

MiVoice Office Application Suite Technical Manual

NOVEMBER 2019

DOCUMENT RELEASE 5.2

TECHNICAL MANUAL



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MiVoice Office Application Suite
Release 5.2 - November, 2019

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1 What's New

[Link to online release notes](#)

Version 5.2.17 (5.2 SP1)

Real-Time Reporting Updates

The following updates have been made to the Real-Time reporting features:

- Additional Ring Duration options can now be added to allow users more flexibility
- Ability to copy real-time views between users.
- Support for multiple views on a Wallboard licence

[Link to Real-Time Reporting Section](#)

Historical Reporting Updates

The following updates have been made to the Historical reporting features:

- Additional Ring Duration options can now be added to allow users more flexibility
- Introduction of Hunt Group Calls by Time templates

[Link to Historical Reporting Section](#)

Filtering Updates

The following updates have been made to filtering :

- New 'Call Times' option for filtering to provide the ability to filter out calls outside of working hours
- New Transfer To/Transfer From filter options
- Improvement to Duration filter options to provide more granularity.

[Link to Filtering Section](#)

6900 Phone Updates

The following updates have been made to the 6900 phone integration for the MiVoice Office 250:

- New Transfer Immediate softkey which prompts for a destination when selected
- Support for [Pre-Dial](#) mode when Conferencing and Transferring calls
- Support for Camp-On notifications for UCD hunt groups
- New 'Mute DTMF' configuration option
- Support for Station Messaging
- Updated operation of the Voicemail key
- New [Enhanced BLF Context Menu](#) for improved transfer support
- Support for [Algo External Paging Units](#)
- New 'User Guide' screen saver

In addition to the new features above, the disabled Link Layer Discovery Protocol option has been removed

from default configuration profiles and the Call Hold Reminder has been enabled by default.

[Link to 6900 Section](#)

MiVoice Office Call Recorder Updates

Wireshark is now included in the installation and NPCAP is used instead of WinPCAP for packet capture.

[Link to Call Recording Section](#)



Due to functionality limitations and Microsoft's focus being on other browsers, support for IE is being deprecated. This means we cannot guarantee that all functions will work in future versions of Application Suite and recommend the use of one of the other fully supported browsers. Issues using IE will be looked at on a best endeavours basis.

Version 5.2.3 (5.2 GA)

Station Monitor support for 6900 Phones as supervisor

When used with PBX version 6.3 SP3 or greater, it is now possible to use a 6900 phone as the supervisor for Station Monitor, Barge In and Steal. A new 'Station Monitor' softkey has been added to the options for a keymap, which is used to control this functionality.

[Link to 6900 Softkey Features](#)

Contact Directory Access for 6900 Phones

Server based [Contact Directories](#) can now be accessed from 6900 phones along with a user's personal Phone Manager contacts. This feature is enabled by default on 6900 phones local to the server.

[Link to 6900 Directory Section](#)

User Based Call History for 6900 Phones

Where 6900 phones have been assigned to a user, the call history is now provided by the server. This provides the user with a single call history which shows calls made on any of their devices, whether they view it through a 6900 phone, Phone Manager Desktop or Phone Manager Mobile. A user based call history also means that any SIP Hot Desk users now have a call history which follows them wherever they log in.

[Link to 6900 General Settings Section](#)

Kuando Busylight Support

Phone Manager Desktop now has support for Kuando Busylight to display extension or agent status for co-workers to see. Busylight support is available in Professional & Team Leader licences.

[Link to Client Profiles Section](#)

Version 5.1.24

6900 Keymap Editing Speed Improvements

The forms for editing and creating keymaps have been updated to provide a significant performance improvement over previous releases.

[Link to 6900 Softkey Section](#)

Remote Forward Softkey for 6900

The remote forward softkey has been updated so that it can only be used if the local extension has been configured as an Administrator phone on the telephone system.

[Link to 6900 Softkey Section](#)

Version 5.1.23

Historical Reporting Improvements

The following enhancements have been made to the features and user interface for historical reporting:

- Improvements to report caching
- Feedback while running a report
- Run (queue) multiple reports
- Add filters without leaving the Reports page
- New Line Usage default report with Max Busy Lines & % Peak Usage columns

[Link to Call Reporting Section](#)

Version 5.1.22

Record A Call Softkey for 6900

This new softkey provides the ability to use the Record-A-Call feature of the telephone system by utilising the local conference feature of the phone.

[Link to 6900 Softkey Section](#)

Phone Manager Desktop Softphone Enhancements

A new Client Profile option has been included to control Phone Manager client's usage of the SIP softphone. In addition, Phone Manager now provides users with the option of using their SIP Hot Desk extension as a softphone meaning users can easily switch between hot desking to a physical 6900 or running as a softphone, all from a single extension number.

[Link to Client Profile Section](#)

Version 5.1.21

Remote Forward Softkey for 6900

This new softkey provides the ability for a user to remotely configure the manual forwarding on another extension on the telephone system.

[Link to 6900 Softkey Section](#)

Version 5.1.20 (5.1 SP2)

6900 Updates

- 5.1.0.227 Firmware for 6900 Phones

- iDECT Headset Support
- SIP Allow Auto Answer disabled by default

Version 5.1.17

Real-Time Wallboard/Dashboard Updates

The following updates to the real-time reporting interfaces have been included:

- Hunt Group grid for dashboard
- Segmented Call data when filtering tiles by extension or hunt group

Operating System Updates

Support for Windows Server 2019 has been added with this release software.

Version 5.1.16

6900 Updates

A variety of 6900 updates have been added, this includes:

- 'Auto Resync Mode' & 'Auto Resync Time' added to default configuration
- Dial Plan now supports variable length extension numbers
- Self-Labeling Softkeys (BLF - Extension, BLF - Hunt Group, BLF - Trunk, Secondary Extension, Group Pickup, Park)

[Link to 6900 Softkey Section](#)

Edit User Avatars via the Website

User avatars can now be added/edited through the website for users who are not running Phone Manager.

[Link to the Users Section](#)

Version 5.1.15

6900 Softkey Updates

Changes to existing softkey types and additional softkey types have been introduced. This includes:

- Removal of the 'Intercom' softkey -> No longer required in conjunction with MiVO 250 6.3 SP2
- 'Ring Intercom Always' -> Used to toggle the Ring Intercom Always feature on the PBX
- 'Paging (Phone)' -> Updates to allow the parameter to be set to 'User Choice' and allow the page zone to be selected when pressed.

[Link to 6900 Softkey Section](#)

Real-Time Alarm 6900 Handset Support

Real-Time alarms configured against wallboard or dashboard tiles can now be configured to send a tile alert to one or more 6900 phones. This provides a temporary snap-shot visualization of the tile and an audible alert to

the user.

[Link to the Real-Time Alarms Section](#)

Fire TV Application Support

In preparation for the future release of the Fire TV Application for accessing Real-Time Wallboards, MiVoice Office Application Suite has added support for linking and trusting a Fire TV application.

[Link to TV Application Linking Section](#)

Mobile Client CallKit Application Support

In preparation for the future release of Phone Manager Mobile Client with CallKit support, MiVoice Office Application Suite has added support for the Apple VOIP notifications.

Version 5.1.14

Real-Time Alarm Email Support

Real-Time alarms configured against wallboard or dashboard tiles can now be configured to send an email alert to one or more addresses.

[Link to the Real-Time Alarms Section](#)

6900 Auto Discovery Using Multicast DNS

With Multicast DNS enabled, the Auto Discovery feature can be used to enable out-of-the-box 6900 phones to automatically find the MiVoice Office Application Suite server without the need to configure any DHCP options.

[Link to 6900 Settings Section](#)

Version 5.1.13

Improved 6900 Handset Softkey Support

Changes to existing softkey types and additional softkey types have been introduced. This includes:

- 'Group Mailbox Softkey' -> Shows the message waiting status of a mailbox
- 'Transfer to Voicemail' -> Provides the ability to transfer a connected call straight to a specific mailbox
- 'Handsfree' -> Toggle the handsfree (intercom auto answer) status on a phone
- 'Secondary Extension' -> A new secondary extension softkey has been added to provide audible notification on another extension/hunt group
- 'Hand Off' -> New dynamic extension express softkey to moving calls to other DEE devices.

[Link to 6900 Softkey Section](#)

Addition 6900 Handset Configuration Options

Additional options for how configurations are applied to phones has been provided. These provide flexibility to override local settings, make them read-only to the user or just set default.

[Link to 6900 Configuration Section](#)

Improved Access to User Keymaps

To aid in 6900 handset deployment, engineers/administrators can now view and edit user's keymaps. Access to user keymaps is provided through the Phones section.

[Link to the 6900 Phones Section](#)

Phone Manager Desktop Upgrade Notifications

Phone Manager Desktop will now notify end-users when a newer version has been installed on the server and will provide the user with a download link. This feature is controlled via the user's Client Profile.

[Link to Client Profiles Section](#)

Recording Deletion

Some improvements to MiVoice Office Call Recorder have been made which allows users to delete calls/call segments from the system, if they have the correct permission. To enable this feature a Recording Deletion license is required.

[Link to Recording Deletion Section](#)

Version 5.1.11 (5.1 SP1)

Automated Softphone/6900 Credential Updates

To simplify the deployment of 6900 phones and Phone Manager softphones, MiVoice Office Application Suite can now query SIP phone credentials from the telephone system* to simplify deployment.

* Requires 6.3 SP1 & CTGW 5.0.64

[Link to the Softphone/6900 configuration section](#)

Automated Teleworker Provisioning on MiVoice Border Gateway

To simplify the deployment of 6900 phones and Phone Manager softphones as teleworker phones, MCS has been updated to use the MBG provisioning API.

[Link to the Teleworker API configuration section](#)

6900 Softkey Call State Options

Call state options are now available for softkeys to control when certain keys appear on the phone (idle, ringing, connected etc).

[Link to Keymaps Section](#)

6900 Softkey Additional Options

Some additional options have been added to the general settings section to provide the following features:

- The ability to display a user's message waiting count on a 'BLF User' softkey
- The ability to show a preview of chat messages in 6900 chat notifications

[Link to 6900 Settings Section](#)

Phone Manager Desktop Personal Wallboard

Phone Manager Toolbars can now be populated with personal ACD statistics when combined with an ACD Reporting license.

[Link to Phone Manager Personal Wallboard](#)

Phone Manager Desktop Software Deployment Options

To help deploy Phone Manager Desktop to client computers, a new 'Software Deployment' section has been

introduced which allows client installations to be uploaded to the server and invitation emails sent out to users for self-install of the product.

[Link to Phone Manager Software Deployment](#)

Call Routing Enhancements

The Call Routing feature can now be used to route incoming calls back to the agent who last handled a call from the same caller ID. A new 'Route to Last Agent' type has been added to the existing routing rule options.

[Link to Call Routing section](#)


Automatic Agent Logout

To improve reporting statistics, rules can now be configured to automatically logs agents out of all or individual hunt groups. This helps to avoid scenarios where agents forget to logout which can skew status statistics.

[Link to Automatic Agent Logout section](#)

Version 5.1.8 (5.1 GA)

This version of MiVoice Office Application Suite sees the introduction of 'Real-Time Reporting' services, Mitel 6900 Handset support, Call Routing, Calling Party Number Substitution and other updates to existing features.

 If upgrading to 5.1 SP1, Phone Manager Desktop client software must also be upgraded if using the Call Recording Pause/Resume integration.

MiVoice Office Real-Time Wallboard & Dashboard

View real-time call, DND* and ACD* statistics through the MiVoice Office Application Suite website. Users have access to single statistic and ticker tape tiles in addition to media streaming.

** Licence permitting*

[Link to the Real-Time Reporting section](#)

MiVoice Office Call Reporter Enhancements

Historical reporting has been updated to include DND* and ACD* based columns/reports. Keep track of when agents login/out and see how much time they spend wrap-up or do-not-disturb.

** Licence permitting*

[Link to the Call Reporter section](#)

MiVoice Office Call Recorder Enhancements

Remote MiNET IP extensions connecting through a MiVoice Border Gateway can now be recorded as long as there is no more than one extension behind each remote IP Address.

[Link to the Call Recorder section](#)

Mitel 6900 Handset Support

MiVoice Office Application Suite now supports the Mitel 6900 series of SIP handsets in conjunction with the MiVoice Office 250. MiVoice Office Application Suite acts as a configuration server to provide the handsets with firmware, keymaps and configuration. The 6900 handsets are new premium handsets with colour screens.

[Link to the Mitel 6900 Handset section](#)

Calling Party Number Substitution

This new feature provides a dynamic way of changing the calling party number presented based on the number being dialled. This feature works in conjunction with calls made through Phone Manager Desktop and Phone Manager Outbound.

[Link to the Calling Party Number Substitution section](#)

Call Routing

This new feature provides dynamic call routing based on a database lookup, or fixed routing of calls queuing at hunt groups.

[Link to the Call Routing section](#)

Phone Manager Desktop Updates

Phone Manager Desktop now includes support Group Chat, DSS/BLF & Park Toolbar Buttons.

For more information on Phone Manager Desktop enhancements, please refer to the Phone Manager User Guide.

Campaign Manager Renamed to Phone Manager Outbound

Campaign Manager, the outbound progressive dialling solution for the MiVoice Office 250 has now been renamed to Phone Manager Outbound.

Licensing Updates

The following new licenses have been created to support the new features available in MiVoice Office Application Suite 5.1:

- DND Reporting -> System-wide licence
- ACD Reporting -> Per agent licence
- Call Router -> System-wide licence
- Calling Party Number Substitution -> System-wide licence
- Mitel 6900 Handset Standard -> Included with Phone Manager Outlook
- Mitel 6900 handset Enhanced -> Included with Phone Manager Professional & Team Leader
- External Data Sources -> System-wide license
- Real-Time Wallboard -> Per user license
- Real-Time Dashboard -> Per user license

User Connections Screen

The connected clients screen has been renamed 'User Connections' and has been updated to provide information on all user based connections, including Real-Time Wallboard/Dashboard Users and Mobile users. In addition, a new 'Connected Devices' screen provides information on licence usage of the new Mitel Handsets and ACD reporting licenses.

Refer to the [User Connections](#) or the [Connected Devices](#) section for more information.

Version 5.0

This version of MCS sees the introduction of MiVoice Office Call Reporter & MiVoice Office Call Recorder to the solution as well as some enhancements to Phone Manager Desktop & Mobile Clients..

MiVoice Office Call Reporter

Provides historical call reporting and scheduling for all internal and external calls on the system. Each user

given permission can access reporting through the MCS website and run default reports or customise their own. Reports and filters can be shared between users and then scheduled to be emailed. Reporting and Scheduling are licensed features.

[Link to the Call Reporting section](#)

MiVoice Office Call Recorder

Provides the ability to record all or a subset of calls on the telephone system using a Record-A-Call or RTP/SIP based port mirroring. All calls that are recorded are stored centrally on the server and can be played back by users through the website or through Phone Manager Desktop.

[Link to the Call Recording section](#)

Phone Manager Updates

Phone Manager Desktop now includes support for initiating conferences from the Call Banner in addition to toolbar button improvements and access for users to easily Push/Pull calls using the HandOff feature of the telephone system, all from the Call Banner.

A new configuration option has been added to each user which allows the caller ID for any call they are on to be hidden from other users' Phone Manager displays. Please review the [Users](#) section for more information.

For more information on Phone Manager Desktop enhancements, please refer to the Phone Manager User Guide.

Licensing Updates

The system now supports voucher based licenses which means a known Site ID is no longer required when ordering license updates, simply apply a purchased voucher to any MCS 5.0 or higher system. In addition, a new concept of trial licenses has been introduced to allow customers to try features of the product before they buy. Software assurance and support (SWAS) contract for the software are now visible on the license pages of the website to keep users informed of the system's support status.

With this release of software, node based licensing has changed and additional licenses have been added for the new reporting and recording features. Please review the [License Overview](#) section for more information.

Refer to the [Voucher License](#) section and [Trial License](#) section for more information.

SQL Server and Operating System Support

On new installations SQL Server 2014 is now being installed (upgraded sites will continue to run on SQL 2008 R2). In addition, support for Windows Server 2016 has now been added including Hyper-V support on the platform.

From release 5.0, Mitel Communication Service is supported on 64-bit operating systems only.

Refer to the [Requirements](#) section for more information.

Connected Clients Screen

A new screen has been introduced to the Phone Manager Desktop section which provides details on all connected clients (Phone Manager, API and Call Recorder Clients). Information on the version of software the client is running is provided along with IP address and user details.

Refer to the [Connected Clients](#) section for more information.

Version 4.3

This version of MCS sees the introduction of Mitel Phone Manager Mobile along with a number of improvements to existing features of the solution.

Phone Manager Mobile

Phone Manager Mobile for iOS and Android provides access to Phone Manager features on the go. Features include access to Contacts, Global Directories, Chat with other Phone Manager users and receive Voicemail, Missed Call and Call Routing alerts. Phone Manager Mobile also has a Softphone capability.

[Link to Phone Manager Mobile section](#)

Presence Profiles

Presence Profiles are a new way of controlling DEE, Forwarding, DND and UCD status all from a single profile change. Presence Profiles are a requirement for using the new Phone Manager Mobile application and are enabled by default for users on new installations.

[Link to Presence Profiles section](#)

User Profile Updates

To improve the user's Phone Manager experience the MCS now downloads all Dynamic Extension Express devices a user has assigned.

[Link to User Profiles section](#)

Version 4.2

This version of MCS sees the introduction of MiContact Centre Campaign Manager along with a number of improvements to existing features of the solution.

Campaign Manager

Campaign Manager is a progressive dialling solution designed specifically for the MiVoice Office 250. Using the Mitel Phone Manager Professional or Team Leader client as a front end, Campaign Manager automates the process of making calls from a user's Mitel extension and provides centralised management and statistics for supervisors.

[Link to MiContact Center Campaign Manager section](#)

Telephone Profiles

The ability to add/edit/delete the telephone formats used by the Phone Manager plugins has been added to provide flexibility to customise the searches for screen popping and/or call history entries based on a customer's requirements.

[Link to Telephone Profiles section](#)

User Profile Updates

To improve the user's Phone Manager experience the MCS now offers the ability to store Hot Desk PIN and Voicemail PIN numbers against a user's profile.

[Link to User Profiles section](#)

Common SMTP Configurations


To help with the setup of email support, configurations for common SMTP servers have been documented.


[Link to Gmail SMTP example section](#)

[Link to Office365 SMTP example section](#)

1.1 Known Issues

DPAR/ID	Area	Description	Notes/Work around
MN00537903	Phone Manager	Unable to change the order of columns once added when creating a call banner.	To work around this issue, simply remove the column(s) and re-add in the order you would like.
MN00584795	Phone Manager	Crackling noise on SIP Softphone when using G.711 A-law	To work around this issue, change Phone Manager Softphone SIP Extensions to use Mu-law.
MN00661458	Phone Manager	4-5 Second delay when transferring calls with Phone Manager Softphones	This has been reported on some sites using A-Law. When experienced, change to use Mu-Law.
N/A	Call Reporter	External Inbound Calls on Non-SIP Trunks Cannot be Cleared Using Dashboard	When using the 'Clear Call' feature of the Grid based tiles on an inbound external call that is not on a SIP based trunk, the call will not be cleared and instead will end up ringing at the attendant extension.

 Handsfree Intercom calls will not work if the SIP device was created on the PBX as a generic SIP device - only if it was created as a 69xx SIP Device

 If upgrading to 5.1 SP2, Phone Manager Desktop client software must also be upgraded if using the Call Recording Pause/Resume integration.

2 Introduction

About this Document

This document is designed for administrators who need to install or upgrade the Mitel Communication Service application in association with Mitel MiVoice Office 250.

Introduction

Mitel Communication Service is a Microsoft Windows © software application that connects to the MiVoice Office 250 PBX Open Architecture Interface (OAI) and, as well as providing various features, is the server for the Phone Manager UC and CTI client software application.

The software maintains a Microsoft SQL© database and can be configured using a browser and automatically maintains sync with the PBX as DB Programming changes are made.

The objective was to design a server application that is simple to install and configure and maintains a low cost of ownership for the end user.

About Mitel Communication Service

The Mitel Communication Service is a server-based software application that provides the following features:

- Supports Phone Manager Desktop and Mobile UC clients
- Manages user's device status using Presence Profiles
- Provides dialler features through MiVoice Office Phone Manager Outbound
- Provides call logging and reporting features through MiVoice Office Call Reporter
- Provides call recording features through MiVoice Office Call Recorder
- Provides real-time call, DND & ACD statistics through MiVoice Office Real-Time Wallboard/Dashboard
- Acts as a configuration server for Mitel 6900 series handsets
- Group Messaging
- Agent Hot Desking
- Alarm Notification


The applications are specifically designed for the MiVoice Office 250 to improve desktop interaction with the telephone system for the user.

Communication Service

The Communication Service runs as a combination of a website, a desktop administration tool, a SQL Server database and seven windows services.

1. Website:
 - Provides an administrative interface for configuring the application features and settings
 - Provides status information and historical event tracking for the solution
2. Desktop Administration Tool:
 - Provides a way to edit the SQL connection details
 - Provides a way to check and perform manual DB updates
3. SQL Server:
 - Stores all configuration information
 - Stores historical call and Chat history for users
4. MCS Watchdog Service:

- Controls automatic database updates post installation
 - Controls the status of all other services
5. MCS CTI Host Service:
 - Proxies connections for Phone Manager Clients and the Logger Service to the MiVoice Office 250
 - Implements Agent Hot Desking, Group Messaging & Alarm Notification features
 6. MCS Logger Service:
 - Logs all internal and external calls made by all devices on the system to the SQL database
 - Handles the recording of telephone calls via RAC and IP/SIP Extension Side port mirroring.
 7. MCS DB Service:
 - Manages database archiving and database backups
 8. MCS WCF Service:
 - Provides configuration information from the database to all services and the website
 9. MCS Gateway Service:
 - Provides integration service support
 10. MCS Campaign Manager Processor:
 - Manages the imports, exports and reports for Phone Manager Outbound
 11. MCS SIP Proxy
 - Manages SIP registrations for Phone Manager Mobile Softphones
 12. MCS Reporting
 - Processes all reports run through the website or through schedules.
 13. MCS Call Archiver
 - Processes all call recording archive routines to local and network shares.
 14. MCS Realtime
 - Processes all call/DND/ACD in real-time to provide information to Wallboards & Dashboards
 15. MCS Handset
 - Interacts with Mitel 6900 Series handsets, handling firmware, BLF updates, keymap and configuration profile updates and images.


 Direct connections to the MCS SQL database are not supported. The database structure will change with version upgrades. Customers accessing the database directly will not be supported.

Phone Manager Desktop

Mitel Phone Manager is a windows desktop client application that provides complete control of your MiVoice Office 250 Extension. The application is designed to give users easy access to the core MiVoice Office 250 features and enhance them by providing:

- Real-time status visibility of other users on the system
- Control of personal presence including control of Dynamic Extension Express
- Access to global and personal directories
- Chat between Phone Manager users
- Access to personal and group voicemail boxes
- Integration to Microsoft Outlook and other third party applications
- Access to call history
- Softphone mode that allows Phone Manager to be an extension on the MiVoice Office 250 system


Phone Manager is available in four different license levels; Standard*, Outlook, Professional & Team Leader. Each licence level offers an increase in features over the previous level

 * Phone Manager Standard is not currently available to purchase

Phone Manager Mobile

Mitel Phone Manager Mobile for iOS and Android provides the following features:

- Snap-shot status visibility of other users on the system
- Control of personal presence including control of Dynamic Extension Express
- Access to global and personal directories
- Chat between Phone Manager users
- Access to call history
- Softphone mode that allows Phone Manager to be an extension on the MiVoice Office 250 system.


 Please refer to the [Security Best Practices](#) section for information on our best practice recommendations.

Licensing

The Communication Service is licensed via a software key. The key contains all licences required for the server application and the Phone Manager Client applications.

To license the software an internet connection is required. The license can either be applied online through the software or offline via file transfer if the server running the Communication Service does not have access to the internet.

For more information please review the [Initial Configuration](#) section.

 Offline activations can be completed using a file transfer to the Mitel Communication Service website www.mitelcommunicationservice.com

2.1 Requirements

Overview

The system requires specific information and requirements to be met for any installation. Read each of the sections and ensure that the information requested is available prior to an installation.

1. [System Requirements](#)
2. [PBX Supported Versions](#)
3. [Browser Requirements](#)
4. [Real-Time Client Requirements](#)
5. [Desktop Client Requirements](#)
6. [Network Configuration](#)
7. [Anti-Virus Recommendations](#)
8. [Email Details](#)
9. [Users & Business Units](#)
10. [Telephone Number Prefixes](#)
11. [PBX Integration](#)
12. [Backups](#)


System Requirements

The server(s) must meet the minimum requirements described here.

Operating Systems

- Windows 7 Pro/Enterprise/Ultimate 64-bit
- Windows 8.1 Pro 64-bit
- Windows 10 Pro/Enterprise 64-bit
- Windows Server 2008 R2 Standard/Enterprise/Datacenter 64-bit
- Windows Server 2012 R2 Standard/Datacenter 64-bit
- Windows Server 2016 Standard/Datacenter 64-bit
- Windows Server 2019 Standard/Datacenter 64-bit

 From release 5.0, Mitel Communication Service is supported on 64-bit operating systems only.

 Windows Server Core installations are not supported.
Windows Server Small Business/Foundation/Essential versions are not supported.

SQL Server Requirements

SQL Server 2014 is installed during a new installation of MiVoice Office Application Suite. During MiVoice Office Application Suite upgrades, the version of SQL Server is not updated. The following versions of SQL are supported for use with MiVoice Office Application Suite:

- SQL Server 2008 R2
- SQL Server 2012
- SQL Server 2014

- SQL Server 2016



From January 2020, SQL Server 2008 will no longer be supported by Microsoft and security updates will not longer be provided. Any system using SQL Server 2008 should upgrade to a later version of SQL. The following document provides instructions on performing an upgrade to SQL Server 2014

http://download.microsoft.com/download/3/8/E/38E85EDC-1D5E-4ED3-A106-87B125D42675/SQL_Server_2014_Express_Upgrade_Guide.pdf


Hardware Requirements

The minimum required hardware is dependent on the call rate, the number of Phone Manager clients that will be connected and the Application Suite features in use.

Select the size of system which will cover all of the systems limits.

System Limits	Hardware Requirements
Small: <ul style="list-style-type: none"> • 1,200 calls per hour • 50 Phone Manager Desktop Clients • 50 Phone Manager Mobile Clients (up to 5 softphone calls in progress) • 50 Mitel 6900 SIP Handsets • 8 Concurrent Call Recordings • 2 Concurrent Real-Time Wallboards/Dashboard 	<ul style="list-style-type: none"> • CPU: 1 x Intel Core i3 dual core @ 3.3 GHz • RAM: 4GB • HDD: 100GB + 1GB for each million call records • HDD: 1TB for each 175,000 hours of call audio data (Only applies when using MiVoice Office Call Recorder) • SQL Server: Express
Medium: <ul style="list-style-type: none"> • 2,400 calls per hour • 100 Phone Manager Desktop Clients • 100 Phone Manager Mobile Clients (up to 10 softphone calls in progress) • 100 Mitel 6900 SIP Handsets • 60 Concurrent Call Recordings • 5 Concurrent Real-Time Wallboards/Dashboard 	<ul style="list-style-type: none"> • CPU: 1 x Intel Xeon quad core @ 3.1 GHz • RAM: 8GB • HDD: 100GB + 1GB for each million call records • HDD: 1TB for each 175,000 hours of call audio data (Only applies when using MiVoice Office Call Recorder) • SQL Server: Express • NIC: 1Gb
Large: <ul style="list-style-type: none"> • 4,200 calls per hour • 500 Phone Manager Desktop Clients • 250 Phone Manager Mobile Clients (up to 25 softphone calls in progress) 	<ul style="list-style-type: none"> • CPU: 2 x Intel Xeon quad core @ 3.1 GHz • RAM: 16GB • HDD: 100GB + 1GB for each million call records


- | | |
|---|---|
| <ul style="list-style-type: none"> • 500 Mitel 6900 SIP Handsets • 250 Concurrent Call Recordings • 10 Concurrent Real-Time Wallboards/Dashboard | <ul style="list-style-type: none"> • HDD: 1TB for each 175,000 hours of call audio data (Only applies when using MiVoice Office Call Recorder) • SQL Server: Full • NIC: 1Gb |
|---|---|

 If a Teamed NIC is present on the server do NOT use this for licensing, Licence the software against a physical NIC's MAC address only.

Software Requirements

The following software is required to be installed:

- Microsoft .NET Framework 3.5 SP1
- Microsoft .NET Framework 4.5.2
- Windows PowerShell 1.0

 The Mitel Communication Service can not be installed on a Domain controller or Small Business Server

Virtualization Environments

Mitel Communication Service is supported in a virtual environment. The supported environments are listed in the table below.

Environment	Supported?
VMWare vSphere ESXi v5.1 or greater	
Hyper-V 2012 R2, 2016	


Co-Hosting with Xarios Call Recorder

If the MCS is being installed on the same server as a Xarios Call Recorder, it is advisable to change the following settings so that there are no clashes between the products:

Website Port

By default, both products will host their websites on port 80. To access the products individually, one of the websites must be reconfigured within IIS to use a different port. The website can then be accessed by appending the port to the URL:

http://[server_name]:81

 Be aware that the port will be reset to 80 after by any upgrade applied to the system.

Database Backup & Log Archive Directories

By default, both Xarios Call Recorder and MCS use the same folders for database backups and log archives. Both of these locations need to be changed otherwise files will be overwritten.

PBX Supported Versions

The following Mitel MiVoice Office 250 versions are currently supported:

- Call Processing Version 6.1.x
- Call Processing Version 6.2.x
- Call Processing Version 6.3.x

 If Mitel 6900 Handsets are being supported, the Call Processing Version must be 6.3 SP2 or higher.

The following Multi-Node configuration is supported:

- Multiple MiVoice Office 250 nodes via the use of a Mitel CT Gateway (Version 5.0.64 or higher is required).
- Individual connections to multiple Mitel MiVoice Offices are not supported.
- Unique numbering plan across all nodes is required (this includes Trunk devices).

The following pre-requisites must be met on the telephone system:

- System OAI Call Control & 3rd Party Event enabled
- IP Based OAI Connection

The following requirements must be met if using desktop or mobile Phone Manager Softphones:


- Cat F licenses are required for each connected softphone device.


The following requirements must be met if using Mitel 6900 Series Handsets:


- Cat F licenses are required for each connected 6900 handset.

The following requirements must be met if using the MCS Record-A-Call feature:


- SIP Voicemail licenses are required on the MiVO 250 to match the number of concurrent calls to be recorded (Maximum of 8).

 MCS will not connect to CT Gateway Versions below 5.0.64. If it detects the version is lower than this it will fail to start.

 MCS does not support ACD member hunt groups, only ACD Agent hunt groups.

 Only one SIP voicemail can be configured by default on the telephone system. If you are using NuPoint Messaging then the MCS will not be able to be added as a SIP Voicemail.

 If using Phone Manager Mobile Softphone then the relevant SIP extensions need to be configured to use G711

 If using Phone Manager Mobile Office Link features then an OfficeLink Assistant Extension needs creating on the telephone system. Also, any user wanting to make use of the feature needs to have at least one external number in their DEE configuration.

Browser Requirements

The system is managed and accessed through a web browser. The following web browsers are currently supported.

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Browser	Version	Plugins
Chrome	72 or greater	
Mozilla Firefox	65 or greater	
Microsoft Edge	Current	
Microsoft Internet Explorer *	11 (not in compatibility view)	Windows Media Player v10 for call recording playback



* Microsoft Internet Explorer can be used to access the website, however performance for the Real-time Dashboard can be slow. When using the Real-Time Dashboard, Chrome or Firefox browsers are recommended.

Due to the listed functionality limitations and Microsoft's focus being on other browsers, support for IE is being deprecated. This means we cannot guarantee that all functions will work in future versions of Application Suite and recommend the use of one of the other fully supported browsers. Issues using IE will be looked at on a best endeavours basis.



If accessing the website from an iOS device using Safari, the normal redirect does not work. Instead, use the following URL: `http://[ServerAddress]/Login.aspx">http://[ServerAddress]/Login.aspx`

Real-Time Wallboard/Dashboard Requirements

To be able to access the Real-Time Wallboard/Dashboard client device needs to meet the following **minimum** requirements. Please refer to the [Browser Requirements](#) section for further information.

PC Hardware Requirements

Processor	Intel Atom x5-Z8330 or better
Memory	Minimum: 2GB RAM Recommended: 4GB RAM or more
Network	IPv4, 100Mb / 1Gb LAN
Hard Disk	Minimum: 32GB free space
Video	Minimum: DirectX v9 compatibly graphics cards with 120MB RAM Recommended: DirectX v9 compatibly graphics cards with 1024MB RAM

Tablet/Mobile Hardware Requirements


Tablet	iPad 5 or higher
Mobiles	iPhone 5s or higher


Amazon FireTV Requirements

The table below outlines the requirements for using the application. In addition, the application requires a Real-Time Wallboard licence from MiVoice Office Application Suite.

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Area	Minimum Requirement
MiVoice Office Application Suite	5.1.22 or later
Amazon Fire TV	Fire TV Stick 4k Ultra HD (2018) FireTV OS 6 or higher Mains USB Power (TV USB port may not supply enough power)
Television	Must meet FireTV requirements (HDMI input, 1080 resolution etc)
Network	WiFi access is required or the optional Amazon Ethernet Adaptor for Fire TV. Please refer to your specific FireTV manual for supported configurations. TCP Ports 8200/8204 are used to communicate to the MiVoice Office Application Suite

 The Real-Time Wallboard FireTV application has been optimised for a 1080 HD resolution.

 If the Real-Time Wallboard seems to overlap the sides of the screen, perform a screen calibration in the FireTV's settings:
Settings \ Display & Sound \ Display \ Calibrate Display


Phone Manager / Call Recorder Client Requirements

To be able to install and run Phone Manager the client computer needs to meet the following **minimum** requirements. If installing into a multi user environment where multiple instances of the client will be running, for example Microsoft Terminal Service, Citrix etc. then see the [Multi User Computer Requirements](#) section.

 The Call Recorder Client is embedded within the Phone Manager installation. It has the same requirements as Phone Manager.

Operating Systems

- Windows 7 Pro/Enterprise/Ultimate 32-bit/64-bit
- Windows 8.1 Pro 32-bit/64-bit
- Windows 10 Pro/Enterprise 32-bit/64-bit
- Windows 2008 R2 Standard/Enterprise/Datacenter 32-bit/64-bit
- Windows 2012 R2 Standard/Datacenter 64-bit
- Windows 2016 Standard/Datacenter 64-bit

 Windows Server Core installations are not supported.
Windows Server Small Business/Foundation/Essential versions are not supported.

Hardware Requirements

Processor	Intel Core 2 Duo 1.8GHz or faster processor (or equivalent)
Memory	Minimum: 1GB RAM Recommended: 2GB RAM or more When Phone Manager is running it will use a minimum of 70MB of RAM per client. (Terminal environments) - this can be significantly more depending on

	configuration and number of devices and/or users on the system.
Network	IPv4, 100Mb / 1Gb LAN
Hard Disk	Minimum: 20GB free space
Video	Minimum: DirectX v9 compatibly graphics cards with 120MB RAM Recommended: DirectX v9 compatibly graphics cards with 1024MB RAM

Software Requirements

The following software is required to be installed.

- Microsoft .NET Framework 4.5.2

Multi Users & Virtual Desktop System Requirements

Phone Manager can be run in multi user and virtual desktop environments such as Microsoft Terminal/Remote Desktop Services, Citrix XenApp or VMWare Virtual Desktop Infrastructure (VDI) with the following limitations:

- The 1st Party TAPI drivers is not supported
- Phone Manager Softphone is not supported

When deploying in these environments, the amount of memory, CPU usage and Video resource that Phone Manager will use needs to be determined. As the resources required are dependent on configuration and the number of devices and Users in the system, you must exercise your own due diligence in reviewing, planning, implementing and testing a customer configuration.

There are options available on the [Advanced](#) tab in the [Client Profiles](#) section that can reduce the performance requirements for Phone Manager.

Network Configuration

The MCS requires a 100Mb/1Gb LAN connection that has access to the telephone system. Phone Manager clients will also need access to the MCS over the network. If the server is installed into a Microsoft Active Directory environment then it should be added to the domain, ideally before the MCS software is configured.



Custom Active Directory Group Policies can adversely affect the system and they should be tested before going live.

To enable users to easily access the server with the website role a valid DNS entry should be created that can then be used when browsing to the server, for example <http://communicationserver>.

The sections below provide information on all ports used by the system that may need to be opened on server or network based firewalls. Which ports will depend on the features and system configuration.

For information on configuring remote connections through an MBG, please refer to the [Engineering Guidelines](#).

MiVoice Office Application - Host Server

Incoming Ports

The following ports need to be opened on the firewall of the server running the MiVoice Office Application Suite:

Application	Description	Source	Port
Website access	Browser access to the MiVO App Suite website for Configuration, Reporting, Recording Access etc.	Browser Access	HTTP 80, HTTPS 443
Phone Manager Desktop	CTI Event Link	Phone Manager Desktop	TCP 2001
	Client Sessions	Phone Manager Desktop	TCP 8187, 8186
	Client Personal Wallboard Sessions	Phone Manager Desktop	TCP 8200, 8204
	Broadcast location service	Phone Manager Desktop	UDP 8184
Phone Manager Mobile	Client Sessions	Phone Manager Mobile	TCP 8185
	Audio	Phone Manager Mobile	TCP 8190
	SIP Audio	MiVoice Office 250	UDP 20000-20500
	SIP Proxy	Phone Manager Mobile	TCP 8196
MiVoice Office Call Recorder	MiVoice Office 250 SIP (RAC Call Recording)	MiVoice Office 250	UDP 5060
	MiVoice Office 250 Audio (RAC Call Recording)	MiVoice Office 250	UDP 12000-12100
	Live Streaming	Browser Access	TCP 8201
	Integration Services	Call Recorder Client and Phone Manager Desktop	TCP 8188
6900 Handset Service	Server Connections & 6900 Handset Requests	6900 Series Handsets	HTTPS 8202, HTTP 8203
	6900 Handset Multicast DNS	6900 Series Handsets	UDP 5353
	6900 Handset Requests	6900 Series Handsets	TFTP 69
	6900 Handset Directory Requests (LDAP)	6900 Series Handsets	TCP 8205
	6900 Syslog	6900 Series Handsets	UDP 514
	Windows Time Server	Windows Time Server	UDP 123

MiVoice Office Real-Time Wallboard / Dashboard	Data Link from client browser or from Amazon Fire TV application.	Browser Access and Amazon Fire TV	TCP 8200, 8204
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Outgoing Ports


MiVoice Office Application Suite makes outgoing connections to the ports listed in the table below. The local port used by the server when making these request will be random.

Application	Description	Target	Port
Licensing	License update and activation requests to the licensing server.	https://service.xarios.com	HTTPS 443
Phone Manager Mobile	SIP Audio	MiVoice Office 250	UDP 20000-20500
	Push Notification Service	https://fcm.googleapis.com/fcm/send sb://mcs-default.servicebus.windows.net	TCP 5228, 5229, 5230, HTTPS 443
CTI Link	CTI Link to Phone System	MiVoice Office 250 / CT Gateway	TCP 4000
MiVoice Office Call Recorder	MiVoice Office 250 SIP (RAC Call Recording)	MiVoice Office 250	UDP 5060
	MiVoice Office 250 Audio (RAC Call Recording)	MiVoice Office 250	UDP 12000-12100
6900 Handset Service	Outgoing post to handsets	6900 Series Handsets	HTTP 80

Internal Use Ports

The following ports are used by internal services on the MiVoice Office Application. Traffic on these ports will not leave the server.


Port/Protocol
TCP 8183
TCP 8189
TCP 8191
TCP 8197


 During the installation rules will be added to the in-built Windows Firewall for ports used by the MCS services. When using the Record-A-Call or SIP/RTP recording, the IP address of the PBX (Base server, PEC & PS1) may need to be added to the firewall allowed list to allow traffic into the MCS.


Phone Manager Desktop Client

The table below outlines the network connections made by Phone Manager Desktop clients.

Description	Target/Source	Port
CTI Link	MiVO App Suite Server	TCP 2001
Client Sessions	MiVO App Suite Server	TCP 8187*, 8186*
Client Personal Wallboard Sessions	MiVO App Suite Server	TCP 8200, 8204
Integration Services	MiVO App Suite Server	TCP 8188*
Broadcast location service	MiVO App Suite Server	UDP 8184*
SIP Audio (Only required if using the integrated softphone client)	MiVoice Office 250	UDP 20000-20500
SIP Connection (Only required if using the integrated softphone client)	MiVoice Office 250	TCP/UDP 5060

 The SIP Audio/Connection ports are the default ports only and may have been updated on the MiVoice Office 250.

 During Phone Manager Desktop client installation, rules for communication will automatically be added to the Windows Firewall on the client computer.

 Ports marked with a * also apply to the Call Recorder Client.

Phone Manager Mobile Client

The table below outlines the network connections made by Phone Manager Mobile clients.

Description	Target/Source	Port
Client Sessions	MiVO App Suite Server	TCP 8185
Audio	MiVO App Suite Server	TCP 8190

Anti-Virus Recommendations

Anti-virus software can be installed onto the servers, but the following exclusions must be configured:

- Exclude the server logs

- %ProgramData%\Mitel\Mitel Communication Service\logs
 - File extensions to exclude: *.log
- Microsoft IIS 7.0 Server
 - Web Server log files should be excluded from scanning. By default, IIS logs are saved in C:\inetpub\logs
- Disable real time / on demand scanning
- Microsoft SQL Server 2008 R2
 - %ProgramFiles%\Microsoft SQL Server\MSSQL\Data (File extensions to exclude: *.mdf, *.ldf, *.ndf, *.bak, *.tm)
 - %ProgramFiles%\Microsoft SQL Server\MSSQL10_50.<Instance Name>\MSSQL\Binn\SQLServr.exe
 - %ProgramFiles%\Microsoft SQL Server\MSSQL10_50.<Instance Name>\Reporting Services\ReportServer\Bin\ReportingServicesService.exe
 - %ProgramFiles%\Microsoft SQL Server\MSSQL10_50.<Instance Name>\OLAP\Bin\MSMDSrv.exe
- Microsoft SQL Server 2014
 - %ProgramFiles%\Microsoft SQL Server\MSSQL12.MCS\MSSQL\Data (File extensions to exclude: *.mdf, *.ldf, *.ndf, *.bak, *.tm)
 - %ProgramFiles%\Microsoft SQL Server\MSSQL12.MCS\MSSQL\Binn\SQLServr.exe

For servers with the call recording role:

- Disable real time / on demand scanning
- Exclude the recording paths (default path shown)
 - C:\Recordings (or D:\Recordings if there is a 'd' drive)
 - Local <Archive Location>



If a support issue is raised then the removal of the anti virus may be required to aid in any diagnostics.

Email Details

The system uses email as a key alert, notification and messaging system and needs to be configured correctly. There are five main areas where email is used:

1. Internal Monitoring: There is an internal monitoring system that can report any potential problems or issues when they occur and the system can also send out emails to alert the administrator about these problems.
2. New account details, password reminders for users.
3. Phone Manager Mobile user invitations.
4. For sending reports out from the scheduler
5. For emailing call recordings



Configuring email is a mandatory requirement and without this the system will not generate alerts until this is made available.

See the [Email & SMTP](#) section for details.

Users & Business Units

The system uses the concept of Users to control security and access to the system and to assign a Phone Manager licence class in the user's profile.

Each user can have multiple agent IDs and/or extensions associated to it. When a call is handled by this agent/extension the "User" is tagged against this call.

Users can either be created manually, via Active Directory or automatically whenever a new agent ID/extension is created on the PBX. User creation choice needs to be determined before installation to ensure that all calls are tagged correctly.

See the [Users and Business Units](#) section for details.

Telephone Number Prefixes

When a call is logged the outside number (caller ID or dialled number) and the inbound direct dial number will be logged against the call. The numbers that are logged may not contain all the digits expected or show extra digits that are not required.

- For outbound calls the dialled number may contain LCR (least cost routing) or Automatic Route Selection (ARS) digits if this is used by the customer
- For outbound calls the number may not have the local area code dialled if this was not dialled when the call was made
- For inbound calls the direct dial number may only contain the last 4 or 6 digits depending on how many digits that the line provider sends

See the [Dial Plan](#) section for more details.

PBX Integration

The solution integrates with the MiVoice Office 250 PBX system either directly or through a CT Gateway. The solution monitors devices through the System OAI Protocol and logs all call information as well as acting as a proxy for any Phone Manager clients.

See the [Phone Systems](#) section for details.

Backups

The system stores all of the information relating to the calls and the configuration of the system in a Microsoft SQL Server database installed on the server with the Database role. The system will back up the database every night to a user defined location. This needs to be set to a location that is NOT on the server itself.

If the database fails or becomes corrupted and this backup is available then the database can be easily restored. If the database backup is not available then the call information may be permanently lost.




See the [Database Maintenance](#) section for details.

If using the call recording features of the solution then recorded calls need archiving separately from the database. Please refer to the [Call Archiving](#) section for more information.




2.2 Installation

Installing the Communication Service

There is a single installation package that contains all components of the Communication Service.




-  Do not install the Communication Service from a network share. Copy it to a local drive first to ensure any prerequisites are installed correctly by the operating system.
-  If installing MCS on Windows 7 or 8 then .NET 3.5 must be installed prior to installing MCS. If not, the Pre-Requisites installation will fail stating it has been 'interrupted'.
-  If a previous version of Communication Service is already installed the new version can be installed over the top.

To install the Communication Service:

1. Run the setup file and follow the on screen instructions (As part of the install additional Microsoft elements maybe installed. See software requirements for a detailed list).
 -  If the setup prompts to restart during the process then allow the restart and re-run the installation afterwards.
2. The first prompt will ask you to select the language preference. Select the country where the server is to be located from the drop down menu and press 'OK'.
3. If Microsoft SQL Server 2014 is not already installed, the setup will prompt to install. Follow the on screen instructions.
 -  At this point please be patient, the installation of SQL Server can take over 30 minutes to complete.
4. Once the SQL installation has completed the installation of the Communication Service will automatically start.
5. Accept the Licence Agreement and complete the User & Organization section.
6. On the 'Setup Type' screen select 'Complete' and press 'Next' to continue installation.
 -  You may be presented with a confirmation form to indicate other applications need to be closed before the setup can continue.

To configure Communication Service once the installer has finished two things will happen:

1. A web page will be displayed to guide you through the initial configuration process.
2. The Watchdog service will start automatically and will begin upgrading the database structure.

-  Before the initial configuration process can be started the Watchdog must have finished the database update process. Please wait for this to be completed.
-  The default login details for the Communication Service are: engineer / Teleph0ny!
-  If a site is being upgraded from a previous release of MCS, it will continue to use SQL Server 2008 R2. There is no requirement to upgrade the version of SQL beyond 2008.

2.3 After Installation

After the setup has been run the Watchdog service will start then upgrade the database to the current version and start the relevant services automatically. This may take a few minutes to complete and once this has finished the configuration website is automatically loaded at http://serveripaddress_host.

In addition to the configuration settings accessible via the website user interface the software installs an administration application on the server called "MCS Admin Tool" with a desktop icon and when running, a system tray icon to indicate the running state of the server and to provide two configuration options:

1. Setting the Server ID (the default is 1 and will not need to be changed unless additional servers to share the load are installed)
2. Configuring which SQL server to use for the system. (the default is to use the SQL database installed with the server locally but if required this can be changed to an external SQL database)

If required a manual database update can be performed by following the steps below:

1. Once you have a connection to the desktop on the server run the *MCS Admin Tool*. If this is not shown then this can be opened via either the *MCS Admin Tool* shortcut on the desktop or from the Start Menu (*Programs -> Mitel -> Communication Service -> MCS Admin Tool*). Using the mouse and hovering over the system tray icon will display the status of the system. On a new installation there may be a red exclamation icon in the bottom right hand corner to indicate that the system is not running and that a database update is required.
2. To open the configuration tool the icon can be double clicked on or right clicked and the Settings menu selected. The main configuration tool will be displayed and if the tool detects that the Communication Service database either does not exist (i.e. for new installs) or an earlier version (if been upgraded) then it will prompt you to upgrade.
3. Click on Ok to continue and then use the Update button on the Database tab.
4. If this is an upgrade then ensure database backups have been performed and then click on Ok. This may take a few minutes (or if there are high volumes of historical calls then it could take several hours) and the database will then be upgraded to the current version.
5. When complete a confirmation message will be displayed.
6. If the upgrade fails check the error logs for details, the default location is here: %PROGRAMDATA%\Mitel\Mitel Communication Service\Log\Logs\Admin\logs.
7. The configuration tool tray icon will then display the message below and the WCF Service will need to be started before any further configuration can be performed.
8. To start the WCF service from the start menu, select *Run* (or press the Windows key + R) and enter *services.msc*.
9. This will open the Microsoft Services snap tool. Find the service named *Mitel MCS Watchdog Service* and then select *Start* from the menu toolbar.
10. Once this service has been started the rest of the configuration can be done from the website. The website can be accessed using the default details of:
http://<serveripaddress_host> (U: engineer, P: Teleph0ny!)


2.4 Administration Overview

The main administration section for the Mitel Communication Service is accessed through a website.


Browser Requirements

The system is managed and accessed through a web browser. The following web browsers are currently supported.

Browser	Version	Plugins
Chrome	72 or greater	
Mozilla Firefox	65 or greater	
Microsoft Edge	Current	
Microsoft Internet Explorer *	11 (not in compatibility view)	Windows Media Player v10 for call recording playback


 * Microsoft Internet Explorer can be used to access the website, however performance for the Real-time Dashboard can be slow. When using the Real-Time Dashboard, Chrome or Firefox browsers are recommended.

Due to the listed functionality limitations and Microsoft's focus being on other browsers, support for IE is being deprecated. This means we cannot guarantee that all functions will work in future versions of Application Suite and recommend the use of one of the other fully supported browsers. Issues using IE will be looked at on a best endeavours basis.

 If accessing the website from an iOS device using Safari, the normal redirect does not work. Instead, use the following URL: `http://[ServerAddress]/Login.aspx">http://[ServerAddress]/Login.aspx`


Licence Agreement


When a user first logs in they will be prompted to accept the licence agreement before continuing. This has to be done by each user that logs in.

 If the *Accept* and *Decline* buttons are not displayed then scroll down to the bottom of the licence agreement.

Navigation


To navigate around the website there is a menu bar that is displayed at the top of the page which gives access to all the features as shown.

 Depending on the users access rights some of the menu options may not be visible.

 If you hover over the Mitel logo it will give you the version number of the product

2.5 User Management and Security

Access to the website is controlled through user accounts configured on the system. In order to access any of the features on the website you need to be logged in with a valid user account.


 User accounts are an MCS concept that can be stand alone or linked to a Domain account. For more information please refer to the [Users](#) section.

The system is pre-configured with two default user accounts for engineer access and supervisor access. The engineer account has full access to the website to configure the system and create users. This restriction cannot be changed. The supervisor account has limited rights but is able to perform basic management functions. The default credentials with the username and passwords are shown below.

Username	Password
Engineer	Teleph0ny!
Supervisor	M1t3!!Superv!sor

Logging on

To logon to the website browse to the *Website address* of the Communication Service. The logon screen will then be displayed as shown in the image below. Enter your username and password in the relevant boxes and click on *Logon*.

 When your user account is linked to a Domain account, Windows Integrated Logon can be used for the MCS website. Refer to the [website](#) configuration for further information.

Forgotten Password

If a user has forgotten their password they can click on the *Forgotten Password* link in the top right hand corner of the logon page. They are then able to enter their username or email address and the password will be emailed to the address configured under their account.

My Settings

Each user that is logged in has access to change some of their details, including name, password email address, and language options. This is accessed from the *My Settings* menu as shown. Once any changes have been made click on *Save* to save the changes, this will also prompt to enter your password as an additional security check. If you need to remove any changes that you have made click on the *Reset* button.

2.6 Initial Configuration

Initial Configuration

The first time the MCS website is accessed it will guide the user through the Installation Wizard. The wizard covers the following configuration options:

- Licensing
- User Creation
- PBX Configuration
- Dial Plans
- Call Recording (If licensed)
- Email

All of these configuration options can be changed at any point after the wizard has been completed, but we always recommend using the wizard for initial setup.


Licensing

Mitel Communication Service needs to be licensed before it can be configured and be made operational.

To license a Mitel Communication Service you will need:

- Site ID and Serial number, this will be provided on the licence certificate for the software when purchased.
- Reseller ID

The reseller ID is only requested when the licence being installed is a stock licence. It is requested so that the licence is correctly registered to a reseller account on the Mitel Communication Service portal.


 The reseller ID is the same as a reseller's Mitel SAP number. If you do not know your reseller ID, please contact Mitel or visit www.mitelcommunicationservice.com for more information.

Online Activation

If the server MCS is installed on has an internet connection then the software will attempt to activate the licence automatically. On the licensing screen you will be prompted for the following:

- Site ID & Serial Number
- Site name
- MAC Address

The licence will be linked to the MAC address of the server which you select. If the software has been installed in a VMWare or Hyper-V environment, make sure the MAC address is static.

 If the server that MCS is being installed on is using a proxy then the link to the licence server might be blocked.
The licence server is accessed by MCS using HTTPS on port 443

Offline Activation

If the server the software is installed on does not have an internet connection then an offline activation will be required. This involves entering the same information required by the online activation but instead of the information being passed automatically to the licence server it is saved in a licence request file. This file then needs uploading to the Mitel Communication Service licence portal (www.mitelcommunicationservice.com). The file can be transferred to another server or PC that does have

internet access. Once the licence request file has been processed on the portal a licence activation file will be provided. This licence activation file needs to be loaded into the MCS website to complete activation.

Offline Activation Through Wizard

1. Select the 'Activate offline (no internet connection)' option at the top of the wizard's licence page
2. Select Serial number as the licence type
3. Enter the required information in the displayed fields
4. Following 'Step 1' by clicking the link to download the licence request file. Save the file and make a note of the file name and location
5. Copy the file to a computer with an internet connection and browse to <http://mitelcommunicationservice.com/activate> and upload the license request file.
6. Save the license activation file returned and copy it back to the server running MCS
7. Follow 'Step 3' and upload the license activation file to complete the activation of MCS

Offline Activation Through License Page

1. On the Server License page press the 'Activate' button
2. Select Site ID as the license type
3. Enter the required information in the displayed fields
4. Click the 'Download file for offline activation' on the bottom right activation form. Save the file and make a note of the file name and location
5. Copy the file to a computer with an internet connection and browse to <http://mitelcommunicationservice.com/activate> and upload the license request file.
6. Save the license activation file returned and copy it back to the server running MCS
7. On the Server License page press the 'Process files' button and browse to the activation file to complete the activation of MCS



If a Teamed NIC is present on the server do NOT use this for licensing, License the software against a physical NIC's MAC address only.

Phone System Configuration

To operate the MCS you must have a System OAI connection to the phone system. To aid in configuring this connection the wizard will broadcast and will try and find any phone systems or CT Gateways on the local network segment. This will appear in a box on the right hand side of the screen. If the broadcast finds a single system or a CT Gateway it will pre populate the connection details on the left hand side.

Once the correct PBX configuration details have been entered, press the *Next* button to test the connection. If the connection is successful the wizard will download the device configuration from the MiVoice Office 250.

For more information on the Phone System settings, please reference the [Phone Systems](#) section.

Dial Plans

The dial plans control how Phone Manager clients will initiate external calls on the MiVoice Office 250. The wizard should pre-configure the *Country* selection and the *Outside line* so only the following fields should need to be edited:

- DDI Prefix to Add
- Local area codes
- Local override codes

For more information on the dial plan settings, please reference the [Dial Plan](#) section.

User Creation

Users are an integral part of the operation of the MCS. They are used for:

- Authenticating Phone Manager clients
- Giving engineers and supervisors access to the MCS website to make configuration changes
- Tracking calls made on the PBX for historical logging purposes

To ensure the system is as easy as possible to use and maintain the correct method for creating users needs to be selected.

For more information please reference the [Users](#) section.

Email

Emailing is used when creating manual user accounts, inviting Mobile Client Users and when using the alarm notification features.


For more information please reference the [Email](#) section.

Once you have completed the wizard the Mitel Communication Service should be operational.

2.7 Best Security Practice

The overall security of the Mitel Communication Service deployment relies on the many installation factors, primarily the security in place on the host operating system and network infrastructure.

The following sections outline recommendations for improving security of Mitel Communication Service installations.

 Securing the installation and ensuring only relevant users have access to the system is the responsibility of the installer of the system.

Secure User Access

It is essential to secure access to both the host operating system and the MiVoice Office Application website to ensure that only users that should be accessing the system, can access the system. In addition, any user accounts created on the system should use the 'principle of least privilege', using the [Roles](#) & [Profiles](#) provided to limit user access to only the features they require.

The system also has a number of 'Built-In' user accounts which provide a pre-determined level of access. These include:

- engineer
- supervisor

The default passwords of these accounts should be changed after installation to restrict access to the system.

For more information on managing user accounts, please refer to the [Users & Business Units](#) section.


HTTPS Website Access

The MiVoice Office Application Suite Website provides users with access to the configuration settings for the system as well as being the front end to the following features:

- Call Reporting
- Call Recording
- Real-Time Wallboard/Dashboard

By default, access to this website is through HTTP on port 80. To improve security for users logging into the system, HTTPS should be enabled on the website and HTTP access should be disabled.

To enable HTTPS, a certificate must be uploaded to server and the IIS server (local web server) configuration must be updated. For information on how to do this, please refer to the [Enabling HTTPS](#) section.

 If the MiVoice Office Application Suite website is to be made available to users outside the Local Area Network (LAN) through port forwarding, ensure that HTTPS is enabled and restrict access to specific external IP addresses to increase security.

Secure Host Operating System

It is important that the operating system hosting the MiVoice Office Application Suite has security policies in place to minimize the risk of any unauthorised access to data and/or features. The following security steps should be taken on ALL host operating systems as a bare minimum:

- Implement an Anti-Virus Solution - Information on anti-virus exceptions can be found in the [Anti-Virus Requirements](#) section.
- Implement a Firewall - Information on the network ports used by the solution can be found in the [Network Requirements](#) section.

- Install OS Security Updates - OS security updates should be installed on a regular basis in a planned maintenance window following patch management best practices.
- Disable Weak Ciphers & Protocols - Disable older TLS ciphers and other less secure protocols.

Following the steps above will make the system more secure and will reduce the risk of unauthorised access.

Enabling TLS 1.2 & Disabling Weak Ciphers & Protocols

Access to weaker ciphers/protocols needs to be done in the operating system registry in most instances. Information on how to do this can be found in the following Microsoft articles:

- <https://support.microsoft.com/en-us/help/245030/how-to-restrict-the-use-of-certain-cryptographic-algorithms-and-protoc>
- <https://support.microsoft.com/en-gb/help/3140245/update-to-enable-tls-1-1-and-tls-1-2-as-a-default-secure-protocols-in>

Alternatively, the following free tool can be used - <https://www.nartac.com/Products/IISCrypto>

- Install ISSCrypto Tool
- Apply PCI 3.1 template
- Remove TLS 1.1 & Triple DES Cipher

Prior to disabling weak protocols/ciphers, ensure that TLS 1.2 is supported on both client and server systems. The following list of pre-requisites need to be checked/implemented:

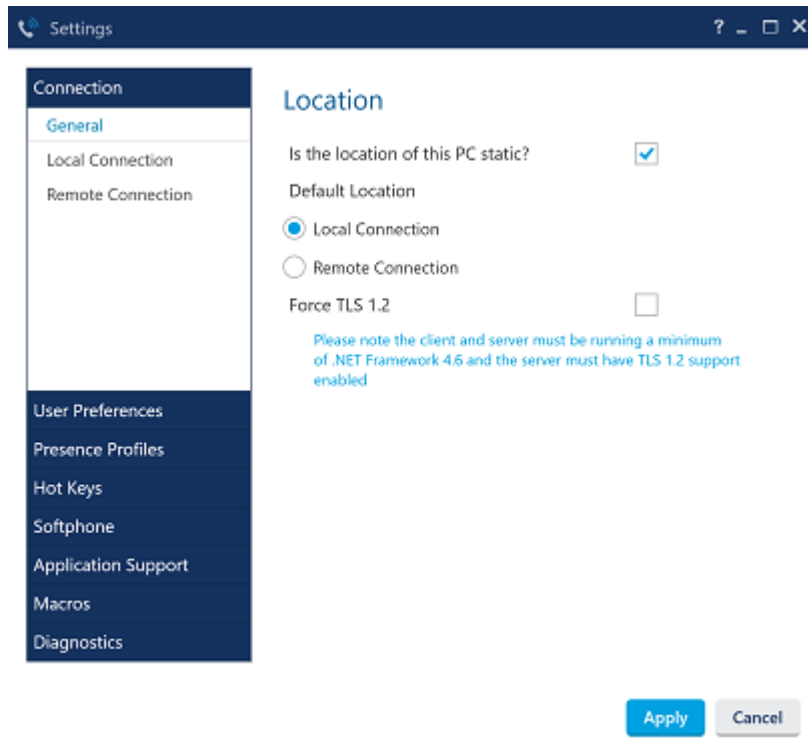
- Ensure SQL Server is running 2014 SP1 CU5 or higher.
- Ensure .NET Framework 4.6 is installed on server and client operating systems.
- Enable the 'Force TLS 1.2' option within Phone Manager Desktop Client settings



This is not an exhaustive list and should be taken as a bare minimum of security precautions that should be applied to the host operating system.

Enabling TLS 1.2 on Phone Manager Desktop

Due to the version of the .NET Framework used by Phone Manager, it will not automatically use TLS 1.2 even if it is available. Once TLS 1.2 is enabled on the server, enable the 'Force TLS 1.2' setting on each Phone Manager Desktop client before disabling earlier versions of 1.2 on the server:



The setting is in %programdata% localsettings.xml - in that .xml file you are looking for the following string:
`<_securityProtocolType>0</_SECURITYPROTOCOLTYPE>`

Add 3072 inside that string as below:

`<_securityProtocolType>3072</_SECURITYPROTOCOLTYPE>`

This will force TLS 1.2 for that client. Please note the client and server must be running a minimum of .NET Framework 4.6 and the server must have TLS 1.2 support enabled

Email Configuration

If using the email based features of the solution (alerts, alarms, schedules etc) it is advisable to configure the SMTP connection to the server to use both authentication and SSL/TLS.

