

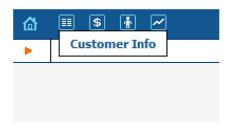
Login to verticaltelecom.com

Use the username and password to access your **Vertical telecom** account.

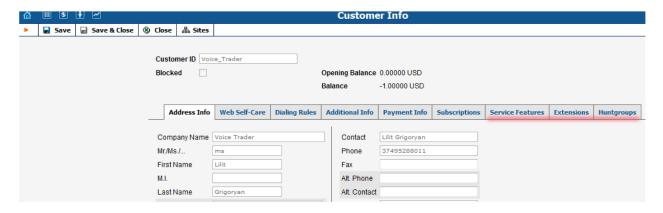


My account

Now you are logged in. Click on *Customer Info* on the upper left side of the page.



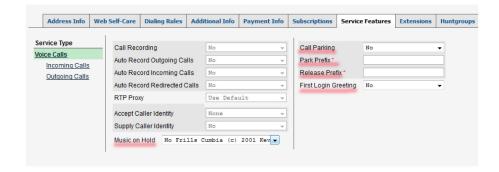
You will be redirected to the Customer Info page which has been complemented with the following fields: *Service Features, Extensions* and *Huntgroups*.



Service Features

Under **Service Features** choose the preferable service type to see the features available for each of them.

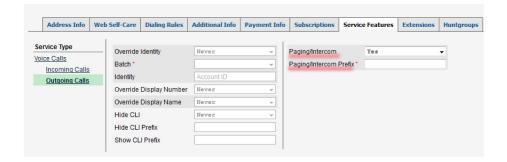
Voice Calls are the first in the list and come with the following additions: *Music on Hold, Call Parking,* as well as *First Login Greeting*.



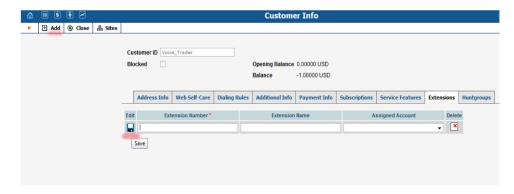
For **Incoming Calls** as well the upgraded interface has introduced several new services: **Ext-to-Ext Call Distinctive Ring**, **Group Pickup**, **Endpoint Redirection**.



Outgoing Calls can now be managed through Paging/Intercom which comes as a newly added tool for this service type.



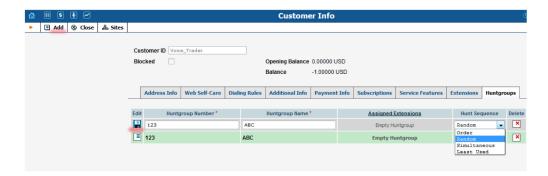
There is a specially developed field under the name **Extensions** allowing users to set extensions to each of the accounts for short dialing. Here you may enable extensions by adding the **Extension Number**, **Extension Name** and adjust them to the **Assigned Account** correspondingly. In order to add an extension number, click on **Add** button on the upper left side of the page and then **Save**. You can later **Edit** or **Delete** the extension number.



Huntgroups option is aimed at creating a group of extensions and order the Hunt Sequence accordingly. Create Huntgroup Number and Huntgroup Name through the **Add** button in the left corner, go to **Assigned Extensions** section in order to choose the preferable extensions to be included into the Huntgroup, select the order of sequence from the dropdown menu under **Hunt Sequence** and **Save**.

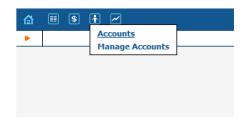
Huntgroup consolidates several extension numbers configured as one hunt group. Within the hunt group incoming calls are distributed to the group of all these extension numbers. Calls in a hunt group may be delivered to one or more extensions according to the selected sequence:

- Order the call goes to extensions according to the top-down order until the call is answered
- Random the system itself sets a random order as how to route the call within the hunt group
- Simultaneous the call is delivered to all the extensions simultaneously until it is answered
- Least Used the call is directed to the extensions according to the descending order of their last usage



In addition to all the above listed updates in **Customer Info** management, improvements for separately assigned **Accounts** have also been brought in.

To view the modifications applied for your Accounts, you need to log in and then go to **Accounts** part, just on the left side on the main page.

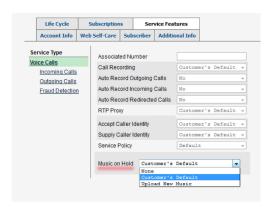


Type the **Account ID** or else click on **Show Accounts** to see the list of all available accounts.

