank for registering the station number.
(2) Register the telephone number (subscriber number) or station number.
(3) Register the name corresponding to the telephone/station number.
(4) Set the Group.
(5) Set the call indicator lamp color for incoming call from this number.
- ✓ Select from pull-down menu for lamp color. (Red, Green, Blue*, Yellow*, Purple*, Light Blue*, White*, Rotation*)
  * In the case of 3 color LED telephone, these settings become **Yellow**.

(6) Click [Submit] button after registering/setting required items.

5-2 Admin Menu Category and User Management Menu

This section explains how to register/set of the Admin Menu/User Management Menu. When you click the “User Management" tag, the following screen is displayed which shows the list of account user. In this screen, it is possible to search the desired user account information which is required to change.



(1) Click [Edit of User Profile] button ( ) to change user Profile information.

(2) Click [Edit of Personal Directory] button ( ) to register/change/delete the personal directory.

- ✓ If you cannot edit, the message appears showing “the memory used for this service is not allocated”.

(3) Click [Setting of Call Forwarding] button ( ) to register/change/delete the Call Forwarding registration.

The following screen is displayed after clicking the [Edit of User Profile] button ( ) in previous page item (1).

(1) Change the user account information. (Name, Idle scree pattern, color of call indicator lamp)

(2) Change the user account type. (Administrator, Supervisor, User)

- ✓ “Unauthorized User” is set for the station which does not have particular. (Ex: The station placed at the meeting room, entrance of office etc.)
- ✓ If you select “Follow system data settings”, the settings on communications server are applied.

(3) Reset the password. At first, check the [Reset] box and enter the new password. (Administrator, Supervisor, User)

- ✓ “Unauthorized User” is set for the station which does not have particular user.

(4) Click [Set] button after changing required items.

6 Appendix

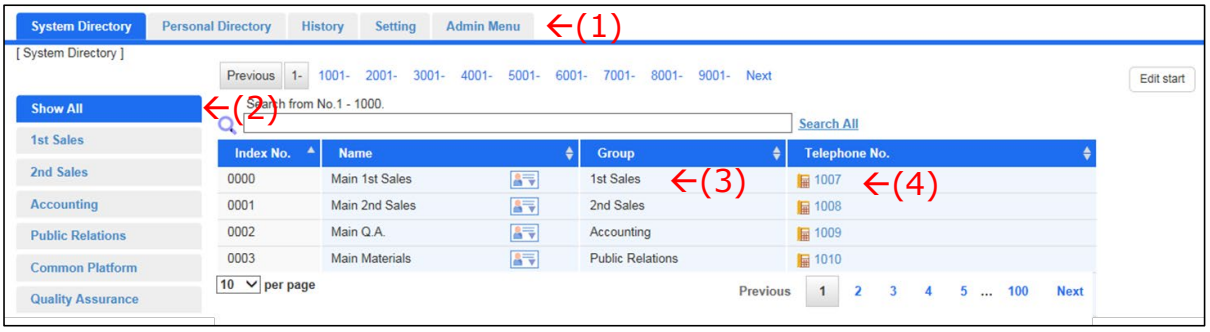
6-1 Simple Display Mode

This section explains Simple Display Mode of User Web Portal.

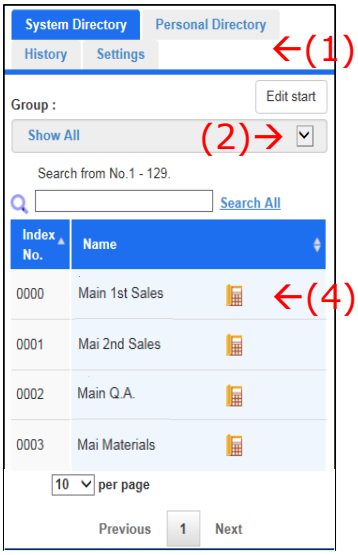
< Difference with Full Display Mode >

- To keep the visibility in small screen, the Simple Display Mode omits the some contents which are shown in Full Display Mode. Also some buttons shown in Full Display Mode are displayed by Pull-down Menu.
- Following shows major difference points between the two display modes using with sample display of System Directory.

[System Directory (Full Display Mode)]



[System Directory (Simple Display Mode)]

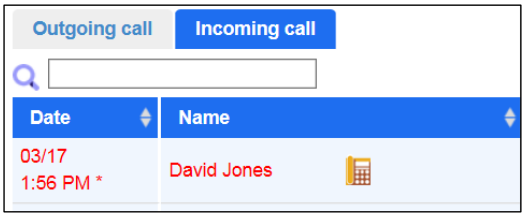


(1) The category selection button may be two or more lines according to the screen size in the Simple Display Mode.
(2) The selection of "Group" is made by pull-down menu list in the Simple Display Mode.
(3) The “Group Name” is not displayed in the Simple Display Mode.
(4) The telephone number is not displayed in the Simple Display Mode.

< Service Conditions of Display Mode >

Following shows the service conditions of display mode.