Audit Personal Data

To comply with local data protection laws (such as GDPR), it is important to understand what personal data is being stored within the solution and what it is being used for. There are several areas where personal data could be stored within the MiVoice Office Application Suite system:

- Contact Directory - Custom data fields can be inputted along with telephone numbers and other contact information
- Call Recordings - Personal data could be discussed on calls and stored in call recordings. Calls can also be tagged with custom data and notes
- Call Reporting - Telephone numbers can contact/speed dial names are stored within the call history system
- Phone Manager Outbound - Campaign data can contain personal information if imported in addition to the contact information

In all cases where customer's or employee's personal data is stored in the system, the following guidelines should be followed:

- The location and type of data stored should be documented
- Permission should be obtained from the person whose data it is
- Access to the data should be restricted to users who require it to perform the specific function the data is stored for

For more information on GDPR, where data is stored within MiVoice Office Application Suite, please refer to the [GDPR](#) section. For information relating to Mitel Phone Manager Outbound, please refer to the Phone Manager Outbound Technical Manual.

Software Patch Management Policy

It is necessary for the administrator to ensure that the MiVoice Office Application Suite is always updated and equipped with all critical patches to guarantee the highest level of security. Information on the latest releases available can be found here <https://edocs.MitelAppSuite.com/appsuitelatest/#ReleaseNotes.html>.

Mitel Product Security Policy

As part of Mitel's ongoing commitment to customers and product excellence, Mitel maintains a dedicated product security incident response program to handle the discovery of potential vulnerabilities and security flaws in products. Mitel's product security policy is published at www.mitel.com/mitel-product-security-policy.

Mitel Security Advisories

Public notices regarding moderate and high-risk product security vulnerabilities are published at www.mitel.com/security-advisories.

3 Call Analytics

MiVoice Office Application Suite provides an advanced call analytics platform in the form of 'MiVoice Office Call Reporter'. This solution provides a range of tools to analyse the call experience of your customers and to monitor the performance of staff, both historically and in real-time.

MiVoice Office Call Reporter stores as much information as it can about telephone calls, it tracks where calls have routed to (including Call Routing Announcements/Auto Attendants) and stores DDI, contact information and internal information such as agent IDs and account codes.

Historical Reporting vs Real-Time Reporting


There are two interfaces provided by the system to access call information:

Historical Reporting

The historical reporting interface (Reports option on the main menu) provides a way to view call data over a specific period of time. This can be for the current day or over a large period of time like a week or month. Historical reports are designed to be used to locate specific calls or to monitor customer experience/user performance over time to ensure that service levels are being met.

Call data can be viewed as a list if searching for a specific telephone call or grouped together which allows call traffic to be analysed in more detail.

Once configured, historical reports can be scheduled to be delivered via email or to a network share on a regular basis.

 Calls only appear in the historical reports once complete.

For more information, please refer to the [Historical Reporting](#) section.

Real-Time Wallboard/Dashboard

The real-time interface provides a view of daily call data (including calls that are in progress) and allows users/supervisors to track performance and customer experience as it is happening. Being able to track performance in real-time allows immediate responses to be made to improve performance.

The real-time interface provides a range of tiles which can be customized and filtered as required. Alarms can then be used to alert users to areas of analysis that need attention.


For more information, please refer to the [Real-Time Reporting](#) section.

Using Call Analytics

The historical and real-time elements of MiVoice Office Call Reporter allow analysis of many aspects of call and status information. The sections below outline the most common reports and real-time tiles that can be used to get started when analysing customer experience and user performance.

Analysing Customer Experience

Ensuring that customer enquiries are answered quickly and dealt with in a prompt manner is important to all businesses. The following reports and statistic tiles will help to analyse how long your customers are waiting and how long they spend on the phone to you.

 To improve customer experience reporting, [Account Codes](#) can be used to categorise calls so you can see more easily what customers are calling about.

Reports


- **Calls by DDI Report** -> This shows call data grouped by the external number your customer dialled. The

default columns show how many calls came in and details of both talk time and ring time (longest and average).

- Call List -> Identify a specific customer's call and trace it through the telephone system.
- Unreturned Lost Calls -> Provides a list of callers into your business where the call was not answered before the external caller hung up. Calls are removed from this list when they have been called or they have called back in and have been answered.

Real-Time Statistics

- Longest Waiting (Active Call Statistics) -> Displays the longest time any call has been waiting
- Calls Ringing External In (Active Call Statistics) -> the total number of external inbound calls in the ringing state.
- Calls Lost (Call Totals) -> Displays many callers hung up before being answered

 Use [Alarms](#) on your statistics tiles to notify when customers have exceeded your predefined threshold/SLAs

Analysing User Performance

It is important to monitor users within the business to ensure they are handling calls correctly. This can mean answering calls in a timely manner but also not spending too much time with one customer at the expense of another.

User performance can be analysed at extension or agent level.

 To analyse DND (do-not-disturb) activity, [DND Reporting](#) licence is required.


 To analyse ACD agent activity, [ACD Reporting](#) licences are required.

Reports

- Calls by Agent/Extension -> Look at call performance on a user level.
- Calls by Hunt Group -> Look at the service level, lost calls and performance at team level.
- DND Status by Agent/Extension -> Displays long have users been spending in do-not-disturb.

Real-Time Statistics

- Agents Free -> Is there anyone available to take calls.
- Avg Time Busy/Avg Talk Time -> What is the average amount of time spent on a call.
- Avg Time Busy N/A -> What is the average time spent in wrap up.
- Longest Time In DND for an Agent -> How long was the longest time an agent spent in do-not-disturb.

 A [Personal Wallboard](#) toolbar can be used to help agents (increased licensing may be required).

3.1 Reporting Concepts

Call Reporting Concepts

The following concepts apply to call reporting and have an effect on how call data can be analysed.

Internal & External Calls

All telephone calls that take place are logged for call reporting. This includes all external calls (calls involving a trunk line) and internal calls (calls between internal extensions of the business).

When analysing call data, it is important to know that internal calls are included in some statistics and they can skew figures if the wrong statistics are used.

For example, if looking at 'Calls Handled' for the telephone system, this would include all internal and external calls. Additional fields are provided to break this number down for different call types:

- Calls External
- Calls Internal

Ensure that when choosing fields for reports and real-time tiles, the field containing the required information is selected.

For more information on the fields available, please refer to the [Statistics](#) section.

Call Direction (Inbound & Outbound)

The direction indicates which party initiated the telephone call (which party dialled the number). All calls modelled by the system have a direction but depending on the tile/report being run, the direction may not be relevant.

External calls always have a direction no matter what tile or report is displayed the data.

Internal calls only have a direction when the tile/report is showing data which has been grouped by a device (Agent ID, Extension, Hunt Group) on the telephone system. For more information, refer to the [Report Grouping](#) section.

Transferred Calls

Transferred calls are connected calls which have been moved by the user to another device. This includes calls transferred by any of the following methods:

- Announced/Blind Transfer
- Reverse Transfer/Pickup*


For example, if extension 1001 transfers a call to extension 1002, the call will be classed as Transferred Out for extension 1001 and Transferred In for extension 1002.

Overflowed Calls

Overflowed calls are ringing calls which have moved from one device to another. This can be because the call was deflected by the user or the call was moved automatically due to one of the following reasons:

- Manual or System Forward
- Hunt Group Recall Timer
- Reverse Transfer/Pickup*

For example, a call that rings extension 1001 and follows a 'Forward - No Answer' timer to extension 1002 will appear as Overflowed Out against extension 1001 and Overflowed In against extension 1002.

 * Calls reverse transferred from a hunt group are included in Calls Answered statistics not Overflowed Out or Transferred Out statistics.

Call Segmentation

Call segmentation refers to how data about calls is modelled and stored for reporting. Understanding call segmentation is an important step in being able to analyse call data correctly.

For more information on how call segmentation affects statistics, please refer to the [Call Segmentation](#) and [Call Segmentation & Analytics](#) sections.

Grouping & Aggregated Data

On reports that show grouped data (Calls by Hunt Group etc) or on reports that show non-segmented data, individual call segments are grouped and data from each segment is aggregated.

The [Aggregated Data](#) section provides information on how this data grouping affects the data displayed.

Lost Calls

A lost call is any external call that has not been answered. Lost call statistics can be added to real-time tiles and historical reports. Lost call statistics differ slightly depending on whether segmented or non-segmented call data is being used:

- **Segmented:** Any call where the last segment is not answered will be classed as a lost call, even if it has been answered on a previous segment (internal calls are not included in lost call statistics).
- **Non-segmented:** Any call that has never been answered.

For example, if a call was answered at reception (extension 1000) and then transferred to a hunt group and hung up before being answered would not class as a lost call on a Non-Segmented report (or unfiltered real-time tile) but would show as a lost call against the hunt group on a Calls by Hunt Group report (or real-time group grid).

Service Level Statistics

Service Level

The service level is a target of how quickly inbound calls should be answered. The service level statistic uses the service level to display what percentage of calls were answered within the desired time. This can be viewed in historical reports and real-time tiles.

When viewing the service level on an ungrouped real-time tile, the ring time used to calculate the service level will be the ring time of the entire call. To remove the time spent by the caller in call routing announcements, use the 'Reset call timers when a call rings this group' setting against hunt groups (make this change in the [Phone System](#) configuration area).

When viewing the service level on a tile showing segmented data or a grouped report, the ring time used to display the service level will be the ring time for that call segment. In this scenario, the 'Reset call timers when a call rings this group' setting will have no effect.

Short Calls

Short calls are calls which are answered but have an extremely short call duration. This could be for a number of reasons, but is mainly caused by people hanging up just as a call has been answered. To flag up these types of calls, the '[Short Call Threshold](#)' can be set. Once a call has been flagged as short, it can be removed from reports using a filter to prevent it from skewing statistics.

Please refer to the [Call Reporting Settings](#) section for information on changing the Short Call Threshold.

Abandoned Calls

These are calls that have not been answered and have an extremely short ring duration (default set to less than 10 seconds). Calls that are classed as abandoned can be removed from service level calculations and all historical reports so as not to skew statistics.

Please refer to the [Call Reporting Settings](#) section for information on changing the Abandoned Call Threshold

Correct Hunt Group Telephone System Configuration

MiVoice Office Call Reporter relies on the events from the telephone system to model exactly what happens to each telephone call. In some circumstances the telephone system can be incorrectly programmed which in turn will cause incorrect events or bad modelling of call data. The following configurations are examples of this and should be avoided to ensure that reports show useful and correct information.

Recall Timer Clash

Each hunt group has three timers used to control what happens to calls. The 'Announcement' & 'Overflow' timers play messages to the callers as a welcome or to specify the callers place in the queue. The 'Recall' timer controls when the call is overflowed to another hunt group or device on the telephone system.

Although it is possible to configure a hunt group in this way, it is not good practice because the caller will be cut off half way through listening to a message. For this reason, ensure that the recall timer will not interrupt either the announcement or overflow messages.

Recall Loops

The 'Recall' timer for the hunt group provides a way to move the call if everyone in the hunt group is busy. It is possible (either directly or through a chain) to route a call back to a hunt group that it has already rung at.

If a call rings the same hunt group multiple times, when viewed on a report which groups by hunt groups it will only appear as a single call with the combined call data (call durations and times) aggregated.

Although it is possible to configure the telephone system in this way, it is not good programming because callers will lose their place in the queue to new calls ringing at the hunt group and will end up waiting longer to be answered which completely defeats the point of the recall.



The overflow timer will repeat so you will need to take this into consideration when you calculate the recall timer.

3.2 Call Segmentation

Call segmentation is the name given to how the system models telephone calls. The way calls are modelled affects the call recording and call reporting areas of the solution. The following section explains how the system models calls and what users need to be aware of when using different features within the solution.

The section below explains the difference between single and multi-segment calls. For information on how call segmentation affects different aspects of the solution, please refer to the following sections:

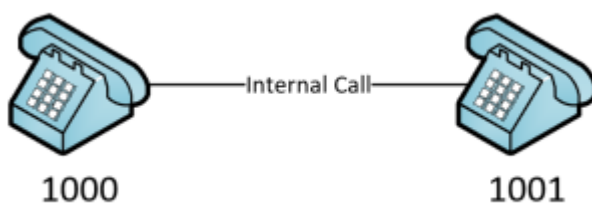
- [Call Segmentation & Recording](#)
- [Call Segmentation & Analytics](#)

Single Segment Calls

A single segment telephone call is a call that involves only two devices on the telephone system. Valid devices on the telephone system include:

- Internal Extensions
- Trunks (for making external calls)
- Voicemail Applications (for announcements or leaving/retrieving voicemail messages)
- Hunt Groups

The image below shows a single segment call between two internal extensions:

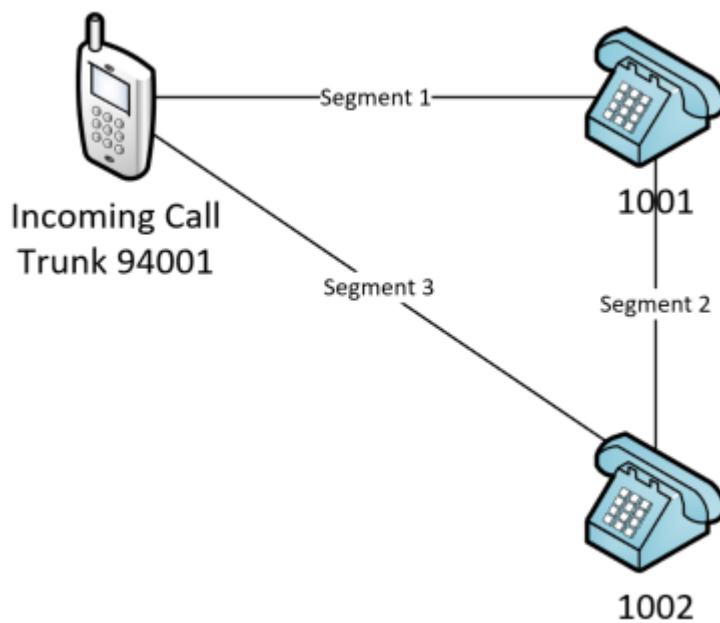


As soon as another device becomes involved in the call (e.g. through a conference or transfer), the call becomes multi-segment.

Multiple Segment Calls

A multi-segment call is a telephone call that has involved three or more devices, either at the same time as a conference or at different times when the call was transferred between devices.


The image below shows a multi-segment call:



The call starts out as an external call between extension 1001 and an external caller through trunk 94001 (segment 1). Extension 1001 performs an announced transfer to extension 1002 (segment 2), once they have finished introducing the caller, extension 1001 completes the transfer leaving the external caller connected to extension 1002 (segment 3).

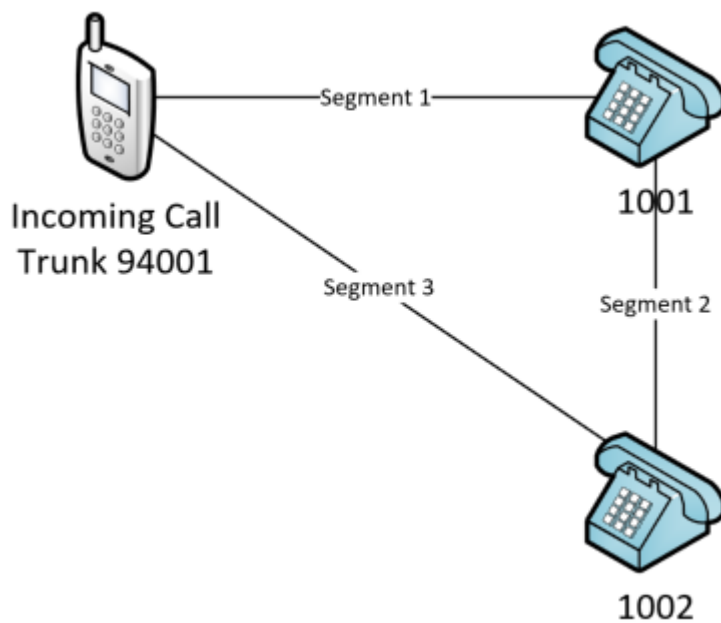
The call is modelled as three separate segments to ensure that all the information about the life of the call is stored and it can be easily identified by searching for any device that interacted with the call.

The sections below outline how call segmentation works in some common call scenarios.

 Each call scenario does not happen in isolation and can apply to a single call one or more times. For example, a call can be transferred multiple times before being routed through a hunt group and then conferenced.

Transferred Calls

Transferred calls occur any time a call is moved from one device from another. Calls can be transferred between extensions or to other devices such as Call Routing Announcements (CRA) or hunt groups.



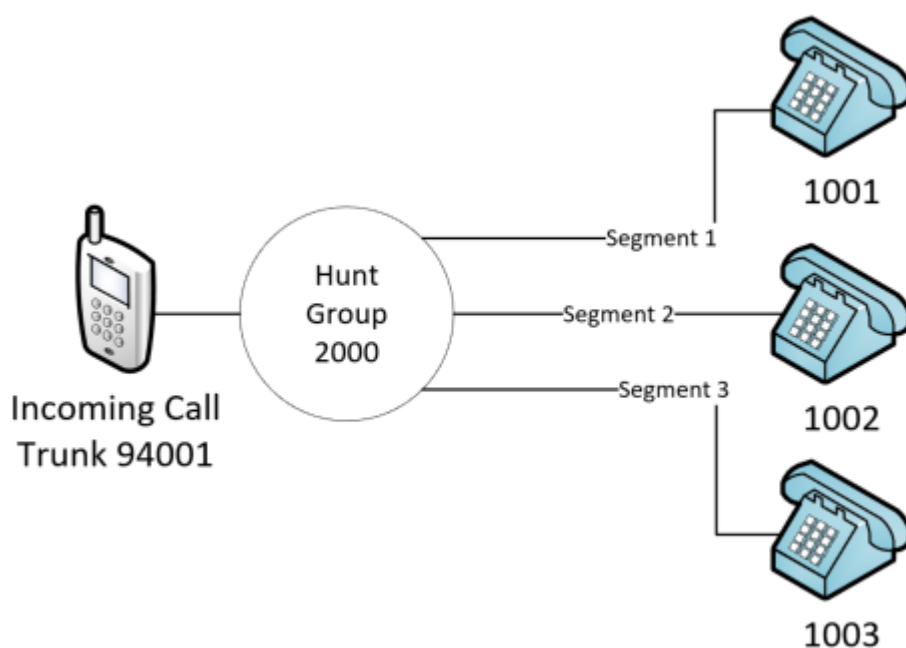
Every time a call is transferred to a new device a new segment will be generated. A call that goes through several announcements, gets answered by an attendant and then gets transferred to another extension will have at least four segments.

Hunt Group Calls (Linear, Distributed, Balanced Call Count, Longest Idle)

Hunt groups are used to distribute calls between a number of users on the telephone system, ensuring that calls are answered by someone who is available and has the skill set to handle the request.

When a hunt group is configured to ring one device at a time (using any of the modes listed above), the call will be segmented each time it rings a new extension/agent within the group.

The image below shows a telephone call that has alerted hunt group 2001:



The call is presented to extension 1001, then extension 1002, then finally gets answered on extension 1003.

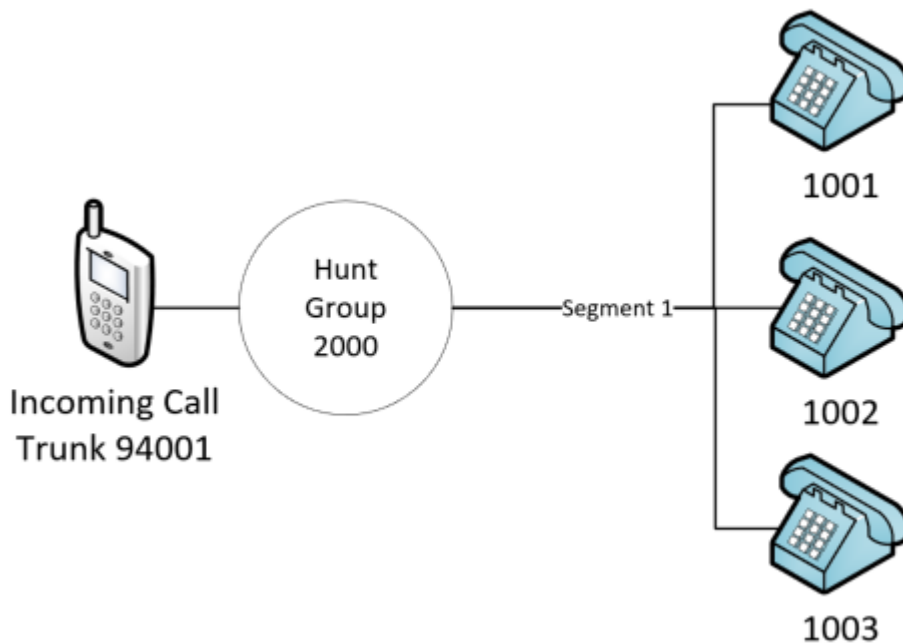
This call consists of three segments.

Hunt Group Calls (All-Ring)


Hunt groups are used to distribute calls between a number of users on the telephone system, ensuring that calls are answered by someone who is available and has the skill set to handle the request.

When a hunt group is configured to offer calls to all member extensions/agents at the same time (all-ring), only a single segment will be created within the software.

The image below shows an example of a telephone call alerting a hunt group configured to ring all extensions:



Even though the call has alerted three different extension (1001, 1002, 1003), it will only be modelled with a single segment. the call segment will be logged against the extension which answers the call.

 This is not best practice when trying to analyse individuals' performance.

Conference Calls

A conference call is a call that involves more than two devices at a time. When calls with more than two devices are active, conference resources on the telephone system are used to merge the audio streams from each device.

A new segment is created each time the number of devices in the conference changes.

Example call flow:

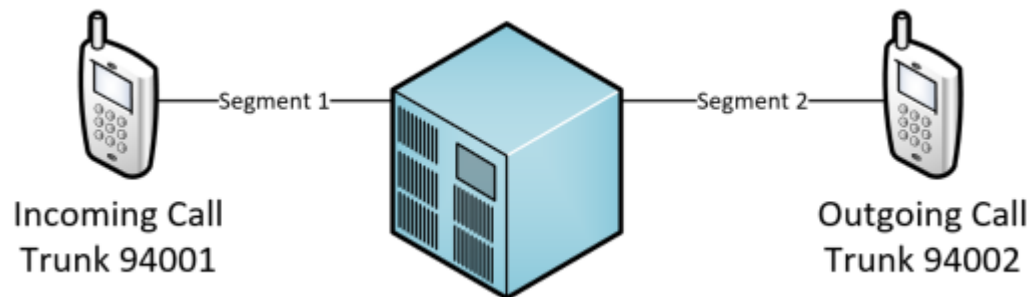
- Extension 1001 dials extension 1002 (segment 1)
- Extension 1001 press 5 then dials extension 1003 (segment 2)
- Extension 1001 connects the conference (segment 3)

Each time a new party is added or leaves the conference a new segment is created.

Trunk to Trunk Calls

Trunk to trunk calls are calls between two trunks on the telephone system that do not involve any internal extensions.

The image below shows a trunk to trunk call:



3.3 Call Segmentation & Analytics

Segmentation & Historical Reporting

When viewing reports, it is important to understand how call segments will affect the data being displayed. Some reports will count individual call segments while others will only count calls (refer to the [Report Templates](#) section to see which reports show call segments and which show calls).

For example, a 'Calls By DDI' report will only count complete calls and will ignore call segments. This is because the report is designed to show how many actual calls came in on a DDI. A 'Calls By Hunt Group' report will count individual call segments. This is because a call may get presented to more than one hunt group (or agent/device within that group) and so needs to be counted against each.

Examples of how segmentation affects historical reports:

Statistic	Report Template	Description of Data
Max Ring Time (In)	Calls by DDI/Trunk	Will display details of the call with the longest ring time until first answered for each DDI/Trunk.
	Calls by Hunt Group	Will display details of the call with the longest ring time for calls that have rung at the hunt group, not including any time spent ringing at other devices in previous or subsequent segments.
	Calls by Agent/Extension	Will display details of the call with the longest ring time for calls that have rung at the hunt group, not including any time spent ringing at other devices in previous or subsequent segments.
Total Ring Time (In)	Calls by DDI/Trunk	Will display the accumulated ring time until first answered for all calls that have rung at the DDI/Trunk.
	Calls by Hunt Group	Will display the accumulated ring time for all calls that have rung at the hunt group, not including any time spent ringing at other devices in previous or subsequent segments.
	Calls by Agent/Extension	Will display the accumulated ring time for all calls that have rung at the agent/hunt group, not including any time spent ringing at other devices in previous or subsequent segments.
Calls Overflowed Out	Calls by DDI/Trunk	Not relevant on a non-segmented report.
	Calls by Hunt Group	Will display the number of calls that recalled to another destination.
	Calls by Agent/Extension	Will display the number of calls that recalled to another destination.
Calls Transferred Out	Calls by DDI/Trunk	Not relevant on a non-segmented report.
	Calls by Hunt Group	Will display the number of calls answered by Agents/Extensions within the group and then transferred somewhere else.
	Calls by Agent/Extension	Will display the number of calls that were answered at the agent/extension and then transferred to another device.
Lost Calls	Calls by DDI/Trunk	Will display the number of calls where the last segment of the call was not answered.


	Calls by Hunt Group	Will display the number of calls where the caller hung up without being answered while ringing at the hunt group.
	Calls by Agent/Extension	Will display the number of calls where the caller hung up without being answered while ringing at the agent\extension.
Calls In Answered	Calls by DDI/Trunk	Will display the number of calls on the DDI/Trunk that were answered.
	Calls by Hunt Group	Will display the number of calls that were answered by a device in the hunt group.
	Calls by Agent/Extension	Will display the number of calls that were answered by the agent/extension. A call could be answered multiple times if transferred between extensions.
Calls In Refused	Calls by DDI/Trunk	Not relevant, refused calls are only calculated for agent or extension.
	Calls by Hunt Group	
	Calls by Agent/Extension	Will display the number of calls that were refused (not answered) by an agent/extension that was in the free state and moved to the next device in the hunt group.



Segmentation & Real-Time Reporting Tiles

Tiles (Including Single Stat, Multi-Stat & Ticker)

When viewing real-time data using tiles or grids, it is important to understand how call segmentation will affect the data being displayed. By default, all tile based statistics will display non-segmented call data, with data aggregated between multiple call segments. However, if the statistic has been filtered by one or more devices (agent or extension), it will switch to displaying segmented call data which matches the device(s) on the filter.

Examples of how filtering and segmentation affect tile statistics:

Statistic	Filter	Description of Data
Max Ring Time (In)	No Filter	Will display the call with the longest ring time until it was first answered.  This statistic is not affected by the ' Reset Call Timers when a call rings this group ' flag. It will show max ring time including Call Routing Announcements (CRA).
	Hunt Group 2000	Will display the call that spent the longest time ringing at hunt group 2000. It will not include any time spent ringing in previous or subsequent call segments.
Longest Waiting	No Filter	Will display the active ringing call with the longest ring time, this is the current ring time accumulated across multiple segments and will include calls that have been answered but then transferred to another device and have started ringing again.

		 This statistic is affected by the ' Reset Call Timers when a call rings this group ' flag. It will show max ring time including Call Routing Announcements (CRA).
	Hunt Group 2000	Will display the active call with the longest ring time currently queuing at hunt group 2000.
Total Ring Time (In)	No Filter	Will display the accumulated ring time for all calls until they were first answered.  This statistic is not affected by the ' Reset Call Timers when a call rings this group ' flag. It will show all ring time including Call Routing Announcements (CRA).
	Hunt Group 2000	Will display the total accumulate ring time for call segments that have rung hunt group 2000. It will not include any ring time from previous or subsequent call segments.

Segmentation & Real-Time Dashboard Grids

There are five real-time dashboard grids:

- Agent, Extension & Hunt Group Grids, Shows segmented call data grouped by device (Agent/Extension/Hunt Group)
- Trunk & Call Grid, Shows non-segmented call data grouped by trunk or callid

Agent & Extension Grid Tiles

Agent and extension based grid tiles show segmented call data, looking at calls that relate to the device in the grid and ignoring any previous segments. The same concepts apply when running a Calls by Agent or Calls by Extension report.

Statistic	Grid Type	Description of Data
Max Ring Time (In)	Agent/Extension	Will display details of the call with the longest ring time for calls that have rung at the agent/extension, not including any time spent ringing at other devices in previous segments.
Total Ring Time (In)	Agent/Extension	Will display the accumulated ring time for calls that have rung at the agent/extension, not including any time spent ringing at other devices in previous segments.

Call & Trunk Grid Tiles

Call and trunk based grid tiles show non-segmented data, looking at the complete call and not the current segment. The same concepts apply when looking at a Calls by Trunk or Calls by Telephone Number report.

Statistic	Grid Type	Description of Data
Max Ring Time (In)	Trunk/Call	Will display details of the call with the longest aggregated ring time across all the call's segments.

Total Ring Time (In)	Trunk/Call	Will display the accumulated ring time for all segments of all calls.
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3.4 Aggregated Data

Many of the statistics available within the reporting and real-time interfaces are 'Aggregated Statistics', these statistics are based on data from multiple call segments which have been grouped together.

Call Lists

There are two types of call list available; 'Segmented and Non-Segmented'. Segment call lists show data directly from the database with the addition of some computed columns like call duration. No data aggregation occurs on these reports.

Non-segmented call list show a single row per call, no matter how many segments make up the call. This means that the call data from each call segment is aggregated to create the data for the whole call.

Grouped Reports

In addition to showing segmented or non-segmented data, some reports group data by a specific column to allow the data to be analysed. Once data has been grouped, a whole new set of summarised statistics become available like; Totals, Averages, Minimum and Maximum values.

Some grouped reports use segmented call data and some use non-segmented data. Grouped reports that use non-segmented data merge the call segments together first before grouping the data.

The historical reporting system provides templates which group data by the following call data columns:

- Account Code
- Agent
- DDI
- Extension
- Hunt Group
- Start Time
- Trunk
- User

Grouped reports are really useful for assessing performance and getting an overall view of the number and types of calls being processed. For example, a report grouped by extension can be used to see how many calls each extension handled and what their total talk time was.



Refer to the [Templates](#) section to see more information on which reports use grouped data and/or non-segmented call data.

Aggregated Non-Segmented Call Data

Report that use non-segmented data, merge all segments of a call together (by grouping Trunk + CallID) before any other grouping (if there is any) is applied to the report.

When grouping by trunk line occurs, the segmented call data needs to be aggregated. The following section outlines the effect aggregation has on a report's available columns.

Column Name	Aggregation Effect
Account Code	The last account code entered, on any segment.
Agent / Agent Name	If the call was answered, this will contain the details of the agent logged in if available. Other wise it will contain the agent details where the call first rang. If no agent was logged at all, these fields will be blank.

Answer Time	The time the call was first answered.
Call Answered	If any segment of the call was answered.
Call Duration	The cumulative call time of all segments.
Call Type	The call type of the first segment.
CallID	The call id of the first segment.
End Event	The end event of the last segment.
End Time	The end time of the last segment.
Extension / Extension Name	If the call was answered, this will contain the details of the extension that answered the call. Otherwise it will contain the details of the extension where the call first rang.
Hold Duration	The cumulative hold duration for all segments.
Hunt Group / Hunt Group Name	The details of the first hunt group the call passed through if applicable.
Lost Call	Was the last segment of the call answered.
Rec ID	The database Record ID of the first segment.
Ring Duration	The ring duration until the call was first answered.
Start Time	The start time of the initial segment.
Tag Fields 1 to 5	The last valid entry in each field. For example, if field 1 was tagged on segment 1 and field 2 was tagged on segment 3 then both tag fields 1 and 2 would show on the report unless overridden with a valid tag in subsequent segments.
Talk Duration	The cumulative talk duration for all segments includes any ring time after the call was first answered.
Transferred Agent From	Contains the transferring agent's details the first time the calls was transferred if applicable.
Transferred Agent To	Contains the transferred to agent's details the first time the calls was transferred if applicable.
Transferred From	Contains the transferring extension's details the first time the calls was transferred if applicable.
Transferred To	Contains the transferred to extension's details the first time the calls was transferred if applicable.
Username	If the call was answered, this will contain the details of the username of the MiVoice Office Application Suite user that answered the call. Otherwise it will contain the username where the call first rang.

 If a Call List column is not listed here then the aggregation will have no effect on it.

Making Sense of Summarised Data


When analysing a summarised (grouped) report, it is important to understand what has happened to each call. This is done by evaluating similar summarised columns to make sure they add up to the total number of calls (e.g. Total Calls Handled = Total Calls In + Total Calls Out).

Depending on how the report is grouped or whether the report is using segmented call data or not, the way the summarised data adds up is different.

Grouping Segmented Data (Agent, Extension, User or Hunt Group)

The follow table shows how call totals and durations can be analysed in the context of a grouped report using segmented data.

Call Totals	Calls Handled	= Calls Inbound + Calls Outbound
		= Calls Internal + Calls External
		= Calls Answered + Calls Lost + Calls Refused + Calls Overflowed Out
	Calls Answered	= Calls Completed + Calls Transferred Out
Call Durations	Total Call Time	= Total Ring Time + Total Talk Time + Total Hold Time
	Total Call Time (In)	= Total Ring Time (In) + Total Talk Time (In) + Total Hold Time (In)
	Total Call Time (Out)	= Total Ring Time (Out) + Total Talk Time (Out) + Total Hold Time (Out)


 Reports that group segmented call data by hunt group vary slightly to ones grouped by other devices because hunt groups cannot answer calls. Due to this fact, Calls Transferred Out or Calls Refused are not relevant on this report.

 Wrap duration is an agent statistic not a call statistic and so does not feature as part of the call duration.

Grouping Non-Segmented Data (DDI, Trunk, Phone Number, Start Time or Account Code)

The follow table shows how call totals and durations can be analysed in the context of a grouped report using non-segmented data.

Call Totals	Calls Handled	= Calls Inbound + Calls Outbound + Calls Internal*
		= Calls Internal + Calls External
		= Calls Answered + Calls Lost
Call Durations	Total Call Time	= Total Ring Time + Total Talk Time + Total Hold Time
	Total Call Time (In)	= Total Ring Time (In) + Total Talk Time (In) + Total Hold Time (In)
	Total Call Time (Out)	= Total Ring Time (Out) + Total Talk Time (Out) + Total Hold Time (Out)

 * When a report is not grouped by an internal device on the telephone system, internal calls have no direction and so are not included in Calls Inbound or Calls Outbound statistics.

3.5 Trunk to Trunk, Conference Calls & Dynamic Extension Express

Certain call scenarios can cause confusion when interpreting historical and real-time statistics. In general, these are calls that either include more than one trunk or there are more than two participants in the call.

- Trunk to Trunk Calls, calls that link two trunks together and are no longer connected to any internal extension
- Conference Calls, calls where there are more than two participants. This can be a mixture of internal and external participants
- Dynamic Extension Express Calls (DEE), these are personal routing calls where the phone system hunts around more than one of a user's extensions/external numbers to find them

The following sections outline how each of the call scenarios listed above affects the various aspects of historical and real-time reporting.

Trunk to Trunk

These are calls that connect to external parties together, with no internal device involved in the call.

Historical

Trunk to trunk calls have the following effect on historical reports:

Template Type	Description
Call List	When viewed in a call list, trunk to trunk calls will appear only once, but with details of both trunk numbers and outside numbers involved in the call.
Calls by Trunk	When viewed on a Calls by Trunk report, the call will be summarized against each trunk that was involved in the call.

Real-Time

Trunk to trunk calls have the following effect on real-time tiles & grids:

Statistic Type	Description
Active Call Statistics	<ul style="list-style-type: none"> • Calls In Progress External: Trunk to trunk calls will count twice in active external calls, once for the inbound leg and once for the outbound leg.
Call Totals	<ul style="list-style-type: none"> • Calls Inbound/Outbound: The call is accounted for in both the Calls Inbound and Calls Outbound statistics. This logic applies to all statistics that are calculated from these, such as % Calls Inbound/Outbound. • Calls External/Calls Handled: Trunk to trunk calls are counted twice, once for the inbound leg and once for the outbound leg.

Trunk Grid	Trunk to trunk calls will display twice on a Trunk Grid, once for each trunk involved in the call.
Call Grid	Trunk to trunk calls display as a single call on the Call Grid

Conference

Conference calls are calls which include 3 or more devices. These can be a mix of extension and trunks (external calls).

Historical

Conference calls have the following effect on historical reports:

Template Type	Description
Call List	When viewed in a call list, conference calls will appear only once, but with details of both trunk numbers and outside numbers involved in the call.
Calls by Trunk	When viewed on a Calls by Trunk report, the call will be summarized against each trunk that was involved in the conference. The trunks may be involved as inbound or outbound calls depending on how the conference was set up.
Calls by Extension	When viewed on a Calls by Extension report, conference calls will be counted against each extension that is involved in the conference.

Real-Time

Conference calls have the following effect on real-time statistics and grids:

Statistic Type	Description
Active Call Statistics	<ul style="list-style-type: none">• Calls In Progress: Each participant of a conference will be counted within the active call statistics. External parties will be counted under 'Calls In Progress External' for example.
Call Totals	Each party of a conference will be counted within the call totals statistics.
Trunk Grid	Any external participants in conference calls will be displayed as a normal incoming or outgoing call on the trunk grid.
Extension Grid	Any internal participants in conference calls will be displayed as a normal incoming or outgoing call on the extension grid (and agent grid if an ACD agent is logged into one of the extensions).
Call Grid	A conference will show as a single entry on the call grid, no matter how many participants are involved in the conference.

Dynamic Extension Express

DEE calls have a large impact on both historical and real-time data. When a user receives a DEE call, it is effectively a hunt group call which can be answered on any of the user's device. To make matters more complicated, DEE calls can be answered on external number such as a home or mobile number.

Historical

DEE calls have the following effect on historical reports:

Template Type	Description
Call List Segmented	<p>When viewed on a segmented call list, each device which is alerted as part of a DEE call will be displayed. The hunt group parameter is populated with DEE to indicate why the extension was called.</p> <p>Lost Calls: On call list reports, unanswered DEE calls that have alerted an external device will appear twice as a lost call, once for the unanswered inbound leg, and once for the unanswered outbound leg.</p>
Calls by Trunk	When viewed on a Calls by Trunk report, the call will be summarized against each trunk that was involved in the call. If the DEE call originated externally, it will be counted against the incoming trunk. If the call alerted or was answered externally, it will be counted against the outgoing trunk.
Calls by Extension	When viewed on a Calls by Extension report, DEE calls will be counted against each extension that the calls rang at and will be classed as answered on the extension it was answered on and missed/lost on all other extensions it rang at.
Calls by User	When viewed on a Calls by User report, DEE calls will appear once no matter how many of the user's devices rang. The call will be classed as answered if it was answered at any of the user's devices.

Real-Time

DEE calls have the following effect on real-time statistics and grids:

Statistic Type	Description
Active Call Statistics	<ul style="list-style-type: none"> • Calls In Progress External: External DEE calls will be displayed in active call statistics. If the DEE call originated externally, it will display as a trunk to trunk call would. If it originated internally, the external leg will appear as an external outbound call.
Call Totals	Calls Outbound/Outbound (DEE)/Calls External/Calls Handled: Externally

	answered DEE calls are excluded from the normal Call Total statistics. They are not calculated as part of the Calls Outbound/External or Handled statistics. Instead, a dedicated statistic named Calls Outbound (DEE) is provided for these externally answered calls.
Trunk Grid	Externally ringing/answered DEE calls will display as a normal outgoing call on the trunk grid.
Call Grid	DEE calls will display as a single call on the call grid, event when ringing multiple numbers

3.6 Historical Reporting

The reporting section of the MCS solution provides access to run and manage call and configuration based reports. For information on using the reporting features of the solution, please refer to the following sections:

- [Report Templates](#)
- [Report Creation](#)
- [Running Reports](#)
- [Exporting Reports](#)
- [Shared Reports](#)
- [Report Scheduling](#)
- [Call Segmentation Information](#)

For information on licensing and permissions, please refer to the [Reporting Overview](#) section.

3.6.1 Call Reporter Quick Reference Guide

The following guide is designed to provide an introduction to the call reporting features of the MiVoice Office Application Suite solution.

Reports

The Reports page provides access to run reports on any internal or external calls. Depending on the license applied to the system, the following report types can be accessed:

- Call Lists
- Status Lists (DND & ACD)
- Grouped Reports (by Extension, User, Agent, Hunt Group, Trunk, DDI & Start Time)
- Configuration Lists (Extensions, Agents, Trunks & DDIs)

My Reports
Each user has a list of pre-configured reports to use

Shared Reports
See reports that have been shared by users

Schedules
Set up schedules to run reports automatically and deliver by email or network share

Date Range
Control the Date range over which the current report is run

Filter
Change the filter to restrict the reports to specific calls

Apply Button
Use this button to apply date range, or to re-run the report

Categories
Reports are grouped into categories to make them easier to find

New Report Button
Use this button to create a new report

Edit Menu
Pressing the more button displays all options for a report

Play Button
Play back a call when using MiVoice Office Call Recorder (License and permissions dependant)

Page Control
Use to navigate through the records returned by the report

Save / Print
Save or print the report that is open

Start	Ans	Contact	Tel No	Group	Ext	Ext Name	Dir	Dur	Seg	Code
24/04/2017 00:00:00	Yes	Craig Walsh	0161 11223344		9073	Sales 41	In	00:00:02	1	
04/2017 00:05:09	Yes	Craig Walsh	0161 11223344		9057	Sales 65	In	00:00:28	2	
04/2017 08:31:40	Yes	Toni Parker	9045		9064, 9070	Support 49	In	00:00:06	1	
04/2017 08:34:48	Yes	Kerry Baker	9033		9010, 9049	Support 19	In	00:00:54	1	
04/2017 08:48:54	Yes	Martin Prince	0161 99 88 776		9001	Sales 11	Out	00:01:50	1	
04/2017 08:49:01	No	Brian Smith	9012	9012	9056, 9095	Admin 03	In	00:00:44	1	
04/2017 09:07:15	Yes	Becky Jones	0161 445667		9099	Sales 22	Out	00:00:12	1	
24/04/2017 09:08:05	Yes	Carrie Davidson	0161 1597532		9061	Support 17	Out	00:00:10	1	
24/04/2017 09:18:01	No	Lecia Willis	07212 745 6789		9064	Sales 13	In	00:00:13	1	
24/04/2017 09:18:23	No	Carl Cox	9081	9081	9017, 9066	Admin 01	In	00:00:01	1	
24/04/2017 09:19:04	No	Winnie Gray	0778 765 4321		9039	Sales 01	In	00:01:57	2	
24/04/2017 09:19:57	No	Ben Carter	016 987 6543		9048	Sales 03	Out	00:00:18	1	
24/04/2017 09:26:03	No	Ben Carter	016 567 89101		9055	Sales 12	Out	00:00:16	1	
24/04/2017 09:29:11	No	Ahmed Ali	9061		9007, 9081	Admin 07	In	00:00:07	1	
24/04/2017 09:29:11	Yes	Ahmed Ali	9061		9052, 9081	Support 11	In	00:00:12	2	
24/04/2017 09:29:50	Yes	David Dawson	9021		9097, 9061	Support 15	In	00:00:14	1	
24/04/2017 09:31:28	No	Jack Crystal	9021		9013, 9075	Sales 25	In	00:00:05	1	

Any report or column that is not licensed for use will be indicated with a padlock symbol.

Running Reports

Each user has their own copy of the default reports to run. These can be modified, added to, or deleted without affecting other users on the system. The reports are grouped together in categories on the left side of the screen. To run a report, press the play icon to the right of the report in the list. The report will appear on the right side of the page using the default filter and date range that were saved against the report.

A report may be presented across multiple pages, when this happens the page navigation buttons can be used to move through the report. If the report is a grouped report, the last row will show the totals of each column where applicable. Reports can be saved in Excel, PDF or Word format or they can be printed directly from the page.

Segmented Reports

When a call is logged to the database, a new call segment is created each time the call rings or is answered by a different device on the telephone system. A single external call can have many call segments. It is important to understand this when looking at call reports and evaluating call totals. For example, if looking at a Segmented Call List, a call will appear multiple times, once for each destination it was delivered to.


For more information on call segmentation and how it applies to different Reports/Templates, please refer to the product help document.


Report Types (Lists / Grouped)

There are two different types of reports that can be run; lists or grouped reports. Lists can provide details of individual calls or call segments. Grouped reports provide aggregate columns that include totals, averages and minimum/maximum values. These reports provide a way of analysing call traffic and how quickly calls are being answered.

Date Range & Filtering


The date range and filter can be used to select which calls are included in the reports. Any changes to a filter or date range require the report to be re-run using the 'Apply' button. The system will cache reports that have been run before, if the report has not been edited and the date range/filter has not changed, a cached version of the report will be loaded to improve performance.

 The more data that is being included in the report, the longer the report will take to run and display on the right of the screen. It is beneficial to limit the data by using filters and date ranges so that it only includes the data required. A maximum of 5000 records will be displayed.

 If the number of rows in the report exceeds 1000, the export option will not be available. To export more records than this you must use [Scheduling](#).

Shared Reports

Reports can be shared so that other users can see and modify them. When a report is shared, a shared copy of the report is created, leaving the original in the 'My Reports' section. Shared reports can be modified by any users with permission to access them.

 For a report to be used in a schedule, it must first be shared.

Every report in the 'My Reports' section is specific to the user logged in and can be added to, edited, or deleted as required without affecting other users. When editing a report, the form pictured below will be displayed.

The screenshot shows the 'About the Report' tab selected in the top navigation bar. The interface is divided into two main sections: 'Report Template' on the left and configuration fields on the right. The 'Report Template' list includes options like 'Call Data - Call List (Segmented)', 'Call Data - Call List' (highlighted), and various 'Calls by' and 'Config' templates. The right section has fields for 'Enter a name to help identify this report' (containing 'Call List General (Non-Segmented)'), 'Select or create a category to assign this report to' (a dropdown menu showing 'Call Lists'), and a 'Description' field (containing 'Default Non-segmented Call List Report'). A green 'Save' button is in the top right corner. Blue arrows point from callout boxes to these elements: 'Columns' points to the 'Columns' tab; 'Filters' points to the 'Filters' tab; 'Sorting' points to the 'Sorting' tab; 'Templates' points to the 'Report Template' list; 'Category Selection' points to the category dropdown; and 'Save' points to the 'Save' button.

Columns
Choose columns visible on the report and control how they will be displayed

Filters
Select the default filter that will be used each time the report is run

Sorting
Select the sorting options for the report

Templates
Select a template to use for a report. The template controls the data to look at and how the report should be grouped

Category Selection
Select an existing category a report will be displayed in or enter the name of a new one

Save
Save any changes made to the report. If you click away before pressing Save, the changes will be lost

Report Templates

Each report is based on a report template. A report template defines what data is being reported on (call or configuration), how the data is to be grouped (By Extension, By Agent, Not Grouped etc..) and which columns are available to choose from. Changing the template of an existing report will change the available columns, this in turn will set the chosen columns back to default.

Report Categories

Reports are saved into different categories to make them easier to find in the user interface and to group together similar reports. The category a report is saved in can be selected from the list or a new category name can be entered.

Available Columns
Left-click on available columns to add them to the report. Available columns are grouped together into categories to make them easier to navigate

Chosen Columns
Columns that have been added to the report. They can be re-ordered by dragging them around within the chosen columns list

Column Options
Displays the options for the currently selected chosen column

About the Report
Columns
Filters
Sorting
Save

Choose which columns will be visible on the report. You can select each of your chosen columns to control how the column is displayed.


You can drag the chosen columns up and down to re-arrange the order.

Available Columns	Chosen Columns	Column Options (Start Time)
<div style="margin-bottom: 5px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">^</div> <div>Advanced</div> </div> <div style="margin-left: 20px;"> <div>Call ID</div> <div>End Event</div> <div>Logical Call ID</div> <div>Rec ID</div> </div> </div>	<div style="margin-bottom: 5px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">Start Time</div> <div style="color: red;">×</div> </div> </div> <div> <div>Call Answered</div> <div>Contact Name</div> <div>Telephone Number</div> <div>Hunt Group</div> <div>Last Rang Extension</div> <div>Last Rang Extension Name</div> <div>Call Direction</div> <div>Call Duration</div> <div>Segment Count</div> <div>Account Code</div> </div>	<div style="margin-bottom: 5px;">Header</div> <div style="border: 1px solid #ccc; padding: 2px;">Start</div> <div style="margin-bottom: 5px;">Cell Width (mm)</div> <div style="border: 1px solid #ccc; padding: 2px;">45</div> <div style="margin-bottom: 5px;">Display as</div> <div style="border: 1px solid #ccc; padding: 2px;">Date and Time v</div>

Adding / Removing Columns

Each report comes with default columns added. A list of the available columns to add to the report appears on the left side of the 'Columns' tab, split up into categories to help locate the required column. To add a column to a report, left click on it. Chosen columns can be re-ordered by drag and drop or removed using the cross icon.


If the report is grouped, the column the report is grouped by will appear in blue. Grouped by columns cannot be removed from a report.

 Please refer to the product help file for detailed information of each column.

Column Options

The options available to configure will be different depending on the column type. The 'Header' is the name that will be displayed for this column in the report. These are defaulted to a shortened variant of the column name but can be overridden by the user (the column name appears as a tooltip if you hover over it in an open report).

Where applicable, the 'Display as' option controls the format of the data shown in the report.

 Changing the format of a grouped column can change the way the report is grouped. For example, if a report is grouped by 'Start Time' changing the format from 'Date and Time' to 'Time Only' will group multiple days calls into a single row based on time of day.

Filters

Select the default filter and date range to be assigned to a report when it is opened. This can then be overridden once the report is run using the date range and filter dropdown boxes on the report viewing page.

Sorting

Select the sort order for the report. Reports can be sorted by more than one column if required, but the sort direction (ascending or descending) will need to be the same for all sorted columns.

The optional scheduler can be used to automatically run reports on a regular basis and either deliver them by email or save them to a network share.

List Of Configured Schedules
See a list of configured schedules for all users on the system

Edit Menu
Edit, delete or run a schedule using the associated menu

History
A history of scheduled tasks that have run, how long they took and whether they were successful

The screenshot displays the 'Schedules' page in the MiVoice Office Application Suite. The left sidebar lists various schedules: Weekly Sales 1, Weekly Sales 2, Monthly Sales 1, Monthly Sales 2, Support Weekly, Support Monthly, Company Overview, and Lost Calls. The 'Weekly Sales 1' schedule is selected, and its context menu is open, showing options: Edit, Run Now, and Delete. The main area shows the 'Scheduled Task History' table with columns: Name, Started, Time Taken, and Result. The table contains 10 rows of task history, all showing 'Completed successfully' with a duration of '3 Minutes'. The bottom of the table shows pagination: '1 - 10 of 50 items'.

Name	Started	Time Taken	Result
Weekly Sales 1	21/04/2017 15:54	3 Minutes	Completed successfully
Weekly Sales 1	20/04/2017 15:54	3 Minutes	Completed successfully
Lost Calls	19/04/2017 15:54	3 Minutes	Completed successfully
Company Overview	18/04/2017 15:54	3 Minutes	Completed successfully
Weekly Sales 2	17/04/2017 15:54	3 Minutes	Completed successfully
Monthly Sales 1	14/04/2017 15:54	3 Minutes	Completed successfully
Monthly Sales 2	13/04/2017 15:54	3 Minutes	Completed successfully
Support Monthly	12/04/2017 15:54	3 Minutes	Completed successfully
Support Weekly	11/04/2017 15:54	3 Minutes	Completed successfully
Weekly Sales 1	10/04/2017 15:54	3 Minutes	Completed successfully

Using Schedules

The 'Schedules' page shows all schedules that have been configured on the system, regardless of the user that configured them. Any user with permission can add, edit or delete a schedule. The 'Scheduled Task History' table shows when the schedules have run and whether they were successful or not. Schedules can be run manually as a 'one-off' irrespective of the recurrence settings, by selecting the 'Run Now' option from the menu.

Shared Reports & Filters

Only shared reports and shared filters can be used in a schedule. This is because schedules are a system-wide concept that can be edited by anyone. Therefore the reports and filters being added to a schedule need to be visible to everyone.

Start Date / Time

Controls when the schedule first runs. Subsequent running will be calculated from this start date/time using the recurrence settings

Reports

Configure which report(s) should be run as part of the schedule and what filters should be used when running them

Details
Schedule
Reports
Action

Save

Start Date

24/04/2017

1

Start Time

14:54

🕒

Specifies when the task will first run. Subsequent recurrences will be calculated from this date.

Recurrence

Day

▼

On the following days:

☒
Monday

☒
Tuesday

☒
Wednesday

☒
Thursday

☒
Friday

☐
Saturday

☐
Sunday

End Date (Optional)

1

End Time (Optional)

🕒

Recurrence

Controls how often and when a schedule will run

End Date / Time

Controls whether the schedule should ever stop

Recurrence

The 'Start Date' and 'Start Time' for a schedule is used to work out when a schedule will first be run. After this, the configured 'Recurrence' will be used to work out when the next schedule should be run. The table below shows the different options available for recurrence:

Recurrence	Description
Minute	Run every 'x' minutes (minimum 15 minutes). Select the days of the week to run and between what times.
Hour	Run every 'x' hours. Select the days of the week to run and between what times.
Day	Once a day at the time configured in 'Start Time'. Select the days of the week to run.
Week	Run event 'x' weeks at the time configured in 'Start Time'.
Month	Run every 'x' months at the time configured in 'Start Time'. Select the day of the month on which to run the schedule.

The 'End Date' and 'End Time' can be used if required to stop the schedule automatically.

Reports & Filters

Select the report(s) that will be run by the schedule and filter/date range to use for each one. When applying the date range it is advisable to use a contextual date range (this week, last week etc..). If a 'Custom' date range is selected, the date range will be fixed every time the report is run by the scheduler.

The screenshot shows the 'Action' tab of a configuration interface. It includes tabs for 'Details', 'Schedule', 'Reports', and 'Action'. A green 'Save' button is in the top right. The form contains fields for 'Action Type' (set to 'Email'), 'Format' (set to 'Microsoft Excel Spreadsheet (.xls)'), 'To' (email address), 'CC' (multiple email addresses), 'BCC' (multiple email addresses), 'Subject' (report title), and 'Body' (message content). Blue arrows and a bracket point to the 'Action Type', 'Format', and 'To' fields, with text boxes explaining their functions.

Action Specific Information
Enter the information needed for the schedule to email or save the report

Action Type
Control whether the schedule should email the report(s) or save them to a network share

Format
Controls the format the scheduler should use when saving the report(s)

Details Schedule Reports **Action** Save

Action Type
Email

Format
Microsoft Excel Spreadsheet (.xls)

To
terry.benadict@company.com

CC
Multiple email address delimited by ,

BCC
Multiple email address delimited by ,

Subject
Weekly Sales Call Report 1

Body
The attached (.xls) spreadsheet contains the scheduled report for Sales team 1. You can open this in Microsoft Excel.

Action Type & Format

Reports can either be saved to a network share or emailed. In addition, the format of the report can be selected. Supported formats are Microsoft Word, Microsoft Excel and PDF.

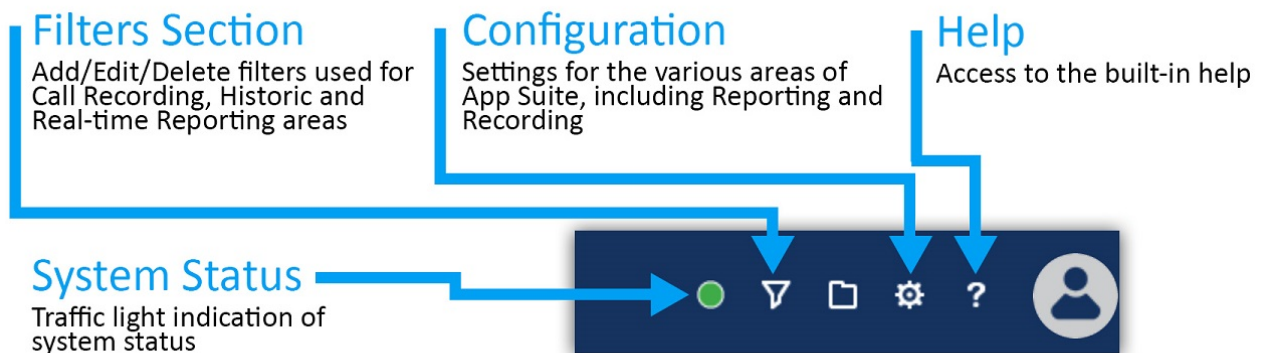
Emailing Reports

Reports can be emailed to one or more users of the system. Multiple email addresses can be added to any of the address fields (To, CC & BCC) using a comma separated list.

Saving Reports

To save the export to a network share, the details for the network share must first have been configured by the administrator of the system.

The title bar provides access to areas of the App Suite. The image below outlines each of the navigation icons:

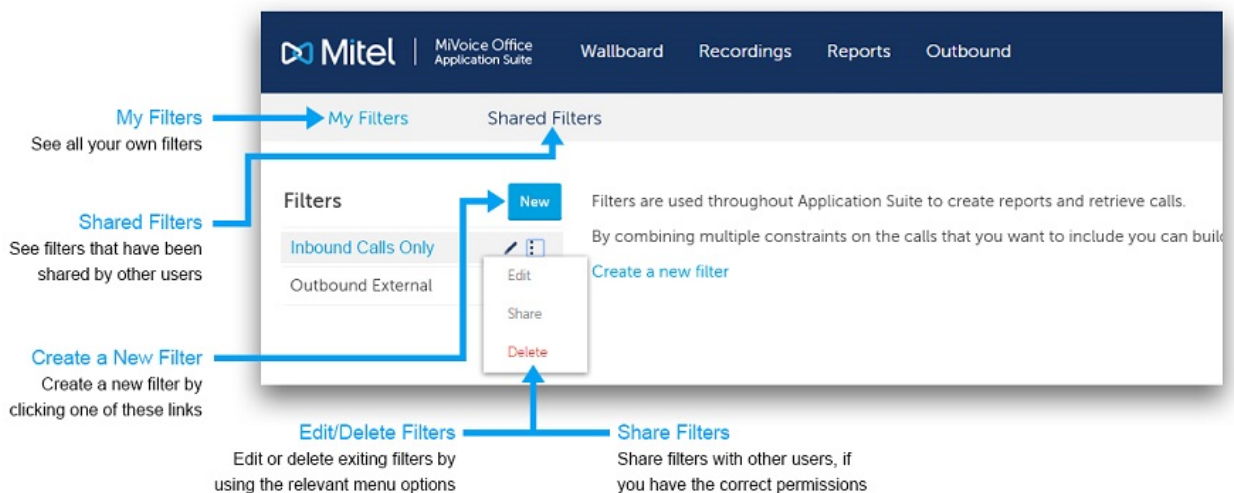


The configuration section and system status will only be visible with the correct permissions.

Filters

The 'Filters' section of the website is used to manage all the saved filters on the system. Filters can be used with reports or recordings.

Each user has their own 'My Filters' section that provides a list of all filters they have created.



Shared Filters (Permission dependant)

Filters can be shared between users to avoid duplicating work and to allow administrative staff to set up filters that can be used by everyone.

Adding / Editing Filters

Each filter provides the ability to search on one or more details about a call. The details are grouped into tabs. The tabs are displayed with descriptions in the image below:

The diagram shows a search filter interface with the following components:

- Details**: Give the filter a relevant name
- Devices**: Search for calls made from or received at different devices on the system (See pattern matching options for more information)
- Call Details**: Search using specific call details such as Outside Number, Direction, Status, DID/DDI..)
- Duration**: Search for calls using call, ring or talk time duration
- Customer Details**: Search for calls using contact name, speed dial name and custom tags
- Advanced**: Search for specific notes on calls, by call Id or using specific properties such as Trunk to Trunk or Service Codes

The interface includes a tabbed menu with the following tabs: Details, **Devices**, Call Details, Duration, Customer Details, and Advanced. A green **Save** button is located in the top right corner. The input fields are as follows:

- Details**: Extension, Extension Name
- Call Details**: Agent ID, Agent Name
- Duration**: Hunt Group, Hunt Group Name
- Customer Details**: Trunk

The use of special characters within the text boxes for a **Filter** enables the use of complex filter strings.

All Fields

The following characters are supported:

Special Characters	Description
Exclamation mark (!)	Not equal to
Percent (%)	Fuzzy matching (equivalent to a SQL LIKE %)
Underscore (_)	Fuzzy matching of a single character
Comma (,)	Can be used to search for multiple values at the same time

Device Fields

In addition to the special characters above, the following characters are supported when searching using a device based field (Extension, Agent, Trunk, Hunt Group):

Special Characters	Description
Plus sign (+)	Greater than or equal (e.g. 1000+ for extensions greater than or equal to 1000)
Hyphen (-)	Delimits a range of values to match (e.g. 1000-2000 for all extensions between 1000 and 2000 inclusive) or less than or equal to (e.g. -1000 for extensions less than or equal to 1000)

The example below shows what would be matched when entering combining multiple special characters using a comma:

- 1000-1005,!1003,1040,18%5,2000+

Matching endpoints: 1000, 1001, 1002, 1004, 1005, 1040, any that start with 18 and end with a 5, any with a value greater or equal to 2000.



Device numbers are stored as text so when using greater than or less than, it is compared on an alphabetic level not a numeric level

3.6.2 Report Templates

Overview

The MCS has a series of report templates that can be used to create and run reports. Each report template contains the following information:

Data source (Call or configuration data for example)

This outlines when to get the data for the report from. Currently the two data sources available to the templates are

- Call Data
- Status Data (DND/ACD)
- Configuration Data


Columns

This outlines what columns are available to add to a report. Depending on the data source and grouping, the columns which are available to add to the report will change.