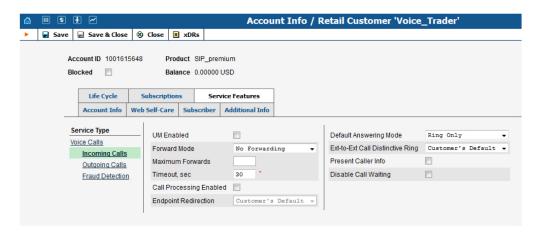


Once getting to the selected Account page, click on *Service Features* for viewing a set of new tools available for *Voice Calls*, *Incoming Calls* and *Outgoing calls* accordingly.

Music on Hold feature may now be run for all of your **Voice Calls**. You can easily enable default mode, upload new music or else disable the service. Please note that the maximum file upload size is 4.7MB.



Service enhancements have also been introduced for **Incoming Calls**. Now you have the opportunity to enable **UM plan**, as well as manage call forwarding more easily due to the newly elaborated forwarding modes available in the dropdown menu. Here you can also set **Default Answering Mode**, **Ext-to-Ext Call Distinctive Ring**, and tick the checkbox for **Call Processing**, **Present Caller Info** and **Disable Call Waiting**.



Once enabling the *Unified Messaging* plan, you need to specify your account/password for your UM account. Once the account is activated, a separate link redirecting to your UM administration page will appear. Here you can activate services of Voicemail, Auto Attendant and Fax which are available under the UM preferences, on the upper left side.

Forward modes

Follow Me is a call forwarding service which redirects calls to the specified destination numbers. Once you select this mode, you will see a new **Follow Me** tab next to Service Features. Here you may add more than one destination number and after saving set the order according to which calls will be forwarded:

- As listed according to top-down list
- Random the system will forward the calls choosing the destination number randomly
- Simultaneous calls will be forwarded to all the destination numbers at the same time

Advanced Forwarding is a more enhanced version of Follow Me mode and supports all the features included in Follow Me mode. Additionally, **SIP Proxy**, **Transport Protocol** services as well as an option to **Keep Original CLD** have been added here.

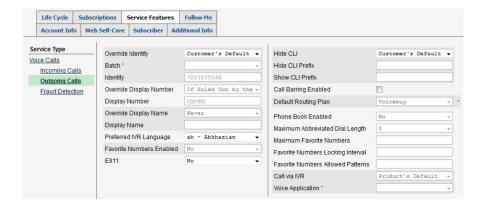
Forward to SIP URI replaces the Follow me tab with a simplified **Forward** tab, where you can enter a forwarding destination as a CLD@IP.

Simple forwarding also displays a separate **Forward** tab allowing you to set a specific phone number to which calls will be forwarded.

Call Processing Enabled feature lets you apply selective call forwarding features.

Default Answering Mode specifies the method of processing incoming calls to the account if selective call processing has been disabled, or if none of the selective call processing rules apply.

The upgraded interface also implies new solutions for handling **Outgoing Calls.** Improvements here refer to **Override Identity** management, support of several **IVR Languages** as well as an option for enabling **E911** service. Customer Line Identification (CLI) display/hide services available in the updated interface facilitate the process of controlling CLI data distribution with an opportunity to **Hide CLI**.



First Login Greeting - Upon the registration of your SIP account, the system calls you back to confirm the service activation which means that you are ready to initiate your first call through our system.

Group Pickup – This feature allows each member included into the same call pickup group to answer an incoming call that rings on a telephone other than their own. By dialing the Group Pickup Prefix on your own phone, you may pick up the call destined for another member who is currently unavailable.

Intercom – Through Intercom a call may be placed to the desired destination enabling the called party to auto-answer the call directly through speakerphone. To initiate the call you need to dial the Intercom Prefix followed by extension number.

Override Identity offers several options for overriding identity information:

- Customer's default This refers to the values set in customer's configuration.
- Never This means that caller's identity information will not be overridden.

- **If Different From Account ID and Aliases** In this case the identity will be overridden if it differs from the account ID and from any of the aliases assigned to this account.
- **If Different From All Customer Accounts -** The identity will be overridden if it differs from all the accounts assigned to the customer.
- **If Different From All Accounts in the Specified Batch** The identity will be overridden if the account placing the call and the account matching the supplied identity are not under the same batch.
- Always Caller's identity information will always be overridden.

Hide CLI feature provides an opportunity to hide CLI information for outgoing calls. You may select among the following options:

- Customer's Default This refers to the values set in customer's configuration.
- **Never** CLI will always be displayed.
- **Always** CLI will always be hidden.
- Automatic Here you can set a prefix before the outgoing number to hide your number (*Hide CLI Prefix*) and set a prefix before the outgoing number to show your number (*Show CLI Prefix*).