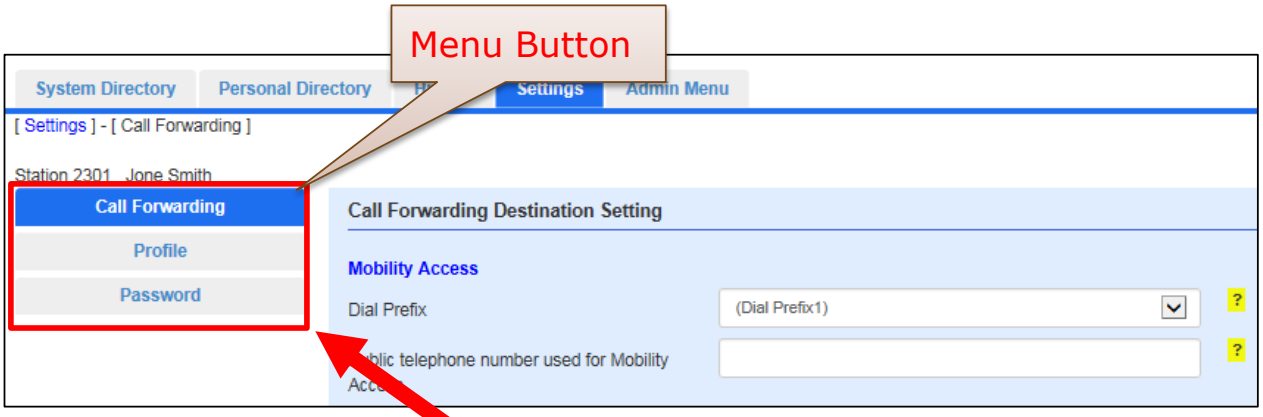
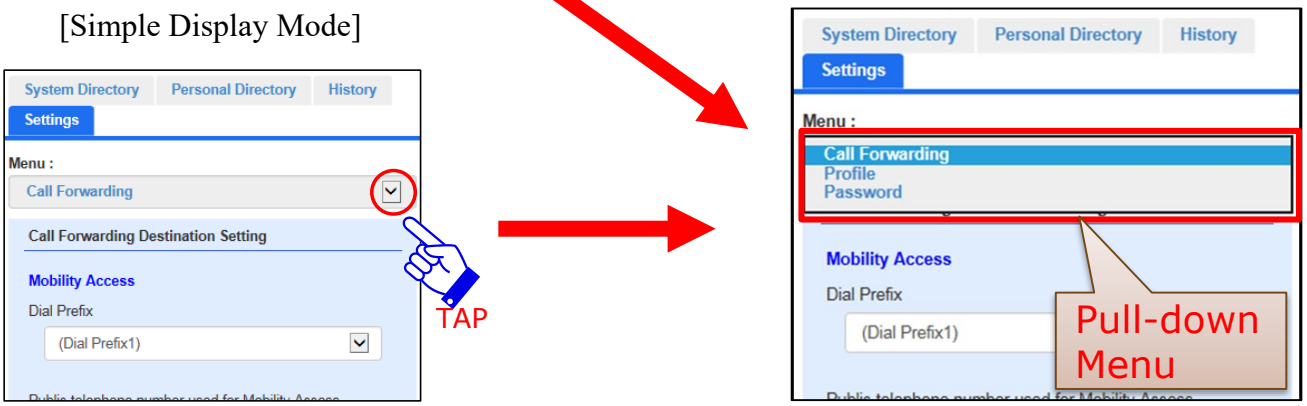
- The display language is English or Japanese. It will not be reflected on the User Web Portal screen even if you change the display language of the smartphone settings.
- When accessing User Web Portal for the first time from smartphone, the User Web Portal runs in Simple Display Mode. The User Web Portal may be Full Display Mode, depending on the smartphone. In that case, it is necessary to be changed to Simple Display Mode manually.
- When accessing User Web Portal for the first time from PC, the User Web Portal runs in Full Display Mode.
- If you access again after logging out of the User Web Portal, the same display mode is applied with last access.
- In the System/Personal Directory, when you press the display mode switch button while editing on the edit screen, the contents that you have entered up to that point will be discarded.
- Incremental search in simple display mode can also be searched for phone numbers, group names, etc. which are not displayed on the screen. For example, in the System Directory in simple display mode, the group name is not displayed, but if you enter the group name in the incremental search field, you can search by the entered group name.
- In History category, if the called party is no answer, “*” is added to the back of date and the date and name are indicated by red characters.



- The following items are not displayed in Simple Display Mode.
  - “Group” and “Telephone No.” (System Directory/Personal Directory category)
  - “No.”, “Status.” and “Telephone No.” (History category)
  - Help link (?)

- The following buttons displayed in Full Display Mode are displayed by the pull-down menu in Simple Display Mode.
    - Group Button in System Directory (Shown the group or department names.)
    - Menu Button in Settings (Shown Call Forwarding/Profile/Password menu.)

[Full Display Mode]



[Simple Display Mode]