Grouping

This defines how the data in the report should be grouped (if at all). For example, a list of call records would usually have no grouping, each call and its associated properties can be viewed. If however the data is grouped by Telephone Number, aggregate columns become available such as Total Calls and Total Ring Time etc.

When creating a new report, a template must first be chosen before columns can be selected. Each template has a set of default columns which will automatically be visible, but can be added or removed by the user. When editing a report, if the template is changed, the selected columns will automatically be changed to the template's defaults.

 Refer to the [Aggregated Data](#) section for more information on grouped and call list reports.

Available Templates

The following templates are available for creating reports:

Template Name	License	Description	Segmented Data
ACD Data - ACD Status List	Call Logging	A list of ACD state changes for all licensed agents. This template requires the ACD Reporter License.	N/A
Call Data - Call List	Call Logging	A list of call data records (not segmented*).	No
Call Data - Call List (Segmented)	Call Logging	A list of call data records which is segmented*.	Yes
Call Data - Invalid Dialed Numbers	Call Logging	A list of call data records containing invalid dialed numbers only.	No
Call Data - Lost Calls	Call Logging	A list of call data records containing lost calls only.	No
Call Data - Trunk to Trunk Calls	Call Logging	A list of call data records containing trunk to trunk calls only.	No

Call Data - Calls by Account Code	Call Reporter	Call data grouped by Account Code, external calls only.	No
Call Data - Calls by Agent	ACD Reporting	Call data grouped by Agent, internal and external calls. This template requires the ACD Reporter License.	Yes
Call Data - Calls by DDI	Call Reporter	Call data grouped by DDI number, inbound external calls only.	No
Call Data - Calls by Extension	Call Reporter	Call data grouped by Extension, internal and external calls.	Yes
Call Data - Calls by Hunt Group	Call Reporter	Call data grouped by Hunt Group, inbound calls only.	Yes
Call Data - Calls by Start Time	Call Reporter	Call data grouped by Start Time, external calls only.	No
Call Data - Calls by Start Time (Hunt Group Segmented)	Call Reporter	Hunt Group segmented call data grouped by Start Time, external hunt group calls only.	Yes
Call Data - Calls by Telephone Number	Call Reporter	Call data grouped by Telephone Number, external calls only.	No
Call Data - Calls by Trunk	Call Reporter	Call data grouped by Trunk, external calls only.	No
Call Data - Calls by User	Call Reporter	Call data grouped by User. This includes calls made on any extensions associated with a user.	Yes
Call Data - Unreturned Lost Calls	Call Logging	A list of call data records (not segmented*), filtered to show unreturned lost calls only. External calls only.	No
Call Data - Inbound Call Summary **	Call Logging	Inbound call summary for external calls.	No
Config - ACD Agent List ***	Call Logging	Configuration data, a list of all ACD Agents MCS has imported from the telephone system.	N/A
Config - DDI Number List	Call Logging	Configuration data, a list of all DDI Numbers configured on MCS.	N/A
Config - Device List	Call Logging	Configuration data, a list of all Extensions MCS has imported from the telephone system.	N/A
Config - Trunk List	Call Logging	Configuration data, a list of all Trunks MCS has imported from the telephone system.	N/A
DND Data - DND Status List	DND Reporting	A list of DND state changes. This template requires the DND Reporter license.	N/A

* Refer to the [Call Segmentation](#) section for more information.

** The Inbound Call Summary template is not user selectable, it is fixed to the Inbound Call Summary Report.

*** MCS does not support ACD member hunt groups, only ACD Agent hunt groups.

 If '#ERROR' appears in any column, this is an indication of missing data. This can happen if the reporting


— service is stopped or loses connection to the telephone system.


Call List Limits

Each of the call list report templates (Call List, Call List (Segmented) & Unreturned Lost Calls) has a fixed limit of 5,000 rows of call data. If the date range for a report is configured and the resulting data would generate more than 5,000 rows, only the first 5,000 rows will get returned. When this happens, a warning message will appear on the screen alerting to this fact. To remove the warning, reduce the date range the report is being run for or apply a [filter](#) to restrict the result set. Alternatively schedule the report to return all records.

Recording Playback



The Call List reports provide a 'Play' option against answered calls which allows the user to playback the recording if they have the necessary MiVoice Office Call Recorder features configured. Clicking the play link will open up the normal playback window. If a call has not been recorded due to it being made on an unrecorded device or because it has been excluded, the play link will still appear but the user will be informed that the call was not recorded after pressing it.

 The prefix to each template ('Call Data', 'Config') refers to the data source the template is using.

 Refer to the [Reporting](#) section for information on licensing.

3.6.3 Report Creation


The following section describes the properties that can be configured against a report. The properties discussed here are displayed when creating a new report or editing an existing report.


To create a new report, press the 'New Report' button above the reports accordionlist on the reporting page. To edit a report, hover over a report and press the edit icon () or press the more icon () and select Edit from the menu.


About the Report

Each report that is configured on the system requires a template to be selected. This template tells the report about the type of data that is being returned, the available columns for the report and whether the data is grouped or not. Once a template has been selected, the name and category properties must be configured before navigating to the columns section:

- **Name** - User definable name that will be used to identify the report for running or adding to schedules.
- **Category** - Defines where the report will appear on the website. Categories are used to group similar reports together to aid user access to them. Either select an existing category or type in the name of a new one.
- **Description** - User definable description, this can be used to store more detailed information about the report and what it is for.

 Changing the template of an existing report will cause the selected columns to change to the default ones for the selected report.

 To cancel the changes being made to a report simply navigate away from the current page without pressing the 'Save' button.

 Refer to the [Report Templates](#) section for information about each of the different templates available.


Columns

The column selection screen is split into three sections:

Available Columns

This section outlines each of the available columns for a specific report template. To add a column to the report, simply click on the column. Each of the columns available is displayed in a different category to group similar columns together and aid user navigation. Clicking on a category name will display the columns in that category. For a brief outline of what the data in the column represents, hover over the column with the mouse to get a tooltip.

Any columns that have already been added to the report will show greyed out and in italics.

 A maximum of 50 columns can be added to a report.

Chosen Columns

This section shows all the columns that will currently be displayed on a report. Columns will be displayed in the order in which they are visible in this list. To change the order of the chosen columns, simply left click on the column and drag it to a new location in the list.

If the data returned by the report template is grouped in any way, the columns the report will be grouped on will be displayed in blue in the chosen columns list. These columns can be re-ordered but cannot be removed from the report. To remove other columns from the report simply press the red cross next to the column name.

To change the column on which the report is grouped, a different template must be selected.

Column Options

Each column has settings that can be configured including Header, Cell Width and in some cases Display As (display format).

The header setting is the name that will be displayed as the column header when the report is run. All columns have a default header name configured which is generally much shorter than the column's full name so that it will fit better within the report header.

The cell width option outlines the width the column should have within the report. All columns have been given a default width that suits the data type however these may need to be changed, especially if trying to fit a large number of columns onto a single report for exporting.


If a column contains a date or duration of some kind then the display format option will appear. The following date formats are available:


Call Time (Start Time, Answer Time, End Time etc..)

- Date and Time -> dd/MM/yyyy HH:mm:ss
- Date Only -> dd/MM/yyyy
- Time Only -> HH:mm:ss
- Week -> dd/MM/yyyy (Mon) (The date rounded to the previous Monday)
- Month -> MMM, yyyy

Duration (Call Time, Talk Time, Hold Time etc..)

- Hours, Minutes and Seconds -> HH:mm:ss
- Total Seconds

 Refer to the [Report Grouping](#) section for more information on these display formats and how they affect grouped reports.

 Refer to the [Statistics](#) section for more information on the columns available for each template.

Filters

The filters page provides a way to configure the initial filter and date range that will be used when the report is first run. These properties can be changed after the report is run using the ad-hoc date range and filter drop downs on the report viewer.

In addition, the time range on a day by day basis can be configured so that data outside this range is ignored. This is very useful for ignoring calls outside of working hours. For example, if a report is configured to run a display data over a week, the time range could be limited to between 9am and 5pm so any calls outside of these hours on any day of the week included in the report would not be shown.

Sorting

The sorting page provides a way to control which column(s) within the report are used to sort by when displaying the data. By default a sort column and direction will be defined in the template but this can be changed as required.

Reports can be sorted by more than one column by adding another column from the available columns list.

Saving a Report

Once all the properties have been configured, press the 'Save' button to implement the changes. If a new category has been entered for the report it will be created at this time.

If the report saves successfully it will be run immediately and display on screen. If there are any problems when saving the report, a message box will appear in red outlining the problem and suggesting changes that

need to be made.

3.6.4 Using Reporting

The following section outlines the reporting user interface and how reports can be run, filtered and exported.

Default Reports & Report Categories

Each user with permission to run reports is automatically configured with a default set of reports. These reports are individual to the logged in user and can be edited/deleted as required.


These default reports are displayed in different categories to help navigate between different types of reports:

Category	Report Name	License	Description
Call Lists	Call List General	Call Logging	A list of all calls on the system (segmented, internal and external calls).
	Invalid Dialed Numbers	Call Logging	A list of outbound external calls that failed to complete.
	Lost Calls	Call Logging	A list of calls that were not answered (external calls only)
	Trunk to Trunk Calls	Call Logging	A list of trunk to trunk calls (inbound calls that were diverted or transferred externally).
	Unreturned Lost Calls	Call Logging	A list of lost calls that have not been returned or subsequently answered.
Call Performance	Call Performance By Day	Call Reporter	Overview of lost calls on a day by day basis.
	Service Level By Half Hour	Call Reporter	In depth breakdown of answered calls by half hour (call rate period).
	Service Level By Half Hour & Day	Call Reporter	In depth breakdown of answered calls by half hour and day (call rate period).
Calls By Device	Calls By Account Code	Call Reporter	Breakdown of external calls by account codes entered.
	Calls By DDI	Call Reporter	Breakdown of inbound external calls by DDI number.
	Calls By Extension	Call Reporter	Breakdown of all calls by extension number.
	Calls By Hunt Group	Call Reporter	Breakdown of inbound calls by hunt group.
	Calls By Trunk	Call Reporter	Breakdown of external calls by trunk line.
	Calls By User	Call Reporter	Breakdown of all calls by user.
	Detailed DND Status List	DND Reporting	List of DND state changes.
	DND Status By Extension	DND Reporting	Breakdown of DND status by extension.

	Unmatched Calls By Extension	Call Reporter	Breakdown of unmatched calls by extension.
	Unmatched Calls By User	Call Reporter	Breakdown of unmatched calls by user.
Calls By Number	Calls By Telephone Number	Call Reporter	Breakdown of calls by the number dialled/received.
	Calls For Service Codes	Call Reporter	Breakdown of calls made to service code numbers (see dial plans for more information).
	Top Dialed Numbers	Call Reporter	Breakdown of calls made by telephone number.
	Top Received Numbers	Call Reporter	Breakdown of calls received by telephone number.
Calls By Time	Call Summary By Day	Call Reporter	Breakdown of external calls by day.
	Call Summary By Month	Call Reporter	Breakdown of external calls by month.
	Call Summary By Week	Call Reporter	Breakdown of external calls by week.
	Calls By Half Hour	Call Reporter	Breakdown of external calls by half hour.
	Calls By Half Hour & Day	Call Reporter	Breakdown of external calls by half hour and day.
	Hunt Group Calls By Half Hour	Call Reporter	Breakdown of external hunt group calls by half hour.
	Hunt Group Calls By Half Hour & Day	Call Reporter	Breakdown of external hunt group calls by half hour and day.
	Hunt Group Calls By Day	Call Reporter	Breakdown of external hunt group calls by day.
	Line Usage By Half Hour & Day	Call Reporter	Breakdown of external calls by half hour and day including details of trunk utilisation.
Calls/Status By Agent	ACD Status By Agent	ACD Reporting	Breakdown of ACD status by agent.
	Calls By Agent	ACD Reporting	Breakdown of calls made/received by agents.
	Detailed ACD Status List	ACD Reporting	List of ACD state changes for every licensed agent on the system.
	DND Status By Agent	ACD Reporting	Breakdown of DND state changes by agent.
	Unmatched Calls By Agent	ACD Reporting	Breakdown of unmatched calls by agent.
Other - Configuration	ACD Agent List	Call Logging	A list of ACD Agents imported from the telephone system(s).

	Device List	Call Logging	A list of extensions imported from the telephone system(s).
	DDI Number List	Call Logging	A list of DDI numbers configured on the MCS.
	Trunk List	Call Logging	A list of trunks imported from the telephone system(s).

These default reports can be deleted as required. The categories can be used to add additional reports or deleted as required.


 Reports that are not licensed will be identified with a padlock symbol. In addition, some columns within reports may require an additional license, these will also be identified with a padlock symbol.

Inbound Call Summary

The inbound call summary report is a read-only report that gives a system overview of inbound external calls. This is the first report that is run every time a user browses to the reporting section of the MCS website.

This summary screen can be viewed on any system with a Call Logging license. It shows un-segmented call data for external calls coming into the telephone system. This screen is designed to provide a quick overview of system performance, for more information use one of the Call Performance reports.


Running Reports


Any existing report can be run by hovering over the report name with the mouse and pressing the play icon (). Each report has a default filter and date range which will be used when first running a report.

Filtering & Date Ranges

Once a report is on screen the date range and filter options above the report can be used to change, expand or restrict the data the report is displaying. When changing the date range or filter that is applied to a report, the 'Apply' button needs to be pressed to refresh the report.

The date range drop down offers a range of predefined date ranges (Today, Yesterday, This Month, Last Month etc..) that can be used to quickly change the call data being used to produce the report. If a specific date or date range is required then the 'Custom' option can be used to select the dates required. Refer to the [Date Ranges](#) section for more information.

 The larger the date range the report is being run over, the longer the report will take to run. If a report is taking a long time to run, try reducing the date range. In addition, the UI is limited to displaying a maximum of 5000 rows of data.

 If the number of rows in the report exceeds 1000, the export option will not be available. To export more records than this you must use [Scheduling](#).

The filter drop down can be used to restrict the data to only contain records that are specifically required (Caller ID, Extension etc..). The filter drop down will display all of a user's own filters along with any shared or built-in filters on the system. Refer to the [Filters](#) section for more information on creating and using filters.

Paging & Totals


Due to the fact that the reports are in a webpage, it is not feasible that all the rows returned from a report are displayed all at once on the screen. Instead, rows are displayed in pages which can be navigated using the following control:



The icons either side of the page number information can be used to navigate through the pages of the report. Clicking the far right icon takes you straight to the final page of the report.

If the report is **grouped**, there will be a total row at the end of the reports which shows totals of all columns where it is appropriate.

Cloning Reports

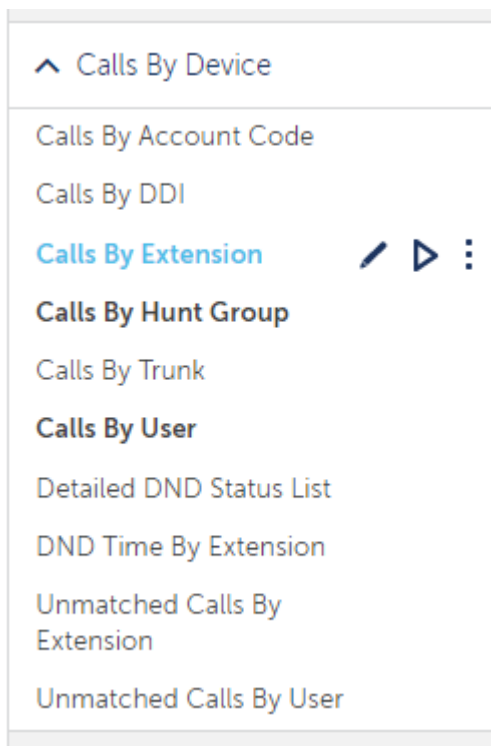
Copies of a report can quickly be made using the 'Clone' feature. To make a clone of an existing report, press the more icon () next to the report and select 'Clone' from the menu. A form will appear prompting for a new name for the report and the name of the category to store the report in.

Cached Reports

Due to the time it can take to run reports (especially when large date ranges are involved), the system will cache reports so that they can be re-used in the future without having to request the data again from the database.

If a report has previously been run with the same filter and date range then the system will use a cached version to speed up the running of the report.

The image below shows a list of reports in the 'Calls By Device' category:





If a report has previously been run and a cached copy is available, the report's name will be displayed with a bold font (in the image the Calls By Extension, Calls By Hunt Group and Calls By User reports all have cached versions available). To view the cached copy of the report, simply click anywhere on the report's name. To run the report again, press the play icon which will appear when the mouse hovers over the report in the list.


When viewing a cached report, the following warning may appear:


 You are viewing a cached report - the data may not reflect your current filter settings.


This usually means that the filter used on the report includes calls from the current day and so the data contained within the report maybe out of date. Pressing the 'Apply' button will re-run the report and include any calls made since the report was cached.

 Reports that include large amounts of data should be run out of working hours to reduce the risk of resource contention with other users or other features of the system. Use [Report Scheduling](#) to run reports at times when the system is not in use.

 Cached reports are deleted at the time specified by the '[Daily Statistics Reset Time](#)' setting.

 Refer to the [Report Creation](#) section for information on creating and editing reports.

 Refer to the [Statistics](#) section for information on the columns available in each report.

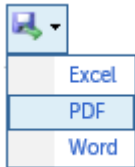
 Refer to the [Exporting](#) section for more information on exporting reports from the screen.

3.6.5 Exporting Reports

Any report viewed on the MCS website can be exported directly from screen. By default, all exported reports are in landscape format to maximise the page space available for columns.

Exporting


To export a report, run the report and then press the save button at the top of the report:



From the menu that displays, select one of the available export formats:

- Excel
- PDF
- Word

As soon as the export format has been chosen, the report will be exported in the required format and a standard browser download prompt will appear asking where to save the file to. The type of prompt received will differ from browser to browser.


-  Applications that support Excel, Word and PDF formats are not required for exporting but will be required to open the exported files.
-  If the number of rows in the report exceeds 1000, the export option will not be available. To export more records than this you must use [Scheduling](#).

3.6.6 Shared Reports

A shared report is visible to all users on the system that have access to reports. Shared reports can be run, edited and deleted by any user on the system. Shared reports are also the only type of report that can be added to a [schedule](#).

Creating a Shared Report

Shared reports can be created directly from the Shared Reports section of the website or can be created by sharing an existing personal report.

To share an existing personal report, press the more icon () next to the report and select 'Share' from the menu. A form will appear prompting for the following information:

- **New Name** -> This will be the name given to the shared report.
- **Category** -> Choose a category for the shared report to reside in or enter the name of a new one.

Pressing the 'Copy Report' button will then accept this information and create the shared report. The shared report is effectively a copy of the existing report, the original will still be visible under 'My Reports' and any changes to the new report made by other users will not affect the original.

Shared reports have their own category structure which is system wide, any new category created in shared reports will be visible to all users.

Filters & Scheduling

Shared reports can be run directly on the website in the same way personal reports can. When running the shared reports in this way, personal or [shared filters](#) can be applied to the report.

Only shared reports can be added to a [schedule](#) to be run on a regular basis. When running a shared report through a schedule, only shared filters can be applied to it.

3.6.7 Scheduling

Scheduling provides a way to automatically run reports on regular basis. Access to the scheduling features of the solution is controlled by a single site-wide license. Once a system is licensed, any number of schedules and reports can be created.

A single schedule can be configured to run multiple reports using different [filters](#) and [date ranges](#). When a schedule has run the reports configured, it can deliver them by email to one or more people or save the reports to a share on the network.

Permissions

Users can be given access to schedule reports through the [security profile](#) that has been assigned to their user account.

Once a user has been given access to schedules, they can create their own schedules as well as managing any other schedules created on the system.

Shared Filters & Reports


Only shared filters and reports can be added to a schedule. This is because schedules are a system wide entity and so to make sure that any user with permissions can access and edit schedules, they are restricted to using only filters and reports that are also accessible by all users.


If a filter or report that is currently being used in a schedule is deleted by a user, the user will first be alerted to the fact the filter/report is in use and will be given the opportunity to cancel the delete operation. If the filter or report is deleted, it will be removed from the schedule.


Schedule History

The schedule history is visible from the main schedule page on the website. It gives a list of schedules that have run with information on how long they took and whether they completed successfully or not. If the schedule fails, a guide to what caused the problem (Share access / email server connection failure etc..) should be visible.


Running Now

If required, a schedule can be executed immediately by selecting the more icon () and selecting 'Run Now' from the menu. Running a schedule in this manner will not change the automated schedule.

 Schedule history is kept for three months.

 Refer to the [Schedule Creation](#) section for information on configuring schedules.

3.6.7.1 Schedule Creation

To create a new schedule, navigate to the schedules section of the website (sub menu below Reporting) and press the 'New' button. The schedule management form will appear to guide the user through configuring the schedules. The same form can be accessed to edit an existing schedule by hovering over the schedule in question and pressing the edit icon ().

Details

The details section request a name and description for the schedule. The name will be used to identify the schedule and must be unique. The description is not required, but can be used to store information about what the schedule is for.

Schedule

Schedule section outlines when the schedule should be run:

Start

The time at which the report will first be run, subsequent recurrences will then be calculated from this initial time.

End Date & Time (Optional)

If the schedule does not need to be permanent then an end date for the schedule can be entered here.

Recurrence - Minute & Hour

Selecting a recurrence of minutes or hours provides an additional option to enter the interval number (15 minutes, 2 hours etc). If required, the recurrence can then be limited to run between certain hours of the day and on certain day/days of the week.

For example: Run every 15 minutes between 9am and 5pm Monday to Friday only, this allows a small interval between the schedule running but restricting reports out of working hours.



The minimum recurrence value that can be entered is 15 minutes.

Recurrence - Day


Selecting a recurrence of day allows you to have a schedule that runs once a day at a certain time. As with the Minute & Hour options specific days of the week can be select so that reports don't run at weekends for example

Recurrence - Week

Selecting a weekly recurrence allows schedules to run once a week or less frequently.

Recurrence - Month

A monthly recurrence allows schedules to be run once a month or less frequently. In addition to selecting the number of months between running, the frequency options allows a specific day number (e.g. 1st) of the month to be selected or a contextual day like the first Monday of the month for example.

 If a contextual day of the month is selected for the frequency, this will occur in partial weeks. So if the first Friday of the month is selected and the 1st of the month is a Friday, the schedule will run on this day.

Reports


The reports section allows one or more reports to be added to the schedule. To add a report, press the 'Add' button and populate the form that appears.

Select a report from the drop down and then configure the following properties:

- Filter -> Select a shared filter from the list is required
- Date Range -> Select a date range the report should be run for

The filter and date range selected will be used instead of the report's default filter and date range. It is important to use contextual date ranges when running reports although a custom date range is configurable if required. Contextual date ranges are needed because the schedule will be running repeatedly so setting a specific custom date range will mean the same report is run each time.


If more than one report is added to a schedule it will run the reports one by one and then move onto the action to deliver all reports in one go.

 Only [shared filters](#) and [shared reports](#) can be added to schedules.

Action


The action section outlines what happens to the reports once they have been run by the scheduler. Reports can either be exported to a network share or emailed to one or more people. Select an action type using the drop down and then complete the necessary properties.

Whichever action type is selected, the same [format](#) options of .xls, .doc or .pdf are available.

 When exporting to '.xls', there is a limit of 65,536 rows enforced.

Email

All the standard email options are available. Multiple email addresses can be entered into each of the address properties (To, CC, BCC) using a comma (,).

 For schedules to be sent out by email, an [SMTP](#) server must be configured. The source email address configured for the MCS server will be used for scheduled emails.


Export

Reports can be exported to any of the [network shares](#) that the MCS server has been configured for. If no network shares are available to select from the drop down list then they must first be added in the configuration section (⚙️) of the MCS website.

After a share is selected, a sub folder path can be entered. The scheduler will attempt to create the sub folder if it does not already exist. If a sub folder has already been added on the [network share](#) configuration then any sub folder entered here will be appended to that sub folder.

 Refer to the [Network Shares](#) section for more information.

3.6.7.2 Schedule Creation

To create a new schedule, navigate to the schedules section of the website (sub menu below Reporting) and press the 'New' button. The schedule management form will appear to guide the user through configuring the schedules. The same form can be accessed to edit an existing schedule by hovering over the schedule in question and pressing the edit icon ().

Details

The details section request a name and description for the schedule. The name will be used to identify the schedule and must be unique. The description is not required, but can be used to store information about what the schedule is for.

Schedule

Schedule section outlines when the schedule should be run:

Start

The time at which the report will first be run, subsequent recurrences will then be calculated from this initial time.

End Date & Time (Optional)

If the schedule does not need to be permanent then an end date for the schedule can be entered here.

Recurrence - Minute & Hour

Selecting a recurrence of minutes or hours provides an additional option to enter the interval number (15 minutes, 2 hours etc). If required, the recurrence can then be limited to run between certain hours of the day and on certain day/days of the week.

For example: Run every 15 minutes between 9am and 5pm Monday to Friday only, this allows a small interval between the schedule running but restricting reports out of working hours.



The minimum recurrence value that can be entered is 15 minutes.

Recurrence - Day


Selecting a recurrence of day allows you to have a schedule that runs once a day at a certain time. As with the Minute & Hour options specific days of the week can be select so that reports don't run at weekends for example

Recurrence - Week

Selecting a weekly recurrence allows schedules to run once a week or less frequently.

Recurrence - Month

A monthly recurrence allows schedules to be run once a month or less frequently. In addition to selecting the number of months between running, the frequency options allows a specific day number (e.g. 1st) of the month to be selected or a contextual day like the first Monday of the month for example.

 If a contextual day of the month is selected for the frequency, this will occur in partial weeks. So if the first Friday of the month is selected and the 1st of the month is a Friday, the schedule will run on this day.

Reports

The reports section allows one or more reports to be added to the schedule. To add a report, press the 'Add' button and populate the form that appears.

Select a report from the drop down and then configure the following properties:

- Filter -> Select a shared filter from the list is required
- Date Range -> Select a date range the report should be run for

The filter and date range selected will be used instead of the report's default filter and date range. It is important to use contextual date ranges when running reports although a custom date range is configurable if required. Contextual date ranges are needed because the schedule will be running repeatedly so setting a specific custom date range will mean the same report is run each time.


If more than one report is added to a schedule it will run the reports one by one and then move onto the action to deliver all reports in one go.

 Only [shared filters](#) and [shared reports](#) can be added to schedules.

Action


The action section outlines what happens to the reports once they have been run by the scheduler. Reports can either be exported to a network share or emailed to one or more people. Select an action type using the drop down and then complete the necessary properties.

Whichever action type is selected, the same [format](#) options of .xls, .doc or .pdf are available.

 When exporting to '.xls', there is a limit of 65,536 rows enforced.

Email

All the standard email options are available. Multiple email addresses can be entered into each of the address properties (To, CC, BCC) using a comma (,).

 For schedules to be sent out by email, an [SMTP](#) server must be configured. The source email address configured for the MCS server will be used for scheduled emails.

Export

Reports can be exported to any of the [network shares](#) that the MCS server has been configured for. If no network shares are available to select from the drop down list then they must first be added in the configuration section (⚙️) of the MCS website.

After a share is selected, a sub folder path can be entered. The scheduler will attempt to create the sub folder if it does not already exist. If a sub folder has already been added on the [network share](#) configuration then any sub folder entered here will be appended to that sub folder.

 Refer to the [Network Shares](#) section for more information.

3.6.8 Call Reporter Quick Reference Guide

The following guide is designed to provide an introduction to the call reporting features of the MiVoice Office Application Suite solution.

Reports

The Reports page provides access to run reports on any internal or external calls. Depending on the license applied to the system, the following report types can be accessed:

- Call Lists
- Status Lists (DND & ACD)
- Grouped Reports (by Extension, User, Agent, Hunt Group, Trunk, DDI & Start Time)
- Configuration Lists (Extensions, Agents, Trunks & DDIs)

My Reports
Each user has a list of pre-configured reports to use

Shared Reports
See reports that have been shared by users

Schedules
Set up schedules to run reports automatically and deliver by email or network share

Date Range
Control the Date range over which the current report is run

Filter
Change the filter to restrict the reports to specific calls

Apply Button
Use this button to apply date range, or to re-run the report

Categories
Reports are grouped into categories to make them easier to find

New Report Button
Use this button to create a new report

Edit Menu
Pressing the more button displays all options for a report

Play Button
Play back a call when using MiVoice Office Call Recorder (License and permissions dependent)

Page Control
Use to navigate through the records returned by the report

Save / Print
Save or print the report that is open

Call List General (Segmented)
(24/04/2017 00:00:00 - 24/04/2017 11:14:59)

Start	Ans	Contact	Tel No	Group	Ext	Ext Name	Dir	Dur	Seg	Code
24/04/2017 00:05:07	Yes	Craig Walsh	0161 11223344		9073	Sales 41	In	00:00:02	1	
04/2017 00:05:09	Yes	Craig Walsh	0161 11223344		9057	Sales 65	In	00:00:28	2	
04/2017 08:31:40	Yes	Toni Parker	9045		9064, 9070	Support 49	In	00:00:06	1	
04/2017 08:34:48	Yes	Kerry Baker	9033		9010, 9049	Support 19	In	00:00:54	1	
04/2017 08:45:54	Yes	Martin Prince	0161 99 88 776		9001	Sales 11	Out	00:01:50	1	
04/2017 08:49:01	No	Brian Smith	9012	9012	9056, 9095	Admin 03	In	00:00:44	1	
04/2017 09:07:15	Yes	Becky Jones	0161 445667		9099	Sales 22	Out	00:00:12	1	
24/04/2017 09:08:05	Yes	Carrie Davidson	0161 1597532		9061	Support 17	Out	00:00:10	1	
24/04/2017 09:18:01	No	Laura Willis	07212 745 6789		9064	Sales 13	In	00:00:13	1	
24/04/2017 09:18:23	No	Carl Cox	9081	9081	9017, 9066	Admin 01	In	00:00:01	1	
24/04/2017 09:19:04	No	Winnie Gray	07798 765 4321		9039	Sales 01	In	00:01:57	2	
24/04/2017 09:19:57	No	Ben Carter	016 987 6543		9048	Sales 03	Out	00:00:18	1	
24/04/2017 09:26:03	No	Ben Carter	016 567 89101		9055	Sales 12	Out	00:00:16	1	
24/04/2017 09:29:11	No	Ahmed Ali	9065		9007, 9085	Admin 07	In	00:00:07	1	
24/04/2017 09:29:11	Yes	Ahmed Ali	9065		9052, 9083	Support 11	In	00:00:12	2	
24/04/2017 09:29:50	Yes	David Dawson	902		9097, 9063	Support 15	In	00:00:14	1	
24/04/2017 09:31:28	No	Jack Crystal	902		9013, 9075	Sales 25	In	00:00:05	1	

Any report or column that is not licensed for use will be indicated with a padlock symbol.

Running Reports

Each user has their own copy of the default reports to run. These can be modified, added to, or deleted without affecting other users on the system. The reports are grouped together in categories on the left side of the screen. To run a report, press the play icon to the right of the report in the list. The report will appear on the right side of the page using the default filter and date range that were saved against the report.

A report may be presented across multiple pages, when this happens the page navigation buttons can be used to move through the report. If the report is a grouped report, the last row will show the totals of each column where applicable. Reports can be saved in Excel, PDF or Word format or they can be printed directly from the page.

Segmented Reports

When a call is logged to the database, a new call segment is created each time the call rings or is answered by a different device on the telephone system. A single external call can have many call segments. It is important to understand this when looking at call reports and evaluating call totals. For example, if looking at a Segmented Call List, a call will appear multiple times, once for each destination it was delivered to.


For more information on call segmentation and how it applies to different Reports/Templates, please refer to the product help document.


Report Types (Lists / Grouped)

There are two different types of reports that can be run; lists or grouped reports. Lists can provide details of individual calls or call segments. Grouped reports provide aggregate columns that include totals, averages and minimum/maximum values. These reports provide a way of analysing call traffic and how quickly calls are being answered.

Date Range & Filtering


The date range and filter can be used to select which calls are included in the reports. Any changes to a filter or date range require the report to be re-run using the 'Apply' button. The system will cache reports that have been run before, if the report has not been edited and the date range/filter has not changed, a cached version of the report will be loaded to improve performance.

 The more data that is being included in the report, the longer the report will take to run and display on the right of the screen. It is beneficial to limit the data by using filters and date ranges so that it only includes the data required. A maximum of 5000 records will be displayed.

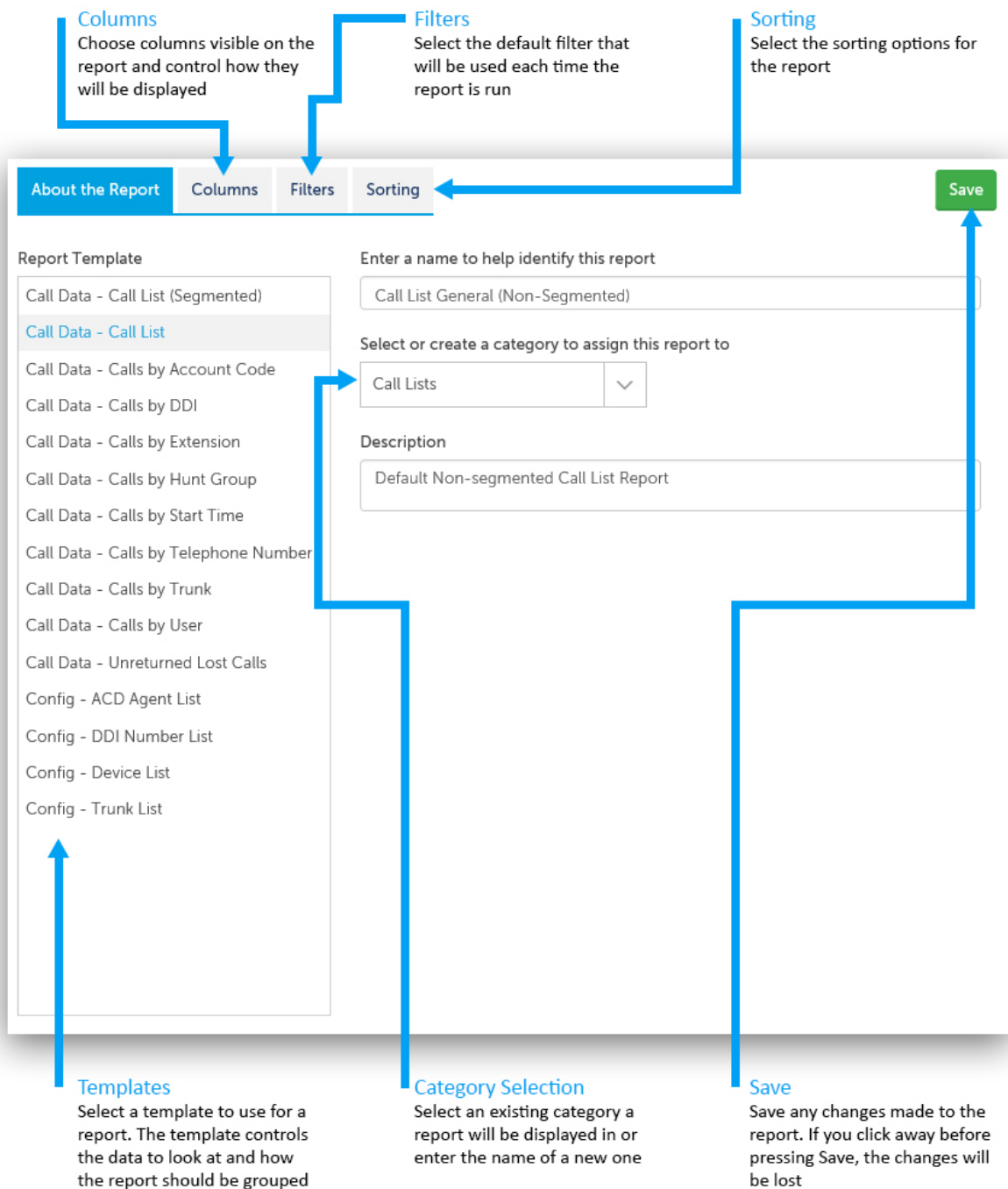
 If the number of rows in the report exceeds 1000, the export option will not be available. To export more records than this you must use [Scheduling](#).

Shared Reports

Reports can be shared so that other users can see and modify them. When a report is shared, a shared copy of the report is created, leaving the original in the 'My Reports' section. Shared reports can be modified by any users with permission to access them.

 For a report to be used in a schedule, it must first be shared.

Every report in the 'My Reports' section is specific to the user logged in and can be added to, edited, or deleted as required without affecting other users. When editing a report, the form pictured below will be displayed.



Report Templates

Each report is based on a report template. A report template defines what data is being reported on (call or configuration), how the data is to be grouped (By Extension, By Agent, Not Grouped etc..) and which columns are available to choose from. Changing the template of an existing report will change the available columns, this in turn will set the chosen columns back to default.

Report Categories

Reports are saved into different categories to make them easier to find in the user interface and to group together similar reports. The category a report is saved in can be selected from the list or a new category name can be entered.

Available Columns
Left-click on available columns to add them to the report. Available columns are grouped together into categories to make them easier to navigate

Chosen Columns
Columns that have been added to the report. They can be re-ordered by dragging them around within the chosen columns list

Column Options
Displays the options for the currently selected chosen column

Choose which columns will be visible on the report. You can select each of your chosen columns to control how the column is displayed.

You can drag the chosen columns up and down to re-arrange the order.

Available Columns	Chosen Columns	Column Options (Start Time)
<ul style="list-style-type: none"> Advanced <ul style="list-style-type: none"> Call ID End Event Logical Call ID Rec ID Call Info Call Times Devices / Agents Tag Fields 	<ul style="list-style-type: none"> Start Time Call Answered Contact Name Telephone Number Hunt Group Last Rang Extension Last Rang Extension Name Call Direction Call Duration Segment Count Account Code 	<p>Header</p> <p>Start</p> <p>Cell Width (mm)</p> <p>45</p> <p>Display as</p> <p>Date and Time</p>

Adding / Removing Columns

Each report comes with default columns added. A list of the available columns to add to the report appears on the left side of the 'Columns' tab, split up into categories to help locate the required column. To add a column to a report, left click on it. Chosen columns can be re-ordered by drag and drop or removed using the cross icon.

If the report is grouped, the column the report is grouped by will appear in blue. Grouped by columns cannot be removed from a report.

Please refer to the product help file for detailed information of each column.

Column Options

The options available to configure will be different depending on the column type. The 'Header' is the name that will be displayed for this column in the report. These are defaulted to a shortened variant of the column name but can be overridden by the user (the column name appears as a tooltip if you hover over it in an open report).

Where applicable, the 'Display as' option controls the format of the data shown in the report.

Changing the format of a grouped column can change the way the report is grouped. For example, if a report is grouped by 'Start Time' changing the format from 'Date and Time' to 'Time Only' will group multiple days calls into a single row based on time of day.

Filters

Select the default filter and date range to be assigned to a report when it is opened. This can then be overridden once the report is run using the date range and filter dropdown boxes on the report viewing page.

Sorting

Select the sort order for the report. Reports can be sorted by more than one column if required, but the sort direction (ascending or descending) will need to be the same for all sorted columns.

The optional scheduler can be used to automatically run reports on a regular basis and either deliver them by email or save them to a network share.

List Of Configured Schedules
See a list of configured schedules for all users on the system

Edit Menu
Edit, delete or run a schedule using the associated menu

History
A history of scheduled tasks that have run, how long they took and whether they were successful

The screenshot shows the Mtel MiVoice Office Application Suite interface. The top navigation bar includes 'Mtel', 'MiVoice Office Application Suite', 'Wallboard', 'Recordings', 'Reports', and 'Outbound'. Below this, there are tabs for 'My Reports', 'Shared Reports', and 'Schedules'. The 'Schedules' tab is active, showing a list of schedules on the left and a 'Scheduled Task History' table on the right. The 'Schedules' list includes 'Weekly Sales 1', 'Weekly Sales 2', 'Monthly Sales 1', 'Monthly Sales 2', 'Support Weekly', 'Support Monthly', 'Company Overview', and 'Lost Calls'. The 'Scheduled Task History' table has columns for 'Name', 'Started', 'Time Taken', and 'Result'. The table shows a list of tasks that have been executed successfully, including 'Lost Calls', 'Company Overview', 'Weekly Sales 2', 'Monthly Sales 1', 'Monthly Sales 2', 'Support Monthly', 'Support Weekly', and 'Weekly Sales 1'. A 'New' button is located above the 'Schedules' list, and an 'Edit' menu is shown for 'Weekly Sales 1' with options 'Edit', 'Run Now', and 'Delete'. A 'Help' button is in the top right corner.

Name	Started	Time Taken	Result
Weekly Sales 1	21/04/2017 15:54	3 Minutes	Completed successfully
Weekly Sales 2	20/04/2017 15:54	3 Minutes	Completed successfully
Lost Calls	19/04/2017 15:54	3 Minutes	Completed successfully
Company Overview	18/04/2017 15:54	3 Minutes	Completed successfully
Weekly Sales 2	17/04/2017 15:54	3 Minutes	Completed successfully
Monthly Sales 1	14/04/2017 15:54	3 Minutes	Completed successfully
Monthly Sales 2	13/04/2017 15:54	3 Minutes	Completed successfully
Support Monthly	12/04/2017 15:54	3 Minutes	Completed successfully
Support Weekly	11/04/2017 15:54	3 Minutes	Completed successfully
Weekly Sales 1	10/04/2017 15:54	3 Minutes	Completed successfully

1 - 10 of 50 items

Using Schedules

The 'Schedules' page shows all schedules that have been configured on the system, regardless of the user that configured them. Any user with permission can add, edit or delete a schedule. The 'Scheduled Task History' table shows when the schedules have run and whether they were successful or not. Schedules can be run manually as a 'one-off' irrespective of the recurrence settings, by selecting the 'Run Now' option from the menu.

Shared Reports & Filters

Only shared reports and shared filters can be used in a schedule. This is because schedules are a system-wide concept that can be edited by anyone. Therefore the reports and filters being added to a schedule need to be visible to everyone.

Start Date / Time

Controls when the schedule first runs. Subsequent running will be calculated from this start date/time using the recurrence settings

Reports

Configure which report(s) should be run as part of the schedule and what filters should be used when running them

Details **Schedule** **Reports** **Action** Save

Start Date 24/04/2017 **Start Time** 14:54

Specifies when the task will first run. Subsequent recurrences will be calculated from this date.

Recurrence Day

On the following days:

- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☐ Saturday
- ☐ Sunday

End Date (Optional) **End Time (Optional)**

Recurrence Controls how often and when a schedule will run

End Date / Time Controls whether the schedule should ever stop

Recurrence

The 'Start Date' and 'Start Time' for a schedule is used to work out when a schedule will first be run. After this, the configured 'Recurrence' will be used to work out when the next schedule should be run. The table below shows the different options available for recurrence:

Recurrence	Description
Minute	Run every 'x' minutes (minimum 15 minutes). Select the days of the week to run and between what times.
Hour	Run every 'x' hours. Select the days of the week to run and between what times.
Day	Once a day at the time configured in 'Start Time'. Select the days of the week to run.
Week	Run event 'x' weeks at the time configured in 'Start Time'.
Month	Run every 'x' months at the time configured in 'Start Time'. Select the day of the month on which to run the schedule.

The 'End Date' and 'End Time' can be used if required to stop the schedule automatically.

Reports & Filters

Select the report(s) that will be run by the schedule and filter/date range to use for each one. When applying the date range it is advisable to use a contextual date range (this week, last week etc..). If a 'Custom' date range is selected, the date range will be fixed every time the report is run by the scheduler.

Action Specific Information
Enter the information needed for the schedule to email or save the report

Action Type
Control whether the schedule should email the report(s) or save them to a network share

Format
Controls the format the scheduler should use when saving the report(s)

Details Schedule Reports **Action** Save

Action Type
Email

Format
Microsoft Excel Spreadsheet (.xls)

To
terry.benadict@company.com

CC
Multiple email address delimited by ,

BCC
Multiple email address delimited by ,

Subject
Weekly Sales Call Report 1

Body
The attached (.xls) spreadsheet contains the scheduled report for Sales team 1. You can open this in Microsoft Excel.

Action Type & Format

Reports can either be saved to a network share or emailed. In addition, the format of the report can be selected. Supported formats are Microsoft Word, Microsoft Excel and PDF.

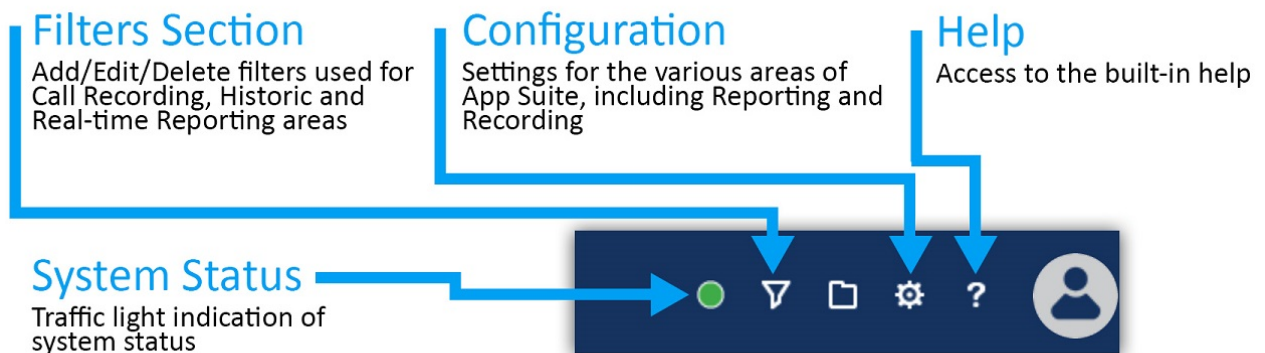
Emailing Reports

Reports can be emailed to one or more users of the system. Multiple email addresses can be added to any of the address fields (To, CC & BCC) using a comma separated list.

Saving Reports

To save the export to a network share, the details for the network share must first have been configured by the administrator of the system.

The title bar provides access to areas of the App Suite. The image below outlines each of the navigation icons:

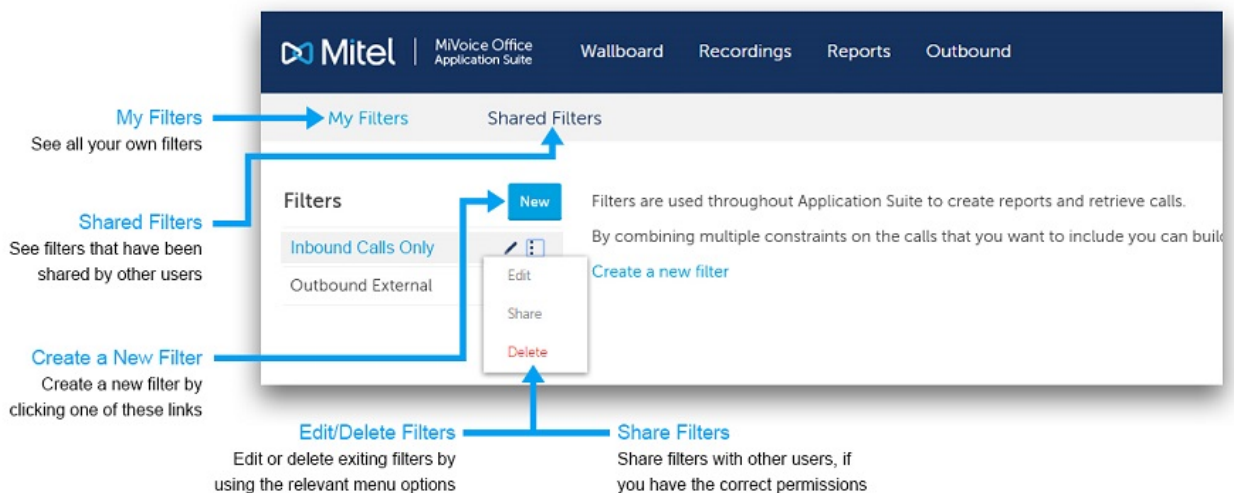


The configuration section and system status will only be visible with the correct permissions.

Filters

The 'Filters' section of the website is used to manage all the saved filters on the system. Filters can be used with reports or recordings.

Each user has their own 'My Filters' section that provides a list of all filters they have created.



Shared Filters (Permission dependant)

Filters can be shared between users to avoid duplicating work and to allow administrative staff to set up filters that can be used by everyone.

Adding / Editing Filters

Each filter provides the ability to search on one or more details about a call. The details are grouped into tabs. The tabs are displayed with descriptions in the image below:

Details
Give the filter a relevant name

Devices
Search for calls made from or received at different devices on the system (See pattern matching options for more information)

Call Details
Search using specific call details such as Outside Number, Direction, Status, DID/DDI..)

Duration
Search for calls using call, ring or talk time duration

Customer Details
Search for calls using contact name, speed dial name and custom tags

Advanced
Search for specific notes on calls, by call Id or using specific properties such as Trunk to Trunk or Service Codes

The filter form contains the following fields:

- Details:** Extension, Extension Name
- Devices:** Agent ID, Agent Name
- Call Details:** Hunt Group, Hunt Group Name
- Duration:** (No specific fields listed, but the tab is present)
- Customer Details:** Trunk
- Advanced:** (No specific fields listed, but the tab is present)

A green **Save** button is located at the top right of the filter form.

The use of special characters within the text boxes for a **Filter** enables the use of complex filter strings.

All Fields

The following characters are supported:

Special Characters	Description
Exclamation mark (!)	Not equal to
Percent (%)	Fuzzy matching (equivalent to a SQL LIKE %)
Underscore (_)	Fuzzy matching of a single character
Comma (,)	Can be used to search for multiple values at the same time

Device Fields


In addition to the special characters above, the following characters are supported when searching using a device based field (Extension, Agent, Trunk, Hunt Group):

Special Characters	Description
Plus sign (+)	Greater than or equal (e.g. 1000+ for extensions greater than or equal to 1000)
Hyphen (-)	Delimits a range of values to match (e.g. 1000-2000 for all extensions between 1000 and 2000 inclusive) or less than or equal to (e.g. -1000 for extensions less than or equal to 1000)

The example below shows what would be matched when entering combining multiple special characters using a comma:

- 1000-1005,!1003,1040,18%5,2000+

Matching endpoints: 1000, 1001, 1002, 1004, 1005, 1040, any that start with 18 and end with a 5, any with a value greater or equal to 2000.

 Device numbers are stored as text so when using greater than or less than, it is compared on an alphabetic level not a numeric level

3.6.9 Report Templates

Overview

The MCS has a series of report templates that can be used to create and run reports. Each report template contains the following information:

Data source (Call or configuration data for example)

This outlines when to get the data for the report from. Currently the two data sources available to the templates are

- Call Data
- Status Data (DND/ACD)
- Configuration Data


Columns

This outlines what columns are available to add to a report. Depending on the data source and grouping, the columns which are available to add to the report will change.

Grouping

This defines how the data in the report should be grouped (if at all). For example, a list of call records would usually have no grouping, each call and its associated properties can be viewed. If however the data is grouped by Telephone Number, aggregate columns become available such as Total Calls and Total Ring Time etc.

When creating a new report, a template must first be chosen before columns can be selected. Each template has a set of default columns which will automatically be visible, but can be added or removed by the user. When editing a report, if the template is changed, the selected columns will automatically be changed to the template's defaults.

 Refer to the [Aggregated Data](#) section for more information on grouped and call list reports.

Available Templates

The following templates are available for creating reports:

Template Name	License	Description	Segmented Data
ACD Data - ACD Status List	Call Logging	A list of ACD state changes for all licensed agents. This template requires the ACD Reporter License.	N/A
Call Data - Call List	Call Logging	A list of call data records (not segmented*).	No
Call Data - Call List (Segmented)	Call Logging	A list of call data records which is segmented*.	Yes
Call Data - Invalid Dialed Numbers	Call Logging	A list of call data records containing invalid dialed numbers only.	No
Call Data - Lost Calls	Call Logging	A list of call data records containing lost calls only.	No
Call Data - Trunk to Trunk Calls	Call Logging	A list of call data records containing trunk to trunk calls only.	No

Call Data - Calls by Account Code	Call Reporter	Call data grouped by Account Code, external calls only.	No
Call Data - Calls by Agent	ACD Reporting	Call data grouped by Agent, internal and external calls. This template requires the ACD Reporter License.	Yes
Call Data - Calls by DDI	Call Reporter	Call data grouped by DDI number, inbound external calls only.	No
Call Data - Calls by Extension	Call Reporter	Call data grouped by Extension, internal and external calls.	Yes
Call Data - Calls by Hunt Group	Call Reporter	Call data grouped by Hunt Group, inbound calls only.	Yes
Call Data - Calls by Start Time	Call Reporter	Call data grouped by Start Time, external calls only.	No
Call Data - Calls by Start Time (Hunt Group Segmented)	Call Reporter	Hunt Group segmented call data grouped by Start Time, external hunt group calls only.	Yes
Call Data - Calls by Telephone Number	Call Reporter	Call data grouped by Telephone Number, external calls only.	No
Call Data - Calls by Trunk	Call Reporter	Call data grouped by Trunk, external calls only.	No
Call Data - Calls by User	Call Reporter	Call data grouped by User. This includes calls made on any extensions associated with a user.	Yes
Call Data - Unreturned Lost Calls	Call Logging	A list of call data records (not segmented*), filtered to show unreturned lost calls only. External calls only.	No
Call Data - Inbound Call Summary **	Call Logging	Inbound call summary for external calls.	No
Config - ACD Agent List ***	Call Logging	Configuration data, a list of all ACD Agents MCS has imported from the telephone system.	N/A
Config - DDI Number List	Call Logging	Configuration data, a list of all DDI Numbers configured on MCS.	N/A
Config - Device List	Call Logging	Configuration data, a list of all Extensions MCS has imported from the telephone system.	N/A
Config - Trunk List	Call Logging	Configuration data, a list of all Trunks MCS has imported from the telephone system.	N/A
DND Data - DND Status List	DND Reporting	A list of DND state changes. This template requires the DND Reporter license.	N/A

* Refer to the [Call Segmentation](#) section for more information.

** The Inbound Call Summary template is not user selectable, it is fixed to the Inbound Call Summary Report.

*** MCS does not support ACD member hunt groups, only ACD Agent hunt groups.

 If '#ERROR' appears in any column, this is an indication of missing data. This can happen if the reporting


— service is stopped or loses connection to the telephone system.

Call List Limits

Each of the call list report templates (Call List, Call List (Segmented) & Unreturned Lost Calls) has a fixed limit of 5,000 rows of call data. If the date range for a report is configured and the resulting data would generate more than 5,000 rows, only the first 5,000 rows will get returned. When this happens, a warning message will appear on the screen alerting to this fact. To remove the warning, reduce the date range the report is being run for or apply a [filter](#) to restrict the result set. Alternatively schedule the report to return all records.

Recording Playback



The Call List reports provide a 'Play' option against answered calls which allows the user to playback the recording if they have the necessary MiVoice Office Call Recorder features configured. Clicking the play link will open up the normal playback window. If a call has not been recorded due to it being made on an unrecorded device or because it has been excluded, the play link will still appear but the user will be informed that the call was not recorded after pressing it.

 The prefix to each template ('Call Data', 'Config') refers to the data source the template is using.

 Refer to the [Reporting](#) section for information on licensing.

3.6.10 Report Creation


The following section describes the properties that can be configured against a report. The properties discussed here are displayed when creating a new report or editing an existing report.


To create a new report, press the 'New Report' button above the reports accordionlist on the reporting page. To edit a report, hover over a report and press the edit icon () or press the more icon () and select Edit from the menu.


About the Report

Each report that is configured on the system requires a template to be selected. This template tells the report about the type of data that is being returned, the available columns for the report and whether the data is grouped or not. Once a template has been selected, the name and category properties must be configured before navigating to the columns section:

- **Name** - User definable name that will be used to identify the report for running or adding to schedules.
- **Category** - Defines where the report will appear on the website. Categories are used to group similar reports together to aid user access to them. Either select an existing category or type in the name of a new one.
- **Description** - User definable description, this can be used to store more detailed information about the report and what it is for.

 Changing the template of an existing report will cause the selected columns to change to the default ones for the selected report.

 To cancel the changes being made to a report simply navigate away from the current page without pressing the 'Save' button.

 Refer to the [Report Templates](#) section for information about each of the different templates available.


Columns

The column selection screen is split into three sections:

Available Columns

This section outlines each of the available columns for a specific report template. To add a column to the report, simply click on the column. Each of the columns available is displayed in a different category to group similar columns together and aid user navigation. Clicking on a category name will display the columns in that category. For a brief outline of what the data in the column represents, hover over the column with the mouse to get a tooltip.

Any columns that have already been added to the report will show greyed out and in italics.

 A maximum of 50 columns can be added to a report.

Chosen Columns

This section shows all the columns that will currently be displayed on a report. Columns will be displayed in the order in which they are visible in this list. To change the order of the chosen columns, simply left click on the column and drag it to a new location in the list.

If the data returned by the report template is grouped in any way, the columns the report will be grouped on will be displayed in blue in the chosen columns list. These columns can be re-ordered but cannot be removed from the report. To remove other columns from the report simply press the red cross next to the column name.

To change the column on which the report is grouped, a different template must be selected.

Column Options

Each column has settings that can be configured including Header, Cell Width and in some cases Display As (display format).

The header setting is the name that will be displayed as the column header when the report is run. All columns have a default header name configured which is generally much shorter than the column's full name so that it will fit better within the report header.

The cell width option outlines the width the column should have within the report. All columns have been given a default width that suits the data type however these may need to be changed, especially if trying to fit a large number of columns onto a single report for exporting.


If a column contains a date or duration of some kind then the display format option will appear. The following date formats are available:


Call Time (Start Time, Answer Time, End Time etc..)

- Date and Time -> dd/MM/yyyy HH:mm:ss
- Date Only -> dd/MM/yyyy
- Time Only -> HH:mm:ss
- Week -> dd/MM/yyyy (Mon) (The date rounded to the previous Monday)
- Month -> MMM, yyyy

Duration (Call Time, Talk Time, Hold Time etc..)

- Hours, Minutes and Seconds -> HH:mm:ss
- Total Seconds

 Refer to the [Report Grouping](#) section for more information on these display formats and how they affect grouped reports.

 Refer to the [Statistics](#) section for more information on the columns available for each template.

Filters

The filters page provides a way to configure the initial filter and date range that will be used when the report is first run. These properties can be changed after the report is run using the ad-hoc date range and filter drop downs on the report viewer.

In addition, the time range on a day by day basis can be configured so that data outside this range is ignored. This is very useful for ignoring calls outside of working hours. For example, if a report is configured to run a display data over a week, the time range could be limited to between 9am and 5pm so any calls outside of these hours on any day of the week included in the report would not be shown.

Sorting

The sorting page provides a way to control which column(s) within the report are used to sort by when displaying the data. By default a sort column and direction will be defined in the template but this can be changed as required.

Reports can be sorted by more than one column by adding another column from the available columns list.

Saving a Report

Once all the properties have been configured, press the 'Save' button to implement the changes. If a new category has been entered for the report it will be created at this time.

If the report saves successfully it will be run immediately and display on screen. If there are any problems when saving the report, a message box will appear in red outlining the problem and suggesting changes that

need to be made.

3.6.11 Using Reporting

The following section outlines the reporting user interface and how reports can be run, filtered and exported.

Default Reports & Report Categories

Each user with permission to run reports is automatically configured with a default set of reports. These reports are individual to the logged in user and can be edited/deleted as required.


These default reports are displayed in different categories to help navigate between different types of reports:

Category	Report Name	License	Description
Call Lists	Call List General	Call Logging	A list of all calls on the system (segmented, internal and external calls).
	Invalid Dialed Numbers	Call Logging	A list of outbound external calls that failed to complete.
	Lost Calls	Call Logging	A list of calls that were not answered (external calls only)
	Trunk to Trunk Calls	Call Logging	A list of trunk to trunk calls (inbound calls that were diverted or transferred externally).
	Unreturned Lost Calls	Call Logging	A list of lost calls that have not been returned or subsequently answered.
Call Performance	Call Performance By Day	Call Reporter	Overview of lost calls on a day by day basis.
	Service Level By Half Hour	Call Reporter	In depth breakdown of answered calls by half hour (call rate period).
	Service Level By Half Hour & Day	Call Reporter	In depth breakdown of answered calls by half hour and day (call rate period).
Calls By Device	Calls By Account Code	Call Reporter	Breakdown of external calls by account codes entered.
	Calls By DDI	Call Reporter	Breakdown of inbound external calls by DDI number.
	Calls By Extension	Call Reporter	Breakdown of all calls by extension number.
	Calls By Hunt Group	Call Reporter	Breakdown of inbound calls by hunt group.
	Calls By Trunk	Call Reporter	Breakdown of external calls by trunk line.
	Calls By User	Call Reporter	Breakdown of all calls by user.
	Detailed DND Status List	DND Reporting	List of DND state changes.
	DND Status By Extension	DND Reporting	Breakdown of DND status by extension.

	Unmatched Calls By Extension	Call Reporter	Breakdown of unmatched calls by extension.
	Unmatched Calls By User	Call Reporter	Breakdown of unmatched calls by user.
Calls By Number	Calls By Telephone Number	Call Reporter	Breakdown of calls by the number dialled/received.
	Calls For Service Codes	Call Reporter	Breakdown of calls made to service code numbers (see dial plans for more information).
	Top Dialed Numbers	Call Reporter	Breakdown of calls made by telephone number.
	Top Received Numbers	Call Reporter	Breakdown of calls received by telephone number.
Calls By Time	Call Summary By Day	Call Reporter	Breakdown of external calls by day.
	Call Summary By Month	Call Reporter	Breakdown of external calls by month.
	Call Summary By Week	Call Reporter	Breakdown of external calls by week.
	Calls By Half Hour	Call Reporter	Breakdown of external calls by half hour.
	Calls By Half Hour & Day	Call Reporter	Breakdown of external calls by half hour and day.
	Hunt Group Calls By Half Hour	Call Reporter	Breakdown of external hunt group calls by half hour.
	Hunt Group Calls By Half Hour & Day	Call Reporter	Breakdown of external hunt group calls by half hour and day.
	Hunt Group Calls By Day	Call Reporter	Breakdown of external hunt group calls by day.
	Line Usage By Half Hour & Day	Call Reporter	Breakdown of external calls by half hour and day including details of trunk utilisation.
Calls/Status By Agent	ACD Status By Agent	ACD Reporting	Breakdown of ACD status by agent.
	Calls By Agent	ACD Reporting	Breakdown of calls made/received by agents.
	Detailed ACD Status List	ACD Reporting	List of ACD state changes for every licensed agent on the system.
	DND Status By Agent	ACD Reporting	Breakdown of DND state changes by agent.
	Unmatched Calls By Agent	ACD Reporting	Breakdown of unmatched calls by agent.
Other - Configuration	ACD Agent List	Call Logging	A list of ACD Agents imported from the telephone system(s).

