

## SET BOSS-SECRETARY

The Boss-secretary function is to allow the boss and the secretaries to control the diversion of incoming calls for the boss telephone. Both the boss and the secretaries can activate the function by pressing a predefined key on the phone.


### LOGIN TO PM

Do as follows:

1. Open **Provisioning Manager (PM)**. The start page is displayed.
2. Type the **User name** in the field **User**.
3. Type the **Password** in the field **Password**.
4. Click **Login**. The main page is displayed.

### VIEW THE EXTENSION OF THE BOSS

Do as follows:



1. Click **Users** and then **User**. The **User** page is displayed.
2. Type the **name or the extension number** of the **boss** in the field **Enter User Name(s), Extension Number, Department**.
3. Click **View**. The **User ID** table is displayed below.
4. Click **Change**, . The **User – Change** page is displayed.
5. Click the **Service Summary** tab.

### SET PERSONAL NUMBER LISTS

You have to create two personal number lists and two profiles, one for the boss (profile 1) and one for the secretary (profile 2).


### SET PROFILE 1 FOR THE BOSS

Do as follows:

1. Click **Change**,  under **Extension Number**. The **Extension Change** page is displayed.
2. Click **Edit** under **Personal Number**. The **Personal Number List** page is displayed.
3. Click **Change**,  to the left of **Profile 1**. The **Personal Number List Change** page is displayed.
4. Under **Call Sequence 1** type the **number of the Secretary**.
5. The option **Individual Repeated Distribution Bypass** is default. Do not change.
6. Click **Continue**. The **Personal Number List** page is displayed.

### SET PROFILE 2 FOR THE SECRETARY



Do as follows:

1. Click **Change**,  to the left of **Profile 2**. The **Personal Number List Change** page is displayed.
2. Under **Call Sequence 1** type the **number of the Boss**.
3. The option **Individual Repeated Distribution Bypass** is default. Do not change.
4. Click **Continue**. The **Personal Number List** page is displayed.
5. Click **Continue**. The **Extension – Change** page is displayed.
6. Click **Continue**. The **User – Change** is displayed.

7. Click **Apply**. The **User – Change - Result** is displayed.
8. Click **Done**. The **User** page is displayed.

### SELECT KEY WITH BOSS-SECRETARY FUNCTION

Do as follows:

1. Click **Change**,  to the left of the **extension of the Secretary**. The **User – Change** page is displayed.
2. Select the **Service Summary** tab.
3. Click **Change**,  under **Extension Number**.
4. Click **Change**. The page **Function Keys** is displayed. All the phone's keys are displayed.
5. Select **one** of the key numbers, and click to the left of the number. A field to the right is displayed.
6. Select **PEN – Personal Number**.
7. Type the **name of the boss** in the field **Key Label**. **Note!** This is optional.
8. Type the **extension number of the boss** in the field **Monitored Number**.
9. **Profile 1** is default in **Active Number List**. Do not change.
9. Select **Profile 2** from the list **Passive Number List**.
10. Click **Ok**. The **Function Keys** page is displayed. The information about the selected key is displayed to the right of the key.

## SAVE THE SETTINGS

### Do as follows:

1. Click **Continue**. The **Extension - Change** page is displayed. The information about the selected key is displayed in the field **Function Keys**.
2. Click **Continue**. The tab **Service Summary** is displayed.
3. Click **Apply**. The page **User – Change – Result** is displayed. An information notice of the operation is displayed.
4. Click **Done**.