	Device List	Call Logging	A list of extensions imported from the telephone system(s).
	DDI Number List	Call Logging	A list of DDI numbers configured on the MCS.
	Trunk List	Call Logging	A list of trunks imported from the telephone system(s).

These default reports can be deleted as required. The categories can be used to add additional reports or deleted as required.


 Reports that are not licensed will be identified with a padlock symbol. In addition, some columns within reports may require an additional license, these will also be identified with a padlock symbol.

Inbound Call Summary

The inbound call summary report is a read-only report that gives a system overview of inbound external calls. This is the first report that is run every time a user browses to the reporting section of the MCS website.

This summary screen can be viewed on any system with a Call Logging license. It shows un-segmented call data for external calls coming into the telephone system. This screen is designed to provide a quick overview of system performance, for more information use one of the Call Performance reports.


Running Reports


Any existing report can be run by hovering over the report name with the mouse and pressing the play icon (). Each report has a default filter and date range which will be used when first running a report.

Filtering & Date Ranges

Once a report is on screen the date range and filter options above the report can be used to change, expand or restrict the data the report is displaying. When changing the date range or filter that is applied to a report, the 'Apply' button needs to be pressed to refresh the report.

The date range drop down offers a range of predefined date ranges (Today, Yesterday, This Month, Last Month etc..) that can be used to quickly change the call data being used to produce the report. If a specific date or date range is required then the 'Custom' option can be used to select the dates required. Refer to the [Date Ranges](#) section for more information.

 The larger the date range the report is being run over, the longer the report will take to run. If a report is taking a long time to run, try reducing the date range. In addition, the UI is limited to displaying a maximum of 5000 rows of data.

 If the number of rows in the report exceeds 1000, the export option will not be available. To export more records than this you must use [Scheduling](#).

The filter drop down can be used to restrict the data to only contain records that are specifically required (Caller ID, Extension etc..). The filter drop down will display all of a user's own filters along with any shared or built-in filters on the system. Refer to the [Filters](#) section for more information on creating and using filters.

Paging & Totals


Due to the fact that the reports are in a webpage, it is not feasible that all the rows returned from a report are displayed all at once on the screen. Instead, rows are displayed in pages which can be navigated using the following control:



The icons either side of the page number information can be used to navigate through the pages of the report. Clicking the far right icon takes you straight to the final page of the report.

If the report is **grouped**, there will be a total row at the end of the reports which shows totals of all columns where it is appropriate.

Cloning Reports

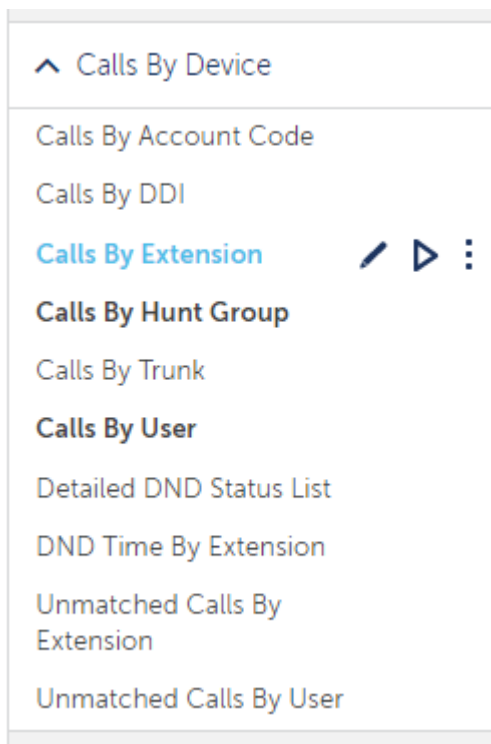
Copies of a report can quickly be made using the 'Clone' feature. To make a clone of an existing report, press the more icon () next to the report and select 'Clone' from the menu. A form will appear prompting for a new name for the report and the name of the category to store the report in.

Cached Reports

Due to the time it can take to run reports (especially when large date ranges are involved), the system will cache reports so that they can be re-used in the future without having to request the data again from the database.

If a report has previously been run with the same filter and date range then the system will use a cached version to speed up the running of the report.

The image below shows a list of reports in the 'Calls By Device' category:





If a report has previously been run and a cached copy is available, the report's name will be displayed with a bold font (in the image the Calls By Extension, Calls By Hunt Group and Calls By User reports all have cached versions available). To view the cached copy of the report, simply click anywhere on the report's name. To run the report again, press the play icon which will appear when the mouse hovers over the report in the list.


When viewing a cached report, the following warning may appear:


 You are viewing a cached report - the data may not reflect your current filter settings.


This usually means that the filter used on the report includes calls from the current day and so the data contained within the report maybe out of date. Pressing the 'Apply' button will re-run the report and include any calls made since the report was cached.

 Reports that include large amounts of data should be run out of working hours to reduce the risk of resource contention with other users or other features of the system. Use [Report Scheduling](#) to run reports at times when the system is not in use.

 Cached reports are deleted at the time specified by the '[Daily Statistics Reset Time](#)' setting.

 Refer to the [Report Creation](#) section for information on creating and editing reports.

 Refer to the [Statistics](#) section for information on the columns available in each report.

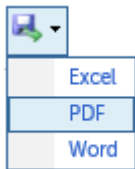
 Refer to the [Exporting](#) section for more information on exporting reports from the screen.

3.6.12 Exporting Reports

Any report viewed on the MCS website can be exported directly from screen. By default, all exported reports are in landscape format to maximise the page space available for columns.

Exporting



To export a report, run the report and then press the save button at the top of the report:



From the menu that displays, select one of the available export formats:

- Excel
- PDF
- Word

As soon as the export format has been chosen, the report will be exported in the required format and a standard browser download prompt will appear asking where to save the file to. The type of prompt received will differ from browser to browser.


-  Applications that support Excel, Word and PDF formats are not required for exporting but will be required to open the exported files.
-  If the number of rows in the report exceeds 1000, the export option will not be available. To export more records than this you must use [Scheduling](#).

3.6.13 Shared Reports

A shared report is visible to all users on the system that have access to reports. Shared reports can be run, edited and deleted by any user on the system. Shared reports are also the only type of report that can be added to a [schedule](#).

Creating a Shared Report

Shared reports can be created directly from the Shared Reports section of the website or can be created by sharing an existing personal report.

To share an existing personal report, press the more icon () next to the report and select 'Share' from the menu. A form will appear prompting for the following information:

- **New Name** -> This will be the name given to the shared report.
- **Category** -> Choose a category for the shared report to reside in or enter the name of a new one.

Pressing the 'Copy Report' button will then accept this information and create the shared report. The shared report is effectively a copy of the existing report, the original will still be visible under 'My Reports' and any changes to the new report made by other users will not affect the original.

Shared reports have their own category structure which is system wide, any new category created in shared reports will be visible to all users.

Filters & Scheduling

Shared reports can be run directly on the website in the same way personal reports can. When running the shared reports in this way, personal or [shared filters](#) can be applied to the report.

Only shared reports can be added to a [schedule](#) to be run on a regular basis. When running a shared report through a schedule, only shared filters can be applied to it.

3.6.14 Scheduling

Scheduling provides a way to automatically run reports on regular basis. Access to the scheduling features of the solution is controlled by a single site-wide license. Once a system is licensed, any number of schedules and reports can be created.

A single schedule can be configured to run multiple reports using different [filters](#) and [date ranges](#). When a schedule has run the reports configured, it can deliver them by email to one or more people or save the reports to a share on the network.

Permissions

Users can be given access to schedule reports through the [security profile](#) that has been assigned to their user account.

Once a user has been given access to schedules, they can create their own schedules as well as managing any other schedules created on the system.

Shared Filters & Reports


Only shared filters and reports can be added to a schedule. This is because schedules are a system wide entity and so to make sure that any user with permissions can access and edit schedules, they are restricted to using only filters and reports that are also accessible by all users.


If a filter or report that is currently being used in a schedule is deleted by a user, the user will first be alerted to the fact the filter/report is in use and will be given the opportunity to cancel the delete operation. If the filter or report is deleted, it will be removed from the schedule.


Schedule History

The schedule history is visible from the main schedule page on the website. It gives a list of schedules that have run with information on how long they took and whether they completed successfully or not. If the schedule fails, a guide to what caused the problem (Share access / email server connection failure etc..) should be visible.


Running Now

If required, a schedule can be executed immediately by selecting the more icon () and selecting 'Run Now' from the menu. Running a schedule in this manner will not change the automated schedule.

 Schedule history is kept for three months.

 Refer to the [Schedule Creation](#) section for information on configuring schedules.

3.6.14.1 Schedule Creation

To create a new schedule, navigate to the schedules section of the website (sub menu below Reporting) and press the 'New' button. The schedule management form will appear to guide the user through configuring the schedules. The same form can be accessed to edit an existing schedule by hovering over the schedule in question and pressing the edit icon ().

Details

The details section request a name and description for the schedule. The name will be used to identify the schedule and must be unique. The description is not required, but can be used to store information about what the schedule is for.

Schedule

Schedule section outlines when the schedule should be run:

Start

The time at which the report will first be run, subsequent recurrences will then be calculated from this initial time.

End Date & Time (Optional)

If the schedule does not need to be permanent then an end date for the schedule can be entered here.

Recurrence - Minute & Hour

Selecting a recurrence of minutes or hours provides an additional option to enter the interval number (15 minutes, 2 hours etc). If required, the recurrence can then be limited to run between certain hours of the day and on certain day/days of the week.

For example: Run every 15 minutes between 9am and 5pm Monday to Friday only, this allows a small interval between the schedule running but restricting reports out of working hours.



The minimum recurrence value that can be entered is 15 minutes.

Recurrence - Day


Selecting a recurrence of day allows you to have a schedule that runs once a day at a certain time. As with the Minute & Hour options specific days of the week can be selected so that reports don't run at weekends for example

Recurrence - Week

Selecting a weekly recurrence allows schedules to run once a week or less frequently.

Recurrence - Month

A monthly recurrence allows schedules to be run once a month or less frequently. In addition to selecting the number of months between running, the frequency options allows a specific day number (e.g. 1st) of the month to be selected or a contextual day like the first Monday of the month for example.

 If a contextual day of the month is selected for the frequency, this will occur in partial weeks. So if the first Friday of the month is selected and the 1st of the month is a Friday, the schedule will run on this day.

Reports


The reports section allows one or more reports to be added to the schedule. To add a report, press the 'Add' button and populate the form that appears.

Select a report from the drop down and then configure the following properties:

- Filter -> Select a shared filter from the list is required
- Date Range -> Select a date range the report should be run for

The filter and date range selected will be used instead of the report's default filter and date range. It is important to use contextual date ranges when running reports although a custom date range is configurable if required. Contextual date ranges are needed because the schedule will be running repeatedly so setting a specific custom date range will mean the same report is run each time.


If more than one report is added to a schedule it will run the reports one by one and then move onto the action to deliver all reports in one go.

 Only [shared filters](#) and [shared reports](#) can be added to schedules.

Action


The action section outlines what happens to the reports once they have been run by the scheduler. Reports can either be exported to a network share or emailed to one or more people. Select an action type using the drop down and then complete the necessary properties.

Whichever action type is selected, the same [format](#) options of .xls, .doc or .pdf are available.

 When exporting to '.xls', there is a limit of 65,536 rows enforced.

Email

All the standard email options are available. Multiple email addresses can be entered into each of the address properties (To, CC, BCC) using a comma (,).

 For schedules to be sent out by email, an [SMTP](#) server must be configured. The source email address configured for the MCS server will be used for scheduled emails.

Export

Reports can be exported to any of the [network shares](#) that the MCS server has been configured for. If no network shares are available to select from the drop down list then they must first be added in the configuration section (⚙️) of the MCS website.

After a share is selected, a sub folder path can be entered. The scheduler will attempt to create the sub folder if it does not already exist. If a sub folder has already been added on the [network share](#) configuration then any sub folder entered here will be appended to that sub folder.

 Refer to the [Network Shares](#) section for more information.

3.7 Real-Time Reporting

Real-Time Reporting provides users with real-time visibility of calls and status of various different aspects of the telephone system.

This system provides two levels of real-time access for users:

- [Wallboard](#), up to 5 real-time views restricted to single statistic tiles, media tiles and a ticker.
- [Dashboard](#), a supervisor real-time UI with up to 10 real-time views and additional tile support.

Users can be assigned permission to access either the Wallboard or the Dashboard. This is done using a [Security Profile](#).

For information on how to use the Real-Time Wallboard, please refer to the [Quick Start Guide](#).

The following sections provide a breakdown of all aspects of Real-Time Reporting use:

- [Tiles](#)
- [Statistics](#)
- [Tile Alarms](#)
- [Real-Time Filtering](#)
- [Full Screen Views](#)
- [Global Variables](#)

For information on how call segmentation, dynamic extension express, conferencing & trunk to trunk calls affect the data display on different tile types, please refer to the following sections:

- [Call Segmentation](#)
- [Dynamic Extension Express \(Personal Call Routing\)](#)

3.7.1 Real-Time Wallboard Quick Reference Guide

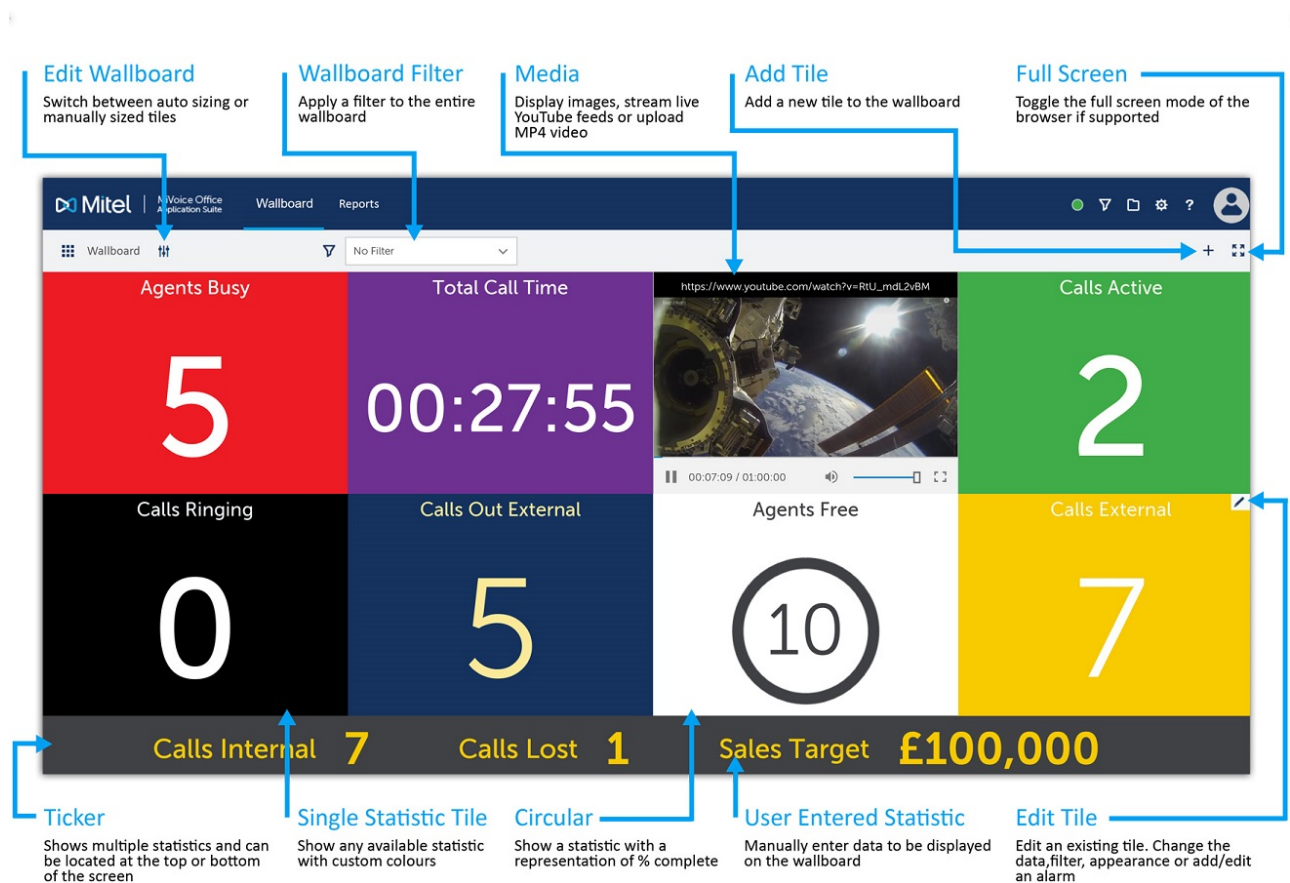
The following guide is designed to provide an introduction to the core features of the Real-Time Wallboard.

Wallboard UI

The webpage provides real-time visibility of calls, do-not-disturb status* and agent status* on the telephone system. By default, a standard view containing some commonly used statistics are added on first login to the wallboard. This view can then be customized with a variety of tiles which can be filtered as required. The wallboard provides the following types:

- Single Statistic
- Multi-Statistic 'Cycling'
- Media (Video/Images)
- Ticker

* Agent & DND visibility require additional licensing.



Single & Circular Statistic Tiles

Choose a single statistic from the call, DND & agent field options. The foreground & background colours of the tiles will be selected randomly by the wallboard (dependant on the default option chosen) but can be changed as required. Optionally, the appearance of a single statistic tile can be changed to show a circular gauge displaying the % of a target value.

Cycling Multi-Statistic Tiles


These tiles display similar information as single statistics tiles but can cycle through multiple statistics. Each statistic added can have a different appearance to help distinguish between them.

Media Tiles

These tiles can display images, live streaming video from live feeds or display an uploaded video file on a loop. Audio from videos can be turned on or off.

Ticker

The ticker can be used to show up to 20 different statistics that loop round the screen. As with the multi-statistic tiles, each statistic added to the ticker can be given a different appearance to help distinguish between them.

 Only one ticker can be added to a Real-Time Wallboard view. It can either be located at the top or bottom of the view and has various options for size and speed.


Full Screen


The full screen mode can be toggled* using the icon provided. When enabled, the browser frame/toolbar and the website title bar are removed so that the the wallboard fills as much of the screen as possible.


** Full Screen mode is not supported in all browsers*

Manual/External Statistics

If required, manually added data (Global Variables) or data from external databases can be displayed on any of the tiles. This is useful for displaying general information to users such as sales targets, promotions, support information etc.

 Global Variables are edited in the configuration section () of the website. This will only be available with the correct permissions.

 There is an additional licence for enabling external data sources.

The wallboard view has two settings which can be changed by pressing the edit icon () in the top-left of the Wallboard.

Edit View Cancel Save

Name
Default Wallboard

Display Mode

☒ Uniform Grid (fill available space)
☐ Manual Sizing

Colour Mode

☒ Coloured Background
☐ Coloured Text
☐ No Colour

Display Mode
Switch between automatically sized tiles or manually sized tiles.
Note: size and location information is lost when switching between modes

Colour Mode
Select the default colour mode when adding new tiles to the wallboard

Display Mode

The display mode can be set to either 'Uniform Grid' (default) or 'Manual Sizing'. When uniform grid is enabled, the tiles on the wallboard will automatically resize as tiles are added or removed, simplifying the setup of the wallboard. When manual sizing is enabled, each tile must be individually located and sized. The benefit of manual sizing is that tiles can be different sizes if required.

Switching between display modes will cause the tile location and sizing to be lost.

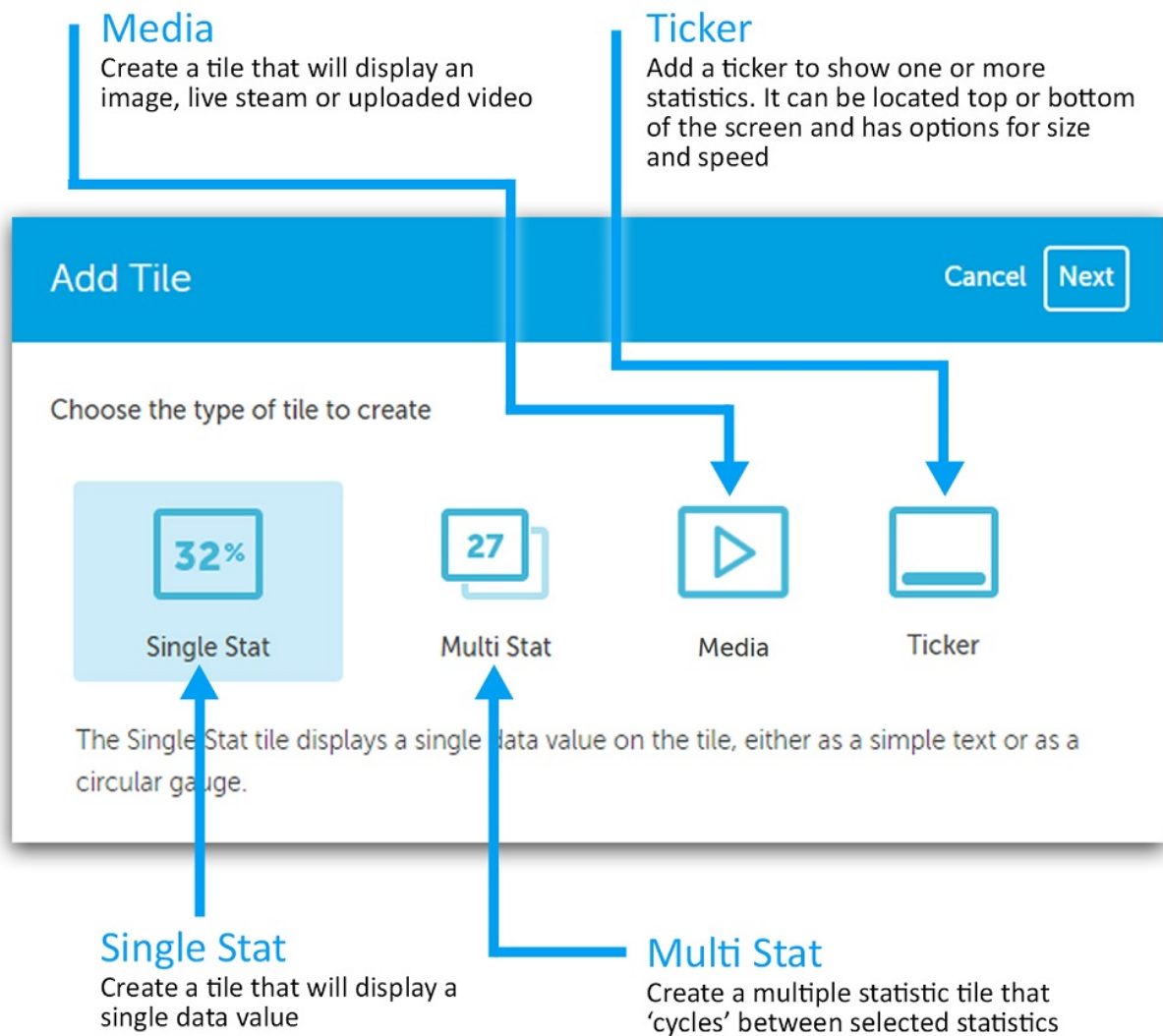
Colour Mode

The colour mode can be set to either 'Coloured Background' (default), 'Coloured Text' or 'No Colour' (black and white). When coloured background is selected, each new tile added will be given a randomly selected background colour with white text (recommended for viewing from a distance). When coloured text is selected, each new tile added is given a randomly selected foreground colour with a white background (recommended for viewing close up). When 'No Colour' is selected, each new tile added is given a white background with black text.


The colour mode only affects new tiles that are added to the view. Existing tiles' background/foreground colour must be changed manually.

Edit Mode

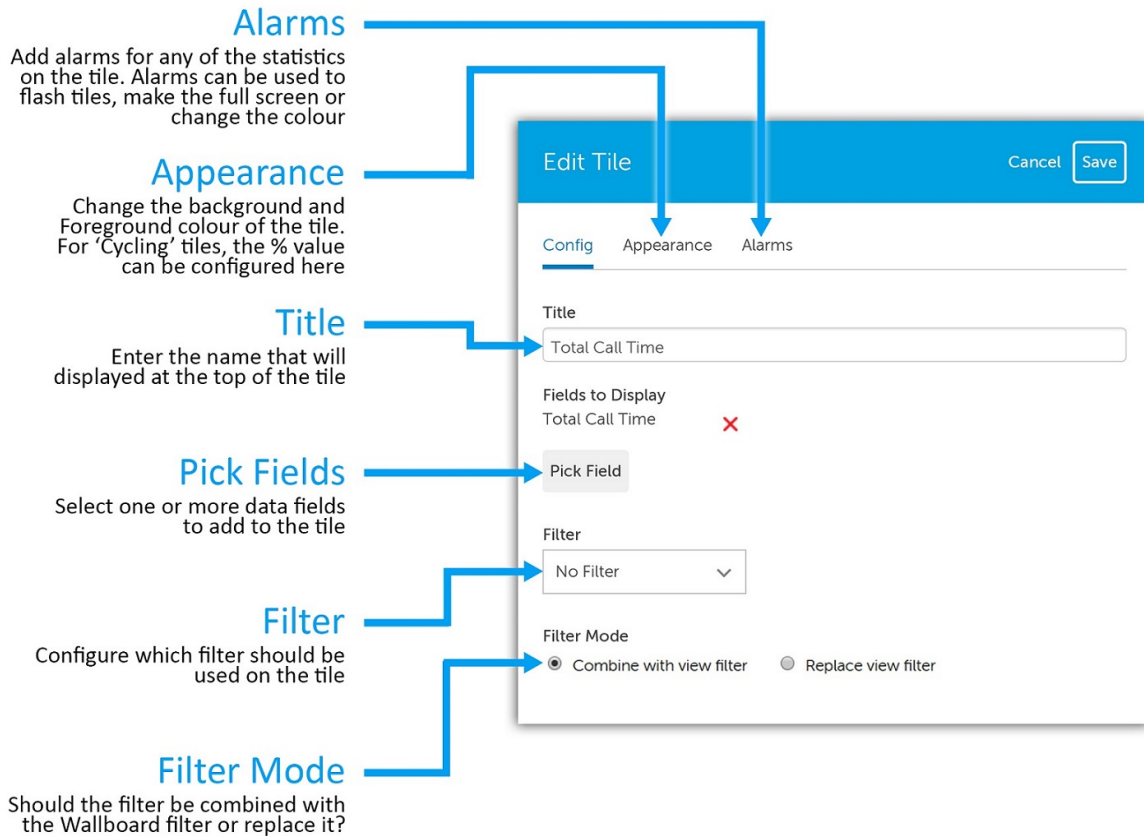
To add new tiles or move/resize existing tiles, edit mode must be enabled. Press the edit () icon on the top right-hand side of the view to enter edit mode. Once enabled the plus (+) icon can be used to add new tiles to the view. When pressed, the 'Add Tile' form is displayed, providing a choice between the different types of tiles available. Additionally, while in edit mode any existing tiles can be moved or resized (when using manual display mode). Press the tick () icon to exit edit mode.



Once the tile type has been selected, press the 'Next' button to view the tile properties form.


 Only one ticker is allowed per Wallboard. If there is already a ticker added, the ticker tile will not appear when adding new tiles.

Each tile has a set of properties so that it can be customised. The properties available will differ depending on the type of tile being edited/added. The image below shows the property form based on a single statistic tile.




Title & Fields

The title will be displayed at the top of the tile. By default, this will be set to the name of the data field selected, but can be changed. To add fields to a tile, press the 'Pick Field' button and then select the required field from the context menu. To aid selection, the fields have been grouped together into categories.

 For more information on the fields available and how they are calculated, please refer to the help file.

Filter & Filter Mode

The data on each tile can be filtered if required. By default no filter is applied. The filter mode is used to select whether the overall Wallboard view filter is applied or not. When set to 'Combined with view filter' (default), any filter set on the Wallboard view will be combined with any filter set on the tile. If set to 'Replace view filter' any filter set on the Wallboard view will be ignored.

 To ensure a tile never has a filter set, leave the filter set to 'No Filter' and select 'Replace view filter' as the filter mode.

Appearance

The appearance section provides access to change the foreground/background colour of the tile and also any other display options (such as 'Circular Gauge').

Alarms

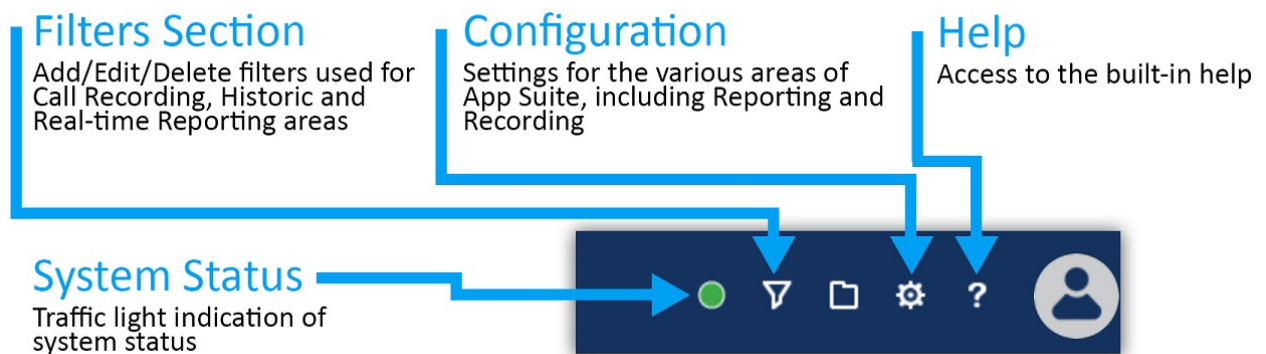
Each tile can have one or more alarms configured. Alarms can be used to bring attention to tiles when thresholds are reached or breached. Alarms can be set to do the following:

- Flash the tile
- Make the tile full screen (double-click the tile to revert it back)
- Override the foreground/background colour
- Play a sound file

- Send an email
- Send a tile snap-shot to a 6900 phone

Overriding a tile's foreground and/or background colour is very useful for creating traffic light style tiles. For example, thresholds can be set to change a tiles colour from green to amber to red based on the data field's value. This can be used to help bring attention to specific performance targets.

The title bar provides access to areas of the App Suite. The image below outlines each of the navigation icons:

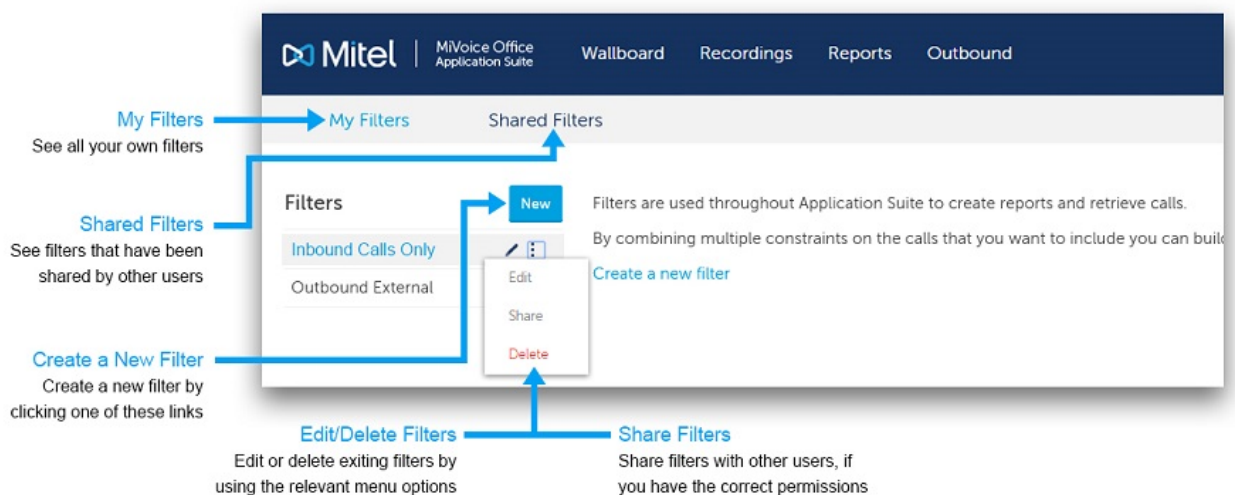


The configuration section and system status will only be visible with the correct permissions.

Filters

The 'Filters' section of the website is used to manage all the saved filters on the system. Filters can be used with reports or recordings.

Each user has their own 'My Filters' section that provides a list of all filters they have created.



Shared Filters (Permission dependant)

Filters can be shared between users to avoid duplicating work and to allow administrative staff to set up filters that can be used by everyone.

Adding / Editing Filters

Each filter provides the ability to search on one or more details about a call. The details are grouped into tabs. The tabs are displayed with descriptions in the image below:

The diagram shows a filter interface with six tabs: Details, Devices, Call Details, Duration, Customer Details, and Advanced. Each tab has a corresponding description and a list of search fields.

- Details**: Give the filter a relevant name
- Devices**: Search for calls made from or received at different devices on the system (See pattern matching options for more information)
 - Extension
 - Extension Name
- Call Details**: Search using specific call details such as Outside Number, Direction, Status, DID/DDI..)
 - Agent ID
 - Agent Name
- Duration**: Search for calls using call, ring or talk time duration
 - Hunt Group
 - Hunt Group Name
- Customer Details**: Search for calls using contact name, speed dial name and custom tags
 - Trunk
- Advanced**: Search for specific notes on calls, by call Id or using specific properties such as Trunk to Trunk or Service Codes

A green 'Save' button is located in the top right corner of the filter interface.

The use of special characters within the text boxes for a [Filter](#) enables the use of complex filter strings.

All Fields

The following characters are supported:

Special Characters	Description
Exclamation mark (!)	Not equal to
Percent (%)	Fuzzy matching (equivalent to a SQL LIKE %)
Underscore (_)	Fuzzy matching of a single character
Comma (,)	Can be used to search for multiple values at the same time

Device Fields

In addition to the special characters above, the following characters are supported when searching using a device based field (Extension, Agent, Trunk, Hunt Group):

Special Characters	Description
Plus sign (+)	Greater than or equal (e.g. 1000+ for extensions greater than or equal to 1000)
Hyphen (-)	Delimits a range of values to match (e.g. 1000-2000 for all extensions between 1000 and 2000 inclusive) or less than or equal to (e.g. -1000 for extensions less than or equal to 1000)

The example below shows what would be matched when entering combining multiple special characters using a comma:

- 1000-1005,!1003,1040,18%5,2000+

Matching endpoints: 1000, 1001, 1002, 1004, 1005, 1040, any that start with 18 and end with a 5, any with a value greater or equal to 2000.



Device numbers are stored as text so when using greater than or less than, it is compared on an alphabetic level not a numeric level

3.7.2 Real-Time Dashboard Quick Reference Guide

The following guide is designed to provide an introduction to the core features of the Real-Time Dashboard.

Dashboard UI

The webpage provides real-time visibility of calls, do-not-disturb status* and agent status* on the telephone system. By default, a standard view containing some commonly used statistics are added on first login to the dashboard. This view can then be customized with a variety of tiles which can be filtered as required. The dashboard provides the following types:

- Single Statistic
- Multi-Statistic
- Media (Video/Images)
- Ticker
- Grid (Agent, Call, Extension & Trunk)

* Agent & DND visibility require additional licensing.

A Dashboard can have multiple views configured by the user, they can then switch between the views via the dropdown box.

The screenshot shows the Mitel Real-Time Dashboard interface. Annotations point to various features:

- Edit Dashboard:** Edit/Switch Dashboard: Switch between views, create new views or edit existing ones.
- Dashboard Filter:** Apply a filter to the entire Dashboard.
- Agent Grid:** See grids of Agents/Extensions /Calls. Perform call & status control operations.
- Edit Tile:** Edit an existing tile. Change the data, filter, appearance or add/edit an alarm.
- Edit Mode:** Enable edit mode to add new tiles or move/resize existing tiles.
- Ticker:** Shows multiple statistics and can be located at the top or bottom of the screen.
- Single Statistic Tile:** Show any available statistic with custom colours.
- Circular:** Show a statistic with a representation of % complete.
- Manual/External Statistics:** Manually enter data to be displayed or query data to be displayed from an external source.

The dashboard displays the following statistics:

- 5** Calls Ringing
- 00:27:55** Total Call Time
- 0** Calls Internal
- 5** Calls Out External
- 10** Agents Free
- 7** Calls External
- 1** Calls Lost
- £100,000** Sales Target

The Agents table shows the following data:

Agent	Agent Name	Time L...	ACD Statu...	DND Mess...	Hunt Groups	Time In...	Time Ch...	Ca...	Ca...	Avg Talk Ti...	Total Talk...
7012	Charles Ryan	02:30:16	Busy N/A	ON A TRIP	2202.2230	00:45	05:22:49	0	0	00:00:00	00:00:00
7013	Alice Craig	02:30:16	Busy N/A	ON HOLID	2002.2007	02:3	05:22:49	0	0	00:00:00	00:00:00
7014	Mark Llard	02:30:16	Busy N/A	GONE HO...	2202.2230	02:3	05:22:49	0	0	00:00:00	00:00:00
7015	Frances Williams	02:30:16	Busy N/A	OUT OF O...	2002.2007	02:3	05:22:49	0	0	00:00:00	00:00:00
7016	Julia Phillips	02:30:16	Busy		2211.2201	02:3	05:22:49	0	0	00:00:00	00:00:00
7017	Wayne Gernson	01:36:08	Busy		2211.2201	00:0	01:36:06	0	0	00:04:38	00:04:38
7018	John Goldsmith	02:30:16	Busy		2211.2201	00:0	05:22:49	0	0	00:04:38	00:04:38
7019	Terry Baker	02:30:16	Free		2202	02:3	05:22:49	0	0	00:00:00	00:00:00
7020	Sam Bagley	02:30:16	Free		2211.2201	00:1	05:34:28	0	0	00:00:00	00:00:00
7021	Oliver Marks	01:07:57	Free		2002.2202	00:0	01:07:55	0	0	00:00:00	00:00:00
7022	Garry Taylor	02:30:16	Free		2002.2007	00:1	05:22:49	0	0	00:00:00	00:00:00
7023	Bruce Dawson	02:30:16	Free		2002.2007	02:3	05:22:49	0	0	00:00:00	00:00:00

Single & Circular Statistic Tiles

Choose a single statistic from the call, DND & agent field options. The foreground & background colours of the tiles will be selected randomly by the wallboard (dependant on the default option chosen) but can be changed as required. Optionally, the appearance of a single statistic tile can be changed to show a circular gauge displaying

the % of a target value.

Multi-Statistic Tiles


These tiles display similar information as single statistics tiles but can display multiple statistics at once, or cycle through multiple statistics. Each statistic added can have a different appearance to help distinguish between them.

Media Tiles

These tiles can display images, live streaming video from live feeds or display an uploaded video file on a loop. Audio from videos can be turned on or off.

Ticker

The ticker can be used to show up to 20 different statistics that loop round the screen. As with the multi-statistic tiles, each statistic added to the ticker can be given a different appearance to help distinguish between them.

 Only one ticker can be added to a Real-Time Dashboard view. It can either be located at the top or bottom of the view and has various options for size and speed.

Grid

Grid tiles provide real-time information about specific devices/calls rather than system wide. Grids are provided for agents, calls, extensions & trunks. In addition to summarised and current status information, grids provide third party control over other calls/device. Change an agent's ACD or DND status or move/steal telephone calls. To access the call/status control menu, left-click on the status icon at the far left of a row or the more icon (⋮) at the far right.


Full Screen


The full screen mode can be toggled* using the icon provided. When enabled, the browser frame/toolbar and the website title bar are removed so that the dashboard fills as much of the screen as possible.

** Full Screen mode is not supported in all browsers*

Manual/External Statistics

If required, manually added data (Global Variables) or data from external databases can be displayed on any of the tiles. This is useful for displaying general information to users such as sales targets, promotions, support information etc.

 Global Variables are edited in the configuration section (⚙️) of the website. This will only be available with the correct permissions.

 There is an additional licence for enabling external data sources.

The following guide is designed to provide an introduction to the core features of the Real-Time Dashboard.

View Settings

The dashboard provides real-time visibility of calls, extensions* and agents* on the telephone system. Each user can customise multiple views with a variety of tiles which can be filtered as required.

Edit View Cancel Save

Name
Default Wallboard

Display Mode

- ☒ Uniform Grid (fill available space)
- ☐ Manual Sizing

Colour Mode

- ☒ Coloured Background
- ☐ Coloured Text
- ☐ No Colour

Display Mode
Switch between automatically sized tiles or manually sized tiles.
Note: size and location information is lost when switching between modes

Colour Mode
Select the default colour mode when adding new tiles to the wallboard

Display Mode

The display mode can be set to either 'Uniform Grid' (default) or 'Manual Sizing'. When uniform grid is enabled, the tiles on the wallboard will automatically resize as tiles are added or removed, simplifying the setup of the wallboard. When manual sizing is enabled, each tile must be individually located and sized. The benefit of manual sizing is that tiles can be different sizes if required.

Switching between display modes will cause the tile location and sizing to be lost.

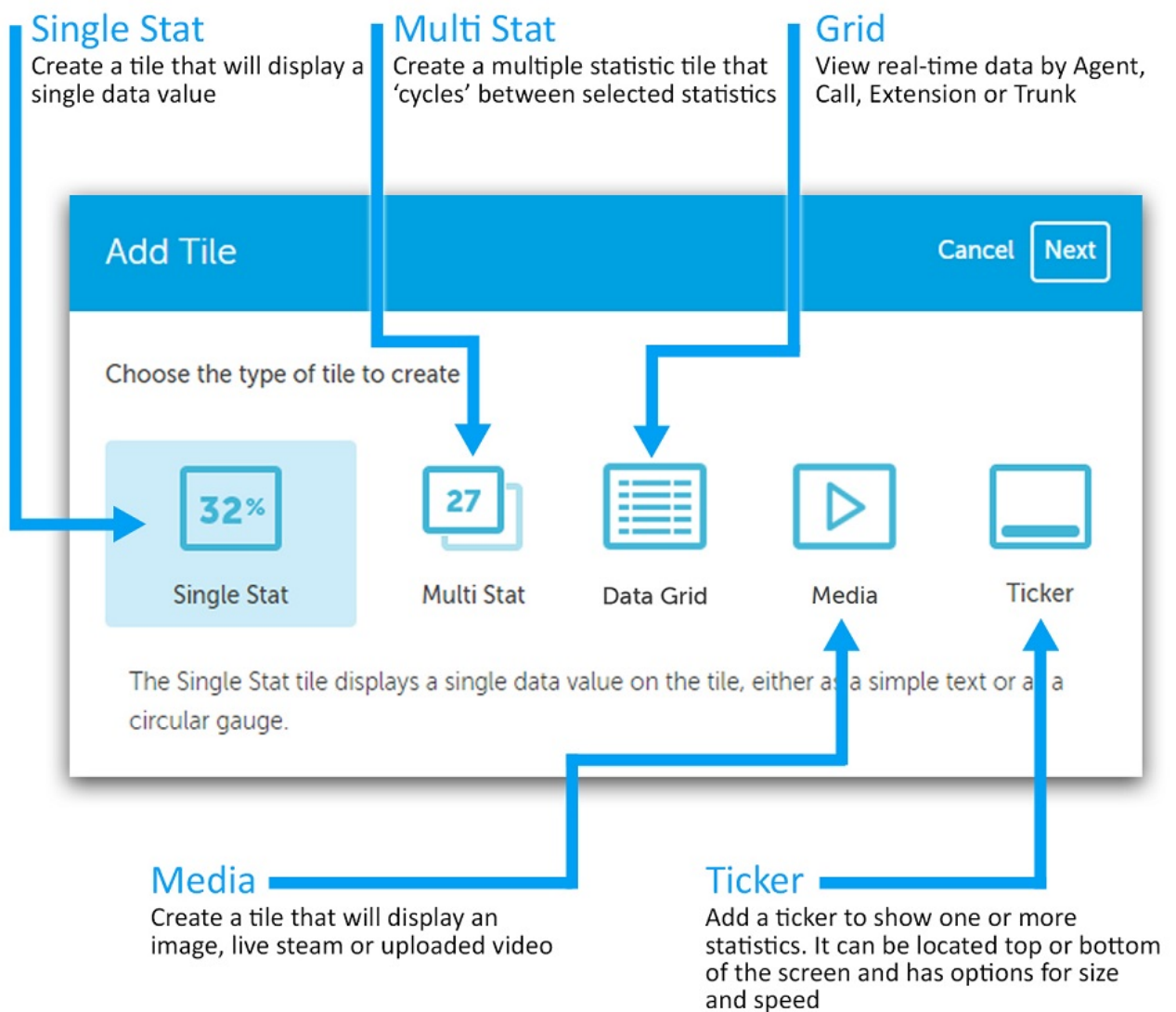
Colour Mode

The colour mode can be set to either 'Coloured Background' (default), 'Coloured Text' or 'No Colour' (black and white). When coloured background is selected, each new tile added will be given a randomly selected background colour with white text (recommended for viewing from a distance). When coloured text is selected, each new tile added is given a randomly selected foreground colour with a white background (recommended for viewing close up). When 'No Colour' is selected, each new tile added is given a white background with black text.


The colour mode only affects new tiles that are added to the view. Existing tiles' background/foreground colour must be changed manually.

Edit Mode

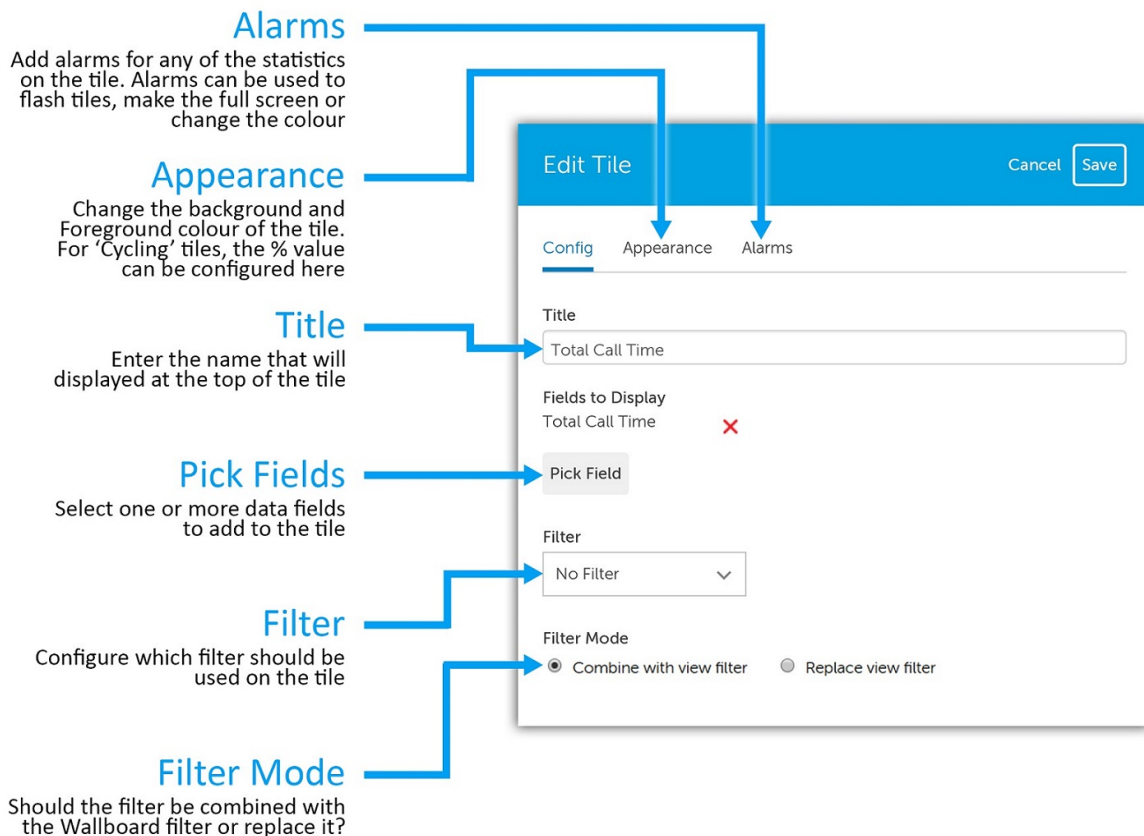
To add new tiles or move/resize existing tiles, edit mode must be enabled. Press the edit () icon on the top right-hand side of the view to enter edit mode. Once enabled the plus (+) icon can be used to add new tiles to the view. When pressed, the 'Add Tile' form is displayed, providing a choice between the different types of tiles available. Additionally, while in edit mode any existing tiles can be moved or resized (when using manual display mode). Press the tick () icon to exit edit mode.



Once the tile type has been selected, press the 'Next' button to view the tile properties form.

 Only one ticker is allowed per Dashboard view. If there is already a ticker added, the ticker tile will not appear when adding new tiles.

Each tile has a set of properties so that it can be customised. The properties available will differ depending on the type of tile being edited/added. The image below shows the property form based on a single statistic tile.



Alarms
Add alarms for any of the statistics on the tile. Alarms can be used to flash tiles, make the full screen or change the colour

Appearance
Change the background and Foreground colour of the tile. For 'Cycling' tiles, the % value can be configured here

Title
Enter the name that will be displayed at the top of the tile

Pick Fields
Select one or more data fields to add to the tile

Filter
Configure which filter should be used on the tile


Filter Mode
Should the filter be combined with the Wallboard filter or replace it?

The 'Edit Tile' form includes the following sections and controls:

- Alarms:** A section at the top for configuring alarms.
- Appearance:** A section for changing background and foreground colors.
- Title:** A text input field labeled 'Title' containing 'Total Call Time'.
- Pick Fields:** A section labeled 'Fields to Display' showing 'Total Call Time' with a red 'X' next to it, and a 'Pick Field' button.
- Filter:** A dropdown menu labeled 'Filter' set to 'No Filter'.
- Filter Mode:** Two radio buttons: 'Combine with view filter' (selected) and 'Replace view filter'.


Title & Fields

The title will be displayed at the top of the tile. By default, this will be set to the name of the data field selected, but can be changed. To add fields to a tile, press the 'Pick Field' button and then select the required field from the context menu. To aid selection, the fields have been grouped together into categories.

 For more information on the fields available and how they are calculated, please refer to the help file.

Filter & Filter Mode

The data on each tile can be filtered if required. By default no filter is applied. The filter mode is used to select whether the overall Wallboard view filter is applied or not. When set to 'Combined with view filter' (default), any filter set on the Wallboard view will be combined with any filter set on the tile. If set to 'Replace view filter' any filter set on the Wallboard view will be ignored.

 To ensure a tile never has a filter set, leave the filter set to 'No Filter' and select 'Replace view filter' as the filter mode.

Appearance

The appearance section provides access to change the foreground/background colour of the tile and also any other display options (such as 'Circular Gauge').

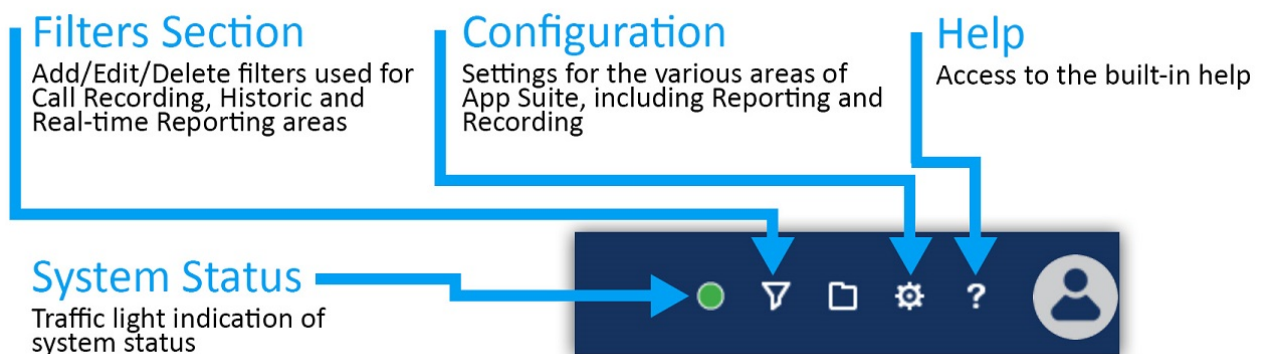
Alarms

Each tile can have one or more alarms configured. Alarms can be used to bring attention to tiles when thresholds are reached or breached. Alarms can be set to do the following:

- Flash the tile
- Make the tile full screen (double-click the tile to revert it back)
- Override the foreground/background colour
- Play a sound file
- Send an email
- Send a tile snap-shot to a 6900 phone

Overriding a tile's foreground and/or background colour is very useful for creating traffic light style tiles. For example, thresholds can be set to change a tiles colour from green to amber to red based on the data field's value. This can be used to help bring attention to specific performance targets.

The title bar provides access to areas of the App Suite. The image below outlines each of the navigation icons:

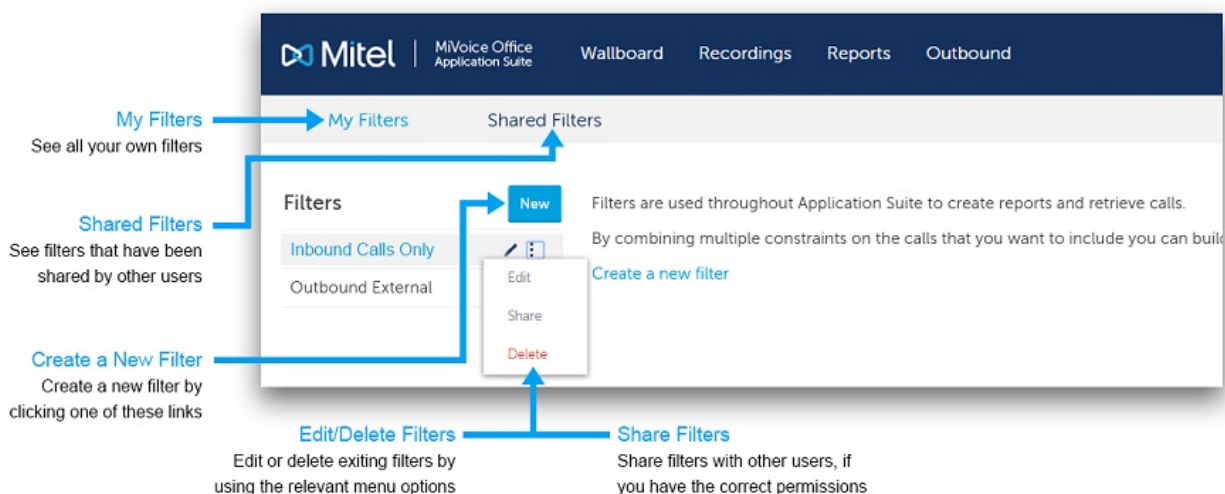


The configuration section and system status will only be visible with the correct permissions.

Filters

The 'Filters' section of the website is used to manage all the saved filters on the system. Filters can be used with reports or recordings.

Each user has their own 'My Filters' section that provides a list of all filters they have created.

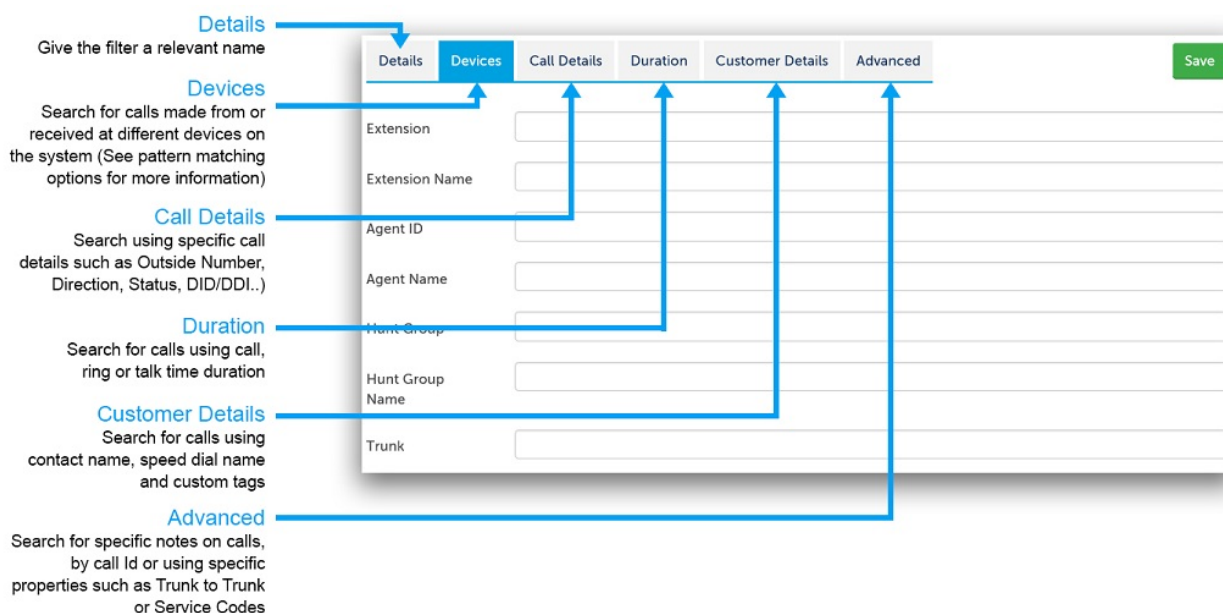


Shared Filters (Permission dependant)

Filters can be shared between users to avoid duplicating work and to allow administrative staff to set up filters that can be used by everyone.

Adding / Editing Filters

Each filter provides the ability to search on one or more details about a call. The details are grouped into tabs. The tabs are displayed with descriptions in the image below:



The use of special characters within the text boxes for a **Filter** enables the use of complex filter strings.

All Fields

The following characters are supported:

Special Characters	Description
--------------------	-------------

Exclamation mark (!)	Not equal to
Percent (%)	Fuzzy matching (equivalent to a SQL LIKE %)
Underscore (_)	Fuzzy matching of a single character
Comma (,)	Can be used to search for multiple values at the same time

Device Fields

In addition to the special characters above, the following characters are supported when searching using a device based field (Extension, Agent, Trunk, Hunt Group):

Special Characters	Description
Plus sign (+)	Greater than or equal (e.g. 1000+ for extensions greater than or equal to 1000)
Hyphen (-)	Delimits a range of values to match (e.g. 1000-2000 for all extensions between 1000 and 2000 inclusive) or less than or equal to (e.g. -1000 for extensions less than or equal to 1000)

The example below shows what would be matched when entering combining multiple special characters using a comma:

- 1000-1005,!1003,1040,18%5,2000+

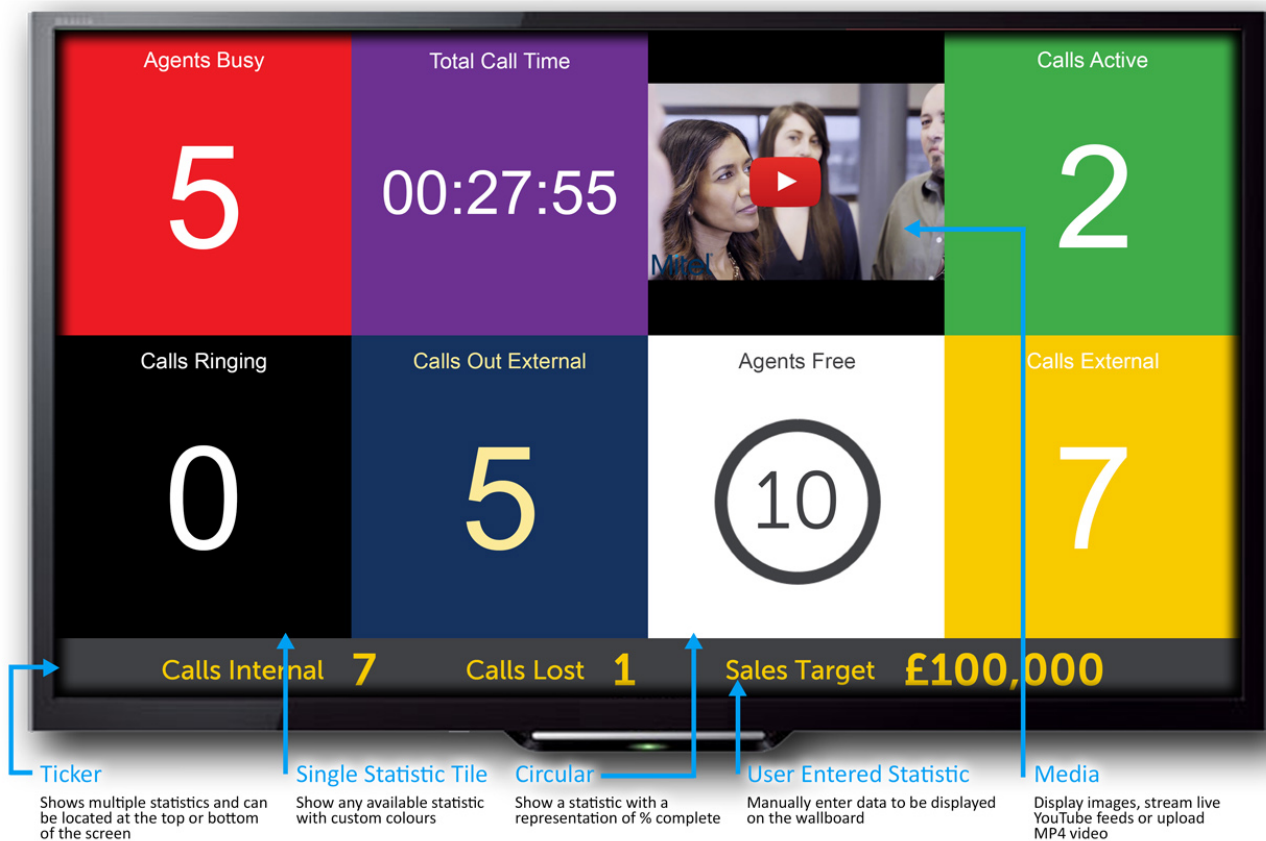
Matching endpoints: 1000, 1001, 1002, 1004, 1005, 1040, any that start with 18 and end with a 5, any with a value greater or equal to 2000.



Device numbers are stored as text so when using greater than or less than, it is compared on an alphabetic level not a numeric level

3.7.3 Real-Time Wallboard for Amazon FireTV

The Real-Time Wallboard for Amazon FireTV is designed to render a [MiVoice Call Reporter Real-Time Wallboard](#) view on a wall-mounted TV without the need for a dedicated PC. This reduces the deployment time and keeps costs to a minimum.



Features & Usage

The application connects to a MiVoice Office Application Suite and will display a pre-configured Real-Time Wallboard, including the following features:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Multiple Display Modes - Manual or Uniform Grid • Single Statistic Tiles, Including Gauges • Dual Statistic Cycling Tiles • Ticker Tiles • Media Tiles*, including images & video • External Data Sources & Manually Entered Data** | <ul style="list-style-type: none"> • Alarms Notifications, Including: <ul style="list-style-type: none"> ◦ Full Screen Tiles ◦ Tile Colour Change ◦ Email Notifications ◦ Sound Notifications ◦ Screen Alerts to Mitel 6900 Series Phones |
|--|--|

* Only a single video feed is currently supported. Images are supported up to 4096x4096 resolution. Up to 4 image tiles are supported.

- ** Global variables and external data values are truncated to 100 characters when being displayed on the ticker tile or a Real-Time Wallboard for FireTV.
- The application supports tiles that are available using a Real-Time Wallboard. Dashboard Tiles such as Multi-Statistic & Grids are not currently supported.
- Only tile based filters currently work on the FireTV Real-Time Wallboard, View based filters are ignored.

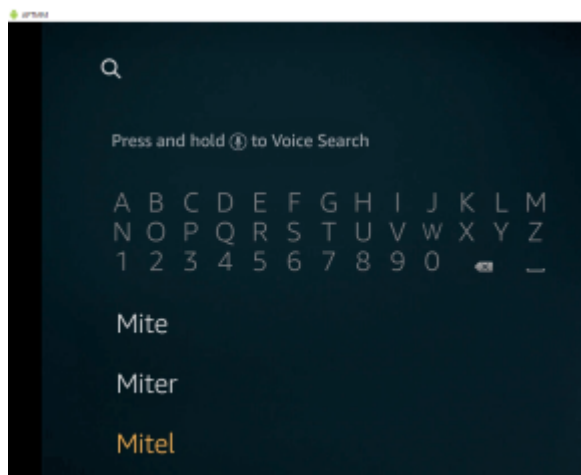
Deployment

Install the Real-Time Wallboard application from the Amazon Store on your Fire TV Stick (refer to Amazon guides on how to do this, your Fire TV Stick will need to have access to the internet to do this).

A voice search for 'Realtime Wallboard' will find it

Alternatively type in the word 'Mitel' with the onscreen keyboard

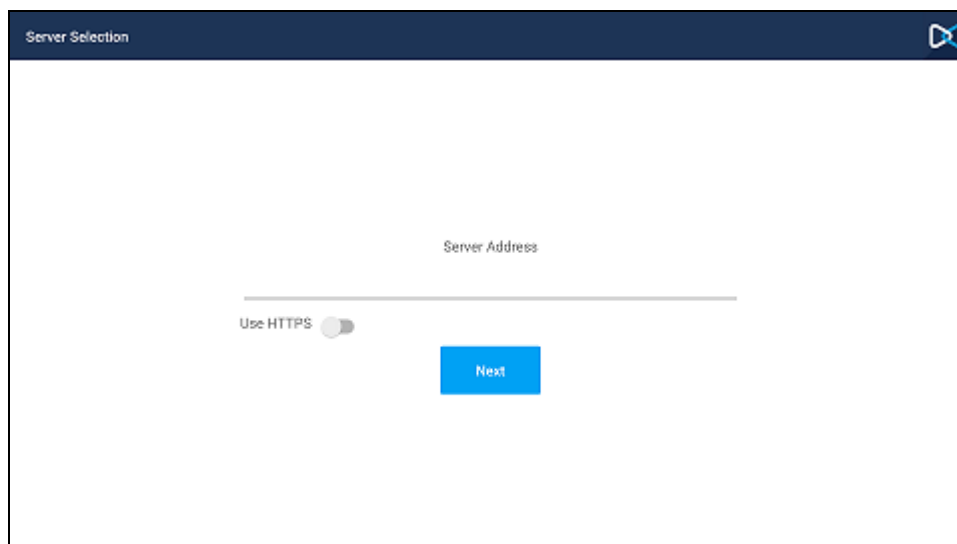
When Mitel comes up in the list select it and it will bring up a few results including Real-time Wallboard

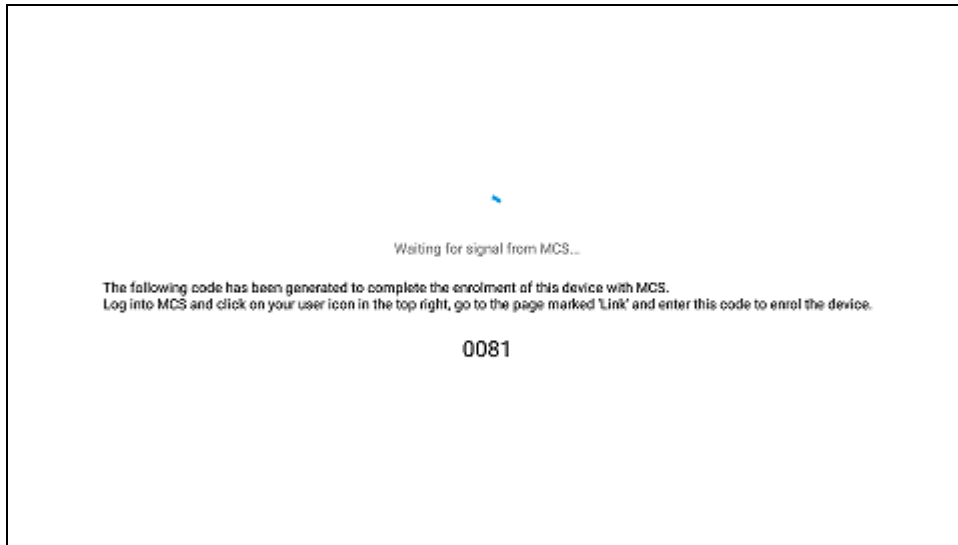


To run the application, the Fire TV Stick will need to have network access to the MiVoice Office Application Suite Server (refer to the MiVoice Office Application Suite [Network Requirements](#) for more information).

After installation, the Real-Time Wallboard application needs to be linked with a user on the MiVoice Office Application Suite.

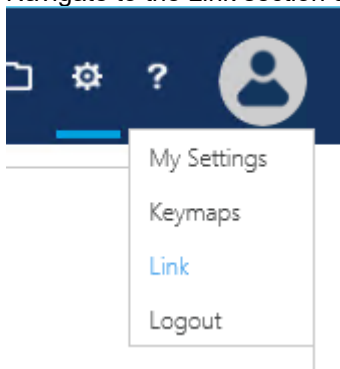
When the application first runs, it will try to locate the MiVoice Office Application Suite automatically. If more than one is discovered, a list will be presented to choose from. If none are discovered, a screen will be displayed prompting for the server address (IP address or DNS) to be entered. Once a connection to the MiVoice Office Application Suite is established, the enrolment screen will be displayed.





Enrolment of the FireTV application must now be completed on the MiVoice Office Application Suite:


1. Navigate to the MiVoice Office Application Suite website using a browser on another device
2. Login to the website with the user* the FireTV application is to be linked with
3. Navigate to the Link section under the user menu



4. Enter the enrolment code on the page.

Once the enrolment code has been entered, the Real-Time Wallboard application should automatically start displaying the user's wallboard.

Changes to the layout, tiles and filters displayed must be made using a browser to the MiVoice Office Application Suite website. Changes to the layout cannot be made using the Real-Time Wallboard application.

 * The user must have permission to access the Real-Time features of the solution. The engineer account cannot be used.

Switching User


To link a FireTV application to a different user, follow these steps:


- Close down the FireTV application
- On the MCS website, navigate to the 'Tablet/TV Applications' section under Call Reporting in the Configuration area.
- Locate the FireTV in the grid and select 'Remove' to delete the link the current user
- Launch the FireTV application and complete the Deployment process again

Amazon FireTV Requirements

The table below outlines the requirements for using the application. In addition, the application requires a Real-Time Wallboard licence from MiVoice Office Application Suite.

Area	Minimum Requirement
MiVoice Office Application Suite	5.1.22 or later
Amazon Fire TV	Fire TV Stick 4k Ultra HD (2018) FireTV OS 6 or higher Mains USB Power (TV USB port may not supply enough power)
Television	Must meet FireTV requirements (HDMI input, 1080 resolution etc)
Network	WiFi access is required or the optional Amazon Ethernet Adaptor for Fire TV. Please refer to your specific FireTV manual for supported configurations. TCP Ports 8200/8204 are used to communicate to the MiVoice Office Application Suite

 The Real-Time Wallboard FireTV application has been optimised for a 1080 HD resolution.

 If the Real-Time Wallboard seems to overlap the sides of the screen, perform a screen calibration in the FireTV's settings:
Settings \ Display & Sound \ Display \ Calibrate Display

3.7.4 Real-Time Wallboard

The Real-Time Wallboard is designed to provide real-time statistics on a screen that is visible from across a room if necessary.

Wallboard licenses are used on a per concurrent connection basis, each user that has a Wallboard view open within a browser will consume a Wallboard license.

 Opening multiple tabs with Wallboards on will use multiple licenses.

Each Wallboard has up to 5 Real-Time Views which can contain any of the following tile types:

- Single Statistic
- Cycling Multiple Statistic Tile
- Ticker (limited to one per view)
- Media

The following sections of the document provide more information on various aspects of the Real-Time Wallboard:

- [Views](#)
- [Tile Types](#)
- [Appearance](#)
- [Filtering](#)
- [Alarms](#)
- [Full Screen](#)


A user's access to the Real-Time Wallboard is controlled using the [Security Profile](#) that has been assigned to their user account.

3.7.5 Real-Time Dashboard

The Real-Time Dashboard is designed to provide real-time statistics to a supervisor/manager. It provides all the features of the Real-Time Wallboard but with the following additional features:

- Up to 10 Multiple Views, increase of 5 over the Real-Time Wallboard. Users can then switch between views as required.
- Grid Tiles, the dashboard provides access to grid based tiles. These provide information on a device/call basis for more detailed real-time analysis
- Multiple Statistic Tiles, these provide improved support for displaying multiple statistics on a tile and include the Primary/Secondary and List based appearances.
- Call/Status Control, this provides the user with the ability to change another user's status or to move calls around the telephone system

Dashboard licenses are used on a per concurrent connection basis, each user that has a Dashboard view open within a browser will consume a Dashboard license.

 Opening multiple tabs with Dashboards on will use multiple licenses.

Each Dashboard provides access to configure multiple Real-Time Views which can contain any of the following tile types:

- Single Statistic
- Multiple Statistic Tile
- Ticker (limited to one per view)
- Media
- Grids

The following sections of the document provide more information on various aspects of the Real-Time Dashboard:

- [Views](#)
- [Tile Types](#)
- [Appearance](#)
- [Filtering](#)
- [Alarms](#)
- [Full Screen](#)
- [Call Control](#)

A user's access to the Real-Time Dashboard is controlled using the [Security Profile](#) that has been assigned to their user account.

3.7.6 Real-Time Views

A Real-Time View is a collection of real-time tiles. On the Wallboard, up to 5 different views can be configured. On the Dashboard, up to 10 views can be added by the user.

Each view has the following configuration options:

- Name, the user definable name for the view (this is not available on the Wallboard)
- Display Mode, switch between different tile layout modes
- Colour Mode, switch between different colour modes that applies when creating new tiles.

To access the configuration of a view, Press the edit button (✎) to the top left of the Wallboard/Dashboard.

Display Mode

The display mode controls how the tiles in the view are located and sized.

Uniform Grid

Default for Wallboards.


When set in this mode, each tile's size is automatically controlled by the view. As new tiles are added, the size of existing tiles is reduced so each tile has the same size and they all fit in the optimum way on the view.


The location of tiles can be changed by dragging and dropping tiles within the view.

Manual Sizing

Default for Dashboards.


When set in this mode, each tile's size is directly controlled by the user. This provides a more flexible view where tiles can be different sizes. This mode is ideal for when using the Media Tile and allows it to be large than the other tiles around it.

 When switching between modes, the order and size of tiles will be lost.

 Neither of the Display Mode options will affect a Ticker Tile. These will display at the top or bottom of the screen based on their own display mode setting.

Colour Mode

The colour mode controls how the background/foreground of tiles are automatically generated by the system when new tiles are added.

 Changing the colour mode has no effect on tiles that have already been added to the view.

Coloured Background

Default for Wallboards.

When this mode is selected, a random background colour will be selected for any new tiles added and the foreground (text) will be set to white.

Coloured Text

Default for Dashboards.

When this mode is selected, a random foreground (text) colour will be selected for any new tiles and the background will be set to white.

No Colour

When this mode is selected, all new tiles added will start with a white background and blank foreground (text).



The colour mode only affects the initial colour of the tile and is designed to simplify initial view creation. The foreground and background colours can be changed as required by the user at any time.

Copying a View

Once a view has been configured, it is possible to copy it to other users on the system to avoid having to recreate views over and over again.

Selecting the 'Copy to User' option will load the 'Copy View' window. Simply select the user to copy the view to and click the 'Copy' button.



When copying a view, links to shared filters from tiles will be kept but personal filter links will not be copied. Any tile on the copied view that was linked to a personal filter will revert to 'All Calls'.

3.7.7 Real-Time Tiles

The following table shows the types of tile that are available, what sort of data they can display and which real-time licence they are supported on.

Tile	Data	Wallboard	Dashboard
Single Statistic	<ul style="list-style-type: none"> • Aggregated (Totals/Averages/Percentages) • Minimum/Maximum Values • Global Variables • External Data 	Yes	Yes
Multiple Statistic	<ul style="list-style-type: none"> • Aggregated (Totals/Averages/Percentages) • Minimum/Maximum Values • Global Variables • External Data 	Cycling Statistic Tile Only (Limited to 2 Statistics)	Yes
Ticker	<ul style="list-style-type: none"> • Aggregated (Totals/Averages/Percentages) • Minimum/Maximum Values • Global Variables • External Data 	Yes (Limited to 1)	Yes (Limited to 1 per View)
Media	<ul style="list-style-type: none"> • YouTube Live Streams • Uploaded MP4/M4V Video • Images 	Yes	Yes
Grids	<ul style="list-style-type: none"> • Agent Grid* • Group Grid* • Call Grid • Extension Grid • Trunk Grid 	No	Yes

 * Requires ACD Reporter licenses

Single Statistic Tiles

One or more of these tiles can be added to a view. Each tile can show a single piece of information at a time and can have its fore/background colour customized as required.

Single statistic tiles have two display modes:

- Text
- Circular Gauge

Example single statistic tiles:

Calls Inbound

1

% Calls Matched



Multiple Statistic Tiles

One or more of these tiles can be added to any real-time view (limited to cycling tiles only on a Wallboard view). The multiple statistic tile can be configured with up to 20 pieces of information. There are three display modes to choose from when creating a multiple statistic tile:

- Primary / Secondary, up to 2 pieces of information can be displayed using this mode.
- List, up to 20 pieces of information can be displayed on the tile with this mode.
- Cycle, the tile will cycle through up to 20 pieces of information in this mode. Only one statistic will be visible at a time.

Once the tile has been created, the display mode can be changed at anytime from the tile's appearance tab.

The foreground colour of each statistic added can be configured separately so they can be distinguished from each other.


Example multiple statistic tiles:

Agents Logged
In

16 Free 12

Call Info

Calls Inbound	1
Calls Answered	12
Calls Lost	2
Calls Matched	3
Calls With CLI	1

 On Real-Time Wallboards, Cycling tiles are limited to 2 statistics per tile.

Ticker

A single ticker tile can be added to a view. The ticker can have up to 20 pieces of information added to it. There are three appearance options associated with the ticker:

- Location, the ticker can be located at the top or bottom of the view
- Size, the ticker has three size modes: Small, Normal & Large

- Scroll Speed, the ticker has three speed modes: Slow, Normal & Fast

Each piece of information added to the tile will scroll along it in the order it was added. If there are a large amounts of data on the ticker it may not be possible to see all pieces of information at the same time.

Example ticket tile:


Agents Free **12** Calls Ringing **0** Calls Active **0** Call Rate **1** Calls Inbound **1** Calls Answered

Media

One or more media tiles can be added to a view. Each media tile can be configured to play one of the following:

- Local content, the tile will loop an MP4 video provided by the user
- YouTube Videos, the tile can display video and live streams from YouTube. Simply paste in the URL for the specific video/stream.
- Display an image file

If displaying video content, the config tab provides an option for selecting the aspect ratio of the video. The tile will try and auto detect the aspect ratio by default but can be overridden by selecting '16:9' or '4:3'. The video will start with the audio on, this can be changed by muted if required.

 Depending on the media content being displayed, there may be specific license requirements either in the form of a 'TV Licence' and/or in the form of a licence from the content provider. It is up to the customer to ensure they are licensed correctly to display any content they choose to add to the media tile.

Grids (Agent, Call, Extension, Group & Trunk)

One or more grid tiles can be added to a view. Grid tiles can be used to show data by device or call rather than system wide.





Agent Grid

Displays all the ACD agents on a system with the background colour for each row indicating their ACD status. The agent grid can be filtered as per any other tile but also has the option for not displaying agents that are currently logged out.

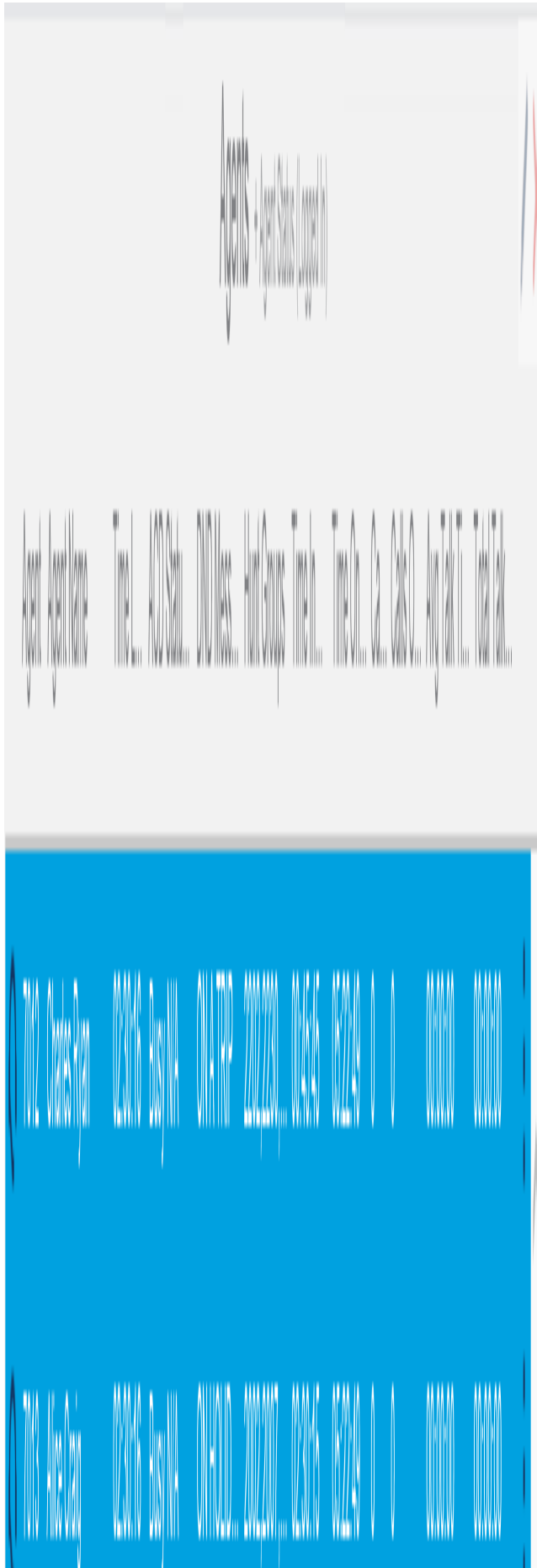
Background Colour	Status
White	Logged Out
Green	Free
Red	Busy (On a call)
Yellow	Wrap-Up
Blue	Do-Not-Disturb
Grey	Offline
Light Grey	Unlicensed

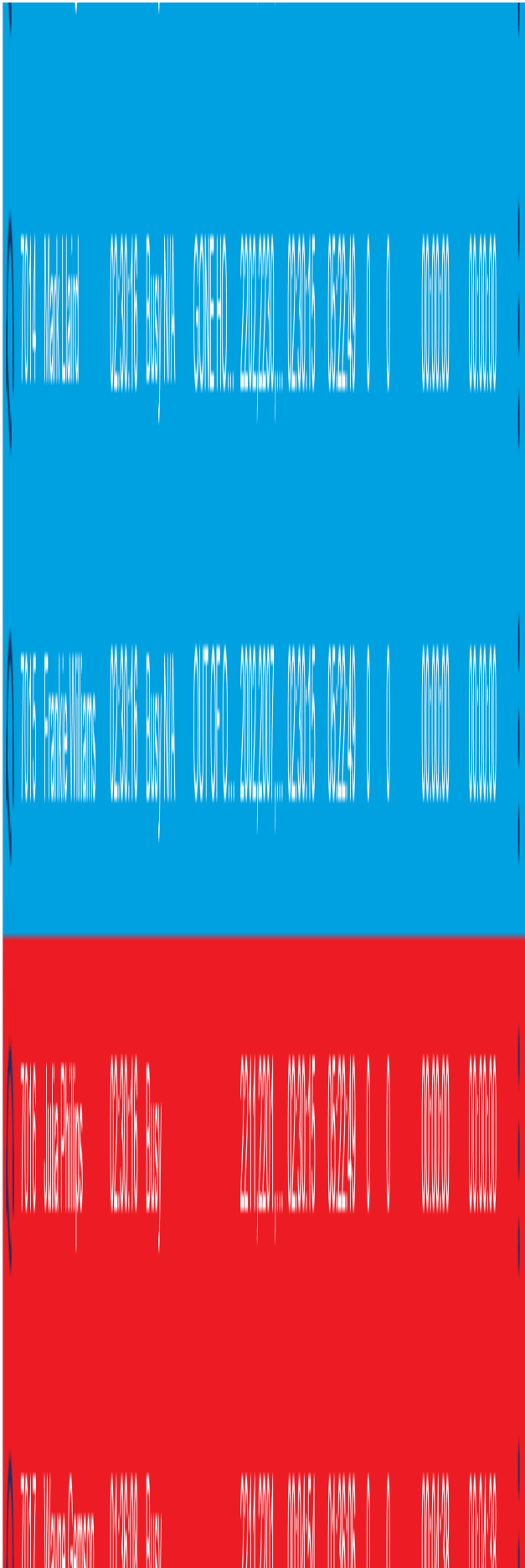
The table below shows the status icons that are shown on an Agent Grid.

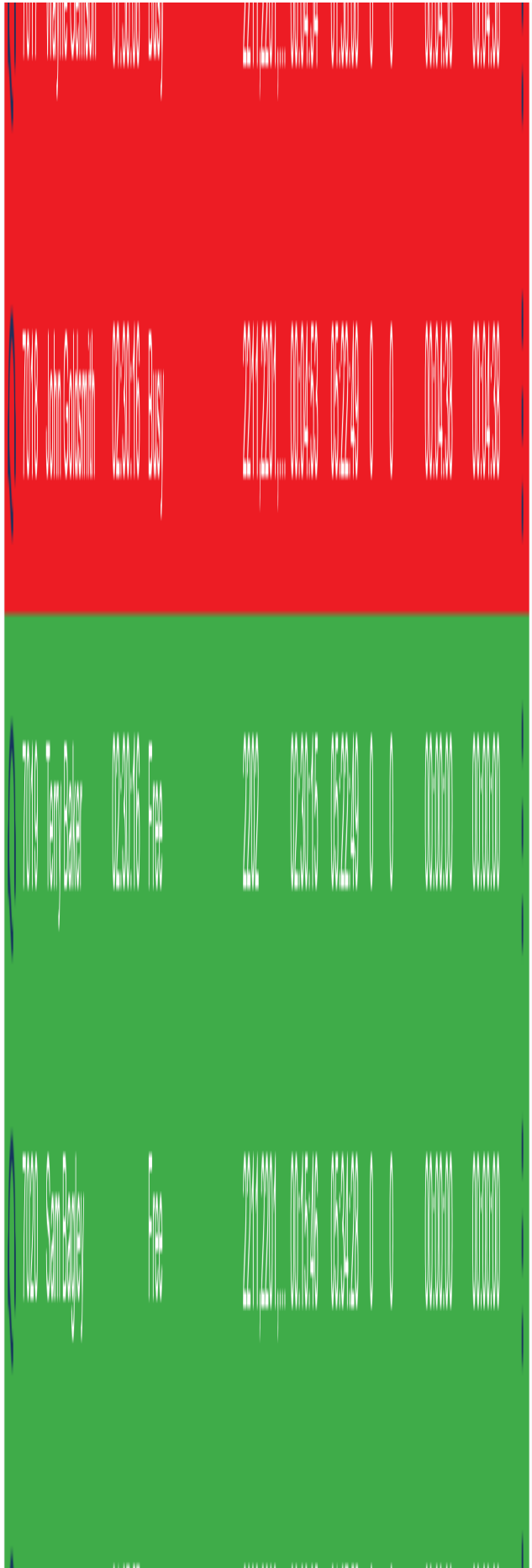
Icon	Description
------	-------------

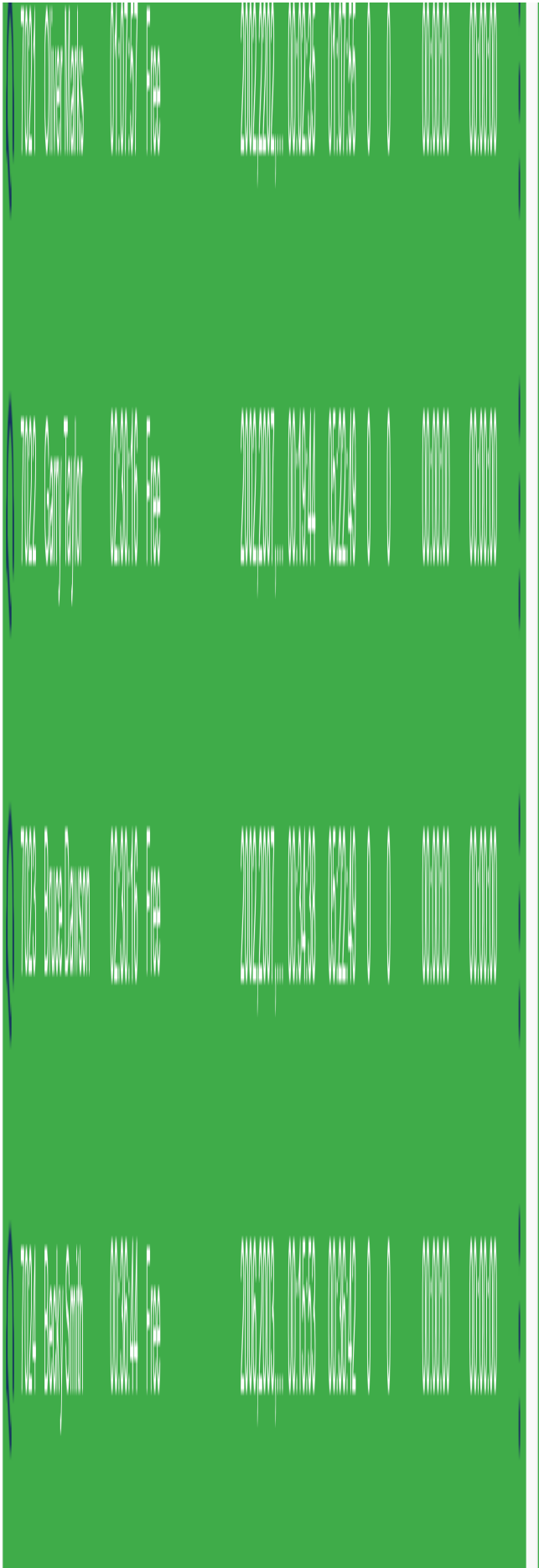
	Logged In
	Logged Out
	Call In Progress
	Busy N/A (Do-Not-Disturb)

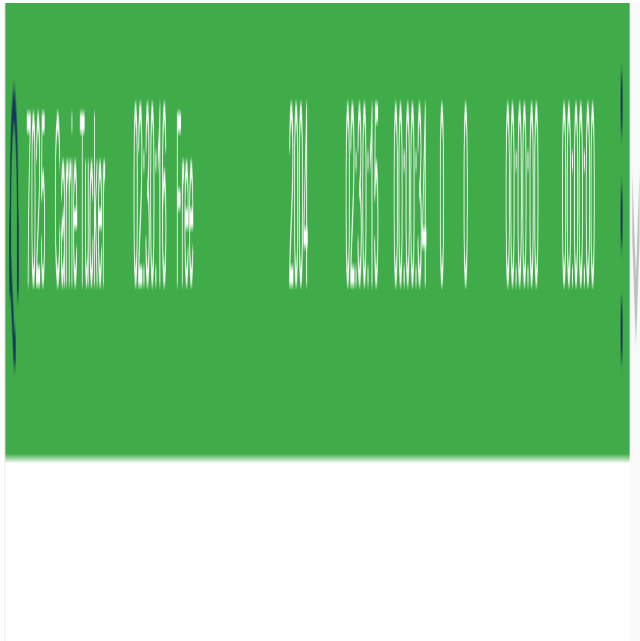
The screen shot below shows an example Agent Grid.













 To use an Agent Grid, ACD Reporting licences are required in addition to the Real-Time Dashboard licence. If any agent does not have a licence, they will display with a grey background.




 MCS does not support ACD member hunt groups, only ACD agent groups.

Call Grid

Displays all active calls on the system (internal & external) with the background colour for each row indicating the calls status.

Background Colour	Status
White	Internal Call
Green	Outbound Call
Yellow	Inbound Call

The table below shows the status icons that will display on a Call Grid.

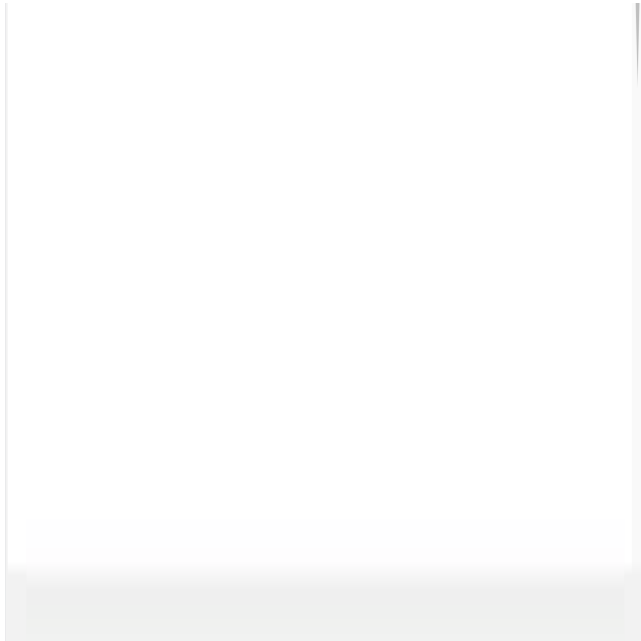
Icon	Description
	Call In Progress
	Call On Hold
	Call Ringing In

	Call Ringing Out
---	---------------------

The screen shot below shows an example Call Grid with an inbound, outbound and an internal call.









Extension Grid

Displays all the extensions configured on the system with the background colour of each row indicating the trunk/call status. The call data displayed is segmented.

Background Colour	Status
White	Idle (No call)
Green	Outbound Call
Yellow	Inbound Call
Grey	Offline

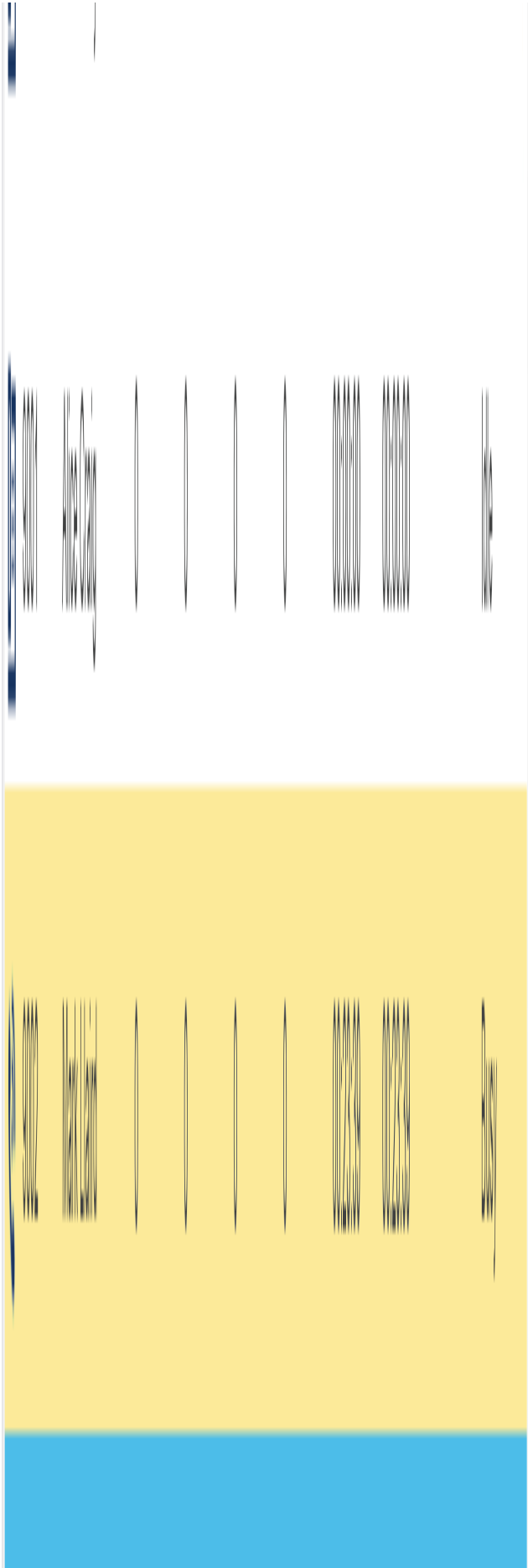
The table below shows the status icons that can be displayed on an Extension Grid.

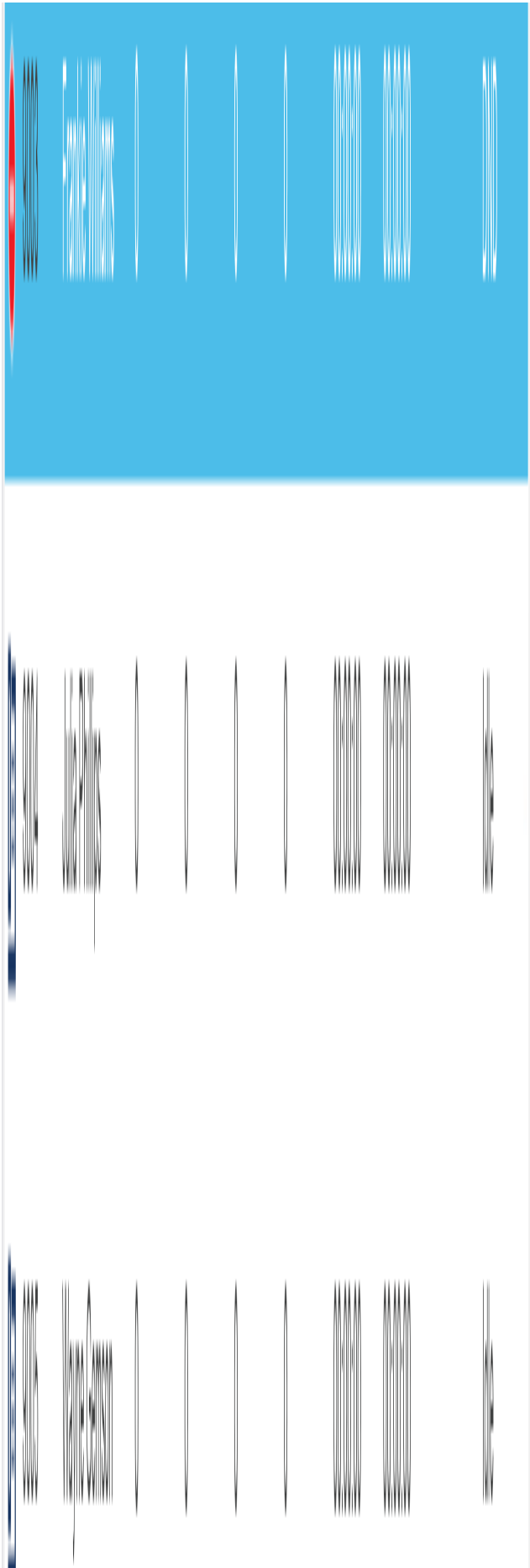
Icon	Description
	Extension Idle
	Extension Offline
	Call In Progress
	Call On Hold
	Call Ringing

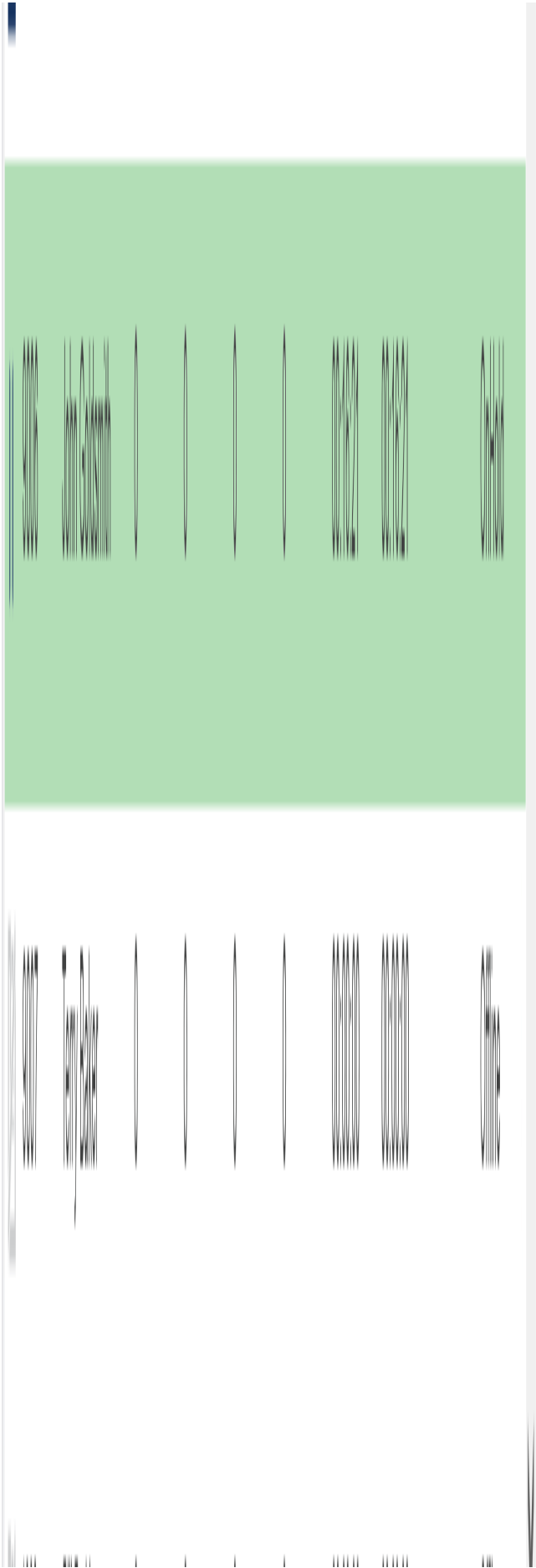
	In
	Call Ringing Out
	Do-Not-Disturb

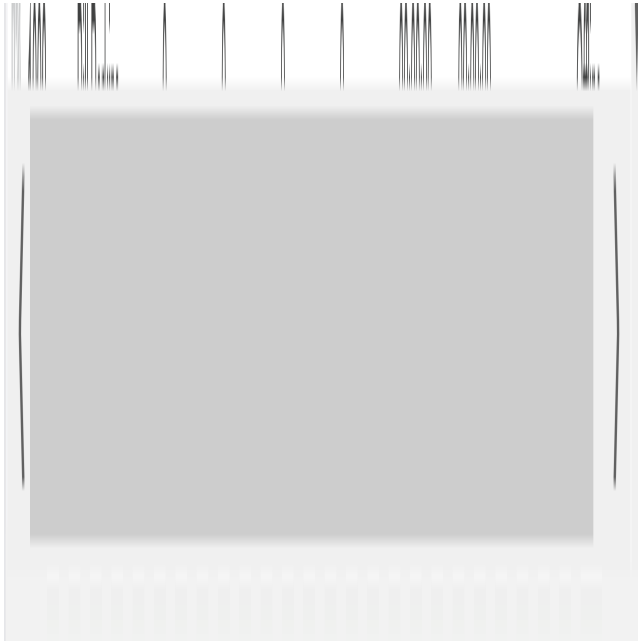
The screen shot below shows an example Extension Grid.












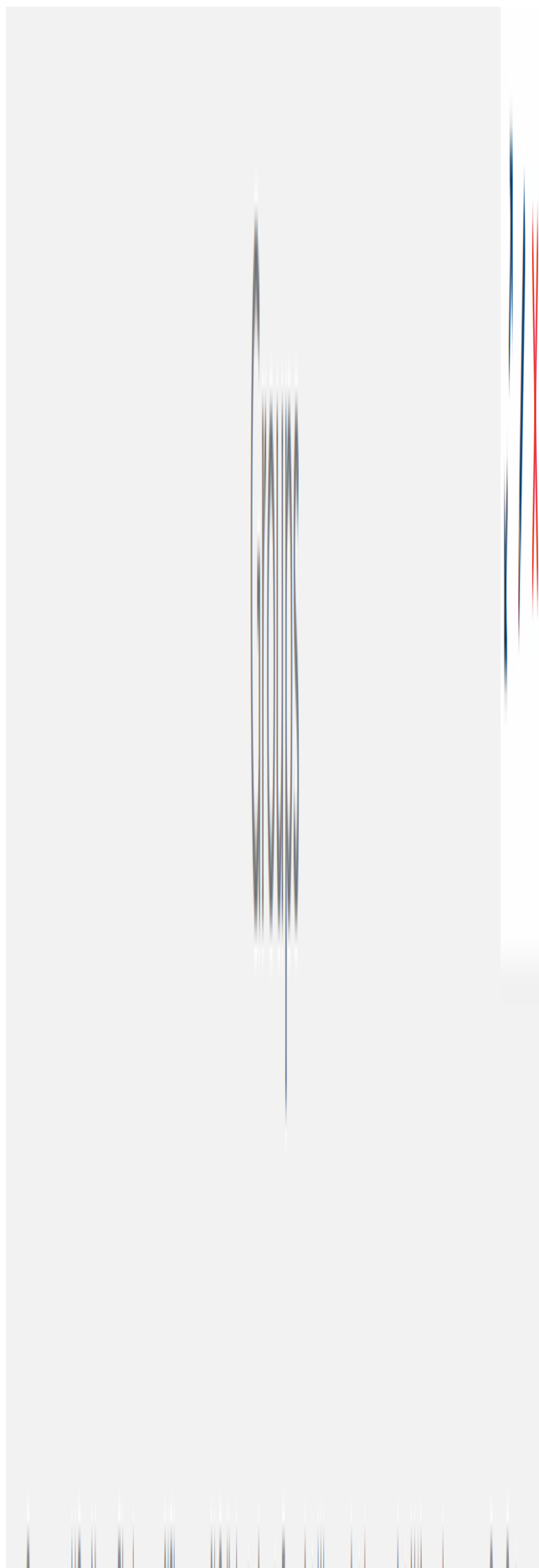
Group Grid

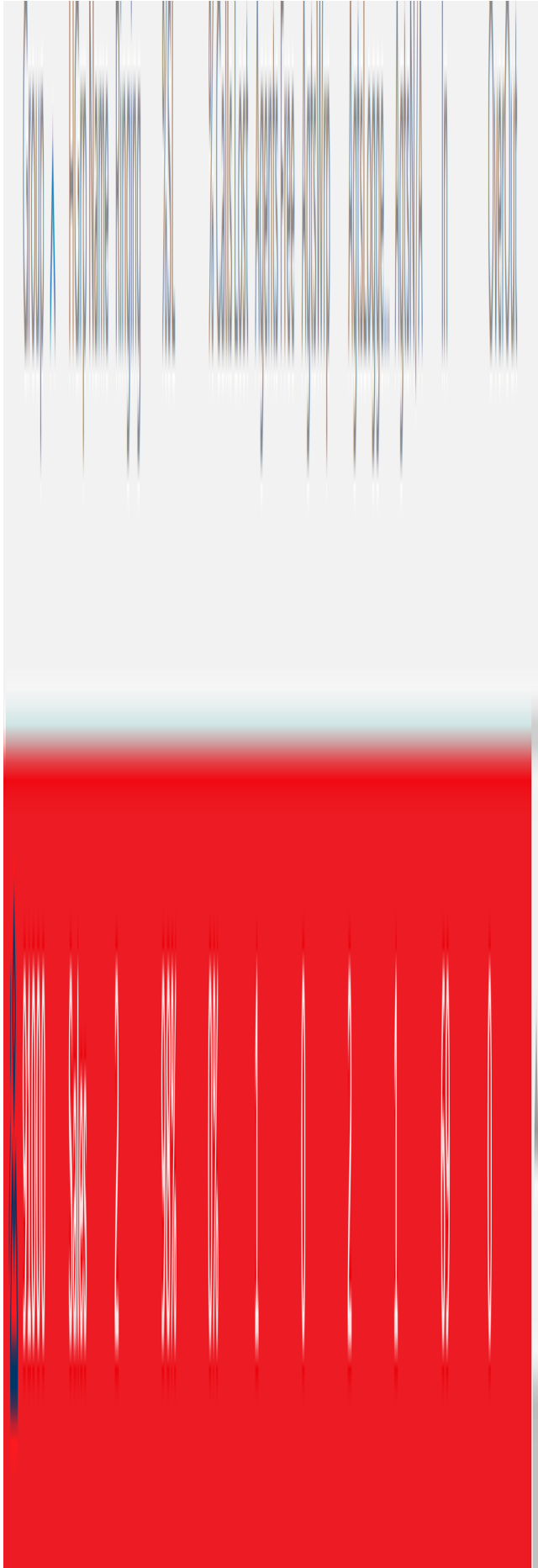
Displays all hunt groups that are configured on the telephone system. The background colour indicates the status of the hunt group in regard to agents free and calls queuing.

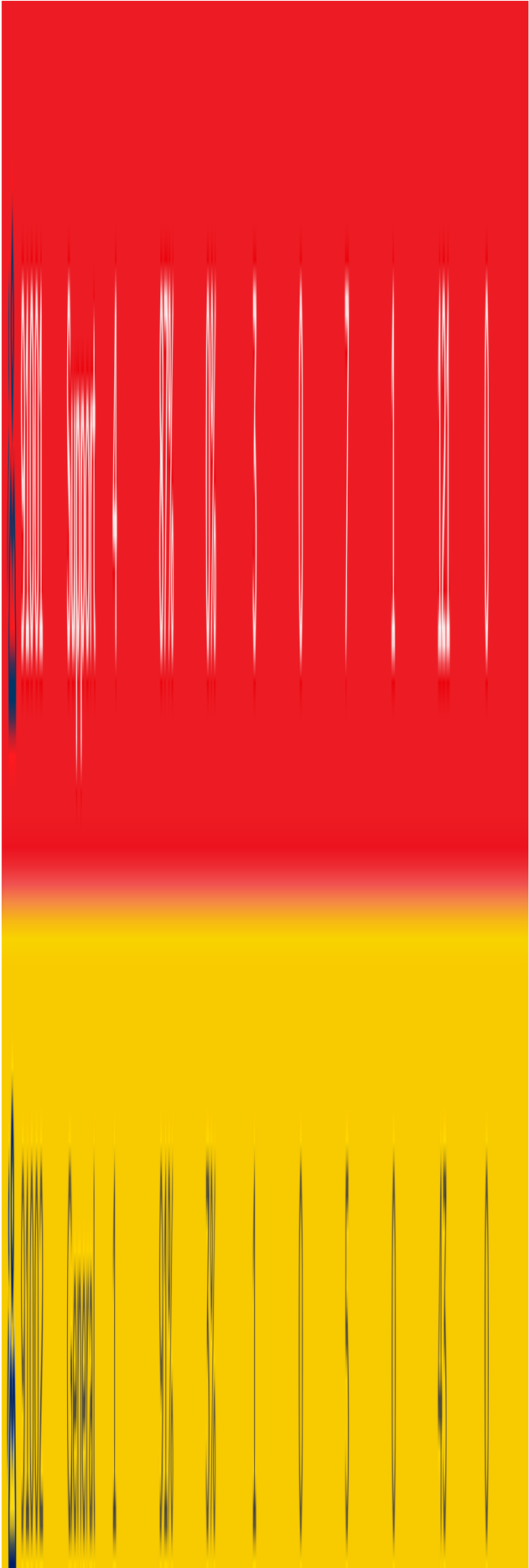
Background Colour	Status
White	UCD Hunt Group
Green	Agents Free
Yellow	No Agents Free / No Agents Logged In
Red	Number of Calls Ringing is greater than the number of Agents Free

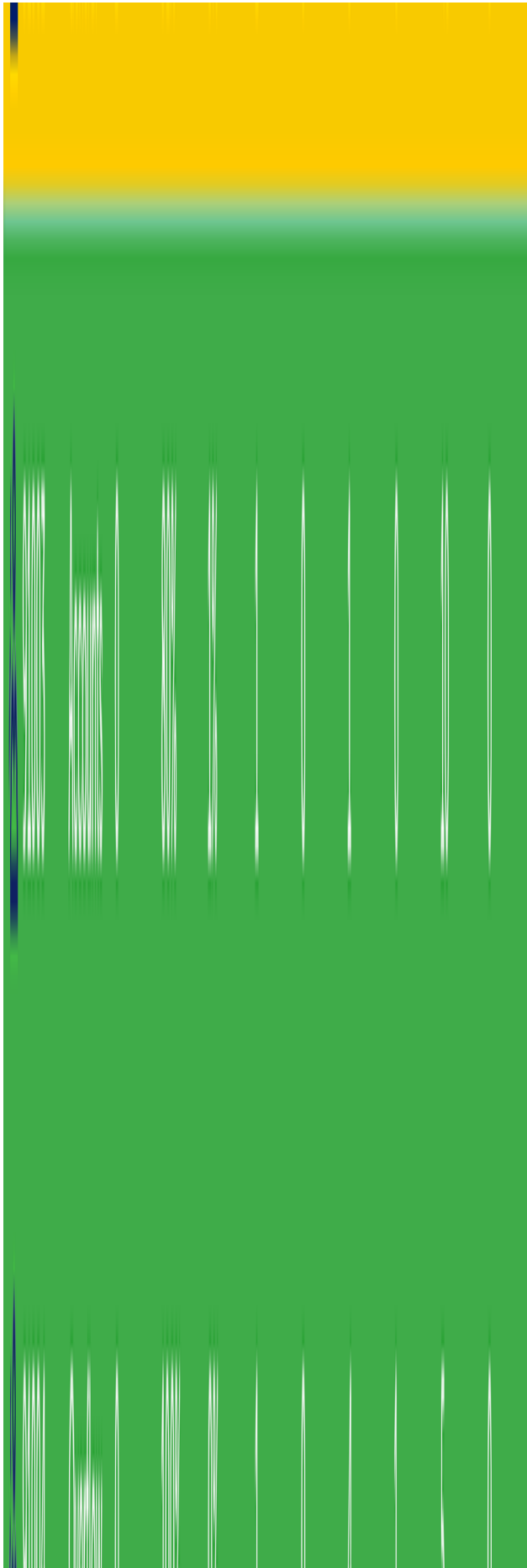
 For UCD hunt groups, the number of free extensions is not tracked.

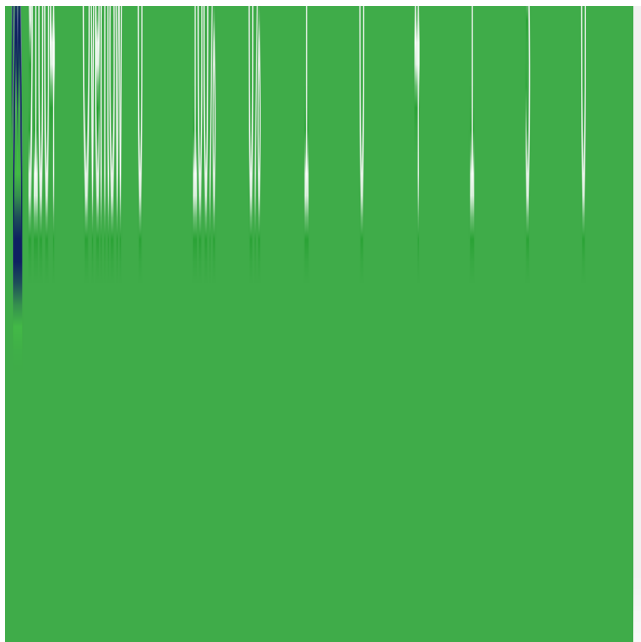
The screen shot below shows an example Group Grid.













 To use a Group Grid, ACD Reporting licenses are required in addition to the Real-Time Dashboard licence. If any agent does not have a license, their status will not be calculated against the group's statistics.

 MCS does not support ACD member hunt groups, only ACD agent groups.

Trunk Grid

Displays all trunks that are active on calls. The background colour indicates the direction of the call (Yellow -> Inbound, Green -> Outbound). The Icon to the left shows the status of the call.

Background Colour	Status
White	Internal Call
Green	Outbound Call
Yellow	Inbound Call

The table below shows the status icons that can be displayed on a Trunk Grid.

Icon	Description
	Call In Progress
	Call On Hold
	Call Ringing In

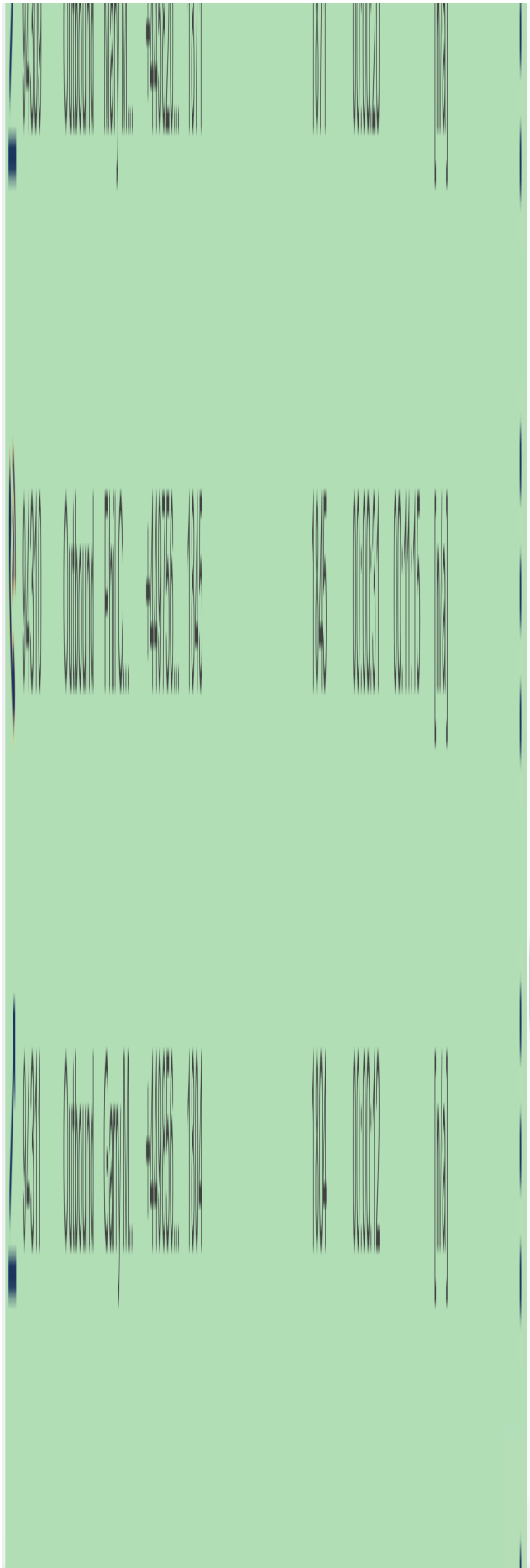
	Call Ringing Out
---	---------------------

The screen shot below shows an example Trunk Grid.












 A maximum of 20 columns can be added to a real-time grid at a time.

3.7.8 Real-Time Tile Properties

Each tile has a set of properties that control various aspects of the tile's look and feel as well as the data displayed.

Title & Fields to Display

The title will be displayed at the top of a tile that is added to a view. The title of a tile will automatically be defaulted to the name of the first data field that is selected to be displayed on the tile.

Depending on the tile type, one or more data fields can be added to the tile for display. To add a field, press the 'Pick Field' button and select the field required from the context menu displayed.

The fields that are available will depend on the tile type. For more information on the fields available, please refer to the following sections:

- [Statistics](#)
- [Global Variables](#)



The Media tile has different properties to other tile types. Please refer to the [Tile Types](#) section for more information.

On multiple statistic tiles, the name of the data field selected will be used to identify the statistic when it is displayed. This can be overridden if required. While the 'Edit Tile' window is open, click on any of the fields and text box will appear allowing the name to be overridden.

The order of fields added can also be changed by drag and drop.

Appearance

The appearance tab provides configuration of the background and foreground colours of the tile, as well as any Display Mode options that may be relevant to the specific tile being edited. On multiple statistic (list) tile, the colour of each of the fields that have been added can be changed.

Each tile also has properties for filtering and alarms. For more information, please refer to the [Real-Time Filtering](#) & [Real-Time Alarms](#) Sections.

3.7.9 Real-Time Filtering

By default, when tiles are added to a Real-Time View, they will show unfiltered data. This means that the data will include all relevant calls/extension etc.

Under normal circumstances, it is necessary to apply a filter to a tile so that the data displayed is meaningful.

Any of the following filters can be used to filter the data on a tile:

- Built-In filters
- User Filters
- Shared Filters

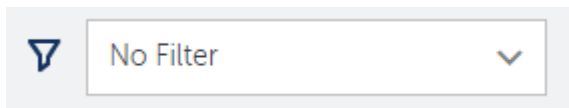
For more information on different filters and how they are managed, please refer to the [Filters](#) section.

There are two ways in which filters can be used on a Real-Time View:


- Tile filters, apply a filter directly to a tile
- View filters, apply a filter to all tiles within a view

Applying View Filters

At the top of the current Real-Time View, the filter dropdown will indicate if there is a filter currently assigned. In the image below, there is no filter assigned at view level:



To apply a filter to all the tiles within a view, select the required filter from the drop down.

To add a new filter or edit an existing one, press the filter icon () on the title bar to access the filter configuration section.

Tile Filters

Each tile can control how filters are applied to the data it is showing. The filter options available on each tile are:

- Filter, select a filter to apply to this tile
- Filter Mode, choose how the filter is applied

Each tile can have a filter applied to directly to it. By default, a tile will have no filter applied.

The Filter Mode can then be used to control whether any filter applied to the tile is combined with or overrides any view based filter.

If 'Combine with view filter' is selected, the view and tile base filter are merged together and applied to the data on the tile.

If 'Replace view filter' is selected, the view filter is ignored and the tile's filter is applied. If the tile has no filter applied when this mode is selected, the view's filter is still ignored and the tile's data will not be filtered.

Filter Visibility

Depending on the Filter Mode selected on the tile, any filter applied to the tile will be displayed below the tile name.

If the filter is combined with the view's filter, it will be displayed with a (+) next to the filter name:

Calls Lost
+ Agent (1002)

If the filter is set to replace the view's filter, just the filter name will be displayed:


Calls Lost
Agent (1002)

3.7.10 Real-Time Alarms

Real-Time Alarms provide a way to bring attention to aspects of the telephone system that are running outside of acceptable parameters. Each tile on the system can have one or more real-time alarms configured.

To add an alarm, navigate to the 'Alarms' tab while editing a tile, then press the 'Add New Alarm' button. Once the alarm properties have been configured, remember to save the tile as well as the newly added alarm.

More than one alarm can be added to a tile to handle different scenarios.

 Real-Time Alarms are not available on Media tiles.

Triggers

The trigger defines when the alarm should be activated. The following comparisons can be used for trigger configuration:

- >
- <
- =
- Between (inclusive)

The alarm created will be active for as long as the statistic matches the trigger configured.

If the alarm is being created on a multiple statistic tile, the statistic the trigger will be calculated against must be selected.

Actions


For each real-time alarm created, one or more of the following actions can be configured.

Flash Tile

This action will cause the tile's foreground and background colours to swap back and forth, causing the tile to flash to get peoples attention. The tile will continue to flash while the conditions that caused the trigger remain.

Change Background Colour

This action will cause the background colour of the tile to change to the configured colour. The background will revert back to its normal colour when the trigger is no longer valid.

 This action type can be used to create a traffic light style tile, where the background colour can be changed from green to yellow to red based on changing statistic values.

Change Stat Colour

This action will cause the foreground colour of the tile to change to the configured colour. The foreground will revert back to its normal colour when the trigger is no longer valid.

Make the tile fill the screen


This action will cause the tile to display full screen on the view, in front of all other tiles. The tile will revert back to it's original size and location when the trigger is no longer valid or by double clicking on the tile.

Play a sound

This action will cause a sound/music file to be played out of the configured speakers of the computer. The 'Play Count' setting can be used to control how many times the file is played (*Default 1*).

Any sound/music files that have been added within the logged in user's Folders. The system will display any files ending with the .mp3 file extension.


For information on how to upload sound files, please refer to the [Folders](#) section.


 Playing a sound for an alarm is not available on grid based tiles.

Send Email

This action can be used to send an email notification to one or more address. Enter the email address of the target recipient in the box provided (use a comma to separate multiple target email addresses). Any time the alarms activates, an email will be sent to the addresses providing details of the statistic. Emails are restricted to a maximum one per minute, if a tile causes an alarm, subsequent tile alarm triggers will not generate an alarm for one minute after.


Use of the 'Send Email' feature requires an SMTP connection to a mail server. For information on how to configure SMTP, please refer to the [SMTP](#) section.


 Email alarms are only sent when the dashboard or wallboard they are configured on is open.


 Sending an email for an alarm is not available on grid based tiles.


Send Tile Preview to 6900 Handset(s)

The action can be used to send a snap-shot of the tile statistic which is generating the alarm to one or more 6900 phones. The snap-shot will appear full screen on the phone for a period of 10 seconds (as long as the extension is idle, no alarms will be sent if the phone is currently on a call). The user can cancel the screen by pressing one of the cursor buttons.


 6900 tile previews for an alarm are not available on grid based tiles.

 To prevent an excessive number of alarms being sent to a 6900, no more than one alarm per tile will be sent in a 60 second period.

 Only one tile alarm can be seen on a 6900 at a time. If a second (or third..) alarm is sent to a phone, it will overwrite any previous alarm currently being displayed.

 6900 alarms are only sent when the dashboard or wallboard they are configured on is open.

3.7.11 Real-Time Full Screen

The wallboard is designed to be used on a wall mounted display screen, visible to multiple users at a time. To optimise this usage, a full screen toggle () is provided which activates the browsers full screen mode. This can be found in the top right of the View.

When full screen mode is enabled, the browser's application border along with the main title bar for the website should be hidden, allowing the view to grow to the size of the screen.


Opening the Wallboard Full Screen

In most circumstances where a wall mounted display is used, a dedicated PC will be installed to drive the screen and run the browser that the wallboard will be displayed in.

When this setup is used, the PC and wallboard need to handle reboots and come back to an operational state without any user intervention. For this to happen, the following needs to take place:

1. The PC needs to be configured to automatically logon after a reboot
2. A shortcut needs to be called on start-up that opens the browser at the appropriate page
3. The MiVoice Office Application Suite website needs to have 'Use Windows Authentication' enabled so it automatically logs the user in.

Auto PC Logon

 Configuring a PC to automatically logon can be a security risk. Before doing this, ensure the user account to be used as no access beyond that of the target computer.

To setup a computer to automatically logon, the following keys need to be added to the registry:

HKEY_LOCAL_MACHINE\Software\Microsoft\Windows\CurrentVersion\Winlogon

- AutoAdminLogon = 1
- DefaultDomainName = [Your domain name]
- DefaultUsername = [Wallboard username]
- DefaultPassword = [Wallboard user account password]

Once these keys have been created and their values populated, the PC should automatically logon each time it is rebooted.

Browser Shortcuts

When using Internet Explorer or Chrome, it is currently possible to load the browsers in 'Kiosk' mode. This will take the browser straight to the specified URL and will load it full screen. In addition, it will stop general interaction with the website.


To activate Kiosk mode, create a shortcut for the browser required:

Internet Explorer:

"C:\Program Files\Internet Explorer\iexplore.exe" -k http://[APP_SUITE_SVR]/Secure/Dashboard/Index

Chrome:


*"C:\Users\[USERNAME]\AppData\Local\Google\Chrome\Application\chrome.exe" -Kiosk
"http://[APP_SUITE_SVR]/Secure/Dashboard/Index" http://[APP_SUITE_SVR]/Secure/Dashboard/Index*

 At the time of writing, there is no way to automate loading a URL in Full Screen mode in either Firefox or Edge.

Windows Authenticated Website Login

If MiVoice Office Application Suite has been installed on a Windows Domain, the website can be configured to automatically log users in with their windows credentials, saving them the effort of typing out their username and password each time.

This is extremely useful when setting up a Wallboard to automatically load when a PC starts up. To make use of this feature, ensure the steps below are followed:

- Enable 'Use Windows Authentication' in the [Website](#) settings ('Servers\Website')
- Make sure the [Windows Username](#) parameter is set against any user wishing to use the feature.
- Configure the browser to recognise the MiVoice Office Application Suite URL as a Local Intranet site.

Once the steps above have been correctly followed, anytime a configured user browses to the MiVoice Office Application Suite website, they will automatically be logged on.

3.7.12 Real-Time Global Variables & External Data

In most implementations of the Real-Time Wallboard/Dashboard, there is a requirement to display information that comes from outside of the telephone system. This information could relate to other areas of the business which also need monitoring. Two methods are provided to display non-telephone system related information:

- Global Variables, manually updated data fields
- External Data, automatically updated data that is queried from an external data source

If global variables and/or external data fields have been configured on the system, they will appear on the context menu when [adding](#) a field to a tile. No formatting is applied to these fields, the data will appear on the tile in exactly the format it has been entered/queried.

Global variables and external data fields can be added to the following tile types: Single Statistic, Multiple Statistic & Ticker.

Global Variables

Global variables can be created, edited or deleted by any user that has the appropriate permission. For more information on managing global variables, please refer to the dedicated section within the [Call Reporter](#) configuration.

External Data Sources

External data sources can be created, edited or deleted by any user that has the appropriate permission. For more information on managing external data fields, please refer to the dedicated section within the [Call Reporter](#) configuration.



Global variables and external data values are truncated to 100 characters when being displayed on the ticker tile or a Real-Time Wallboard for FireTV.

4 Recording

Overview

If the MCS is licensed for Call Recording the recordings section will be visible on the main toolbar. Selecting Recordings on the toolbar will open up the a window that allows users to find and playback recordings.

The left hand side has the filtering options that control what calls are displayed on the grid on the right. The calls can be filtered down by:

- [Date Range](#) - the date range option is shown above the grid and provides easy access to modifying the date range of the calls.
- [Business Unit Filters](#) - the business unit that the User who handled the call is assigned to.
- [Filter Details](#) - these are filters that have been created and saved by a User for common conditions.
- [Additional Filters](#) - these are ad hoc conditions that need to be added each time.



If the MCS has Call Recording licenses but the Recordings section is not visible, the user logged into the website does not have permission to view recordings. To give a user permission, apply an Access Scope or Access filter to their role.

The right hand side shows the list of calls that match the filters that are currently selected, see the [Recordings Grid](#) section for more details.

4.1 Call Recorder Quick Reference Guide

The following guide is designed to provide an introduction to the call recording search and playback features of the MiVoice Office Application Suite.

Recordings

The recordings page provides access to search for recorded calls. The page is split into two sections; on the left side are search tools that can be used to search for specific calls or types of calls. On the right side is the recordings grid, this shows a list of all calls that match the current search criteria.

The screenshot shows the MiVoice Office Recordings page. The interface includes a top navigation bar with tabs for Wallboard, Recordings, Reports, and Outbound. The left sidebar contains search filters: Business Units, Saved Filters, and Additional Filters. The main area displays a grid of call records with columns for Date, Time, Ring Time, Outside Number, Extension, User, Name, Call Type, and Play/Save/Email icons. Annotations point to various features:

- Date Range:** This controls the time period to search over.
- Segmented Calls:** Expand to see all the devices involved in a call.
- Filters - Title Bar:** Add/Edit/Delete saved filters here.
- Business Units:** Use one or more of these filter options to search for calls using different criteria.
- Filters - Selection:** Use one or more of these filter options to search for calls using different criteria.
- Additional Filters:** Use one or more of these filter options to search for calls using different criteria.
- Column Re-ordering / Sorting:** Drag columns to new location, resize or change sort order / direction.
- Column add / Remove:** Right-click on any column header to add or remove column.
- Play, Save, Email icons:** Use these functions to play, email or save recordings. Note: Visibility of these functions depends on user permissions.
- Refresh button:** Refresh button.
- Page Control:** Call records returned are paged. Use the page controls to navigate.

Legend:

- In Progress
- Recorded
- Not Recorded

Segmented Calls

The system creates a new call segment each time a call rings or gets answered by a different device on the telephone system. To help locate calls, they are grouped together so that a call's route through the telephone system can easily be tracked. The image above shows a segmented call that has been expanded to display each call segment.

Call Status


The colour of the text in the recordings grid denotes its status. Blue text indicates that a call is currently in progress on the telephone system (with the correct permission, these can be listened to live). Grey text indicates that a call was not recorded. Black text indicates that a call was recorded and is now finished.

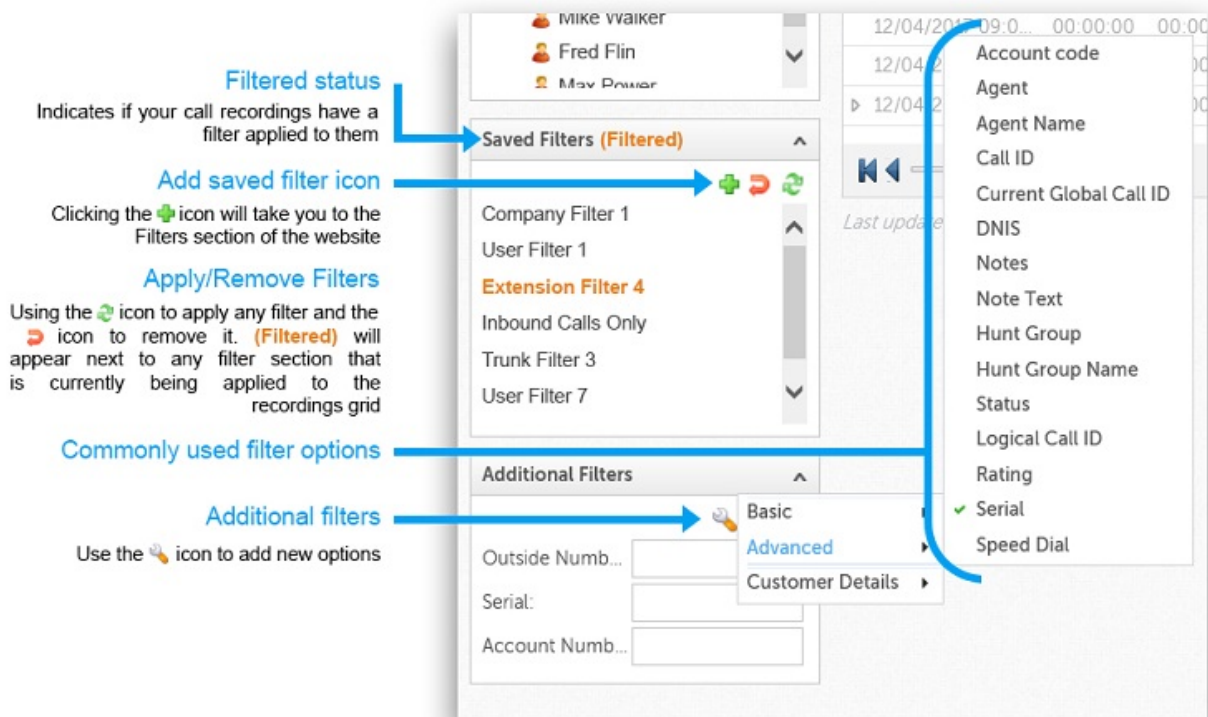
There are many reasons why a call may not have been recorded, hovering over the play icon with the mouse will display a tool-tip which will indicate why a call was not recorded.

Date Range

The date range is used to select the time period to search for calls to show in the recordings grid. A limited number of calls can be displayed in the call grid, if the date range to be searched is large, it is recommended that additional filters are also applied to reduce the number of calls returned by the search.

Searching for Calls

Using the search tools on the left side of the screen, it is quick and easy to find specific calls. The 'Business Unit' section can be used to search for calls for specific users or departments. The 'Saved Filters' section can be used to apply a filter that you or someone else has previously created. The 'Additional Filters' section can be used to create single use filters. One or more of these methods can be used to reduce the number of calls displayed in the recordings grid. Remember to use the refresh button  to apply any new filters.





Business Units

This section shows the business units (departments/teams) and people within the organisation. Applying a filter for a specific business unit will filter the recordings grid to show only calls made by people that are a member of the unit. Alternatively, individual users can be selected. Select more than one user by holding down the Ctrl or Shift key and selecting the users required.

Saved Filters

Each user's personal filters and filters that have been shared by other users will be visible here. These can be applied to the recordings grid as required. To manage filters, navigate to the filters section (▼) of the website using the main title bar.

Additional Filters

The most commonly used ad-hoc search criteria are displayed by default. Text can be entered into any of options displayed and applied to the recordings grid using the refresh button . Search options can be added or removed from this section using the spanner .

Security/Permissions

Access to recordings and recordings management (Playback, Save, Email) can be strictly controlled using security profiles. Depending on the profile assigned, not all calls may be displayed in the recordings grid. If you cannot find a specific call, please contact your system administrator to ensure you have the correct permissions.

Playback Window

The playback window will show whenever the play icon is selected in the recordings grid. The call details tab provides all the data the system has stored about the call. The segment selector in the top right of the page can be used to look at the details of individual segments. The (Agg)regate option shows the durations for all segments added together.

The screenshot shows the 'Call Recorder | Playing Recording - Google Chrome' interface. The browser address bar shows the URL: `pm5.yourcompany.net/Secure/Recordings/Playback/Playback.aspx?lcid=1X31-07-20170418-YCO&database=CalRecorder`. The interface is divided into several sections:

- Call Details:** A tabbed interface with 'Call Details' and 'Audit Trail'. The 'Call Details' tab shows 'Basic' and 'Advanced' information.
 - Basic:** Call answered: 18/04/2017 14:14:14, Talk time: 04:33, DDI: 0161 123 4567, Extension ID: 9044, Trunk: 91028, Call ended: 18/04/2017 00:24, Ring time: 00:24, Outside number: 0161 555 6677, Extension name: Martin Granger, User: Martin Granger change.
 - Advanced:** Agent ID: 9044, Agent name: Martin Granger, Hunt Group: Rating: ★★★★★.
 - Customer details:** Contact Name: Name: edit, Account code: edit, Fault Reference: edit, Account Number: edit, Misc: edit, Order Number: edit.
- Notes Section:** A section for adding notes to the call for future reference. It includes an 'Add Note' button and a list of notes (currently empty).
- Menu Button Options:** A dropdown menu that appears when a button is clicked, containing options like 'Save entire call', 'Save segment', 'Email entire call', 'Email segment', 'Add to folder', 'Show events', 'Add custom event', and 'Add a note'.
- Segment Area:** A section for switching between call segments to see specific call details. It includes a 'Segment: Agg 1 2 3 4 5' selector.
- Playback Bar:** A section for controlling playback of the call using media control buttons (Pause, Play, Stop, Previous, Next) and a timeline. It also includes a 'Speed' slider and a 'Volume' slider.
- Save part of a call:** A section for saving part of a call by highlighting a section and right-clicking. It includes an 'Add custom event' button and a 'Save selection' button.
- Signature Tick:** A section for validation of the recorded file's digital signature. It includes a 'Signature Tick' button and a 'Validation of the recorded file's digital signature' label.

Call Navigation

Each segment of call is displayed along the bottom of the playback window in a different colour. Playback of calls can be controlled using the media control buttons or by simply clicking at different locations along the timeline. The black lines within the coloured segments is the 'Waveform' for the call. It indicates the existence of audio within the call. If a segment is displayed without any waveform at all, it has not been recorded.

Saving/Emailing Calls (Permission dependant)

Entire calls or segments of calls can be saved or emailed to internal or external parties. Clicking the button in the bottom-left of the playback window displays the email and save call options. Alternatively, a section of a call can be saved by highlighting and right-clicking. Selecting 'Save selection' from the menu will save only the section of the call that has been highlighted (See the image above).

Folders

Each user has their own folder structure that can be used to store important calls. Selecting the 'Add to folder' option from the bottom-left menu provides access to store the current recording for future reference. Folders can be accessed by clicking on the folder icon on the title bar.

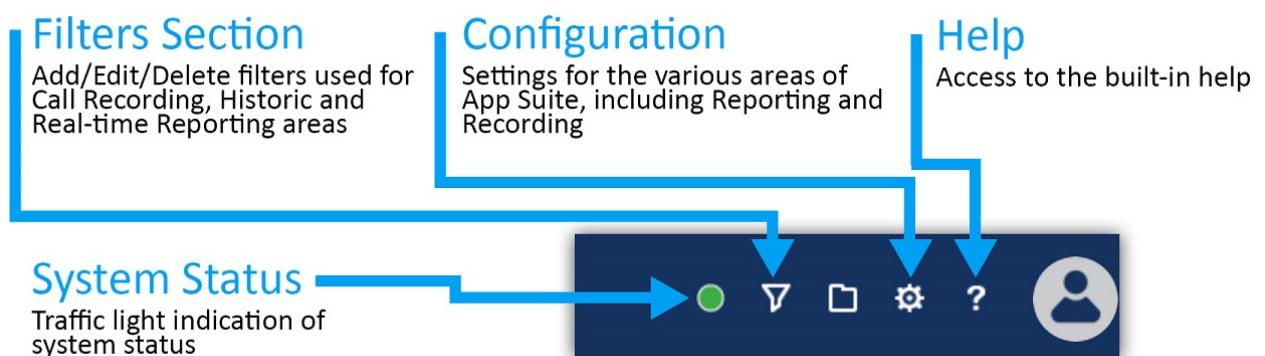
Events

The system stores events information about all calls on the system. Events stored include; hold/retrieve, pause/resume and account code entry. In addition, users can add their own custom events to mark specific time lines within a call which they can then refer to later. Events can be accessed through the bottom-left menu on the playback bar.

Audit Trail

The audit trail tab shows historical information about when calls are accessed and by whom. This includes when calls are played back via the user interface or when they are saved or emailed.

The title bar provides access to areas of the App Suite. The image below outlines each of the navigation icons:

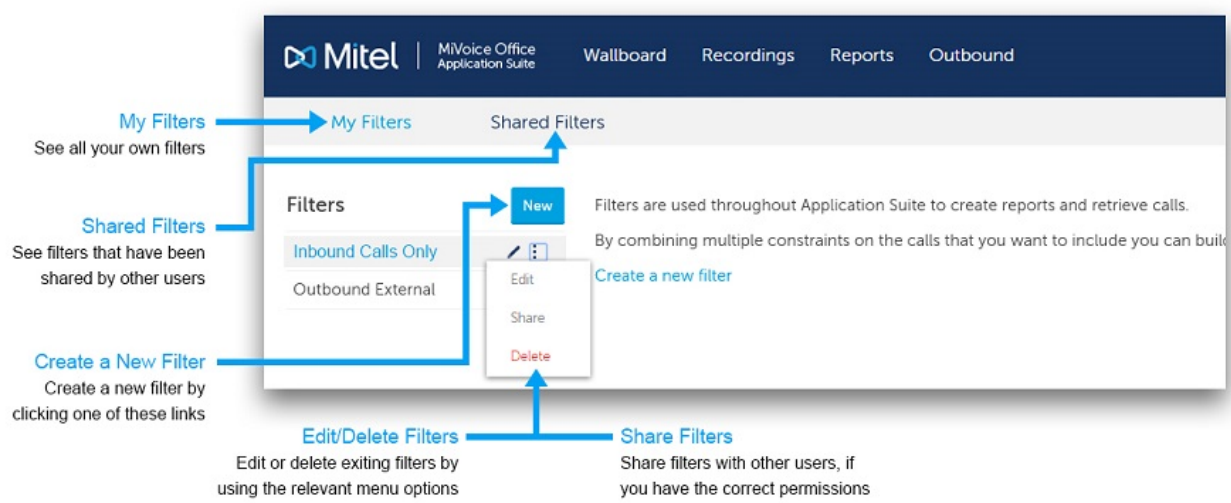


The configuration section and system status will only be visible with the correct permissions.

Filters

The 'Filters' section of the website is used to manage all the saved filters on the system. Filters can be used with reports or recordings.

Each user has their own 'My Filters' section that provides a list of all filters they have created.

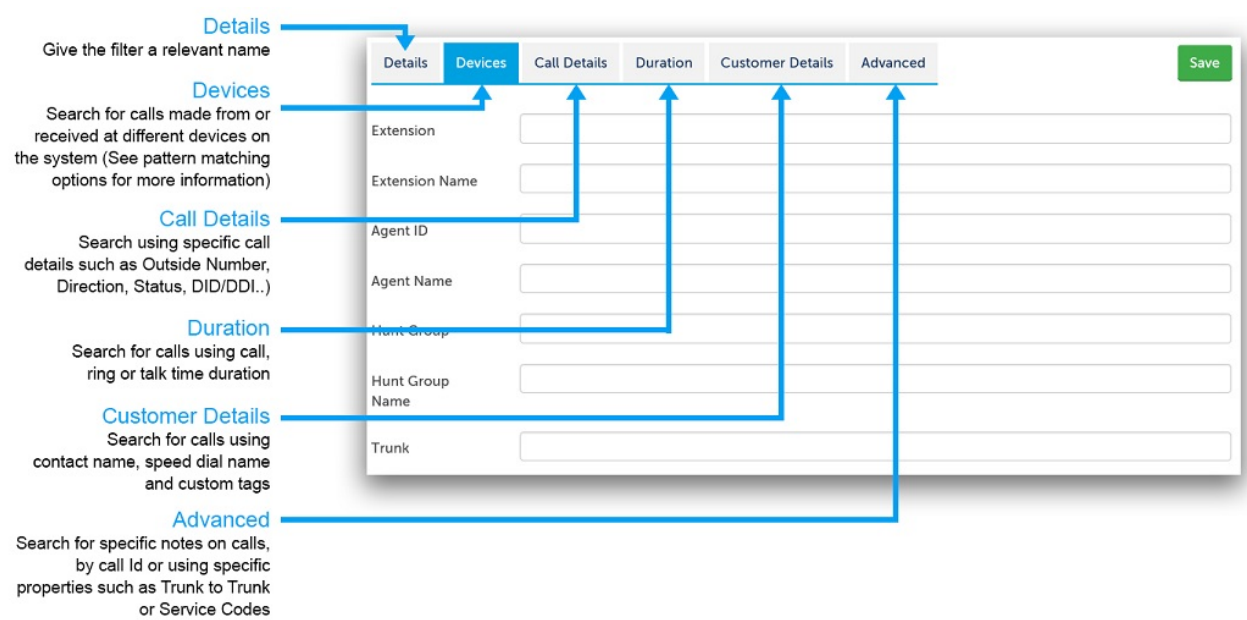


Shared Filters (Permission dependant)

Filters can be shared between users to avoid duplicating work and to allow administrative staff to set up filters that can be used by everyone.

Adding / Editing Filters

Each filter provides the ability to search on one or more details about a call. The details are grouped into tabs. The tabs are displayed with descriptions in the image below:



The use of special characters within the text boxes for a **Filter** enables the use of complex filter strings.

All Fields

The following characters are supported:

Special Characters	Description
--------------------	-------------

Exclamation mark (!)	Not equal to
Percent (%)	Fuzzy matching (equivalent to a SQL LIKE %)
Underscore (_)	Fuzzy matching of a single character
Comma (,)	Can be used to search for multiple values at the same time

Device Fields

In addition to the special characters above, the following characters are supported when searching using a device based field (Extension, Agent, Trunk, Hunt Group):

Special Characters	Description
Plus sign (+)	Greater than or equal (e.g. 1000+ for extensions greater than or equal to 1000)
Hyphen (-)	Delimits a range of values to match (e.g. 1000-2000 for all extensions between 1000 and 2000 inclusive) or less than or equal to (e.g. -1000 for extensions less than or equal to 1000)

The example below shows what would be matched when entering combining multiple special characters using a comma:

- 1000-1005,!1003,1040,18%5,2000+

Matching endpoints: 1000, 1001, 1002, 1004, 1005, 1040, any that start with 18 and end with a 5, any with a value greater or equal to 2000.



Device numbers are stored as text so when using greater than or less than, it is compared on an alphabetic level not a numeric level

4.2 Recordings Grid

Overview

The recordings grid shows all the calls that match the current user's [Date Range](#), [Business Unit Filters](#), [Filter Details](#), [Additional Filters](#) combined with the current user's [Access Filters](#).

	Outside Number	Endpoint	Agent	Answered ▼	Duration	Call Type	User	DDI
▲	06424160589	1109	1008	09/07/2013 22:17:59	00:04:40	Outbound	Tony Leroy	01617864373
	06424160589	1102	1003	09/07/2013 22:17:59	00:01:29	Outbound	David Smith	01617864373
	06424160589	1109	1008	09/07/2013 22:19:42	00:03:11	Outbound	Tony Leroy	01617864373
▷	06659155797	1108	1006	09/07/2013 22:17:39	00:05:04	Outbound	Nacho Valencia	01617864363
▷	03011723598	1109	1009	09/07/2013 22:17:06	00:04:40	Outbound	Isa Sastre	01617864388
▷	05022449939	1107	1008	09/07/2013 22:14:51	00:04:57	Outbound	Tony Leroy	01617864373
	04211273049	1105	1003	09/07/2013 22:14:42	00:01:32	Inbound	David Smith	01617864397

Each row on the grid shows either a single call or an aggregate call if a call has been segmented. See the [Call Segmentation & Analytics](#) section for more details.

The columns displayed on the grid can be added or removed to show different information based upon Users preferences. To change the columns displayed right click on the grid and select *Add/Remove Columns* from the menu. If there is a ✓ next to the column name, then it is already displayed.

	Outside Number	Endpoint	Agent	Answered ▼	Duration	Call Type	User	DDI
▲	06424160589	1109	Add/remove Columns		Basic	✓ Answered	Leroy	01617864373
	06424160589	1102	Items Per Page		Advanced	Categories	Smith	01617864373
	06424160589	1109	1008	09/07/2013	Customer Details	✓ DDI	Leroy	01617864373
▷	06659155797	1108	1006	09/07/2013 22:17:39	00:05:04	✓ Duration	Valencia	01617864363
▷	03011723598	1109	1009	09/07/2013 22:17:06	00:04:40	Ended	e	01617864388
▷	05022449939	1107	1008	09/07/2013 22:14:51	00:04:57	✓ Endpoint	Leroy	01617864373
	04211273049	1105	1003	09/07/2013 22:14:42	00:01:32	Endpoint Name	Smith	01617864397

The list of available columns is divided into *Basic*, *Advanced* and *Customer Details* options.

Basic Options

Field	Description
Answered	The date and time the call was answered.
Call Type	Internal or External.
Categories	The list of call categories that have been assigned.
DDI	The direct dial number.
Duration	The duration of the call.

Ended	The date and time the call ended.
Extension	The extension number.
Extension Name	The extension name.
Outside Number	The dialled number or caller id.
Ring Time	The amount of time the call was ringing.
Started	The date and time the call started
Talk Time	The amount of time the call was connected.
Trunk	The trunk number the call was on.
User	The user associated with the call

Advanced Options

Field	Description
Account Code	The telephone system account code.
Agent	The agent id.
Agent Name	The agent name.
Call ID	The PBX generated call ID.
DNIS	The DNIS value.
Global Call ID	The unique call id for this segment.
Hunt Group	The name of the hunt group.
Hunt Group Name	The hunt group number.
Logical Call ID	The unique call id for this entire call.
Notes	The number of notes attached to the recording.
Rating	The star rating for this record.
Scored	Shows if the record been scored.
Serial	The recording serial number.
Site	The site the record is associated with.
Speed Dial	The speed dial information associated against the outside number of this call.

Customer Options

Field	Description
Field 1	This is custom tag field 1.
Field 2	This is custom tag field 2.
Field 3	This is custom tag field 3.

Field 4	This is custom tag field 4.
Field 5	This is custom tag field 5.

Ordering Sorting

The ordering of the grid can be changed by clicking on any of the column headings, by default the results are order by *Answered* time in descending order, i.e. the most recent calls first. You can see how the grid is currently ordered by the arrow to the right of a column header.

Real-Time & Station Monitoring

By default, the recordings grid shows calls that have completed and that have been recorded. If a user has permission, the grid can also show calls that are currently in progress. If they are being recorded by the system, then they can be silently monitored through the browser. To initiate a station monitor, press the station monitor icon which will be in the same location the play icon normally is in the recordings grid.



This is different to station monitoring on the PBX. No PBX configuration is required.

To configure the recordings grid to show calls in progress, refer to the [website](#) configuration section.

For information about giving users permission to station monitor call, refer to the [security profiles](#) section.

Unrecorded Calls

By default, the recordings grid only shows calls that have been recorded. If a call was not recorded for any reason, then it will not display on the grid. Under the [website](#) configuration section the grid can be configured to show calls that were not recorded if required.

Some example reasons why a call was not recorded:

- It matched an [exclusion list](#) rule.
- It was made on an [unrecorded device](#).
- There were no resources at the time (conference resources for Record-A-Call)

4.3 Business Unit Filters



Overview

Business Units are used throughout the system to automatically group calls together based upon the area of the business that they are applied to. A User is associated with a specific agent or range of endpoints and any calls involved on those devices are tagged against the User. The User is then assigned to a Business Unit and any calls for the User become part of the Business Unit.

See the [Users and Business Units](#) section for more details configuring Business Units.

The filter window shows all the Business Units that the current User has permissions to access. If they do not have permission to view a Business Unit then this and any child units will not be displayed.

See the [Access Filters](#) section for more details on configuring access permissions.

To filter the recording grid, select an individual User or Business Unit, multiple items can be selected by holding the Ctrl or Shift key and clicking on each item. When they are selected the item will turn orange. After all the required items have been selected, then click on the  icon in the filter window. The recordings grid will then update to show any calls that meet this filter criteria. To clear the filter, click on the  icon in the filter window.



When a filter is applied, then word *filtered* will appear in orange at the top.

To help in finding specific Users the filter window provides a *search...* option at the top. Typing a name will then provide a list of any matches and then clicking on the User will select this within the window.

4.4 Date Range

Overview

The date range option is available for use on the recordings and reporting pages of the website. It is used to restrict the call data returned and based upon the Start Time of calls.

On the recordings page, the default date range will be automatically set to show calls that have started within the last 15 minutes.

On the reporting page, the default date range is set to Today.

The drop down provides options for:

- Today
- Yesterday
- This Week
- Last Week
- This Month
- Last Month
- Last 15 minutes
- Last 30 minutes
- Last 60 minutes
- Custom

When *Custom* is selected, the start and end date ranges can be entered into the fields shown. Once the dates have been entered then click on the *Apply* button to update the recordings grid or report.



Example: If Last 30 minutes was selected at 13:42, the calls returned would be those started between 13:12 and 13:42.






Selecting large date ranges can take a long time to return and can adversely effect server performance.

4.5 Additional Filters

Overview

When ad hoc searching is used to try and find a specific call the Additional Filters option can be used to do this. This enables specific meta data of the call to be used to filter the recording grid just by entering this into the appropriate field without having to create a [Saved Filter](#).

The list of meta data fields that are shown can be changed by using the  icon. For a complete list of the fields available see the [Recordings Grid](#) section.


To filter the recording grid enter a value into the appropriate field then click on the  icon in the filter window. The recordings grid will then update to show any calls that meet the filtered criteria. To clear the filter click on the  icon in the filter window.

4.6 Exporting Recordings

Overview

From the [Recordings Grid](#) calls can be exported and be either emailed out individually or when saved can be emailed in bulk. The user needs to have the *Email* or *Save* option enabled on their [Security Profiles](#) to perform these actions. When the recordings are exported any meta data that has been assigned to these calls is also provided.

Saving Recordings

To save a recording, from the [Recordings Grid](#) click on the  icon next to the relevant recording. This will then download the relevant recording WAV files into a compressed ZIP file.


To bulk download a selection of recordings, from the [Recordings Grid](#) multi select a range of recordings using the Control and Shift keys. Then right click on the grid and select "Download selected". Alternatively, right click the "Download all" option to include all calls shown in the grid. A progress meter will be shown in the bottom right hand corner of the page whilst the download is being prepared and once complete will provide a "Download ready" link to save the compressed ZIP file with the recordings.



The ZIP file will contain all of the recording WAV files and a *Recordings.htm* index page that can be opened in a web browser to show the contents of the ZIP file. This will include a link to the WAV file with the following meta data\$:

Downloaded Recordings								
Call Started	Duration	Outside Number	Endpoint	Agent	Trunk	Hunt Group	User	
03/07/2015 14:12:39	00:00:12	08[REDACTED]	2522		94302			Play
03/07/2015 14:12:51	00:00:01	08[REDACTED]	2523		94302			Play
03/07/2015 14:12:52	00:02:18	08[REDACTED]	1019	1019	94302	2003	Amy	Play
03/07/2015 14:15:10	00:08:23	08[REDACTED]	1013		94302		Robin	Play


Email Recordings

To email a recording directly from the [Recordings Grid](#) click on the  icon next to the relevant recording. This will open a new form where the *To:* address field and the *Subject:* and *Body* can be entered. Multiple email addresses can be entered by separating each one with a comma. Once these fields have been completed click on the *Send* button to send the email.

 The email server details configured in the [Email & SMTP](#) section are used when sending emails.

How the recording is sent out can be set to be one of three options:

- **Attachment:** The WAV files are sent out as an un encrypted attachment to the email. The attachment will be either a WAV file or in a compressed ZIP file if there are multiple WAV files.
- **Permanent link:** A direct playback link is sent that when clicked will download the file.
- **Single use link:** A direct playback link is sent that when clicked will download the file. This link can only be used once, if the link is used more than once then a message will be displayed informing the user this link has expired.

 Using the direct links to download the files requires that the **Website URL** configured in the [Website](#) section can be accessed by the user receiving the email.

The email body will contain the text that you entered in the send email form and also include the following meta data\$.

Call Answered	Duration	Outside Number
Extension	Hunt group	

4.7 Call Segmentation & Recording

Segmentation effects the recording in three ways:

- Security
- Exclusion / Inclusion
- Playback

Security

When the system evaluates Access Scopes and Access Filters, it will do so on a segment by segment basis. This may mean a user has permission to see/playback only certain segments of a call, not all of them. This provides a granular level of access control for recording playback.

Exclusion/Inclusion Lists

The call recorder evaluates exclusion and inclusion lists on a segment by segment basis. This allows certain segments of calls to be discarded while keeping others.

Playback

The example below shows 5 separate calls with the last device that handled the call before it was cleared shown in the Endpoint and Agent columns. Without segmentation then only the last device that handled the call would be tagged against the call record.

	Outside Number	Endpoint	Agent	Answered	Duration	Call Type	User	Play	Save	Email
	No CLI available	1833	1021	08/05/2012 14:51:22	00:00:08	Inbound	Tony Leroy			
▶	07977000000	1862	1024	08/05/2012 14:49:51	00:00:27	Inbound	David Smith			
	07977000000	1833	1021	08/05/2012 14:49:22	00:00:16	Inbound	Tony Leroy			
	07977000000	1833	1021	08/05/2012 12:14:13	00:00:05	Inbound	Nacho Valencia			
	07977000000	1833	1021	08/05/2012 11:57:40	00:00:04	Inbound	Isa Sastre			

Page 1 of 1 (5 results)

With call segmentation, each row on the grid shows either a single segment of the call or an aggregate call if there is more than one segment. The aggregate calls are shown with a ▶ at the start of the row, clicking on this expands the grid to show all the separate segments.

	Outside Number	Endpoint	Agent	Answered	Duration	Call Type	User	Play	Save	Email
	No CLI available	1833	1021	08/05/2012 14:51:22	00:00:08	Inbound	Tony Leroy			
A ▶	07977000000	1862	1024	08/05/2012 14:49:51	00:00:27	Inbound	David Smith			
1	07977000000	2523		08/05/2012 14:49:51	00:00:09	Inbound	Tony Leroy			
2	07977000000	1833	1021	08/05/2012 14:50:02	00:00:08	Inbound	Nacho Valencia			
3	07977000000	1862	1024	08/05/2012 14:50:12	00:00:09	Inbound	Isa Sastre			
	07977000000	1833	1021	08/05/2012 14:49:22	00:00:16	Inbound	Tony Leroy			
	07977000000	1833	1021	08/05/2012 12:14:13	00:00:05	Inbound	David Smith			
	07977000000	1833	1021	08/05/2012 11:57:40	00:00:04	Inbound	David Smith			

Page 1 of 1 (5 results)

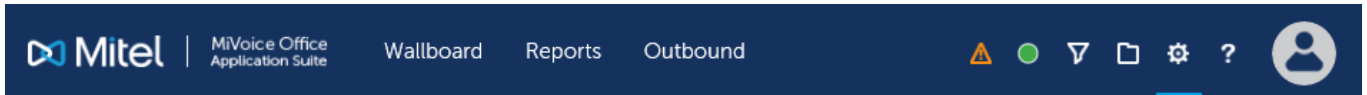
The * on the right shows a single logical call that has been segmented. The row marked A is the aggregate

entry that is displayed when the row is collapsed and summarizes all segments, showing the details of the last device that handled the call. Rows 1, 2 and 3 show the individual segment details of the call.

1. Inbound call to a call routing announcement 2523.
2. Answered on device 1833, agent 1021.
3. Transferred to endpoint1862, agent 1024.

5 System Status

The system status screen provides various indicators of the systems health. the system status screens can be accessed by click on the system status icon on the title bar of the MCS website. It is shown in the image below as a green dot:



If any of a server's status indicators are not green, this will be visible to the user by the dot on the title bar being yellow or red.

If there is an alert that has not been cleared, a yellow warning triangle will also appear on the title bar.

The site status screen displays activity over the entire system. It shows current and cleared alerts and has a historical log of events. There are 2 tabs that provide information on the status of the site.

Alerts

The *Alerts* tab shows important events that have happened in the Communication Service or on the PBX. They usually require some action to be taken.

The alerts are shown until they have been cleared by clicking on the *clear* link or the *Clear All* button to clear all current alerts.

Cleared alert entries are automatically deleted from the system after 90 days.

Events

The *Events* tab historically records key events that have happened in the system. This includes when key services have been stopped and started, failures to connect to a PBX connection etc.

Activity

The *Activity* tab displays a real time indication of the state of the devices that are currently being recorded and a usage graph to show previous activity.

Hover over the status icons for Active Extensions to see information about the extension being recorded.

The server status enables the status of each server within the site to be monitored. To display the status of a specific server, click on the server name from the *Sites & Servers* navigation bar.

The *System Warnings* section shows the status of each component of the server using a traffic light system of colours to indicate the current status:

- Green indicates that everything is running ok
- Amber indicates a non-critical warning
- Red indicates immediate attention is required
- Unlit indicates the component is not configured or unavailable

The *Drive Information* section at the bottom shows the amount of free disk space available for each drive in the server. This includes any locally attached drives and any archive destinations that have been configured.

6 Filters

Filtering is used throughout the system to enable users to find specific calls or groups of calls. The system stores different types of information about each call which can be used to identify it. If any [custom tagging](#) information has been associated with a call then this can also be used in the filters.

Filters are created in the filters section of the MCS website and can be used when searching recordings and reports.

The MCS provides three types of filter:

Personal Filters

Any user on the system that has access to reports or recordings can create and manage their own filters. These filters will not be seen by other users of the system.

Shared Filters

Shared filters are visible by all users on the system (with the correct [permissions](#)). Shared filters can be deleted and managed by any user, not just the one that created it.

Refer to the [shared filters](#) section for more information.

Built-In Filters

Built-in filters are a type of shared filter that all users can see. They provide access to some commonly used filters and cannot be edited or deleted by any user. These built-in filters are used by many of the default reports provided to a user when they first login into the system.


Built-In Filters:

- Answered External Calls
- External Calls
- Inbound Calls
- Inbound External Calls
- Internal Calls
- Invalid Dialed Numbers
- Lost Calls
- Outbound Calls
- Outbound External Calls
- Service Codes
- Trunk to Trunk Calls




Refer to the [Filter Details](#) section for information of creating and editing filters.


6.1 Filter Details

Filters can be edited/created in the Filters section of the website. To create a new filter, press the 'New' button at the top left of the screen. To edit an existing filter, press the more icon () next to the filter and select 'Edit' from the menu.

Each filter is split up into six sections:

- Details -> Contains the user definable name for the filter.
- Devices -> Options to filter by extensions, hunt groups, agents and trunks.
- Call Details -> Options to filter by call details such as direction, type, outside number etc.
- Times -> Options to filter by call, talk and ring durations.
- Customer Details -> Options to filter by contact name, speed dial name, account codes or tag fields.
- Advanced -> Options to filter by Call ID, Service codes, Trunk to Trunk calls etc.
- Real-Time -> Options to filter real-time tiles only.

 Where the field has a text box entry, special characters can be used to search for patterns (%_!). For more information, please refer to the [Special Characters](#) section.

 The following numeric fields also support filter ranges by using the + or - special characters:
Agent, Extension, Hunt Group, Trunk

Details

The details tab just contains the user definable name for the filter. Nothing entered here will affect the filtering.

Name: This is the description that is used to reference this filter in other parts of the system. The name must be unique for the user or unique for the system if [shared](#).

Devices

Filter calls by device.

Extensions: A specific extension or range of extensions. For multiple extensions separate each one with a comma and for a range use a dash. For example 1001,1002-1008,1010.

Extension Name: The name of the extension (This will be the extension's description if configured, otherwise it will be the extension's username).

Agent IDs: A specific agent id or range of agent ids. For multiple agents separate each one with a comma and for a range use a dash. For example 1001,1002-1008,1010.

Agent Name: The name configured against this agent id.


Hunt Group: A specific hunt group or range of hunt groups. For multiple hunt groups separate each one with a comma and for a range use a dash. For example 2001,2003-2008,2013.

Hunt Group Name: The name configured against this hunt group (This will be the hunt group's description if configured, otherwise it will be the hunt group's username).

Trunk: The trunk number that the call was connected on. This applies to external calls only.

Transferred To: A specific extension or range of extensions that a call segment was transferred to.

Transferred From: A specific extension or range of extensions that a call segment was transferred from.

 When apply filters to a Non-segmented report, the Extension/Agent filter options will also be applied to the First Rang, Last Rang and Answered on fields.

Call Details

Filter calls by the specific details of the call.

Outside number: The outside number presented for this call. For inbound calls this is the caller ID and for outbound calls this is the dialled number. [Wildcards](#) can be used to generalise the search, for example *09%*, any calls that have an outside number starting with 09 would be matched.

DDI: The direct dial number.

DNIS: The name associated with the direct dial number.

Direction: Was the call inbound, outbound or any.

Call Type: Was the call either internal, external or either.

Call Status: Is this call completed*, in progress*, recorded, not recorded or any of these.

Answered: Was the call answered or not.



Call details filter items cannot be used to filter the Agent or Extension Grid on a Real-Time Dashboard.

Times

Filter calls by the call, talk or ring duration. Slide the bar from either end to increase/decrease the duration required.

Duration: The complete duration of time for the call, including ring, talk and hold time.

Talk Time: The talk time that the call was connected for.

Ring Duration: The time that the call was ringing.

Short Call: Include or remove answered calls which have been classified as short using the [Short Call Threshold](#).

Call Time (Start/End): Enter times of day to filter out calls before or after working hours.

Call Time (Between/Not Between): If Call Start/End Times are configured, this setting controls whether the filter applies to calls between or outside of the times specified.



The Short Call filter option only works on historical reports, not real-time tiles.

Customer Details

Filter for specific customer related information.

Contact Name*: The MCS directory name associated with the outside number.

Speed Dial Name: The speed dial name associated with the outside number on the telephone system.

Account Code: The account code entered against this call. If more than one code is entered on a call, only the last one is saved.

Contact Match*: Was a contact matched in the MCS contact directories or not.

Field 1 to 5: Filter by the contents of the five custom tag fields.

Advanced

Notes*: Selects records that have had notes attached or if the notes contain specific words.

Serial*: The unique serial number of a specific recording.

Call ID: The id assigned to the call by the telephone system.

Logical Call ID: The logical call id used to link call segments together.

Global Call ID*: Call ID used to link CTI and Recording records in the database.

Trunk to Trunk*: Include or exclude trunk to trunk calls.

Invalid Dialed Number*: Include or exclude invalid dialed numbers. These are numbers where the external call attempt did not complete.

Service Codes: Include or exclude external calls to [service codes](#).

Real-Time

Agent Status: Filter what is displayed on real-time grids. this can be used to hide logged out agents from the ACD grid.

Device Status: Filter what is displayed on real-time grids. this can be used to hide offline extensions from the Extension grid




* Filter Items marked with an '**' are not applicable to Real-Time interfaces (Wallboard and Dashboard).

6.2 Shared Filters

Shared filters are accessible to any user on the system who has been given the correct permissions. These permissions are set via the Security Profile that has been assigned to a user's role.

For more information on shared filter permissions, refer to the [security profiles](#) section.

There are two ways to create a shared filter:

- Navigate to the Shared Folders section on the website and press the 'New' button. From this point follow the normal process of [creating a filter](#).
- Share an existing filter by pressing the more icon () next to the filter and selecting 'Share' from the menu.

When creating a shared filter from an existing personal filter, a new copy of the filter will be created without affecting the personal filter. A new name for the shared filter will have to be provided by the user.

Shared Filters & Reports

Shared filters can be applied to both personal and shared reports when running them directly on the website. When running reports via a [schedule](#), a shared filter must be used as personal filters cannot.

6.3 Special Characters

The use of special characters within the text boxes for a [Filter](#) enables the use of complex filter strings.

All Fields

The following characters are supported:

Special Characters	Description
Exclamation mark (!)	Not equal to
Percent (%)	Fuzzy matching (equivalent to a SQL LIKE %)
Underscore (_)	Fuzzy matching of a single character
Comma (,)	Can be used to search for multiple values at the same time

Device Fields

In addition to the special characters above, the following characters are supported when searching using a device based field (Extension, Agent, Trunk, Hunt Group):

Special Characters	Description
Plus sign (+)	Greater than or equal (e.g. 1000+ for extensions greater than or equal to 1000)
Hyphen (-)	Delimits a range of values to match (e.g. 1000-2000 for all extensions between 1000 and 2000 inclusive) or less than or equal to (e.g. -1000 for extensions less than or equal to 1000)

The example below shows what would be matched when entering combining multiple special characters using a comma:

- 1000-1005,!1003,1040,18%5,2000+

Matching endpoints: 1000, 1001, 1002, 1004, 1005, 1040, any that start with 18 and end with a 5, any with a value greater or equal to 2000.



Device numbers are stored as text so when using greater than or less than, it is compared on an alphabetic level not a numeric level

7 Folders

Overview

Folders provide a way to manage the storage of documents, URLs, links to specific call recordings and audio files for use as Real-Time alarms. How the items are stored can be controlled by the user by creating their own sub folders and adding comments to indicate the reason and use of the item. Folders can be private to the user or they can configure them to be shared so other users can access the contents of the folder. Favourite links to call recordings can be stored so that frequently used calls can be accessed easily.

The use of folders can be beneficial for training by linking to or uploaded process documents on how to handle specific types of calls, and then specific examples of "good" and "bad" calls can be referenced to show how it should be done.

The Folders section is accessed by clicking the folder icon link on the title bar.

To create a new folder:

- See the [Creating Folders](#) section.

To create a new file:

- See the [Creating Files](#) section.

To create a link to a call recording:

- See the [Creating Recording Links](#) section.

Creating Folders

To create a folder:

1. Select the root folder to create the new folder in from the list in *My Folders* on the left hand side. Once selected the root folder will display in orange and the new folder will be created beneath this folder.
2. Select the *New Folder* button.
3. Enter a *Name* for the folder in the name field.
4. To make this folder and its contents available to all users check the *Shared* option if required.
5. Click *Save*

Creating Files

To create a new link to a file or upload a file to a folder:

1. Select the *New File* button.
2. Enter a *Name* for this file to reference it by and display to the users.
3. To upload a file select the *Upload* option.
 - Use the *Browse* button to select the file to upload.



When a user accesses this file they will need to have a valid application associated with the type of file uploaded to be able to view the file.

4. To link to an external file or website select the *URL* options.
 - Enter a URL to the file in the format "\\server\folder\myfile.doc", or enter a hyper link.
5. Click on *Save*.



The user is responsible for the contents and types of files uploaded. They should meet any company

policies and be virus scanned before been uploaded.

Creating Recording Links

To create a new link to a call recording:

1. From the [Recording](#) screen find and open the recording to add.
2. Click on the playback start menu button (see image below) to show the menu
3. Select *Add to folder*, to display the list of the users folders.
4. Select the folder to add the link to.
5. Enter a *Name* for this recording to reference it by and display to the users.

:

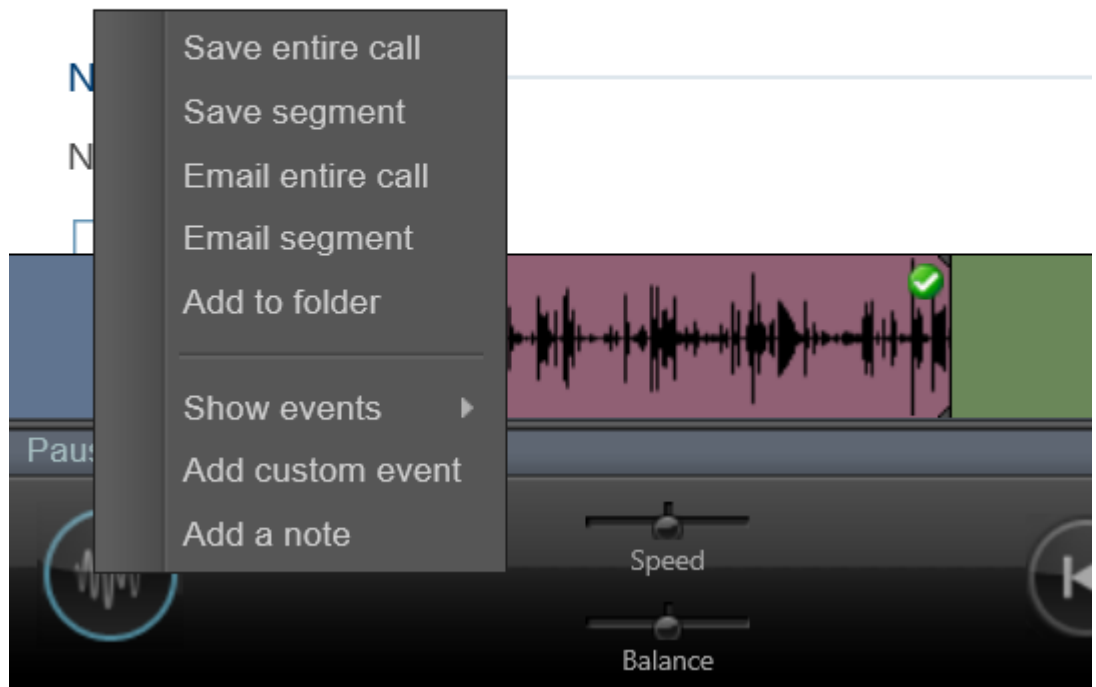
Fault Reference:

[edit](#)

Misc:

[edit](#)

[edit](#)



6. Click *Ok*.

Sound Files From Alarms

The folders section can be used to store .mp3 files for use by the alarm notification features of the Real-Time Wallboard & Dashboard.

8 Site

Overview

The system is built on a modular design to provide scale up support when the limits of a single server are reached or specific environmental factors require different roles within the system to be performed by different servers (servers can be physical or virtual). Although roles can be performed by different servers each of them belongs to the same site and is managed through a single interface giving the user a single point to view the entire system.

Within each site there are several key roles that need to be performed. The roles need to be assigned to a specific server and a server can host and perform multiple roles.

- **WCF Server:** This is a required role for each server and provides core service processes
- **Database:** This role is for the server that hosts the Microsoft SQL Server database. There can only be a single server with this role
- **Licensing:** This role performs the license management and activation process for site. There can only be a single server with this role
- **Website:** This role is for servers that will host the website. There can be multiple servers with this role
- **Communications Gateway:** This role provides integration services for client applications
- **CTI Host Service:** This handles the CTI connection to the PBX for Phone Manager clients
- **Call Logging / Reporting:** These roles handle call logging information and historical reporting
- **Real-Time Reporting:** This role enables the services and features to support MiVoice Office Real-time Wallboard & Dashboard
- **Phone Manager Outbound:** If the Phone Manager Outbound dialler is to be run on this server, this role needs to be enabled.
- **Server Applications:** If Phone Manager or any of the Server applications such as Agent Hot Desking or IP SMDR are used, this role needs to be enabled.
- **Mobile Gateway:** If Phone Manager Mobile Softphones are being used, this role needs to be enabled.
- **Call Archiving / Recording:** These roles handle the MiVoice Office Call Recorder features. (Call Logging must also be enabled)
- **Mitel Handset Support:** This role enables the services that support the Mitel 6900 Series Handsets

In order to assign roles to a server navigate to Servers in the UI (Click on the word "servers"), then select a server from the grid and click Edit.

A site may need to be scaled up for several reasons:

1. The number of devices to log exceeds the capacity of a single server.
2. The management website needs to be accessed via the Internet and needs to be installed into a DMZ environment
3. The customer wishes to use a different SQL Database server.

For each server within a site the [Site Settings](#) applies to all servers within this site. If a server is required to have different [Site Settings](#) then the server will need to be moved to a different site. Multiple sites can be linked together, see the relevant section for a list of cross site supported features.

8.1 Features

Overview

The features section enables the configuration for the following parts of the system:

Section	Description
Contact Directories	Management of the global directory and any custom directories with the ability to be able to assign them to specific users.
Communication Service	The PBX configuration for Alarms , Agent Hot Desking , Group Messaging , Night Mode and IP SMDR .
Phone Manager	The Phone Manager configuration for Client Locations , Client Profiles , Macros , Call Banner Profiles , Client Toolbars , Call Recorder Integration and Meet-Me Conferencing .
Phone Manager Outbound	The PBX and database configuration for Phone Manager Outbound .
Call Recording	The configuration of Exclusion Lists, Inclusion Lists and Compliance Muting. For information on configuring call recording sources, see the Servers section.
Call Reporting	Configure the default settings for various reporting values such as Service Levels and report grouping durations.

8.1.1 Contact Directories

Overview

Contact information can be imported into the system to give more useful information about the outside party involved in a call and to provide directory search features to Phone Manager client users to help them find a contact to call. Multiple directories can be created and imports can be scheduled to run at a pre-determined interval so as to keep the data current. Directories can be created from different sources including text files (CSV format) and direct database connections.

Within Phone Manager there are several locations that can contain directory information. These include:

- Global contact directories, for example Microsoft Dynamics CRM, Salesforce.com etc
- Personal directories
- Microsoft Outlook personal contacts
- PBX Speed Dials

Depending on the type of contact then the information is populated in a different way.

Using the contact information a Phone Manager user can search the directory to find any matching contacts to dial. When an inbound call is received the relevant directories are searched automatically and the matching contact information is made available and displayed on the client toaster.

 Refer to [6900 Directories](#) for 6900 Directory information

Central contact databases

For global contacts the information is stored and accessed from a single location. This can include a text file in CSV format or a direct database connection using ODBC or OLE DB. The contacts from these locations are imported into the system either manually or on a pre-configured schedule.

Each contact can contain up to 5 telephone numbers, 10 custom fields (up to 1000 characters each) and a VIP flag and associated text. Each of the fields can be given a custom label to make it easier for the user, for example:

Field	Label
number1	Home Number
number2	Mobile Number
number3	Work Number
field1	Full Name
field2	Address 1
field3	Address 2
field4	Post Code/Zip Code

There can be multiple contact directories that are stored centrally and users can be assigned to one or more specified directories to allow them to access contacts that are applicable to them.

To assign directories to specific users see the [Managing Directories](#) section.

The global directories contacts can also have a VIP flag and text associated with them to allow for these entries to be highlighted on the Phone Manager banner as important contacts.

Personal Contacts

Personal contacts provide a user with their own personal contact directory. This works in a similar way to the global directory but only that user is able to search/add to this directory. These contacts are created by the users from the Phone Manager client software directly, not via the website. They are stored centrally on the server and will follow users as they move between computers.

Microsoft Outlook personal contacts

If a user has the "[Download Outlook contacts](#)" option enabled on their profile (see the [Client Profiles](#) section for details), personal contacts from within Microsoft Outlook can then be searched directly from the Phone Manager client.



This requires Microsoft Outlook to be running within the same session as the Phone Manager client software. Only local contact folders are supported.

The contacts can be searched using the Home, Telephone or Mobile/Cell numbers as well as the first, last and company name fields associated with the Outlook contact. The only user that can then search and access these contacts is the PC user running both the Phone Manager client software and Microsoft Outlook.

PBX Speed Dials

The PBX contains its own directory in the form of system speed dials. These entries are configured from within Mitel Database Programming and the system will automatically download them directly from the PBX when connected. Each entry only has a name and number associated with them and either of these fields can be used to search.

Every user has access to search the system speed dials.

8.1.1.1 Managing Directories

Overview

Contact directories are managed from the '⚙️' -> [Features](#) -> [Contact Directories](#) section. Directories can be created, edited and deleted and imports can be run and scheduled. The status of each directory is shown with the number of contact records they contain and each directory can be searched to find specific contacts - see the [Searching Contact Directories](#) section.

Configuration

To add or edit a contact directory:

1. Access the Configuration -> [Features](#) -> [Contact Directories](#) section.
2. Click on *New* or *Edit*.
3. Select the **Details** tab.
4. Enter a **Name** for this directory.
5. Check the **Global** box to automatically assign this directory to any new Users created on the system.
6. If importing data into this directory then select the **Import source** from the drop down selection.
7. Configure the import source, see the [Import sources](#) section for details.
8. To schedule the import set the **Import interval** to the required value and the **Next import time** to when this should be run.
9. Check the **Delete unmatched records** if required
 - If checked, any records that no longer exist at the import source location will be removed
10. Select the **Field Names** tab.
11. Enter the custom labels for the numbers and fields.
12. Select the **Users** tab and add/remove the Users that will have access to this directory.
13. Click on **Save**.

Delete Directory button will delete the directory contents and the definitions of the directory

Clear Directory Contents button will clear all the records from the selected directory, but leave the definition intact so it can be re-imported

Import sources

The system supports importing contact information from the following listed source types. Each import will require specific configuration:

- CSV File
- ODBC Query
- OLE DB Query

When importing contact data the following information needs to be provided:

- **id**: this must be unique and is used to identify the contact. This is used instead of the name or number as these are not always unique. This is also used to enable directory entries to be updated on an import as any fields that have changed will be updated as long as the id remains the same.
- **name**: this is the value that is used when the contact is displayed in search results and on the client toaster.
- **number1, number2, number3, number4, number5**: 5 different telephone numbers can be imported for a contact.
- **field1, field2, field3, field4, field5, field6, field7, field8, field9, field10**: 10 custom fields can be imported for a contact.

- **vip**: this flags the contact as a VIP and will be highlighted on any matches on the client toaster. If this is a VIP then set this value to true or 1, if this is not then false or 0.
- **vipText**: this is the text that will be displayed if the contact is a VIP match.

CSV File

This requires a text file that has been saved in a CSV file format. The first line of the file must contain the column headers, this allows any number and any order of columns to be used. All headers are case insensitive and will ignore any spaces.


id, name, number1, number2, number3, number4, number5, field1, field2, field3, field4, field5, field6, field7, field8, field9, field10, vip, vipText.

Not all of the columns have to be provided, but there needs to be at least the *id*, *name* and *number1* present. The file must provide a unique value in the *id* column that can be used to identify this contact. Each of the columns must also be contained within double quotes. For example:


```
id, name, number1, number2
"1", "John Smith", "1233211231", "6544566544"
"2", "Jane Doe", "3699633696", "2588522585"
```

If no value is available for a specific column then use a blank entry. Any additional columns will be ignored.

Set the **Import source** to be *CSV File* to configure the location of the import file. For scheduled imports this needs to be a file path location that is accessible from the **server**, for example on the local C:.

 UNC paths can be used but they require the Local System account on the server to have access to the file.


For one off or manual imports then the **File path** does not need to be configured as this will be prompted for when the import is run.

 There must be a single record on each line, no carriage return is allowed in any field.

ODBC & OLE DB Query

The configuration for the ODBC & OLE DB is the same. Set the **Import source** to be either *ODBC Query* or *OLE DB Query* and configure the **Connection string** that will be used to connect to the database.


This needs to be set to the DSN data source for the ODBC/OLE DB database in the format of "DSN=dbserver". Alternatively a valid database connection string can be used and depending on the value an appropriate database driver may need to be installed on the server.

 For help in determining what the connection string should be this web page can be a useful reference (this is an external link, Mitel are not responsible for its contents): <http://www.connectionstrings.com>.

In the **Command text** field enter the T-SQL expression that will be used to retrieve the data. The query must provide a unique value in the first column that can be used as the primary key to identify this contact. The columns will be inserted into the directory in the following order:

primaryKey, displayName, number1, number2, number3, number4, number5, field1, field2, field3, field4, field5, field6, field7, field8, field, field10, vip, vipText.

If no value is available for a specific column then use a blank entry. Any additional columns will be ignored.

 **Name Matching - what order is given to matching to display on call notifications**

If the caller ID is less than or equal to the max extension length configured on the dial plan then all the users are searched that have this device associated and the first match is used (Displaying forename then surname). If no match is found then it will use the extension name provided in the SIP messaging.

If the caller ID is greater than the max extension length configured on the dial plan then checks directory matches from (in order of preference):

1. Personal Contacts
2. Global Contacts
3. Speed Dials

If no matches are found then the caller ID is used.

8.1.1.2 Searching Contact Directories

Overview

Contact directories can be searched from the website in order to check that the data imported is correct.

Searching

To search a directory:


1. Access the '⚙️' -> [Features](#) -> [Contact Directories](#) section.
2. Select the directory to search from the navigation pane on the left hand side or click on the directory's search icon in the Contact Directories grid view.
3. Enter a search term in the text box and click on the *Search* button.
4. All the records containing the search term will be searched and any matching entries will be shown below.
5. Select a matching entry and click on *View* to see all the fields for this contact record.

8.1.2 Communication Service

Overview

The Communication Service section enables the configuration for the PBX specific features to be managed. This includes:

Application	Description
Alarms	Used to send alerts generated by the PBX or CT Gateway to a configured list of email addresses or to Phone Manager Team Leader clients.
Agent Hot Desking*	Using Agent Hot Desking, agents can log onto any keyset and still receive direct dialled, intercom and hunt group calls.
Call Routing*	This feature is designed to monitor various devices on the telephone system and route any ringing calls according to rules.
CPN Substitution*	The feature is designed for organisations that have a national presence that wish to present the calling party number (CPN) and/or calling party name of a local branch, no matter which branch a call is made from.
Group Messaging *	This feature enhances Voicemail functionality so that a single message can notify more than one extension.
Night Mode	Night mode enables the PBX to automatically be placed into and out of night mode on a defined schedule.
IPSMDR*	IPSMDR provides a TCP/IP server feature to an external application requiring the SMDR data feed from the PBX.

 * Some features may require additional licensing when used in a multi-node environment where there is more than one PBX.

8.1.2.1 Alarms

The Alarms section is used to send alarms that are generated by the PBX or Mitel CT Gateway to users to notify them there is an issue.

Alarm notifications can be sent out using one or more of the following methods:

- Email, alarms can be sent out to one or more email addresses
- 6900 Handset Display, alarms can be display as warning messages on the screens of 6900 handsets.
- Phone Manager Team Leader, alarms can be sent to Phone Manager clients and are displayed on a dedicated alarm notification form.

Alarm Profiles


Alarm profiles provide a way to send different types of alert to different locations. Each alarm profile created send out all alarms generated or can be filtered to only distribute a sub-set of alarms. This provides flexibility to send only specific alarms to specific people.

For example, IT employees could be notified about infrastructure of licensing issues and administration staff could be notified about emergency calls.

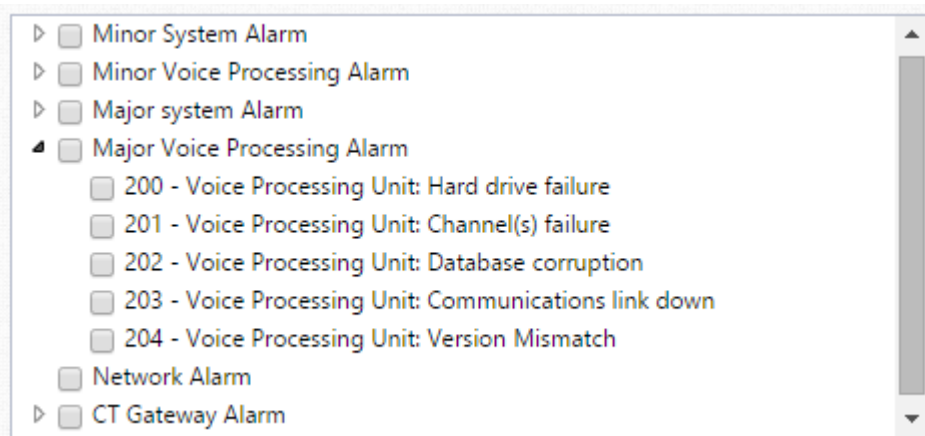
Configuration

To configure an alarm profile:


1. Access the [Communication Service](#)-> [Alarms](#) section.
2. Click on *New* to create a new profile or highlight an entry and click on *Edit* to modify an existing profile.
3. Enter a **Description** to describe what this alarm profile is for, this is used in the notifications to help the user determine what this alarm is for.
4. To alert for all alarms check the **Respond to all alarms** checkbox.

 Responding to all alarms can generate a significant number of notifications.

5. To configure notifications for a specific set of alarms uncheck the **Respond to all alarms** and select the alarms from the list shown.



6. To send alarms via email, check the **Send email alerts** check box and enter the email address to send this to in the **To address** and **CC address** fields.

 The system needs to have the email setting configured to send emails, see the [Email](#) section for details.

7. To send alarm notifications out to any Phone Manager Team Leader clients, check the **Alert Team**

Leader clients checkbox. This will cause a popup box to appear on any PC that is running a Phone Manager client licensed for Team Leader with the details of the alarm.



If the Phone Manager Team Leader client is associated with an extension that is a Admin keyset then they have the option to clear the alarm and this will clear it from the PBX.

8. To display alarm notifications on the screen of Mitel 6900 handsets, check the **Alert 6900 Handsets** checkbox. Press the 'Select Handsets' button and then choose which of the phones should receive the messages.
9. Click on **Save** to save or update this profile.

Clearing Alarms

Depending on the type of alarm generated and it's source, the alarm may clear automatically or may need to be cleared by the user. To clear telephone system alarms, the relevant feature code must be entered on an administrative telephone extension (please refer to the telephone system manual for feature code information).

Alarms can be cleared by:

- Entering a feature code on a MiNET or Digital Handset
- Using the Clear Alarms key on 6900 Handset
- Using Phone Manager Team Leader client

Alarms that clear automatically will be removed from Phone Manager and 6900 Handsets automatically.

8.1.2.2 Agent Hot Desking

Overview

When users need to "Hot Desk" across multiple MiVoice Office nodes, "Agent Hot Desking" can be used as an alternative to the built-in Hot Desk feature. Using Agent Hot Desking, users can log onto any keyset using an agent ID with the feature code 328 and receive direct dialled, intercom and hunt group calls.

As well as inbound call routing, voicemail and keyset message notification will follow the agent as well as outgoing caller id (CLI) or Calling Party Number (CPN), username, description and class of service settings. When agents are logged out, calls can be forwarded to voicemail or any internal / external number.

The agent ID can simultaneously be a member of inbound ACD hunt groups and receive the associated calls as normal.



Agent Hot Desking is not the same as the built-in hot desking feature 348 within the PBX. If multi-node hot Desking is required it can be used instead of the MiVoice Office 250 built-in hot desk feature.

How does it work?

Agent Hot Desking uses phantom extensions on the MiVoice Office 250 PBX to create a virtual keyset for each Agent Hot Desking user. Each phantom created has the same number as the associated hot desking agent ID. Agent Hot Desking agent IDs are then added to a dedicated ACD Hunt group configured on the MiVoice Office 250 PBX.

When an agent logs into an extension, the Mitel Communication Service will forward all calls from the user's phantom to the extension they have logged into. When the agent logs out, calls are forwarded to a "logged out destination" which can be configured by the user (the default can also be configured but is usually set to the Voicemail application on the MiVoice Office 250 PBX).

Any user specific programming needs to be done on the user's phantom extension; DDI, username, description, class of service, calling party number and mailboxes. The Agent Hot Desking feature will then apply these settings against any extension a user logs into.

What does it do?

- The username and description on the extension logged into will be changed to match the user's phantom device username.
- Any voicemails alerting the user's phantom device will be duplicated to the extension they are logged into.
- A Forward All Calls is placed on the user's phantom to direct calls to where they are logged in, this will forward any internal or external calls that ring the phantom.
- Optionally the class of service can be changed on the extension they logged into to match their phantom's class of service.
- Outgoing caller ID can be changed to match that set against the user in the website configuration.

What doesn't it do?

The way Agent Hot Desking uses phantoms means that a few of the normal phone system features are changed:

- Extension Number – The extension number where the users logs in DOES NOT CHANGE
- DND – Works when using Agent Hot Desking, but DND Override will not work for a caller to the agent
- Reverse transfer – Has to be entered using the physical extension the agent is logged into. Attempting to Reverse Transfer the user's phantom will fail since the call is not ringing at the phantom. Using Phone Manager to reverse transfer alleviate this problem.
- System forwarding – When using Agent Hot Desking, inbound calls have followed a manual forward from the phantom to extension where the user logged in. This means any system forward placed on the users phantom extension will not be followed. To workaround this, Agent Hot Desking will remember

any manual forward placed on the extension when an agent is logged in and apply/remove this when logging in and out. (e.g. While logged in, if a user sets a FWD NO ANSWER to voicemail, calls will follow the manual forward rule. When the agent logs out the manual forward to voicemail will be removed returning the extension to its normal state. If the Agent then logs into a different extension, the FWD NO ANSWER to voicemail will automatically be "remembered" and applied to the new extension).

- Record-A-Call – The value for "Mailbox User-Keyed Extension" must be set to Yes for each extension that an agent could log into since at the time the user selects Record-A-Call they will not be associated with their phantom extension. The user must enter their own phantom extension mailbox number to record the call.
- DSS Console & Busy Lamp Fields configured on physical extensions – Buttons programmed up as phantom extensions will display no light status since the phantom is permanently in the free state and although the button can be used to dial the user, it will not be suitable for BLF. This is because the button will be showing the status of the phantom & not the extension where the agent is logged in. Instead use the Mitel Phone Manager software to display the status of an Agent Hot Desk user.
- System flags – camp on flags configured on the phantom cannot be used to provide busy conditions. These need to be configured on the physical extensions used by the Agent. Agent Hot Desk users should always have a logged out destination configured.
- UCD Hunt Groups - When using Agent Hot Desk UCD hunt groups cannot be used. If the Hot Desk user's phantom gets added to a UCD hunt group, any calls will follow the manual forward set on the phantom causing the call to stop ringing at the hunt group.



Ensure the customer knows the restrictions of the solution upon installation and allow them to make a decision on the benefits and restrictions of using native hot desk or agent hot desk

Agent Hot Desk Requirements

Agent Hot Desk requires the following capacity on the phone system:

- One phantom extension for each Agent Hot Desk user
- One extra phantom for the whole system if using default class of service features
- One ACD agent hunt group for Agent Hot Desk users to log in and out of
- When agents need to log in across nodes, the 'Remote ACD Hunt Groups' premium features must be enabled on all nodes Agent Hot Desk is required
- Ensure that all nodes are aware of each others message notification stations

Configuration

Configuration is required on both the MiVoice Office PBX and in the Mitel Communication Service user interface to enable Agent Hot Desk.

PBX Configuration

Open the Mitel Database Programming:

1. Create a phantom extension for each Agent Hot Desk user.
2. Create a corresponding agent ID for each user. (The phantom numbers and the agent IDs should be identical).
3. Program each phantom as if it were being used as the user's extension.
4. Program the username, description, calling party numbers, class of service and create a voice mailbox if required against the phantoms.
5. Point any DDI numbers to the phantom device.
6. Create a dedicated Agent Hot Desk ACD agent hunt group for the users.

7. Add the Agent Hot Desking agent IDs to this hunt group.
8. Add the agents to any other hunt groups they need to be members of for inbound ACD calls.

MCS Configuration

To configure Agent Hot Desking:

1. Access the [Features](#) -> [Communications Service](#) -> [Agent Hot Desking](#) section.
2. Select the **Enable** checkbox to turn on hot desking.
3. Select the hunt group that has been configured on the PBX from the **Hunt group** drop down selection.
4. Configure the options for when users are logged out, see the [Logout Settings](#) section.
5. Configure the options from the [Advanced Settings](#).
6. Click on **Save**.

Logout Settings

The logout settings control the call behaviour when the users are logged out of the system.

Logged out destination: This is the default destination that calls are routed to when the agent is logged out. If users are allowed to override this destination then this initial logged out destination will be used until the user overrides it.

Allow manual forwards: If this option is checked then agents have the ability to override the logged out destination. To override this when the agent is logged in, a user will set a FWD ALL CALLS (default feature code 355) and enter the required destination. The user is automatically logged out of the extension and calls are immediately routed to the required destination. The new destination is now set to the default "logged out destination" any time this user is logged out.

Automatically log agents out: Enabling this option will automatically log out all Agent Hot Desking agents at the specified **Time**.

Forward messages when logged out: If the agent configures their logged out destination to be another extension, then the message waiting indications on the user's phantom will notify the logged out destination when they are logged out.

Advanced Settings

Change calling party number: This will automatically change the outgoing calling party number used for the calls to be the value configured against the user's phantom device. If **Reset settings on logout** is enabled the **Default calling party number** value will then be used to set the caller ID on the extension when the agent is logged out.



For the MCS to be able to change the Caller ID programmed against an extension, it must be configured with the [Extension Programming Password](#) for each node.



The outgoing calling party number can only be set to values supported by the PBX and by the network trunk line provider. Typically this will be configured as the user's DDI number.

Default calling party number: This is the calling party number that is configured on extension when an agent logs out of hot desking when using the **Reset settings on logout** option.

Change class of service (COS): This will change the class of service that is configured on the extension an agent logs into to match the COS configured on the user's phantom extension. This will enable the agent to only make calls that are permitted for their phantom extension.

Default COS extension: The class of service on this extension will be used when the agent is logged out of hot desking when using the **Reset settings on logout** option.

Change extension username: This will change the username and description of the extension to match their phantom when the agent is logged in. Intercom calls made by the user will therefore be identified for the receiving party.

Change station speed dials: This will change the station speed dials of the physical extension to match the user's phantom when the agent is logged in.

Reset settings on logout: This will clear the username and description on the extension when the agent is logs out and set the class of service and calling party number to be default. If not enabled, the extension will be returned to its original configuration (the configuration before an Agent Hot Desking user logged).

8.1.2.3 Call Routing

Call Routing is designed to monitor various devices on the telephone system and route any ringing calls in one of several ways:

- Route all calls based on the result of a database lookup using the DDI or Caller ID of the incoming call.
- Route calls that are queuing at the device (a busy Hunt Group for example)
- Route calls to the last agent that had contact with the caller

When routing calls, the target destination can be one of the following:

- A device on the telephone system (Extension, Hunt Group, CRA)
- An agent on the telephone system (DB return values only)
- An external number (Calling Party Number and Name can also be provided)



An agent can only be used as a routing target when using the database lookup and when there is a device as an overflow.

Licensing

The call routing feature is a licensable feature within the MiVO Application Suite. If your system is licensed, the 'Call Routing License' should be visible within the Communication Service section of the Site License section of the website.

Call Routing Rules

The call routing engine monitors 1 or more rules that define how and where the engine should route calls to. Each rule has a 'Monitored Device' this device is an extension on the telephone system that the engine will monitor for incoming alerting calls. An incoming call will trigger the rule to be fired and the database look up to be made.

How Calls Are Routed

The routing process starts when a call starts alerting a Monitored Device. If the AlphaTag parameter and/or the AccountCode properties are populated for the rule, the call will first be modified using the `_MD` command. Once this command completes (the response has been received from the telephone system) or if neither the AlphaTag nor the AccountCode properties are set, the call will be routed to the target destination using the `_MO` (move call) command or the `_DF` (deflect call) command. The command used will depend on how the call is being presented to the Monitored Device.

If the command to route the call fails, the engine will attempt to route the call to the Overflow destination for the rule. If the target for the call is an agent and the agent is not logged in and in the free state, the call will also be routed to the Overflow destination.

Telephone System Configuration - Routing All Calls

To route calls using the Call Routing feature, the telephone system must be configured to send calls to the Monitored Device for each rule.

The monitored device can be a phantom on the telephone system or a physical extension. In addition to setting up the Monitored Device, it is advised to program a UCD hunt group on the telephone system for each Monitor Device for the following reasons:

- The Call Routing engine only has to deal with a single call per rule at any point in time. This means there is less chance of routing failures.

- The recall destination of the hunt group can be used to move the call on to an overflow if the call routing engine is failing or the MiVoice Office Application Suite is offline for any reason.
- There is less load on the target database because only one query per rule can ever be run at any point in time.

The Monitored Device should be added to the UCD hunt group and any calls to be routed should be pointed at this hunt group



When routing calls to external numbers, the Class of Service of the Monitored Extension will be used by the telephone system when evaluating whether to allow the external call.

Adding/Editing Call Routing Rules

The following settings are required when configuring a call routing rule.

Rule Name & Description

A unique name & description to allow the rule to be identified.

Enabled

This setting controls whether the rule is currently being implemented by the server or not.

Monitored Device

Enter the number of the device the rule will monitor and route calls from. For Queuing events, this will be a hunt group.

Routing Type (All Calls/Queuing Event)

This setting controls whether all calls that ring at the device are routed or only calls that are in the 'Queuing' state.

Queue Length

If the routing type is set to 'Queuing Event', this setting controls at which position in the queue calls will start to be routed. A value of 0 means all queuing calls will be routed. A value of 1 would mean 1 call can queue, but any more would be routed.

Destination Type (Fixed/Database Lookup/Route to Last Agent)

Specify how the routing destination for the call should be retrieved.

Destination

If the destination type is set to 'Fixed', this setting should be populated with the device number.

Distribute To Busy Hunt Groups

If the destination of the call routing is a hunt group, this setting controls whether the hunt group should be checked for free agents. If there are no free agents the overflow destination will be used (or the rule will not fire in the case of a queuing event).

Overflow

The destination the call will be used if the preferred destination has no free agents.

Account Code

If an account code is enter here, it will be applied to any call that is routed. This provides a way to track routed calls through call reporting.

Calling Party Number

If the destination is an external number, this setting controls the calling party number that will be used for the external call.

Calling Party Name

If the destination is an external number, this setting controls the calling party name that will be used for the external call.



Calling Party Name should only be used if the trunks support it. Configuring this on a system that does not support it can cause the call to fail.

For more information, please refer to the following sections:

- [Database Lookup](#)
- [Routing Queuing Calls](#)
- [Last Agent Routing](#)

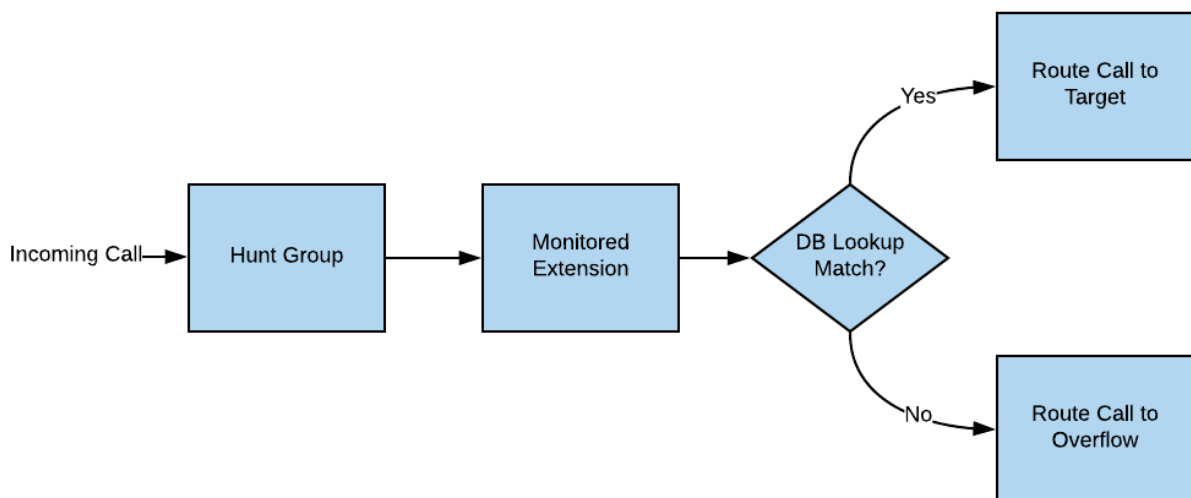
8.1.2.3.1 Call Routing - Database Lookup

Performing a database lookup to determine the target destination is the most common use of the call routing engine. To perform a database lookup, the following properties of the rule must be set:

- Select 'Database Lookup'
- Connection String -> Set to be a connection string for an ODBC compliant database*
- Stored Procedure -> Configure to be the name of the stored procedure to call on the SQL Server database

Routing Flow

The diagram below shows how the call routing should be configured when using a DB lookup rule. The monitored extension should be added to a UCD hunt group so that calls are presented to it one at a time. For each call that alerts the monitored extension, the call routing system will perform a DB lookup and either transfer the call to the resulting target or the overflow configured against the rule.




Connection String

An ODBC connection string is required to tell the routing engine how to connect to the database. Below are some examples of ODBC connection strings for commonly used databases:

SQL Server

The connection string below is an example connection string for an SQL Server database. The database, server, username and password properties must all be updated in the connection string to match those of the target database.

"Driver=[Driver];Server=[server];Database=[database];Uid=[username];Pwd=[password];"

 Replace [Driver] with your specific driver name etc. If connecting to a specific SQL Server instance, it must be passed with the server property: servername\instancename.

For help in determining what the connection string should be this web page can be a useful reference (this is an external link, Mitel are not responsible for its contents): <http://www.connectionstrings.com>

 Any ODBC drivers required for the database connection must be installed on the MCS sever manually.

Stored Procedure

The routing engine requires a specific stored procedure to be defined on the database it is connecting to.

The stored procedure must have the following parameter definition:

```
CREATE PROCEDURE [dbo].[ENTER_STORED_PROCEDURE_NAME_HERE]
(
    @cli as varchar(50),
    @ddi as varchar(50),
    @routetodevice as varchar(50) output,
    @alphaname as varchar(50) output,
    @accountcode as varchar(50) output,
    @mailbox as varchar(50) output,
    @cpnumber as varchar(50) output,
    @cpname as varchar(50) output,
)
```

The @cli and @ddi parameters will be populated with the details of the call to be routed. If the call is internal, the @ddi parameter will be a zero length string.

The output parameters will then be used by the routing engine to route the call.


Route to Device

The @routetodevice can be one of the following:


- A device on the telephone system (extension, hunt group, CRA etc.)
- An agent on the telephone system
- An external number

To route the call to the overflow, pass back a null or zero length @routetodevice from the stored procedure.

To route to an agent, enable the 'Agent Return Value' options or prefix the return value with an 'A'.


 When routing to an agent, the system will check that the agent is logged in and is available to take a call. If not, the call will be routed to the overflow.

If the @routetodevice is an external number (any number longer than the 'Max Extension Length' configured in the dial plan will be treated as external), the Calling Party Number (@cpnumber) and Calling Party Name (@cpname) for the external call can be set.

 Only set the @cpname property if the trunk lines support it. Setting it when they don't will cause the routing of the call to fail.

Account Code

If the @accountcode property is set, the value will be entered on the call and will override any account code statically configured on the rule.

 Account Codes can only be set on external calls.

Alpha Tag


If the @alphaname output value is populated, the value can be used to change the outside caller name or trunk outside name on the telephone system for the call.

8.1.2.3.2 Routing Queuing Calls

The Call Routing engine can be used to route calls which are camped-on to a hunt group. These calls are in the 'Queuing' state on the telephone system because there are no free extensions or agents within the hunt group to be offered the call.

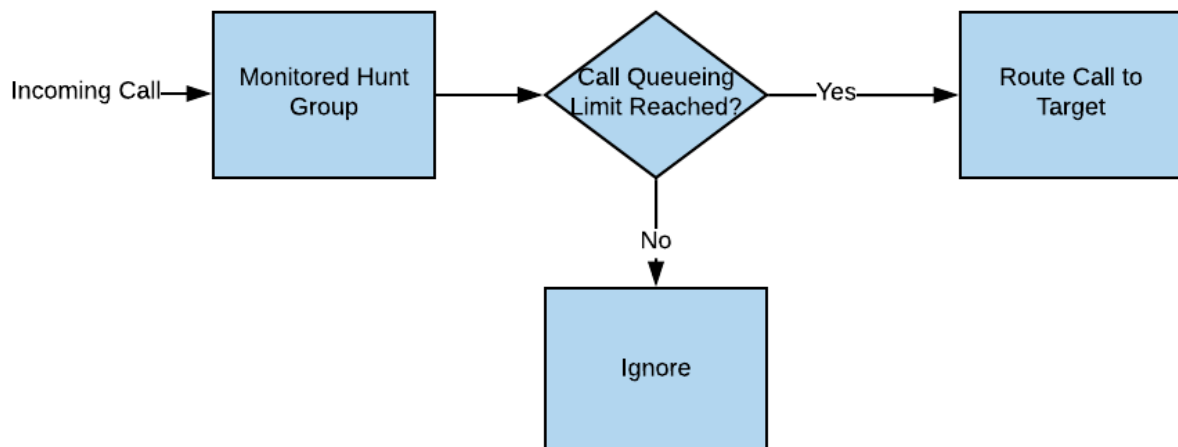
To use the system in this manner, the following properties of the routing rule must be set:

- Monitored Device -> This should be configured to be the hunt group to monitor for queued calls
- Queue Length -> 0 means route all queuing calls, Greater than 0 and only calls higher in the queue than the value set will be routed.
- Destination -> Should be set to the hunt group or device where the call should be routed to.

 When routing on Queue Events, a fixed destination must be provided. The database lookup can only be used when routing all calls.

Routing Flow

The diagram below shows how the call routing should be configured when using a 'Queuing Event' as a trigger. The monitored device should be a hunt group. any queuing events received from this group will be processed by the routing system. If the queue position triggers the rule, the call will be routed to the target destination, otherwise the call will be ignored.



8.1.2.3.3 Last Agent Routing

This feature uses the caller ID of an inbound call to attempt to route a call back to the last agent who handled a call from the same number. The feature works by attempting to locate the agent that last handled the call and then checks to see if they are logged in and available to take the call. Only calls that were answered by an agent are taken into account.

Configuration

The following settings apply to any call routing rule configured to route calls back to the last agent that handled the call.

Search Limit Type & Duration

The search limit type and duration specify how far back in time the system will look through the call history to find a caller ID match. The search duration is limited to a maximum of 48 days.

Include Outbound Calls

This settings controls whether the call history search includes outbound calls or just searches for inbound calls.

Overflow

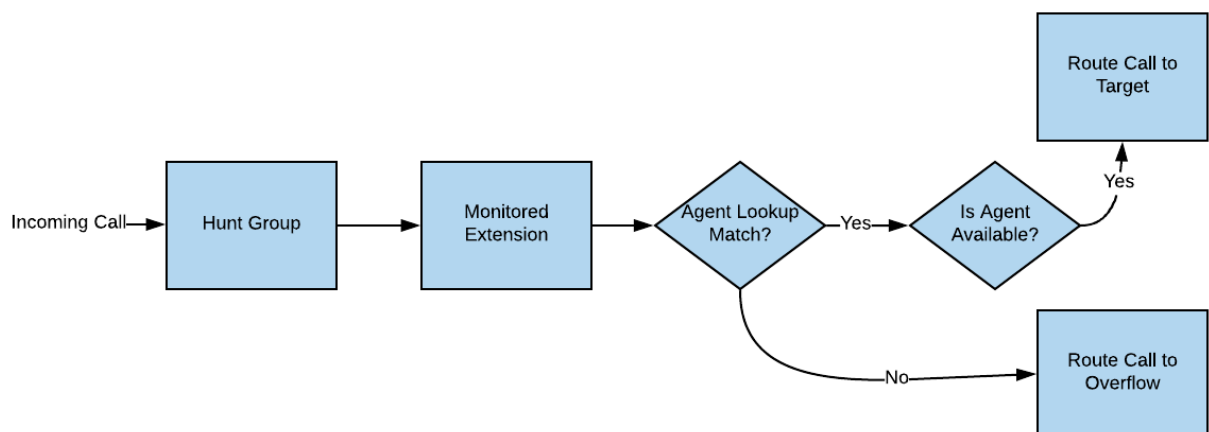
The overflow destination is used if no caller ID match is found or if a match is found but the target agent is not logged in or not available.

Minimum Talk Time

When search for call history matches, only calls that have had a talk time exceeding the minimum talk time will be included.

Routing Flow

The diagram below shows how the call routing should be configured when using the route to last agent rule. The monitored extension should be added to a UCD hunt group so that calls are presented to it one at a time. For each call that alerts the monitored extension, the call routing system will perform a call history lookup to find the last agent that spoke to the caller. If there is a match and the agent is available, the call will be routed to the agent directly. If not, the call will be routed to the overflow configured against the rule.



Once a call is routed, the call is no longer a hunt group call and must be answered by the agent. A forward on the agent's extension can be used to route the call back to a hunt group if they do not answer.

8.1.2.4 CPN Substitution

CPN Substitution is a new feature of the MiVoice Office Application Suite. The feature is designed for organisations that have a national presence that wish to present the calling party number (CPN) and/or calling party name of a local branch, no matter which branch a call is made from. The CPN Substitution feature looks at the number being dialled and the extension making the call and uses this information to perform a database lookup to find out which calling party number/name should be presented.

Licensing

The CPN Substitution feature is a licensable feature within the MiVO Application Suite. If your system is licensed, the CPN Substitution should be visible within the Communication Service section of the Site License section.


Enabling CPN Substitution

To use CPN substitution it needs to be enabled at system level but checking the 'Enabled' box and then on a per user level by using the Phone Manager [Client Profiles](#).

Supported Dialling Methods

The following table outlines the scenarios in which it is possible for CPN Substitution to dynamically change the calling party number/name on a call being made.

Application / Dialling Method		CPN Substitution Supported?
Phone Manager Desktop	MiNET/Digital	Yes
	6900 Series	Yes
	Analogue / Generic SIP	No
	Softphone	No
Phone Manager Mobile	Calls via Desktop	Yes
	Calls via Office Link	Yes
	Calls via Softphone	No
	Calls via Mobile	No
Phone Manager Outbound	All	Yes
Handset	Manual calls from MiNET, Digital, Analogue or SIP (Including 6900 series)	No

 If there is an extension programming password configured on the telephone system, MCS needs to know what this is to be able to change the Caller ID in some scenarios. Please refer to the [Node Configurations](#) section for more information.



If a call is made using a method that is NOT supported, the calling party name and number presented will depend on the telephone system programming for the extension making the call.

8.1.2.4.1 CPN Substitution Data

The system decides on which number/name to use on a call by using the number being dialled as a key to look up a record in the CPN Substitution table.

The CPN Substitution table consists of a mapping between area codes and the name/number that should be used when dialling them.

Populating the CPN Substitution Table

The CPN Substitution table can be found in the 'CallRecorder' database within the MCS SQL instance. The table is called – '_AS_AreaCodeMapping'.

Currently, there is no way to import data into this table automatically, data will need to be added manually by the customer.

Table Structure

Column	Description
[AreaCode] [varchar](15) NOT NULL	The Area Code to dialled numbers will be searched against.
[CallerID] [varchar](20) NOT NULL	The calling party number that will be presented when making the call.
[CallerName] [varchar](100) NOT NULL	The calling party name that will be presented when making the call.
[Idx] [bigint] IDENTITY(1,1) NOT NULL	Not currently used

The 'AreaCode' column can be populated with as many digits of a phone number as required. The stored procedure will find the match with the longest number of digits when using the dialled number to search. This allows for specific caller id's to be present for a specific target number at the same time as presenting a generic caller id for an area code.

For example, the following entries are in the mapping table:

AreaCode, CallerID, CallerName

1480, 4802221111, Area Based CPN

14809619000, 4801112222, Customer Based CPN


If a user is dialling 1-480-961-9000, a match will be found on the full number and the area code. The full number is longer so the customer based CPN will be used in this scenario. If a user is dialling 1-480-962-1000, the only match will be on the area based CPN.



All entries in the CPN Substitution table's 'AreaCode' column must contain the toll digit and must not contain any non-numeric characters.

8.1.2.4.2 CPN Substitution Configuration

Once the CPN Substitution feature has been enabled, it will apply to all calls made on the telephone system that are made using a supported method.

 If CPN Substitution has been enabled and the license has been applied, it may require a restart of the MCS CTI Host service before the feature will work.

Using an Alternate Database

If required, the stored procedure that is called by the CPN Substitution feature can be changed. By changing the stored procedure being called, a custom stored procedure can be written to perform the CPN lookup on a different database if required by the customer.

To change the stored procedure used, the following configuration value must be changed in the ' _Configuration' table within the MCS's database:

- ConfigurationName = 'Stored_Procedure'
- ConfigurationArea = 36

The default value for this configuration is ' _AS_SearchAreaCodeMapping'.

The stored procedure that this is changed to, needs to have the following parameter structure:

```
CREATE PROCEDURE [dbo].[_AS_SearchAreaCodeMapping]
(
    @AreaCode as varchar(15),
    @SourceExtension as varchar(15) = "",
    @SourceAgent as varchar(15) = "",
    @CallingPartyNumber as varchar(20) = "" output,
    @CallingPartyName as varchar(100) = "" output
)
```

The *@CallingPartyNumber* and *@CallingPartyName* should be populated with the required values. If either of the values are set to null or blank, the number and name will not be set and the CPN details configured on the telephone system against the extension making the call will be used.

Command Timeout

When using the CPN Substitution feature, a default timeout of 2 seconds is used for any searches of the CPN Substitution table. If a query reaches this timeout it will fail and the calling party name/number configured against the extension will be used. The command timeout can be increased if required by changing the following configuration value in the ' _Configuration' table within the MCS's database:

ConfigurationName = 'CommandTimeout'

ConfigurationArea = 36

ConfigurationValue = 2 <- this is the default value, in seconds



When the query is taking place it is blocking the dialling process for Phone Manager Clients and Phone Manager Outbound.

8.1.2.5 Group Messaging

Overview

This feature enhances Voicemail functionality so that a single message can notify more than one extension. An example of this is where the recall destination of a hunt group is set to Voicemail and typically the supervisor is the only extension with the notification of outstanding voicemail.

Group message notification will replicate the message notification on a list of additional devices as long as a message is outstanding on the primary device configured.

Remember that notifications will be sent for ALL outstanding messages at the source extension so if you intend only to send notifications for a specific hunt group, it may be necessary to create a dedicated phantom extension for the message notification configuration in the hunt group voicemail settings in MiVoice Office DB Programming.

Configuration

To configure a group message notification rule:

1. Access the [Communication Service](#) -> [Group Messaging](#) section.
2. Click on *New* or *Edit*.
3. Enter a **Description** used to identify this rule.
4. Enter the **Source extension** from where the message notification will be duplicated.
5. In the **Target destinations** select either **Hunt group** or **Extensions**. Then select either a specific hunt group or multiple extensions that will also be notified of the Voicemail message while the **Source extension** maintains an outstanding message notification.
6. Click on *Save* to save the rule.

8.1.2.6 Night Mode

Overview

The Mitel Communication Service Night Mode feature enables the PBX to automatically be placed into and out of night mode on a defined schedule and refers to the MiVoice Office 250 Night Mode feature. Without this the feature can only be activated manually by pressing a Night Mode button on an Administrator flagged extension.

Configuration

To configure the night mode schedule:

1. Access the [Communication Service](#) -> [Night Mode](#) section.
2. Select the **Enable** checkbox to turn on night mode scheduling.
3. Enter an Admin Extension - this needs to be an extension that has been configured in Mitel Database Programming with the Administrator flag. It will be used as the device to enable/disable the night mode feature on the PBX.
4. Enter the time schedules for each day of the week.
5. Click on **Save**.

The server will now automatically set day/night mode according to the time on the Communication Service server.

8.1.2.7 IP SMDR

Overview


If licensed, the server is capable of providing an IP based real-time SMDR server function for external applications such as call logging/call accounting software and tracks inbound and outbound trunk based calls.

The feature can work in two different modes. Push mode where the Communication Service connects to an application running on a remote computer and sends the SMDR information and Local mode where the remote application connects to the Communication Service.


Configuration

To configure the IP SMDR feature:

1. Access the [Communication Service](#) -> [IP SMDR](#) section.
2. Check the **General** -> **Enabled** option to enable the IP SMDR.
3. Set the **Local Port** to the TCP port number that the Communication Service will accept connections on, the default is 2007.

 This port will need to be opened on any firewall software running on the server.

4. Configure the **Item padding character** to use to pad out any blank entries in the SMDR record to ensure that all records are provided in a fixed length, the default character is "0".
5. To enable push mode check the **Push connections** -> **Enabled** option.

 Both push and local modes can operate the same time.

6. Enter the **Remote port** and **Remote IP address** that the Communication Service will try to connect to the remote application on.
7. Click on **Save**.

SMDR Format

Each SMDR line received over IP will contain the following fixed length elements in the order below:

Element	Element Location	Length	Description
TimeStamp	1	19	The timestamp of the message
Direction	2	5	The direction of the call, IN or OUT . This element is surrounded by pipes
CallID	3	22	A unique identifier for the call that can be used to link events about the same call
Trunk	4	7	The device ID of the trunk the call is taking place at
Endpoint	5	7	The device ID of the endpoint the call is currently at
Source Endpoint	6	7	The device ID of the source endpoint on Transferred & Diverted events. This element will be empty on other event types
Caller ID	7	15	The Caller ID of the external party if provided
Contact Name	8	14	The Contact name for the external party if provided. This element is surrounded by pipes
DDI (DID)	9	15	The number dialed by the external party if the call is inbound
DNIS	10	14	The name associated to the inbound call line. This element is surrounded by pipes
Account Code	11	12	The current account code that has been assigned to the call
Event Type	12	14	The event type for the SMDR message. This element is surrounded by pipes

A line of data ends with carriage return and line feed characters. Each element is separated with a space, this means that each line will be 162 characters long

Example Data: 2012-03-09 12:46:59 |OUT| 2012030900465982190047 0092808 0001843 0000000 0000079XXXXXXXXX | | 0000000000000000 000000000000 |RINGING |

Event Types The following event types can be received on the IP SMDR connection.

RINGING - Received when a call alerts a device. This can happen when the call first starts ringing on the system or when a call is transferred to ringing or when a call is put on hold and then recalls.

ANSWERED - This event occurs when a call first enters the CONNECTED state on the system. This message is effectively the first "CONNECTED" events - Any further events of this type will be reported as CONNECTED.

HOLD - Occurs when a call is placed on hold on the telephone system. This event will be followed by a CONNECTED event when the call is retrieved.

CALLCONNECTED - Occurs when a call enters the CONNECTED state at a device. This can occur after a transfer or after a call is put on hold and then retrieved.

DIVERTED - Occurs when a call moves from one extension to another when following a forwarding path. In this event the Source Extension will be populated.

TRANSFERRED - Occurs when a call is transferred by a user to another destination. Depending on the method of transfer this event may be preceded by a HOLD event and will be followed by a RINGING and / or CONNECTED event. In this event the Source Extension will be populated.

QUEUED - Occurs when a call enters a QUEUING state at a device. This occurs when a call is waiting at a hunt group.

CALLMODIFIED - Occurs when any of the following details of the call have changed: - Account Code - Caller ID - Contact Name

DISCONNECTED - Occurs when a call clears down from the telephone system.

Example Messages

Inbound Call Scenario

2012-03-09 01:20:40 |IN | 2012030901204052070264 0092108 0001843 0000000 0000079XXXXXXXXX |CHRIS R

MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |RINGING |
2012-03-09 01:20:43 |IN | 2012030901204052070264 0092108 0001843 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |ANSWERED |
2012-03-09 01:20:43 |IN | 2012030901204052070264 0092108 0001843 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |CALLMODIFIED|
2012-03-09 01:20:46 |IN | 2012030901204052070264 0092108 0001843 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |DISCONNECTED|

Outbound Call Scenario

2012-03-09 12:46:59 |OUT| 2012030900465982190047 0092808 0001843 0000000 0000079XXXXXXXXX ||
00000000000000 000000000000 |RINGING |
2012-03-09 12:47:06 |OUT| 2012030900465982190047 0092808 0001843 0000000 0000079XXXXXXXXX ||
00000000000000 000000000000 |ANSWERED |
2012-03-09 12:47:10 |OUT| 2012030900465982190047 0092808 0001843 0000000 0000079XXXXXXXXX ||
00000000000000 000000000000 |DISCONNECTED|

Inbound Call Scenario – Call Held Then Retrieved

2012-03-09 01:20:53 |IN | 2012030901205303270264 0092108 0001843 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |RINGING |
2012-03-09 01:20:54 |IN | 2012030901205303270264 0092108 0001843 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |ANSWERED |
2012-03-09 01:20:54 |IN | 2012030901205303270264 0092108 0001843 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |CALLMODIFIED|
2012-03-09 01:20:55 |IN | 2012030901205303270264 0092108 0001843 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |HOLD |
2012-03-09 01:20:58 |IN | 2012030901205303270264 0092108 0001843 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |CONNECTED |
2012-03-09 01:21:00 |IN | 2012030901205303270264 0092108 0001843 0000000 000007968543537 |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |DISCONNECTED|

Inbound Call Scenario – Call Transferred

2012-03-09 01:31:15 |IN | 2012030901311586070264 0092108 0001843 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |RINGING |
2012-03-09 01:31:18 |IN | 2012030901311586070264 0092108 0001843 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |ANSWERED |
2012-03-09 01:31:20 |IN | 2012030901311586070264 0092108 0001843 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |HOLD |
2012-03-09 01:31:27 |IN | 2012030901311586070264 0092108 0002560 0001843 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |TRANSFERRED |
2012-03-09 01:31:27 |IN | 2012030901311586070264 0092108 0002560 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |RINGING |
2012-03-09 01:31:27 |IN | 2012030901311586070264 0092108 0002560 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |CONNECTED |
2012-03-09 01:31:29 |IN | 2012030901311586070264 0092108 0002560 0000000 0000079XXXXXXXXX |CHRIS R
MOBILE| 00044161XXXXXXX |CHRIS DDI | 000000000000 |DISCONNECTED|

8.1.3 Phone Manager

To use Mitel Phone Manager (desktop or mobile) a user on the system must first have been assigned to a [Client Profile](#). The client profile outlines which license users are entitled to use and which features of the Phone Manager(s) product they can see.

Once a user has been given permission to use Phone Manager, client specific features can be managed through [Desktop](#) or [Mobile](#) specific sections or through the general configuration sections referenced here:

Feature	Description
Client Profiles	Client profiles are used to control the configuration and features that a client has been assigned.
Client Locations	Presence profiles can be configured by users to control when and how calls alert their extension.
Call Recorder Integration	Configuration into a call recording system to provide features including pause/resume and direct playback.
Certificates	Certificates are used by Phone Manager Desktop & Mobile when connecting to the MCS server.
Telephone Formats	Configures the telephone formats that will be used by Phone Manager to identify phone numbers
Phone Manager Softphone	Outlines configuration options and usage of Phone Manager Desktop & Mobile Softphone.

8.1.3.1 Client Profiles

Overview

Client profiles are used to control the configuration and licensed features that a Phone Manager client user receives.

















[Performance options](#) are available when running Phone Manager on lower powered computers to improve response times or reduce the processing requirements. This is beneficial in multi user and virtual desktop environments.

Configuration









To add or edit a client profile:


1. Access the '⚙️' -> [Features](#) -> [Phone Manager Desktop](#) -> [Client Profiles](#) section.
2. The system will come with several pre-defined client profiles but its possible to create additional profiles that combine license levels with rule flags. Click on *New* to create a new profile or highlight an existing profile and click *Edit* to modify an existing one. The client profile configuration window is then displayed.

Setting	Description	Standard	Outlook	Professional	Team Leader
Name	To describe what this profile is for. (e.g. "Sales Team")	N/A	N/A	N/A	N/A
Description	To provide a more detailed description for this profile. (e.g. "Professional User with Application Support")	N/A	N/A	N/A	N/A
Desktop Licence	<p>Select the Desktop License that will be assigned to clients using this profile. The valid license types are:</p> <ul style="list-style-type: none"> ◦ Standard: This gives the user all the features of Standard client features (Not currently for sale, upgrading customers only). ◦ Outlook: This gives the user all the features of Standard plus Microsoft Outlook integration client features. ◦ Professional: This gives the user all the features of Outlook plus Professional client features such as CRM screen pop. ◦ Team Leader: This gives the user all the features of Professional plus Team Leader client features such as remote control of other users. 	N/A	N/A	N/A	N/A
Phone Manager Mobile	When enabled, users connect from a Phone Manager Mobile application and consume a license if available.	N/A	N/A	N/A	N/A
Call Recorder Client	When enabled, the Call Recorder client can be run on a user's desktop. This can then be used to automate the pausing of	N/A	N/A	N/A	N/A









	recordings for compliance purposes.				
Enable Presence Profiles	Enables the user to use Presence Profiles . <i>Default Enabled</i>				
Disable DEE & UCD when Hot Desk user is logged out	If the user is using Presence Profiles then these feature can be enabled. The features will only apply when the user's Primary Device is a Hot Desk devices.				
Enable Chat	Enables the user to access the chat feature in Phone Manager. Without this the chat feature will not be shown (enabled by default).				
Enable SIP Hot Desk Softphone Access	Enables the user to use their SIP Hot Desk extension as a softphone in Phone Manager in addition to being able to login to a 6900 phone.				
Make this the default Client Profile	Use this profile as the default when new users are created.	N/A	N/A	N/A	N/A

3. Select the **Settings** tab to configure the options that will be made available to users with this profile. Depending on the type of license selected this will change what options are available.

Setting	Description	Standard	Outlook	Professional	Team Leader
Auto agent login/logout	Logs the agent ID associated with this user into all ACD groups programmed on the PBX when the Phone Manager client starts and out again when it closes.				
Auto-answer hunt group calls	This will auto answer hunt group calls (UCD or ACD) for the user after the configured Answer after time in seconds, the default it 2 seconds. Phone Manager needs to				

	be running for this to work.				
Download Outlook contacts	Makes available the users local Microsoft Outlook contacts in their Phone Manager Contacts Directory to enable "Search & Dial" for those contacts. See the Microsoft Outlook Personal Directory section for details.				
Enable ACD control	Enables the user to manage their ACD status from Phone Manager. Without this the ACD control features will not be shown. (The user will still be able to make ACD changes directly on the handset).				
Enable DND control	Enables the user to manage their DND status from Phone Manager. Without this the DND control will not be shown.				
Enable UCD control	This allows the user control over their UCD state within Phone Manager. This does not prevent them from using the feature code on the handset.				
Enable application support	Gives the user the options to configure the Computer Telephony Integration (CTI) plug-ins for the various applications supported, i.e. CRM screen popping, call history and				





	calendar sync to applications such as Salesforce.com, Microsoft Dynamics CRM and many more.				
Enable macro editing	<p>Gives the user the ability to create and publish VBScript and keystroke macros which provide the user with the possibility to integrate to a range of applications not supported by a dedicated plug-in. The macros created can be "fired" automatically (e.g. when a user answers a call) or assigned to a button on a toolbar so that the users can quickly navigate to a webpage or application if the call requires them to. See the Macros section for details.</p>				
Enable TAPI	<p>Allows the user to enable the 1st Party TAPI driver for integration into applications that support TAPI. The Ignore drop call option will prevent Phone Manager from clearing the call when the TAPI application sends a clear call command. This is useful for when applications send this command when their own TAPI window is closed by the user. The default is</p>				

	disabled. The Ignore internal calls option will prevent Phone Manager from sending information about internal calls to the TAPI application. The default is enabled.				
Enable CPN Substitution	Enables CPN substitution for the calls made by the user from Phone Manager.				
Enable new software release notification	Enables notification to Phone Manager Desktop end-users when a newer version of software has been uploaded to the server. See ' Software Deployment ' for more information.				

* Only applies to the Outlook Plugin

** TAPI licenses can be enabled when using an Outlook license for backwards compatibility with previous version of Phone Manager. TAPI licenses are currently only provided with Professional & Team Leader licenses only.













4. Select the **Phone Manager Outbound** tab to configure the Phone Manager Outbound specific options. This is only available with a Professional and Team Leader license.

Setting	Description	Standard	Outlook	Professional	Team Leader
Enable Phone Manager Outbound	Enables the user to be able to login to Phone Manager Outbound. The Open on start up option will cause Phone Manager to always show the Phone Manager Outbound window when Phone Manager starts, otherwise the user will have to open it manually from the main window icon. The Can edit campaign records option allows the user to edit the				


	campaign record information directly within Phone Manager. Without this the <i>Edit</i> button is disabled.				
Open on startup	<p>This opens the Phone Manager Outbound window within Phone Manager each time the client starts.</p> <p>Note: This feature is designed for Phone Manager Outbound only users. Phone Manager will also shutdown if the Phone Manager Outbound window is closed.</p>				
Can edit campaign records	This allows the user to edit Phone Manager Outbound records from Phone Manager Outbound window in Phone Manager.				
Enable campaign record search	This allows the user to search for campaign records when taking inbound calls or when idle. Once a record has been found the user can then change the disposition.				
Enable manual dialling	This allows the user to manually dial campaign records.				
Enable call blending	This enables the user to work in call blending mode, i.e. this allows then to take inbound calls whilst also making automated outbound calls.				
Call blending timer	The Call blending timer outlines how long the user will be left in the Free status after their				

	Wrap Up has expired from the previous call.				
--	---	--	--	--	--

5. Select the **Advanced** tab to configure the options to allow Phone Manager to run in reduced resource mode.

Setting	Description	Standard	Outlook	Professional	Team Leader
Enable timer columns	This option will enable timer specific columns to be updated at the interval defined in the Refresh rate field. This causes the columns such as "Time in status" or "Talk time" to automatically update their values. The default is enabled and refreshed every 5 seconds. With this disabled then timer columns will not update automatically and this will reduce the amount of resources required.				
Busylight Status Mode	Both modes will display agent, do-not-disturb, call and wrap-up status. If 'Agent' mode is selected, the light will be off if there is no agent logged in. If 'Extension' mode is enabled, the light will show green as long as the extension is idle.				
Busylight Notifications	If enabled, the light will pulse if there are any missed calls, unread chats or voicemails for the user.				

6. Click **Save**.

 Phone Manager Mobile can be used on it's own or in conjunction with any other Phone Manager Desktop license. 'enable Presence Profiles' must be enabled for users using Phone Manager Mobile.

8.1.3.2 Presence Profiles

Overview

Presence Profiles provide a method for users to control how they receive communications as well as inform internal users about their current availability. Presence Profiles is the default method for users to control their extension and is a requirement if they wish to use Phone Manager Mobile.

To use Presence Profiles, the user's Primary Extension **MUST** be a Dynamic Extension Express main device on the telephone system.

Presence Profiles control the following aspects of a user's Primary Extension's status:

- **Do Not Disturb:** Controls whether DND is enabled or not, which message is displayed and any additional text.
- **Forwarding:** Controls whether the user is forwarding all calls to another location or not
- **Dynamic Extension Express:** Controls which of the user's DEE devices are active
- **UCD Hunt Group Availability:** Controls the remove/replace feature of UCD *

(* Note: When users remove their extension from a UCD group with a profile they will also disable any group call pickups.)

To enable Presence Profiles for a user, edit their [Client Profile](#) and check the Enable Presence Profiles box.

Default Profiles

Each user is given a default set of profiles that they can edit/delete or add to as they require:

In the office	Default profile, enables all of a user's DEE destinations, no DND, no Forwarding, Group Calls (UCD) enabled
Do Not Disturb	All DEE destinations enabled, DND set to on, prompt on selection. no Forwarding, Group Calls (UCD) disabled
Out of the office	External DEE destinations enabled only, no DND, no Forwarding, Group Calls (UCD) disabled
In a meeting	Only Voicemail DEE destination enabled, DND on, no Forwarding, Group Calls (UCD) disabled
Working from home	Only Voicemail DEE destination enabled, DND off, Forward Immediate with prompt for the destination, Group Calls (UCD) disabled
On holiday	Only Voicemail DEE destination enabled, DND on, no Forwarding, Group Calls (UCD) disabled

A user can delete any profile apart from the one they currently have selected. Any changes to a profile will have immediate effect if the profile is currently selected.

When are Presence Profiles Applied?

All profiles are implemented by the CTI Host Service. Changes are made when:

- the CTI Host Service starts up
- a user requests a profile change (from Phone Manager Desktop or Phone Manager Mobile)

- Phone Manager connects to or disconnects from an extension which is not the user's Primary Extension (see [What are Presence Profiles Applied to?](#) section below)
- a user's Primary Device is also a Hot Desk device and they login/logout (see [Hot Desking](#) section below)

If the status of a device changes outside of these events then the change will stick until one of the event next occurs. For example, if a user manually puts their extension in DND then the change will be kept. This is important so that the server is not overwriting manual changes made by the user on their extension.

If at anytime the status of the extension does not match the current profile then the user will be alerted in Phone Manager.

What are Presence Profiles Applied to?

Presence Profiles are applied to the following devices:

- a user's Primary Extension
- any extension the user's Phone Manager client is connected to (This applies to DND, UCD & FWD properties only, no DEE changes will be applied to extensions other than the user's Primary one)

For example, if a user's Primary Extension is 1000 and they currently have Phone Manager connected to their softphone 1001 then their current profile will be applied to both of these extensions. If they shut down Phone Manager then any profile change will be removed from 1001 and left only on 1000.

Hot Desking & Presence Profiles

When a user's DEE main extension is also a Hot Desk device there are some extra checks MCS performs when applying profiles. If the 'Disable DEE & UCD when Hot Desk user is logged out' option is checked on the user's [Client Profile](#) then the CTI host service will remove the main device from any UCD groups and make it inactive as a DEE device if it is currently logged out. If the Hot Desk device is logged in, the CTI host service will re-apply the profile and re-enable UCD and make DEE active for that device again if applicable.



When using Presence Profiles, DEE must also be used. Be aware that this can cause reporting issues on sites using MiCC Office (CSM) due the restrictions on DEE based reporting within the product.



For more information about editing Presence Profiles, please refer to the Phone Manager Desktop Help.

8.1.3.3 Call Recorder Integration

Overview

Phone Manager can integrate into external call recording systems. This can provide the following features:

- Pause and resuming call recording for specific calls.
- Tagging call recordings with custom information.
- Playing call recordings directly back from within the Phone Manager client.



The features available are dependent on the type of call recorder to be integrated with. Currently only Xarios Call Recorder is supported as an external solution. All of these features are supported with the MiVoice Office Call Recorder.

Configuration

To enable external call recording integration:

1. Access the [Features](#) -> [Phone Manager Desktop](#) -> [Call Recorder Integration](#) section.
2. Check the **Use external Call Recorder connection** check box.
3. Enter the hostname or IP address of the call recording system into the **Call Recorder hostname / IP address** field.
4. Click **Save**.



When enabling Call Recorder Integration ensure that the Communications Gateway services have been configured to run against the server within both the MCS and Call Recorder websites.

8.1.3.4 Telephone Formats

Overview

The Telephone Formats section is used with the Phone Manager application support plugins to control the range of telephone number formats that are used when searching CRM applications. Often the CRM application that is being integrated with does not store the telephone number in a consistent format. For example there may be the following records:

Name: "John Smith"

Telephone: "+44 (123) 456 7899"

Name: Jane Doe

Telephone: "0123 45 6789"

To be able to try and match a contact record that has these telephone numbers then the exact format may have to be used when performing the search, including any non numeric characters, i.e. plus signs, brackets or spaces, or even toll digits.

From this section specific formats can be added in the form of regular expressions.



See http://en.wikipedia.org/wiki/Regular_expression for more information on regular expressions (external link).

The following formats are configured by default.

UK & International Telephone Formats			
08001831234	(0123) 4567890	44 (08001)831234	+44 (080)0183 1234
08001 831234	08001-831234	(08001)831234	(08001)-831234
080 018 31234	080-018-31234	080 0183 1234	080-0183-1234

The default formats for the US are shown below. This is based on the number 9876543210 been searched for.

US Telephone Formats			
9876543210	987.654.3210	+1 (987) 654-3210	19876543210
987-654-3210	(987) 654-3210	1-987.654.3210	1-987-654-3210
1(987) 654-3210	(987)654-3210	(987) 654-3210	

8.1.3.5 Phone Manager Softphone

Phone Manager Desktop and Phone Manager Mobile both have Softphone capabilities that allow them to become an extension off the telephone system. They connect to the telephone system as a SIP extension. Both products use OAI features to add additional capabilities on top of the SIP features.

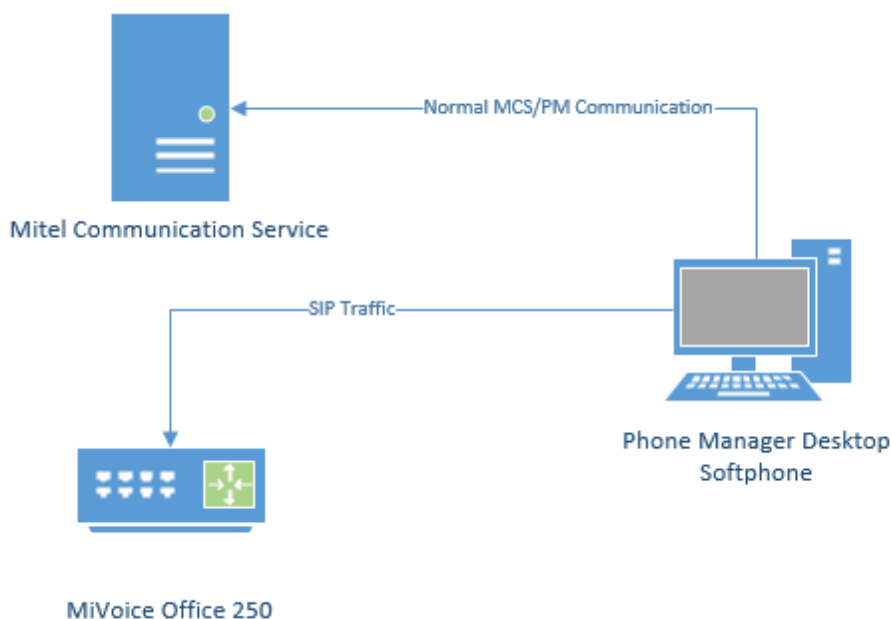
Requirements

The following requirements apply to any use of the Phone Manager Softphone:

- MiVoice Office 250 6.1 or higher (Release 6.3 SP1 or higher is recommended for automatic configuration of authentication details)
- Cat F licenses for each SIP extension on the telephone system Phone Manager will be connecting to
- Phone Manager Softphone Licenses for each Phone Manager Softphone that will be used

Phone Manager Desktop with Softphone

When Phone Manager Desktop connects as a softphone, the SIP traffic goes directly between the Phone Manager Client and the node on which the SIP extension is configured.



For information on connecting Phone Manager Desktop from outside the LAN, refer to the appropriate guide:

- Connecting Phone Manager Desktop using a [MiVoice Border Gateway](#)
- Connecting Phone Manager using a [Router](#)

Connecting from a Different Subnet

If the Phone Manager Desktop client is located on a different subnet to that of the MiVO 250 it is registering it with, the Auto NAT detection of Phone Manager Desktop can get confused and will use the client PC's public address to connect, not the local address. In this scenario, the softphone will get one way audio.

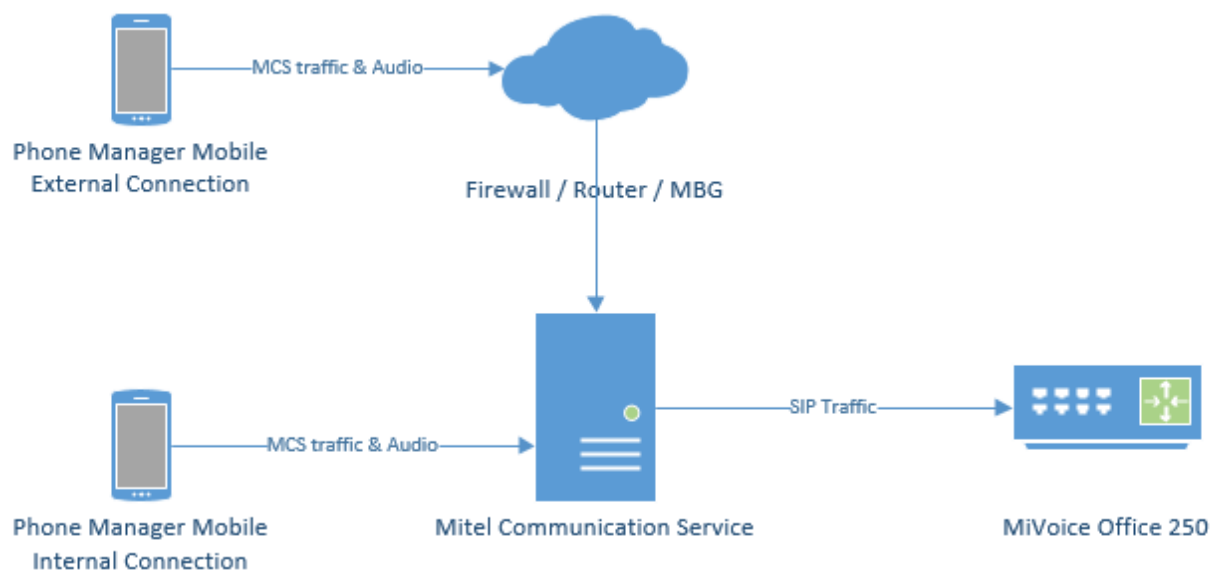
To work around this issue, Auto NAT Detection needs to be disabled on Phone Manager Desktop.

Phone Manager Mobile with Softphone

When using the Softphone features of Phone Manager Mobile the Mitel Communication Service acts as a proxy. The MCS SIP Proxy service manages all SIP extension registration and traffic on the behalf of the Phone Manager Mobile Softphone so that all SIP traffic is kept on the internal network and does not have to be exposed externally.

⚠ If the MCS SIP Proxy is restarted all the Phone Manager Mobile clients with a softphone need to reconnect the app to receive call notifications as they will no longer be registered. The easiest way to do this is by restarting the app on the mobile.

All audio connections for the Phone Manager Mobile Softphone are to the MCS SIP Proxy:



The MCS SIP Proxy requires G.711 to be configured against the SIP Endpoint on the telephone system as the audio encoding for making calls.

For information on connecting Phone Manager Mobile from outside the LAN, refer to the appropriate guide:

- Connecting Phone Manager Mobile using a [MiVoice Border Gateway](#)
- Connecting Phone Manager using a [Router](#)

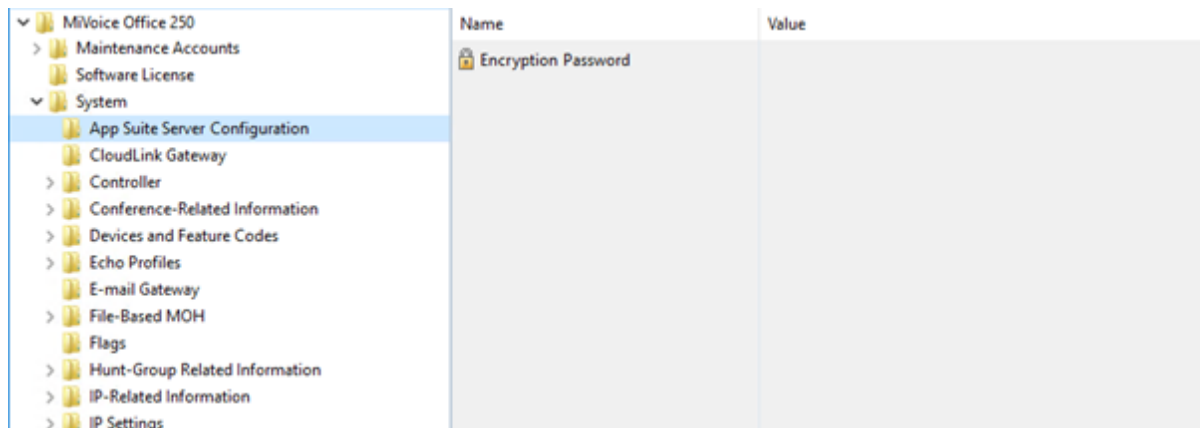
⚠ The SIP Proxy service must be on the same network as the PBX with no NAT in between the two.

The Softphone support within Phone Manager and the SIP connectivity of 6900 phones require some configuration to be performed within the PBX and with MiVoice Office Application Suite.

The configuration below applies to 6900 phones, SIP Hot Desk Devices, Phone Manager Desktop Softphone AND Phone Manager Mobile Softphone unless explicitly stated otherwise.

When using release 6.3 SP1 or higher of the MiVoice Office 250, MCS has the ability to query all SIP Authorisation Credentials from the telephone system to use with Phone Manager Softphones and 6900 phones. This integration simplifies the process of installing Softphones/6900 phones and minimises the risk of mis-configuration.

To support this feature, a new configuration section within MiVO 250 Database Programming has been created:




Encryption Password

On each node in the MiVO 250 network, an Encryption Password needs to be configured which will allow MCS to query and decrypt the SIP authorisation credentials.

If the password is not configured, MCS will not be able to query the credentials from the PBX and they will have to be configured manually. See the [Device Configuration](#) section for more information.

Once the encryption password has been configured on the telephone system(s), it must also be configured in the [Nodes](#) section of the MCS configuration website.

 In addition to using requiring 6.3 SP1 or higher, CT Gateway release 5.0.64 or higher is also required for the SIP authorisation credential query to work.

Node Configuration for SIP

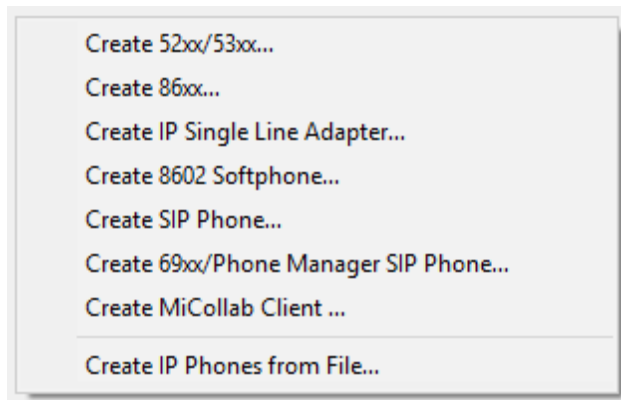
The MCS server needs to provide each 6900 phone and Phone Manager Softphone with the IP address of a SIP server to register with (the MiVoice Office 250). The IP address required will depend on which MiVoice Office 250 node the SIP extension is configured on and whether the phone is local or a teleworker.

For each node on the MiVoice Office 250 network that MCS is connected to, it is important to configure the IP address/port number to be used for SIP registrations.

For information on configuring the IP address(es)/Ports for each node, please refer to the [Node Configuration](#) section.


69xx SIP Phone


From release MiVO 250 6.3 onwards, a new SIP phone type called '69xx/Phone Manager SIP Phone' (renamed from '69xx SIP Phone' in 6.3 SP2) is available for creating SIP extensions on the telephone system for use with Phone Manager softphones & 6900 phones.




When SIP extensions are created using this type, the SIP Phone Groups created will automatically be configured with the required settings and will have a default inbound authentication applied with a randomly

assigned password.

 If a user is using a 6900 handset and a softphone (on either or both of Phone Manager Desktop & Phone Manager Mobile) it is important to set them up with separate SIP Endpoints on the phone system.

 For release prior to 6.3, the generic SIP Phone type should be used for Phone Manager Softphones. Please review the Phone Group settings under [Manual SIP Configuration](#) to check the required configuration.

 Remember that when connecting any SIP device to the MiVoice Office 250, the 'SIP UDP Listening Port' must be enabled in the 'Advanced IP Settings' section. Currently a reboot of the phone system is required after enabling this.

If 6.3 SP1 is not installed on the MiVoice Office 250 or for some reason the configuration of a SIP device needs to be performed manually, the details of all the settings required for a 69xx or Phone Manager Softphone are shown below.

SIP Phone Group


For each SIP Phone Group for SIP phones that are to be used as either Phone Manager Softphones, 6900 phones or SIP Hot Desk phones, the following configuration needs to be performed:

- Maximum Number of Calls = 4
- Enable in-bound authentication = Yes
- Configure in-bound authentication username = Extension number
- DTMF Payload = 101
- Camp-Ons Allowed = Yes
- Supports Ad Hoc Conferencing = Yes
- Use Registered Username (only required when connecting through an MBG)
- NAT Address Type = Native (even when connecting through an MBG)

Remember to repeat this process for each SIP extension.

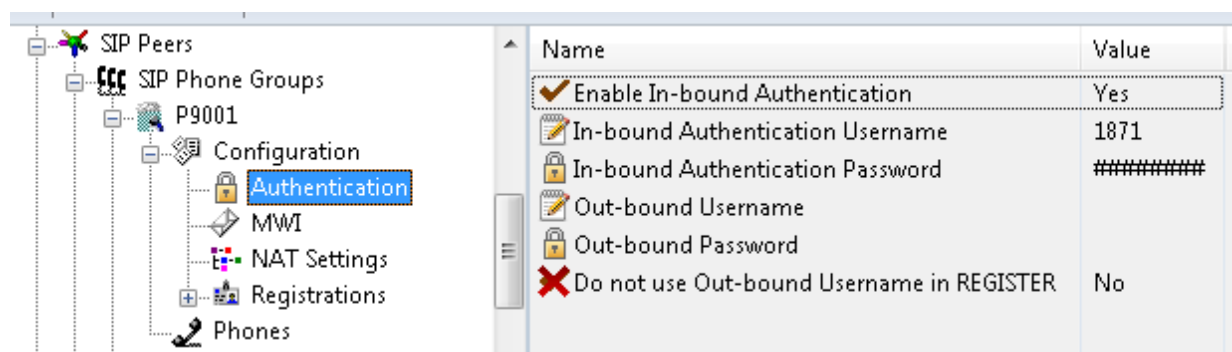
Manual Authentication Configuration

If a version prior to 6.3 SP1 is being used, the Inbound Authentication Credentials will need to be configured on both the telephone system and the MCS server.

 If release 6.3 SP1 or higher is being used, check the App Suite Server Configuration section below.

When using a SIP Softphone it is critical that authentication is used to help prevent unauthorized access to the PBX. To configure authentication a username and password need to be set on the PBX for the relevant extension and on device configuration of the Communication Service.

To configure the authentication on the PBX follow Mitel's recommendations by enabling In-bound Authentication and setting a complex username and password combination on the associated *Sip Phone Group* for the extension.



This same username and password combination would then need to be set on the [device configuration](#) on the Communication Service for this extension.

The screenshot shows a web-based configuration interface titled 'Edit'. It has three tabs: 'Device Settings', 'SIP Authorisation' (which is selected), and 'Call Statistics'. Under the 'SIP Authorisation' tab, there are several input fields:

- 'Authorisation Name' with the value '1000'.
- 'Authorisation Password' with masked characters (dots).
- A checked checkbox labeled 'Use remote authorisation credentials'.
- 'Remote Authorisation Name' with the value '345ert34tr4' and a red 'X' icon to its right.
- 'Remote Authorisation Password' with masked characters (dots).

 At the bottom of the dialog are two buttons: 'Confirm' (in blue) and 'Cancel' (in white with a blue border).

For information on configuring Teleworker phones, please refer to the [Remote Connections](#) engineering guidelines.

It is recommended that a complex password is used when configuring the authentication, such as Mitel*Server1!. If using the MBG for external connections, a complex password is a requirement and the authorisation name must be the extension number.

Authorization username and passwords are stored encrypted in the MCS database.

Any changes made to the Authorization configuration of an extension within MCS or to the Node IP Addressing will be sent immediately to any 6900 handsets currently connected.

Call Configuration

In addition, the following changes need to be made to the SIP extension's Call Configuration:


- Audio Frame/IP Packet = 2
- DTMF Encoding = RFC 2833 DTMF
- Speech Encoding G.711* or G.729** (G.729 for Phone Manager Desktop Softphone or 6900 only, not Phone Manager Mobile Softphone)

* On some sites, a delay in answering calls has been noticed when using a-law. If you are experiencing this, switch to use mu-law.

** Using G.729 can affect the performance of the telephone system.

It is important to connect only one softphone to each extension number on the telephone systems. Registering more than one SIP extension with the same credentials at the same time is not supported by the telephone system and will cause problems.

If using the desktop and mobile versions of Phone Manager Softphone for a single user then ensure that each application uses different extension numbers.

 Remember to configure the [IP Address](#) for each node on the system so Phone Manager knows where to send SIP traffic to.

8.1.3.6 Phone Manager Desktop

Overview


This section enables the configuration of Phone Manager Desktop client specific features to be managed. This includes:

Feature	Description
Macros	Client macros enable a custom VBScript macro to be assigned to a User that will be triggered on a specific call event or manually by the user.
Call Banner Profiles	Banner profiles control how the Phone Manager toaster popup is displayed when calls are received at the client.
Client Toolbars	Client toolbars are used to create and assign toolbars and buttons that are available for a User to perform common actions.
Meet-Me Conferencing	Configures the text field used by the Phone Manager Outlook integration feature for creating a calendar entry containing details of a user's Meet-Me conference settings.

8.1.3.6.1 Desktop Client Requirements


Phone Manager / Call Recorder Client Requirements

To be able to install and run Phone Manager the client computer needs to meet the following **minimum** requirements. If installing into a multi user environment where multiple instances of the client will be running, for example Microsoft Terminal Service, Citrix etc. then see the [Multi User Computer Requirements](#) section.

 The Call Recorder Client is embedded within the Phone Manager installation. It has the same requirements as Phone Manager.

Operating Systems

- Windows 7 Pro/Enterprise/Ultimate 32-bit/64-bit
- Windows 8.1 Pro 32-bit/64-bit
- Windows 10 Pro/Enterprise 32-bit/64-bit
- Windows 2008 R2 Standard/Enterprise/Datacenter 32-bit/64-bit
- Windows 2012 R2 Standard/Datacenter 64-bit
- Windows 2016 Standard/Datacenter 64-bit

 Windows Server Core installations are not supported.
Windows Server Small Business/Foundation/Essential versions are not supported.

Hardware Requirements

Processor	Intel Core 2 Duo 1.8GHz or faster processor (or equivalent)
Memory	<p>Minimum: 1GB RAM Recommended: 2GB RAM or more</p> <p>When Phone Manager is running it will use a minimum of 70MB of RAM per client. (Terminal environments) - this can be significantly more depending on configuration and number of devices and/or users on the system.</p>
Network	IPv4, 100Mb / 1Gb LAN
Hard Disk	Minimum: 20GB free space
Video	<p>Minimum: DirectX v9 compatibly graphics cards with 120MB RAM Recommended: DirectX v9 compatibly graphics cards with 1024MB RAM</p>

Software Requirements

The following software is required to be installed.

- Microsoft .NET Framework 4.5.2

Multi Users & Virtual Desktop System Requirements

Phone Manager can be run in multi user and virtual desktop environments such as Microsoft Terminal/Remote Desktop Services, Citrix XenApp or VMWare Virtual Desktop Infrastructure (VDI) with the following limitations:

- The 1st Party TAPI drivers is not supported
- Phone Manager Softphone is not supported

When deploying in these environments, the amount of memory, CPU usage and Video resource that Phone Manager will use needs to be determined. As the resources required are dependent on configuration and the number of devices and Users in the system, you must exercise your own due diligence in reviewing, planning, implementing and testing a customer configuration.

There are options available on the [Advanced](#) tab in the [Client Profiles](#) section that can reduce the performance requirements for Phone Manager.

8.1.3.6.2 Macros

Overview

Client macros enable a custom VBScript macro to be assigned to a User that will be triggered on a specific call event or manually by the User. For example, to screen pop a CRM application with the customer record when the Phone Manager user answers the call.

Users who have **Enable Application Support** can run macros that have been assigned to them and can set the rules for when a macro would "fire". Users who have the **Enable Macro Editing** option set on their [Client Profiles](#) are able to create and edit macros from Phone Manager.

This means that they have the Phone Manager client Macro option visible in the Settings area in Phone Manager and can create and publish macros to the server. Once a macro has been published by a Phone Manager user it is visible on the server and it can then be assigned to those users who have the **Enable Application Support** option assigned to their [Client Profiles](#).



For more detailed information on creating and publishing macros, see the **Phone Manager client help file** and the **Phone Manager API Reference**.

Assigning Macro Users

To assign or remove a macro to a User:

1. Access the '⚙️' -> [Features](#) -> [Phone Manager Desktop](#) -> [Macros](#) section
2. Select the published macro and click on *Edit*.
3. To assign a macro click on *Add* to search for Users to assign.
4. To remove a User from a macro assignment select the existing User and click *Remove*.

8.1.3.6.3 Call Banner Profiles

Overview

Call Banner profiles control the look and feel of Phone Manager Desktop's call banner (which is a toaster popup). This is displayed when calls are received/made at the extension associated to the Phone Manager client. The objective is to better inform a user about the nature of the call they are receiving and display customer data when the call rings, without taking PC focus away from the application the user is running.

Each banner profile is a combination of the following:

- Properties, Items on the call banner that will be changed
- Condition, Controls when the profile is applied to a call banner
- Priority, Controls which banners have priority over other banners

Properties

Each banner profile can be used to change one or more of the following call banner properties:

Fields

Each call banner can contain up to 10 fields of information. To change the fields displayed using a profile, check the 'Set fields' box and then use the plus icon (+) to add the required fields.

Title Bar / Text

To help the user identify specific types of call, the text and/or colour of the call banner's title bar can be modified. To change either of these properties, check the 'Set title bar text' or 'Set title bar colour' options and then enter the required information.

Header Text

The header text is the main piece of information on the call banner. This displays either the telephone number of the call or the contact name if there is a match. the profile can be used to alter the colour the header text is displayed in if required.

Conditions

The conditions configured against a call banner profile control when the profile is applied to a call banner.

The conditions that can be applied to a profile can be simple or complex to meet requirements. Any number of individual conditions can be grouped together and applied using 'All/None/Any' operators.

Individual Conditions

Each condition added to a profile's conditions has three constituent parts:



- Call Data Field, the call data field to be searched (Account Code in the image above)
- Search Value, the value to look for in the call data field (123 in the image above)
- Comparison Type, how the call data field and the search value should be compared (= in the image)

above)

Each of these values can be changed by left-clicking on them with the mouse and then selecting a value from the context menu that appears.

The table below outlines the comparison types available and gives examples of how to use each one.

Comparison Type	Description	Example
=	Equals	DDI = 01617864350
≠	Not Equals	DDI ≠ 01617864350
<	Less Than	Account Code < 20
>	Greater Than	Account Code > 19
like	Like	DDI Like 0161
≤	Less than or equal	Account Code ≤ 19
≥	Greater than or equal	Account Code ≥ 20
in	In, used for matching multiple items	DDI in 01617864350,01617864351,01617864352
notin	Not In, used to negatively match against multiple items	DDI notin 01617864350,01617864351,01617864352

Multiple Conditions

Multiple conditions can be added to a single profile to ensure that it only gets applied based on specific scenarios. This can be useful if multiple call data fields need to be searched or if multiple values within a single call data field need to be matched.

Each condition added can be grouped together with an operator of Any, All or None.

The image below shows an example of how multiple conditions can be grouped together. In the example, the call banner profile will only be applied if the call direction is inbound, and the account equals either 123 or 456.

Note how the operator on the group containing the account code conditions has been changed to 'Any' which means the account code can be either 123 or 456. Similarly, note how the parent group's condition is set to 'All' which means both the account code group and the call direction group must be valid.

```

graph LR
    All[All] --- C1[Call direction = Inbound]
    All --- Any[Any]
    Any --- A1[Account code = 123]
    Any --- A2[Account code = 456]
  
```

Groups can be added/edited and operators can be changed by left-clicking on them with the mouse and selecting the relevant option from the context menu that appears.

To help create complicated conditions, they can be dragged and dropped between groups using the mouse.

For an example of how to configure call banner profiles see:

- [Banner Profiles VIP](#)

Matches On Multiple Profiles

When evaluating which call banner profiles to apply, multiple profiles may get a valid match against a call's data fields. When this happens the priority of the call banner profile comes into play. The properties of each matching call banner profile will be merged together and when two or more profiles are set to change the same property, the one with the highest priority wins.

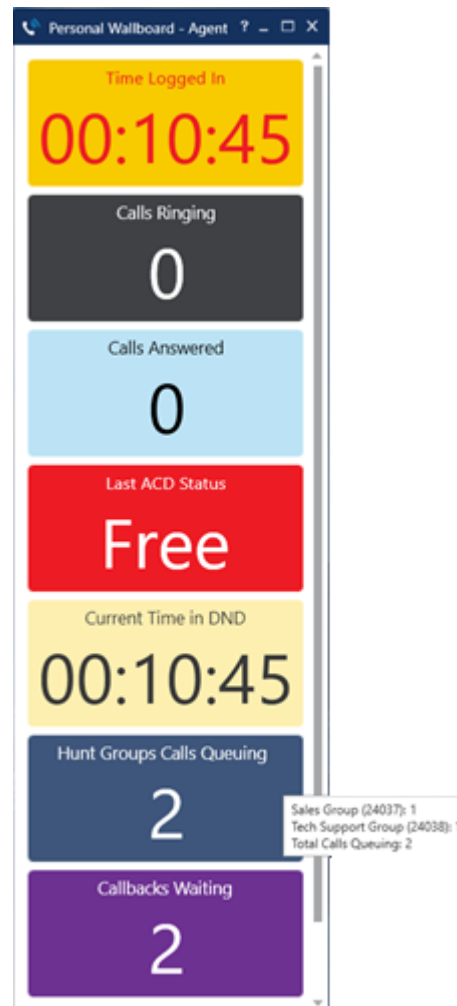
For example, if a call gets a match on two profiles and they are both configured to change the title bar colour, the colour used will be that of the call banner profile with the highest priority (priority 1 overrides priority 5). If however one profile is set to change the title bar colour and the other changes the title bar text, both changes will take effect.

Default Call Banner

The properties of the default call banner profile will be applied to all calls. If there are no other profile matches for a call or if the other matches don't change some of the properties available, the properties configured against the default profile will take effect.

8.1.3.6.4 Personal Wallboard

The Personal Wallboard feature provides ACD agent users with visibility of their personal performance statistics. This allows users to track their performance and actively manage it which leads to a reduced level of supervisor intervention.



Licensing

The Personal Wallboard is accessible to users when they are consuming an ACD Agent Reporting licence and have a Phone Manager Desktop client capable of displaying [Client Toolbars](#) (currently Professional & Team Leader licence levels).

Users can only have one toolbar open at a time with wallboard tiles on it and can see up to 10 different statistics.

Statistics

The following statistics can be added to a personal wallboard tile:

- Call / DND & ACD Statistics* (e.g. Time Logged In, Avg Talk Time, Time In DND, Calls Answered etc - all filtered to the agent viewing the toolbar)
- Queuing Call Count (filtered to the hunt groups the agent is logged into)
- External Data Source statistics
- Global Variable statistics



* Any statistic that is available on the Dashboard Agent Grid can be added to a personal wallboard tile for an individual agent.

For information on the ACD statistics, please refer to the [Statistics](#) section.

Configuration

Personal wallboard tiles are configured and assigned to users using Client Toolbar. For more information, please refer to the [Client Toolbars](#) section.

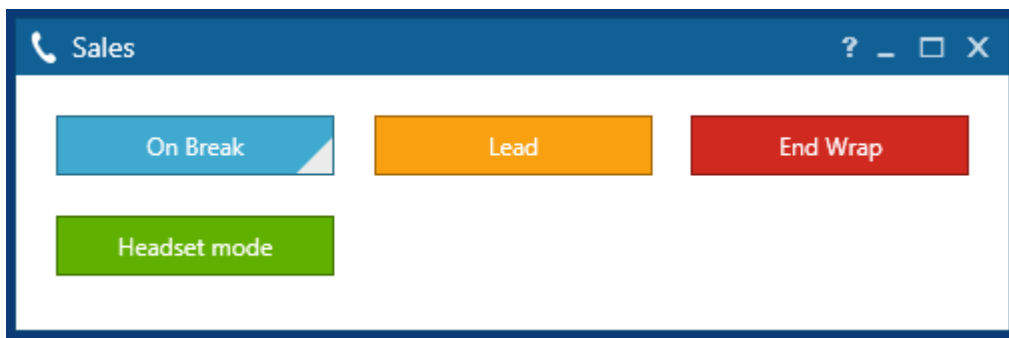
8.1.3.6.5 Client Toolbars

Overview

Client toolbars are used to create and assign toolbars to Phone Manager Desktop client users. These toolbars can be configured with the following items:

- Buttons -> Configurable buttons that are available to perform predefined common actions such as PBX features or speed dials.
- Wallboard Tiles -> Displays Agent based statistics about the currently logged in agent.

Multiple toolbars can be created with varying amounts of buttons, a button can have custom labels and colours to highlight or categorise specific types of actions, for example:



If a user has any toolbars assigned then they can open them using the toolbar icon from the main window in Phone Manager. If they have more than one toolbar assigned then a drop down window will be displayed when they click the button and they can select the toolbar to open.

💡 If there are no toolbars assigned to a user then the toolbar icon will not be visible in Phone Manager.

Licensing

There are multiple licenses on the system that control the functionality available on a toolbar.

Toolbar Access (Phone Manager Desktop Professional / Team Leader)

To have access to use a toolbar, the user must have either a Phone Manager Professional or Team Leader license. Toolbars are not available to Phone Manager Outlook (or standard) users.

Personal Wallboard Access (ACD Reporting Licenses)


In addition to the requirement of running a Phone Manager Professional or Team Leader license, to view wallboard tiles configured on a toolbar, the user must have an ACD Reporting license.

Editing a Toolbar


To create or edit a toolbar:

1. Access the '⚙️' -> [Features](#) -> [Phone Manager](#) -> [Client Toolbars](#) section.
2. Click on *New* or select the toolbar and click *Edit*.
3. Select the **Details** tab.
4. Enter a **Name** that is used to identify this toolbar to the Phone Manager users.

5. Enter a **Description** to detail what this toolbar is for
6. Modify the Buttons and/or Wallboard tiles as required.
7. Select the **Users** tab and click *Add* (this will display the Business Units view). Select individual users that will have access to this toolbar.

 Hold down the CTRL key to select multiple individuals.

8. Click *Add*
9. Then click on *Save* to complete the process.

 When a toolbar has been assigned to a user Phone Manager will require a restart for the changes to take effect. If changes have been made to an existing toolbar that is already assigned to a user then simply closing and re-opening the toolbar will apply the changes.

Toolbar Details

The following options are available for each toolbar:

Layout Style

Defines in which order the toolbar should display buttons/wallboard tiles or whether it will only display one or the other.

Always on Top

Controls whether the toolbar should display on top of other windows. This is a useful setting when the toolbar is not being docked. If not configured centrally, the user can configure this locally on the client.

Docking

Defines whether the toolbar should dock to the primary screen. If not configured centrally, the user can configure this locally on the client.

Editing Toolbar Buttons

If the layout of a toolbar has been selected to include buttons, the 'Buttons' tab will be available.

The '+' icon underneath the list box on the left hand side can be used to add a button to the toolbar. To edit an existing button, left-click on the button in the list on the left then press the 'Edit' button in the details pane on the right.

Each button added has the following options:

Label

This will be displayed on the button to inform the user what action the button performs.

Action

Selection an action for the button to perform from the available list. For a list of available actions, please refer to the [Button Actions](#) section.

Background Colour

Select the colour that will be used for the button's background.

Text Colour


Select the colour that will be used for the button's label.

Once the button has been configured, the 'Save' button can be used to apply it to the toolbar. Repeat the steps above for all buttons required.

Other options:


'x' - Delete a button from the toolbar.

'^' - Re-order buttons

 Up to 30 different buttons can be added to a toolbar.

Editing Wallboard Tiles

If the layout of a toolbar has been selected to include statistics, the 'Wallboard' tab will be available.

 The ability to add Wallboard Tiles to a toolbar is part of the 'Personal Wallboard' feature. Please refer to the [Personal Wallboard](#) section for more information.

The '+' icon underneath the list box on the left side can be used to add a tile to the toolbar. To edit an existing tile, left-click on the tile in the list on the left then press the 'Edit' button in the details pane on the right.

Each tile added has the following options:

Label

This will be displayed on the tile to inform the user what statistic is displayed on the tile. The label is automatically set when the statistic field is selected.

Statistics Field

Select the statistic field to be displayed on the tile from the available list.

For information on the statistics that can be viewed on a personal wallboard tile, please refer to the [Personal Wallboard](#) section.

Background Colour

Select the colour that will be used for the tile's background.

Text Colour


Select the colour that will be used for the tile's text.

Once the tile has been configured, the 'Save' tile can be used to apply it to the toolbar. Repeat the steps above for all tiles required.

Other options:

'x' - Delete a tile from the toolbar.

'^' - Re-order tiles

 Up to 10 different wallboard tiles can be added to a toolbar.

Wallboard Tile Alarms

Where the statistic is displaying a numerical value, one or more alarms can be configured on a tile to perform one of the following actions:

- Flash the tile
- Change the background colour
- Change the text colour

Each alarm configured has the following options:

Operator

Select how the statistic will be evaluated against the value provided, greater than (>), less then (<), equal to (=) or between.

Value

The value against which the alarm will compare the statistic currently displaying on the tile.

Actions

One or more actions that should be performed if the statistic matches the configured alarm's settings.

8.1.3.6.5.1 Button Actions

Overview


Both the centrally configured [Client Toolbars](#) buttons and the five user programmable buttons that come with the Softphone and Professional license (or above) can be configured to perform a range of features and functions.


Several of these buttons have pre-loaded actions that require certain parameters to be set for them to work.

Depending on which action is selected when adding the button, different parameters will be shown. Below is an outline of what each button will do and what parameters are required to be set.

Actions

Action	Description
ACD end wrap	This button will terminate Wrap Up for a user and functions in the same way as ACD Agent Wrap Up Terminate (Default feature code 329).
ACD status	The ACD Status button can be used to log the users associated ACD Agent ID in or out. The parameter that can be set for this button is a specified hunt group or groups. When Hunt groups are specified this functions the same way as ACD Agent Login/out (Default feature codes 326/327 on the PBX. If this parameter is left blank then the button will be used in the same way as ACD Agent Toggle (Default feature code 328) and will log the Agent ID in or out of ALL groups configured on the PBX.
Add call history	Used to create a call history record using a supported plugin for a third-party CRM.
Agent Help	Used to invoke the Agent Help feature on the telephone system. Use of this softkey requires the necessary PBX configuration to have been performed.
Answer call	This feature will simply answer a ringing call at the extension.
Change caller ID	Also referred to as the Calling Party Number (CPN), the Caller ID (CLI) is the number presented by the PBX when making an outside call. This number is usually configured in Mitel Database Programming against the extension associated with the user. With this feature it is possible to use a single button click to re-program that number via the server. Once set, the new CLI/CPN will remain in place until either re-programmed in DB Programming or if an additional button with a different CLI/CPN is clicked. This feature is limited to the scope of CLI/CPN numbers permitted by the Trunk network provider and if limited, it typically means limited to the range of DDI numbers configured on the PBX.
Change volume	This will increase or decrease the volume level for whichever state the extension is in at time the button is used. e.g. if the extension is idle it will change the ringing volume, if the user is connected to a call using a headset it will change the headset volume etc.
Clear call	This feature will simply hang up a connected call
Dial digits	This feature will simply dial the string of digits configured in the "Digits to

	send" field. If prefixed with the outside number digit and the extension is idle, it will make a call to the remainder of the digits. If already on a call it will send the digits as DTMF tones over the call.
Do not disturb (DND)	The Do Not Disturb button can be used to place the extension into DND. If the extension is already in DND it will remove it. Select one of the 20 pre-configured DND messages from the drop down menu and then set additional Message text if required. Multiple DND buttons can be created so setting specific DND states is a one click function.
DSS/BLF	The Create a DSS/BLF button for any extension hunt group, user or agent id on the system.
Feature code	The server will download a list of all the feature codes configured in the PBX and will make them available for selection from the drop down menu. Where applicable the additional parameters associated with the feature can be set. Remember that certain features are only possible if permitted in Mitel Database Programming PBX
Headset mode	This feature works in the same way as Headset on/off on the PBX (Default feature code 317).
Hold	This features works the same way as System Hold on the PBX (Default feature code 335).
Make call	This feature will make a call to the number configured in the Number to dial field. It differs from the "Dial Digits" feature in that if on an existing call, it will make an additional call whereas Dial Digits will send DTMF digits over the existing call.
Park Call Toggle	Create a key to park/pickup calls from a hunt group or phantom on the telephone system.
Pause / resume recording	<p>If the system is integrated to an external Call Recording system, this feature will toggle between pause and resume the recording and can be used for PCI compliance purposes.</p> <p> This requires Call Recorder Integration and may not be supported by all recording solutions</p>
Play prompt	This feature will automatically conference the call currently in progress to an external IVR so that the process of playing a script to a customer can be automated.
Record current call	This works the same way as the Record-A-Call feature and will create a voicemail message recording of the call in the specified mailbox. Remember that the extension needs to have the Record-A-Call application configured DB Programming on the PBX and the "User Keyed" flag needs to be set.
Redial	This feature will redial the last connected outside call. Remember that Phone Manager client software contains a call list of the last 1000 calls made and received with a one click dial button on the form.
Retrieve	The retrieve call button is used to retrieve a call that has been placed on hold at the extension. No parameters are required to be set for this button.

Run executable	This feature will run any program in Windows that can be called from the "Run" command line. e.g. to start Internet Explorer and go the Mitel home page, enter "iexplore" in the Exe path field and " www.mitel.com " in the command parameters field.
Run macro	With the Phone Manager Professional license, Once a macro has been published and assigned to a user, this feature will allow the user to "fire" the macro by clicking the button. As with the <i>Run Executable</i> feature, this can be useful when during a call the user needs to automatically store a pre-defined string of text in a field or to send a keystroke string into a given application to speed up the workflow
Screen-pop application	With the Phone Manager Professional license, this feature can be used to screen pop one of the many CRM applications where the integration is embedded in the corresponding Phone Manager plug-in. Supported CRM applications include Goldmine, ACT, Sage CRM, Salesforce.com, Microsoft Dynamics CRM, Tigerpaw, ZoHo, Sugar CRM etc.
Send to Voicemail	This feature will send a ringing call to the Voicemail application configured against the extension in Mitel Database Programming for users with a mailbox.
Set account code	This feature will set the Account Code - Optional feature (default feature code 390) with the configured account code. There are a maximum of 12 digits available and if no code is configured a blank field will pop up to enable the user to set a variable code on the call.
Set account code on monitor	If the user has the permission to station monitor another extension, this feature will set the Account Code on the call being monitored.
Tag call	This feature will modify the display of the current call with the text in the Tag field. If no text is defined a blank field will pop up to enable the user to Tag the display with free text (up to 16 characters). This is useful when an operator tags the call with "Mr Jones" before a blind transfer to an extension. If the call returns to the operator unanswered, the display will indicate the caller's name and the operator can greet the returned call in a more professional way.
Tag recording	<p>This will tag one of the custom tag field on the call recording record with the given value.</p> <p> This requires Call Recorder Integration and may not be supported by all recording solutions.</p>
Toggle Macro Events	This will make a one step blind transfer to the destination specified in the Transfer target field.
Transfer	This will make a one step blind transfer to the destination specified in the Transfer target field.

8.1.3.6.6 Meet-Me Conferencing

Overview

Phone Manager contains integration to the Microsoft® Outlook calendar including a Meet-Me conference button that automatically creates an Microsoft® Outlook appointment with the users Meet-Me Conference details pre-populated.

The Meet-Me Conference feature is built into the PBX and permits Mitel users to create an audio conference bridge each with their own conference ID. The PBX installer then assigns an internal extension and external DDI number to access the bridge.

Configuration

To configure the template:

1. Access the [Features](#) -> [Phone Manager Desktop](#) -> [Meet-Me Conferencing](#) section.
2. In the **Appointment email template** box enter the internal extension and external DDI/DID number that routes to the conference assistant. In [Users & Business Units](#), each user profile can be configured with a users [Meet-Me conference ID](#) and the @ACCESSCODE placeholder will automatically be replaced with this.

Example Template

To [join](#) the Mitel Meet-Me audio conference, please dial one of the numbers below and enter the access code:

Internal: <tel://1300>

External: <tel://>

Access Code: @ACCESSCODE




If the telephone numbers in the template have the "tel://" prefix this will allow a Phone Manager user to just click the link at the time of the appointment and Phone Manager will dial the number automatically.

3. Click **Save**.

8.1.3.6.7 Software Deployment


To help with Phone Manager Desktop client deployments, 32bit and 64bit client installations can be uploaded to the server. Once uploaded, an invitation email can be sent to users on the system explaining how to install the software.

 For users to be able to install Phone Manager themselves, they require administrator permissions on their local computer.

Current Installation Files

A single version of Phone Manager Desktop software can be uploaded to the server at a time. Both 32bit and 64bit versions of the client installation are required.

To upload installation files, press the 'Browse' button and select the required file.

 Client installation files have to be manually uploaded and are not included with the server installation.

Software Release Notification

Any user already running Phone Manager can be notified automatically when a newer version has been uploaded to the server. The setting to control whether users receive this notification can be found within the [Client Profile](#) they are using.

Invitation Email

The invitation email can be used to send installation instructions to new Phone Manager Desktop users. The email template can be modified as required and tailored to a specific environment.

The '[ADMINISTRATOR EMAIL]' section of the template should be replaced with the email address of someone who can provide help if users have problems during installation.

Dynamic Fields

The following fields should be left within the template at all times, they will be replaced by the system when the invitation email is sent:

- @USERNAME -> This will be replaced with the specific user's username
- @SERVER_IP_ADDRESS -> This will be replaced with the IP address/Hostname of the server configured in the [Client Location](#) section
- @INSTALL -> This will be replaced with a download link to the Phone Manager Desktop installation file


Sending Invitation Emails


To send the invitation email, press the 'Send Invitation' button. Choose from one of the following options:


- All Users -> Sends the invitation to all users on the system
- New Users -> Sends the invitation to all users who have never connected to the server with Phone Manager Desktop
- Custom -> Allows the manual selection of which users to send the invitation email to


8.1.3.6.8 Phone Manager Installation

The Phone Manager installation is available in two versions, 32 bit and 64 bit. Ensure you use the correct version for the operating system you are running.


 Do not install Phone Manager from a network share. Copy it to a local drive first to ensure any prerequisites are installed correctly by the operating system.

 The installation package may request a restart of the computer depending on the packages that need to be installed.

 From release 5.0.12 of Phone Manager a new version of the Plantronics API is used for headset support. If you have previously deployed Phone Manager with Plantronics headset support then the Plantronics Spokes software must be uninstalled before upgrading Phone Manager.

 If a previous version of Phone Manager is already installed the new version can be installed over the top.

1. Run the correct client setup file for the PC and follow the on screen instructions (As part of the installation additional Microsoft elements maybe installed. See software requirements for a detailed list).

 If the setup prompts to restart during the process then allow the restart and re-run the installation afterwards.

2. Accept the License Agreement, Softphone Agreement and complete the User & Organization section.
3. On the '*Setup Type*' screen make a selection between '*Typical*', '*Complete*' or '*Custom*' and press '*Next*' to continue installation.
 - Typical - Installs most common Phone Manager components, excludes TAPI driver and Headset integration support
 - Complete - Installs all Phone Manager features
 - Custom - Allows the installer to choose which features to install
4. Select the client location options based on whether the PC will be moving around (laptop) and whether the current location is local to the office or remote.
5. If required enter the connection details for the Communication Service and local extension number. If the Communication Service is on the same LAN segment this can be left blank, Phone Manager will send a broadcast to attempt to it.

The installation should now complete, all the user has left to do is enter their login credentials to connect.

Call Recorder Client

The Call Recorder Client is contained within the Phone Manager Desktop installation. If the *Typical* setup type is used the Call Recorder Client is NOT installed. The *Complete* or *Custom* setup type must be used to install the Call Recorder Client.

Unattended installations of just the Call Recorder Client are possible, please see the [Unattended Installations](#) section for more information.

8.1.3.6.9 Unattended Installations

There are various techniques to enable rapid deployment of Phone Manager or deployment on a large scale:

- Active Directory Group Policy
- Login Script

The choice of deployment method will depend on the customer's infrastructure and experience. Whichever method is chosen the customer will need to use the setup / msi command-line arguments to perform a silent installation and pass the necessary configuration information for a unattended installation.

The Phone Manager installations are MSI based installations that are embedded inside an executable that will ensure the prerequisites are installed correctly.


Active Directory Group Policy


To roll out Phone Manager using group policy the MSI must first be extracted from the setup executable. To do this the following command-line arguments need to be passed to the executable:

```
setup_phonemanager_ex64_vX.X.XXXX.X.exe /a /s /v"/qn TARGETDIR=\"C:\Temp\\""
```

The TARGETDIR can be replaced with any location, this will be where the MSI file is extracted to. The executable name in the example above needs to be replaced with the executable version being used.

The extracted MSI is called setup.msi. This process will have to be repeated for both 32bit and 64bit versions if required. Take care to use a different TARGETDIR for the 32bit and 64 bit versions as they will both generate an MSI with the same name, i.e. setup.msi.

 When installing using the MSI package, ensure that .NET 3.5 SP1 & .NET 4.0 Extended is installed.

 When installing using the MSI package, headset packages for Jabra and Plantronics need to be installed separately

Command-Line Arguments

The following command-line arguments can be passed to the executable or MSI to customise the installation.

Silent Installation


Used to ensure the end-user does not see any part of the installation while it is in progress.

/S /v/qn

Server Location

Used to specify the location of the Communication Service during the installation. This can be the IP address or hostname.

/VXDISCOVERYSERVER=

 If no location is passed, Phone Manager will broadcast to find the server on start-up.

Extension Mapping Type

The options detailed in the table below are used to specify one of the three extension mapping types:

Parameter	Description	Usage
dynamicwithendpoint	Use the extension assigned to the computer, each	User of Agent Hot Desking or

	different user that sits at the computer uses the same extension. If no extension is supplied using a '/XENDPOINT' parameter, then an extension for the computer is prompted for and saved the first time Phone Manager is run.	general ACD users that move between phones.
static	Use the extension assigned to the User on the Communication Service. If no extension has been assigned to a user centrally then they will be prompted and have one assigned the first time they log in.	Users of native Hot Desking or people that sit at the same desk every day.
dynamic	Prompts the user for an extension each time Phone Manager starts up.	Users of Terminal Services or thin clients where there is no correlation between the Phone Manager UI and the extension.

/XENDPOINTMAP=dynamicwithendpoint

or

/XENDPOINTMAP=static

or

/XENDPOINTMAP=dynamic

Extension Number

Used to define the extension number for the computer during installation.

/XENDPOINT=XXXX

Features

The options detailed in the table below are used to control the various features that can be installed. By default if no features are passed to the installation the features in **bold** will be installed.

Feature Name	Description
Client	Core Phone Manager Software.
Outlook	Phone Manager Outlook plug in Software.
Shortcut_Startup	Shortcut for Phone Manager in the start up folder.
Shortcut_Desktop	Shortcut for Phone Manager on the desktop.
TAPIx64	Phone Manager TAPI driver for 64bit systems.
TAPI	Phone Manager TAPI driver for 32bit systems.
URLProtocolsx64	Sets Phone Manager as the target for "tel://, dial://, callto://, sip://, dialfrompm://” URI's in the Client PC Registry. When set, any telephone number (formatted with one of the supported URI's) in a web page will use Phone Manager to dial the number when clicked.
URLProtocols	Sets Phone Manager as the target for "tel://, dial://, callto://, sip://,


	dialfrompm:///” URI’s in the Client PC Registry. When set, any telephone number (formatted with one of the supported URI’s) in a web page will use Phone Manager to dial the number when clicked.
Plantronics	Support for manufacturer specific headsets.
CallRecorderClient	Installs the Call Recorder Client to control muting of recordings


To Add:


`/VADDLOCAL=featurename`

Removing Features:

Features cannot be individually removed once installed. To remove features the entire application must be uninstalled.

 All feature names are case sensitive

 On initial install the *Client* feature must always be installed

 If no feature parameter is passed all features are installed except TAPI and headset support

Command-Line Examples: Executable

Silent Installation

`Setup.exe /S /v/qn`

Silent Installation with TAPI and Jabra Headset on 64bit

`Setup.exe /S /v/qn /VADDLOCAL=TAPIx64, JABRA`

Silent Installation with Server Location

`Setup.exe /S /v/qn /VXDISCOVERYSERVER=192.168.100.2`

Silent Installation with Server Location and Extension Mapping

`Setup.exe /S /v/qn /VXENDPOINTMAP=static /VXDISCOVERYSERVER=102.168.100.2`

8.1.3.7 Phone Manager Mobile Overview

Phone Manager Mobile provides many of the features of Phone Manager Desktop but for iOS and Android devices. Phone Manager Mobile can work on it's own or in conjunction with Phone Manager Desktop.

Features

Phone Manager Mobile offers the following features:

- Access to Favourites and Phone Manager Contacts including status visibility
- Control of Presence Status
- Access to their Call History
- Chat capability with other Phone Manager users
- Notifications of Missed Calls, Voicemails, Chat Messages and Call Routing
- A built in Softphone for remote working


Licensing

Phone Manager Mobile licensing works differently to Phone Manager Desktop licensing:

- Phone Manager Desktop - > **Concurrent** licensing, licenses are only consumed when users have Phone Manager Desktop connected to the MCS.
- Phone Manager Mobile -> **Persistent** licensing, licenses are consumed when a user first connects a Phone Manager Mobile client and are only released:
 - The user is deleted
 - The Phone Manager Mobile license permission is removed from the user's [Client Profile](#)
 - The user's license is revoked from the [Mobile Clients](#) page

Persistent licensing is used on Phone Manager Mobile because it does not have a permanent connection to the MCS. The mobile client only connects to the MCS when it needs an update/information.

A license is consumed for every device Phone Manager Mobile is installed on. If a user has Phone Manager Mobile installed on more than one device then they will consume more than one license.

 For details on supported operating systems and devices follow the link [here](#).

8.1.3.7.1 Mobile Client Requirements

Phone Manager Mobile is available for both iOS and Android platforms.

We target making the App work on iPhone, Samsung Galaxy and Google Pixel devices.

As the Mobile client is released on a different schedule to Application Suite refer to the on-line Mobile Help for current Mobile version requirements on the following link

https://edocs.MitelAppSuite.com/pmmlatest/#Requirements_Mobile.html

8.1.3.7.2 Mobile Clients View

The Mobile Clients screen provides a way to manage Phone Manager Mobile users. The grid in the centre of the screen displays information about Phone Manager Mobile users, it can be filtered using the radio buttons at the top.

Filtering

Depending on the filter chosen, the Mobile Clients Grid will change to show users/sessions that match the filter:

- **Users currently using a license** -> Shows all the users that currently have a Phone Manager Mobile 'Session'. Each session represents a consumed license. If a users has more than one session (they are using the application on multiple devices) then they will be consuming more than one license
- **All users allowed a license** -> Shows all users that are allowed to request a license based on their Client Profile's settings
- **Users never invited** -> Shows all users that have not been sent an invitation email
- **Users never connected** -> Shows all users that are allowed to request a license but are not currently consuming one

Mobile Clients Grid

The following columns appear for each Phone Manager Mobile session:

User: The name of the user using Phone Manager Mobile session.

Device Model: Where possible this will store the hardware model of the device they are using.


OS Version: Where possible this will store the operating system version number the device is using.


Client Version: This shows the version number of the Phone Manager Mobile software that they have installed.

Last Connected: This shows the last time the application connected to the MCS server.

Diagnostics: Enables/disables diagnostic logging on the user's device. This will take effect the next time the user connects to the MCS.

Delete User Session: Pressing the cross icon against a user removes their current session and releases the license they are using. To stop the user opening another session remove the Phone Manager mobile license from their Client Profile.

 Deleting a user's session will stop them receiving notifications and will stop their softphone operating if they have one.

 The information shown in this view is valid as of the last time the user had a successful connection to the MCS. If they currently cannot connect then the information may be out of date.

Invitation Emails

Next to each user is a link to send them an Invitation Email. This can also be done to all users shown by the filter by pressing the 'Send Invitation to All' button to the top right of the grid.

Before sending invitation emails out check the [email template](#) first.

8.1.3.7.3 Mobile Client Installation

Phone Manager Mobile is a software application provided for Android and iOS mobile devices. Phone Manager Mobile must be installed by end users via the relevant application store (Apple App Store or Google Play Store). The application is free at the point of installation but will require a [license](#) on the MCS to connect and operate.

Server Side Configuration


The following server-side configuration steps need to be completed before Phone Manager Mobile clients can start to be deployed:

MCS & PBX Configuration

Before users start installing Phone Manager Mobile, ensure the following configuration has been completed on the server:

- Users have been given permission to use Phone Manager Mobile on their [Client Profile](#)
- Users have been configured to use [Presence Profiles](#) on their [Client Profile](#)
- Users have a Dynamic Extension Express (DEE) account on the MiVoice Office 250
- Users have their DEE main extension programmed as the Primary Extension on their [MCS user account](#)

For more information about why these configuration steps are needed please review the [Phone Manager Mobile](#) section.

 If using Phone Manager Mobile Office Link features then an OfficeLink Assistant Extension needs creating on the telephone system. Also, any user wanting to make use of the feature needs to have at least one external number in their DEE configuration.

Network Configuration

Phone Manager Mobile clients must be able to connect to the MCS server from inside and outside the local area network so that users have seamless operation and do not need to keep changing their connection details. Phone Manager Mobile will automatically switch between Local and Remote location details. To allow Phone Manager to connect remotely one of the [documented](#) methods needs to be implemented on the customer's network. Once configured, the [Remote Location](#) and [Node](#) information needs to be updated with the external DNS or IP Addresses.

MCS Certificate Configuration

By default the MCS server uses a Self-Signed certificate for Phone Manager Desktop connections. These can be used for Phone Manager Mobile connections as well. In the case of iOS installations the end-user will need to manually install the certificate.

It is possible to purchase and install a certificate from a trusted certificate authority. For more information on this please refer to the [engineering](#) guidelines at the end of this document.

Mobile Client Installation

To install the Phone Manager Mobile client application please follow one of the platform specific guides in the on-line Mobile Help:

- [iOS Installation](#)
- [Android Installation](#)

8.1.3.7.4 Invitation Email

The Invitation Email page contains an email template that can be used to send users all the information they need to get Phone Manager mobile up and running. Once the email template has been altered as required, invitation emails can be sent from the [Mobile Clients](#) page of the MCS website.

Dynamic Content Placeholders

The email template contains some dynamic content that will be populated by the system before sending to each user:

- @CERTURL -> This will be replaced by a URL to download the SSL certificate from the MCS
- @USERNAME -> this will be replaced by the user's full name
- @SERVER_IP_ADDRESS -> This will be replaced by the MCS's IP Address/Hostname from Client Locations
- @SERVER_REMOTE_IP_ADDRESS -> This will be replaced by the MCS's Remote IP Address/Hostname from Client Locations
- @USERLOGIN -> This will be replaced with the user's personal login name

It is important to leave all the placeholders for the dynamic content in the email template so the email is personalised for each user.

Administration Contact

A section of the email template has been reserved to enter the email address and/or contact details for an administrator who can help the end-user if they have problems. This should be manually configured before sending the invitation email to users.

Certificates

The MCS SSL certificate must be installed by iOS users before the Phone Manager Mobile application can connect back to the MCS. To try and simplify this process the email template includes a URL to the certificate and can attach the certificate to the email.

Unless port TCP 80 has been externally forwarded to the MCS server then the certificate URL will only work if the user is on the same network as the MCS server.



A number of Email Clients (including Microsoft Outlook) prevent the download of certificate file attachments. You may want to make the certificate available via a file share service (e.g. OneDrive, Dropbox, Google Drive) and add the link to this share in the email template so users can download the Certificate for iOS devices when out of the office.

8.1.4 Phone Manager Outbound

Overview

This section enables the PBX and database details that are to be used with Phone Manager Outbound to be configured. This configuration section is generally only required on the initial setup of Phone Manager Outbound.

There is a separate website that is used for managing Phone Manager Outbound. This can be accessed from the 'Outbound' section on the main title bar of the application:



Configuration

PBX

Check the **Enable** option to enable the Phone Manager Outbound feature and set the **ACD agent Hunt Group** that Phone Manager Outbound will use. Make sure that the group number entered has been configured in Mitel Database Programming on the PBX to be an "ACD Hunt Group" with "Use ACD Agent IDs" enabled. Now when an agent logs into this hunt group on the PBX they will also be logged into Phone Manager Outbound.

Database

Phone Manager Outbound uses its own database to store its information. With the **Use default connection details** option set this will be hosted within the Communication Service instance.

Un-checking this is an advanced option allows a different database instance to be used. If a different instance is to be used then this needs to be a Microsoft SQL Server 2008 R2 SQL Server and the relevant database and archive databases will need to be created manually. The system will require a restart for this change to take effect.

Clicking on the *Test* button will validate the database details.

8.1.5 Call Recording


Overview

The Mitel Communication Service has an embedded call recording engine that can be used to record all or a subset of telephone calls on the MiVoice Office 250 system. Calls that the system has recorded can then be replayed through the MCS [website](#) or through the Phone Manager Desktop Call History.

Licensing

The call recording feature is licensed based on the number of calls being recorded at any point in time. There are two licenses available for purchase on the MCS:

- MiVoice Office Call Recorder - Small Business License
- MiVoice Office Call Recorder - IP Extension License

 Check the [Site license](#) section of the website to see which licenses are available.

Small Business licenses can be used for either of the two recording sources outlined below, IP Extension licenses can only be used for recording IP/SIP extensions. It is important to ensure there are enough licenses on the system for the number of devices that are configured to be recorded.

Over Subscription

If more devices are configured to be recorded than there are licenses then there can be situations where calls are not recorded. When a call needs to be recorded, the system will check for a spare license, if there is one free it will consume it and record the call. If there isn't, the call will not be recorded. If more devices are configured to be recorded than there are licenses available then the calls will be recorded on a first come first serve basis. The system can be configured to only record external calls to reduce the licenses required. For example, if a system has 8 trunk lines and 32 extensions then an 8 device recording license can be purchased to record the external calls of all 32 extensions.


The sections below outline how each recording method is configured on the MCS:


Record-A-Call

Using the SIP Voicemail features of the telephone system, the MCS server can invoke the Record-A-Call feature and accept incoming SIP audio streams to record telephone calls. This method of recording calls provides a simple way of implementing call recording across a range of devices, including; Digital, Analogue and IP extensions.

For information on how to configure the telephone system to use this feature, please refer to the [Record-A-Call](#) section.

For information on configuring which extensions on the telephone system should be recorded, please refer to the [Recorded Devices](#) section.


 SIP Extensions (including Phone Manager Softphones) cannot currently be recorded using Record-A-Call. Use the IP/SIP Extension recording source for these device types.


 The trunk type does not have a bearing on the Record-A-Call recording source. As long as the extension type supports Record-A-Call, the trunk can be of any type.

IP/SIP Extension

Using a network interface card that is connected to a mirror port on the customer's switch, the MCS can intercept the SIP/RTP traffic for IP communications and record the calls. This applies to MiNET based extensions and SIP based extensions. This feature does not extend to SIP Trunks.

For more information on IP/SIP Extension recording, please refer to the [IP/SIP Recording](#) section.

 Both Record-A-Call and IP/SIP Extension recording sources provide 'Extension Side' recording. Calls that are on hold, are at a call routing announcement or have been transferred externally will not be recorded.

 Neither Record-A-Call nor IP/SIP Extension recording methods support the 'Multiple Ring In' type for trunk groups or call routing tables or the routing of external calls directly to a phone list. Ensure that UCD hunt groups are used instead of this ring-in type when using the MiVoice Office Call Recorder.

Recording Features

Other than selecting exactly which devices on the telephone system are to be recorded, the MCS provides a variety of ways to manage which calls are recorded and what happens to them after they are recorded. In addition, there are a number of recording specific permissions that can be applied to user accounts to control:

- Who has access to call recordings
- How they can access call recordings
- What they can do with the call recordings




The sections outlined below provide all the information on call recording related features:

Exclusion/Inclusion Lists	On most systems, there will be specific calls that should not be recorded. The Exclusion list can be used to stop the system recording calls that match an item listed. The Inclusion list is a back stop to this, and calls that match an inclusion list will automatically override an exclusion list.
Compliance Muting	When confidential information on a call should not be recorded, use Compliance Muting, e.g. Payment Details.
Retention Policies	Configure how long call recordings should be kept for.
Call Archiving	Configure where call recordings should be stored in the long term.
User Permissions	Configure who has access to the call recordings.

8.1.5.1 Record-A-Call

Overview


The Mitel Communication Service can record all extension* calls on the MiVoice Office 250 telephone system using the Record-A-Call feature.

-  * Calls that route through a CRA and Hunt Group won't be recorded until they get answered at an extension. Trunk to Trunk calls are not recorded. Conference calls are recorded but not if they are transferred.
-  It is not recommended to use the Record-A-Call recording source in multi-node environments, some calls scenarios such as cross-node conference calls are not supported.
-  The Record-A-Call method cannot be used on 69xx phones. The [IP/SIP Extension Recording](#) method should be used instead.

MiVoice Office Call Recorder Configuration

To use the Record-A-Call recording source on the MCS, the software must first be licensed with [MiVoice Office Call Recorder Small Business licenses](#). If these are present on the system, the following configuration must be performed:

- Devices that are to be recorded using Record-A-Call need to be added to the [Recorded Devices](#) section of the website.
- Any Exclusion / Inclusion options need to be configured
- For additional security, add the IP Address of the telephone system to the [allowed addresses](#).
- Complete the MiVo 250 configuration outlined below.

 Once Record-A-Call devices are configured, the MCS will immediately begin to invoke the Record-A-Call feature whenever they make a call. Ensure that the PBX configuration has been completed so that the MCS receives the Audio for the calls.

MiVoice Office 250 Configuration

To record the calls from the telephone system using Record-A-Call, the MCS needs to be configured on the telephone system as a 'SIP Voicemail'.

SIP Voicemail License

Before SIP Voicemails can be configured, they must be licensed on the telephone system. When purchasing the MiVoice Office Call Recorder - Small Business License, the necessary SIP Voicemail licenses for the telephone system are provided.


Ensure that these licenses have been added to the telephone system's AMC record and have been applied to the telephone system.

Once applied, they will be visible on the telephone system's license page. It is listed as 'SIP Voicemail Licenses In Use'. The number of licenses configured on the telephone system must be enough to record all the required calls on the system, the maximum supported at this time is 8.


SIP Voicemail & Record-A-Call Application


The MCS server must now be added as a SIP Voicemail on the telephone system. Open database programming for the telephone system and follow these steps:

1. Navigate to '*System\Devices & FeatureCodes\SIP Peers\SIP Voicemails*'
2. Right-Click in the right hand pane and select '*Create SIP Voicemail*'
3. If a message about *MiCollab Unified Messaging* appears, select '*No*'
4. Choose an extension number for the SIP Voicemail and then give it a name, for example '*MCS Recording*'
5. Navigate into the newly create SIP Voicemail extension, open the '*Configuration*' section and configure the following settings:
 - IP Address -> Set this to the IP Address of the MCS server (Note: This must be on the same NIC which the MCS is license is bound to)
 - Port -> 5060
 - Call Configuration
 - Choose a call configuration that uses G.711 (A-Law or MuLaw)
 - Set the Audio Frames/IP Packet to 2
 - Maximum Number Of Ports -> Set the maximum number of ports to be the same as the number of calls you wish to be recorded, the maximum supported at this time is 8.
 - Call Failure Threshold -> 500 (Set this as high as possible to reduce the risk of calls not being recorded).
 - Authentication -> Ensure in-bound authentication is enabled and that a secure username and password are applied.
6. Navigate to the '*Applications*' section. Right-Click in the right hand pane and select '*Create Record-A-Call*'
7. Give the new Record-A-Call extension and number and name

 For security, ensure that the Inbound credentials against the SIP Voicemail are enabled and configured.


The SIP Voicemail configuration should now be completed. If the MCS server has MiVoice Office Call Recorder - Small Business licenses on it then the Operating State on the new SIP Voicemail added should say '*In Service*'.

 If there is a firewall in operation on the MCS server then the incoming ports for TCP 5060 may need to be opened for the MCS to accept connections from the telephone system.

 The IP address used for the Record-A-Call SIP Voicemail connection must be on the same NIC which the MCS licence is bound to.

Ad-Hoc Conferencing Mode

The Ad Hoc Conference Type should be set to 'Advanced' when using the Record-A-Call recording source. When using Basic mode then Record-A-Call will be limited to a maximum of 4 concurrent calls and there is a higher risk of not being able to record a call because someone is using the resource for an ad-hoc conference.


 Only one SIP Voicemail can be added to the telephone system by default. If you have Nupoint Messaging then the Record-A-Call via the MCS cannot be used without modifying the meta database on the telephone system.


Extension Record-A-Call Configuration


On each extension that is to be recorded, the Record-A-Call configuration settings needs updating to use the newly create Record-A-Call application on the SIP Voicemail.

On each extension to be recorded, apply the following configuration:

1. Navigate to the Record-A-Call configuration of an extension.
2. Update the '*Application*' section to be the Record-A-Call application on the MCS's SIP Voicemail
3. Set the '*Mailbox User-Keyed Extension*' to '*No*'
4. Repeat the configuration for each required extension

 If users are using Mitel Hot Desk devices than remember to configure the Record-A-Call configuration against the Hot Desk devices.

 If the '*Mailbox User-Keyed Extension*' is not set to '*No*' then the MCS will not be able to invoke a call recording when necessary

 Once an extension has been configured to be recorded via Record-A-Call on the MCS, its recording will be managed entirely by the MCS, the user will no longer be able to initiate Ad-Hoc Record-A-Calls.

Play Pre-Record-A-Call Message

One of the features available on Record-A-Call recordings is to play a message to the call informing them that the call is recorded at the start of the call. To enable this feature, browse to the main telephone system Flags in database programming and set the '*Play Pre-Record-A-Call Message*' flag to '*Yes*'.

To complete the configuration on the MCS and enable this feature, refer to the corresponding [MCS Server Record-A-Call configuration](#).

8.1.5.2 IP/SIP Extension Recording

The MiVoice Office Call Recorder provides an IP/SIP Extension recording source that provides recording for MiNET handsets and generic SIP base devices (including Phone Manager Desktop and Mobile softphones).

This method of recording calls uses a network port mirror to capture the call audio. It can scale a lot larger than the Record-A-Call recording source and is the only way to record calls made on SIP based extensions.


To configure an MCS server to record this IP/SIP traffic, the following must be configured:

- A mirror port must be made available on the customer's network switch which provides a copy of data from the telephone system's network interface.
- A spare NIC must be made available on the MCS server to plugin the mirror port into.

Any RTP audio and SIP traffic that gets passed to the MCS down the mirror port can be recorded.

Once the mirror port(s) have been plugged into the MCS server, the following configuration must be completed to begin recording:

- Navigate to the [Mirror Ports](#) section of the website and tell the MCS which network cards on the server are providing the RTP/SIP data to record.
- Navigate to the [Packet Filters](#) section of the website and tell the MCS about the ports on which the RTP/SIP traffic can be found.
- Navigate to the [Addresses](#) section of the website and enter the IP address(es) of the telephone system.
- Add the devices to be recorded under the [Recorded Devices](#) section of the website.


 If the customer's switch does not support port mirroring then switches with hardware port mirrors could be installed between the telephone system and the customer's switch.


PS-1 & Multiple PBXs

It may be necessary to port mirror multiple network connections in order for the MCS server to receive all the required information.

If a MiVoice Office 250 has a PS-1 server installed then the network connections for both the Base Server and the PS-1 server need to be mirrored to the MCS.

If the MCS is recording calls for extensions on more than one PBX then each PBX's network connection(s) needs to be mirrored to the MCS on a single mirror port.

 If there is more than one telephone system then multiple mirror ports need to be mirrored to one port that can be plugged into the MCS server.

 If you are having problems with setting up a mirror port, use Wire Shark or similar packet capture software to check that the RTP/SIP data is being sent to the MCS server.

Remote IP/SIP Extensions

Remote extensions (extensions that are not on the same LAN segment as the telephone system) can be recorded by the MCS server using IP/SIP Extension recording, but only in certain circumstances.

Remote SIP Extensions

SIP Extensions can always be recorded using the IP/SIP Extension recording source, no matter where they

are located. The MCS interprets the SIP traffic between the telephone system and the extension to identify the extension involved in the telephone call. This is true even for SIP extensions that are connecting through a MiVoice border Gateway.

This applies to Phone Manager Softphones, both desktop and Mobile.

Remote IP Extensions (NAT'd through a firewall/router or Proxied through a MiVoice Border Gateway)

IP extensions that are connecting through a firewall/router or MiVBG can be recorded as long as each extension has a unique IP Address that can be seen by the MCS server. If there are multiple IP extensions connecting from the same remote location, the MCS server will only be able to see a single IP Address and will not be able to tell the extensions apart.

 If remote IP extensions are connecting through a MiVoice Border Gateway, the MCS must be told about the internal IP Address of the gateway. See the [MiVoice Border Gateway](#) section for more information.

Examples:


50 IP Extensions on a separate VLAN	Supported	The MCS will be able to see the IP address of each of the extensions.
10 IP Extensions home workers, each a different locations	Supported	The MCS server will see a different external IP Address for each extension.
10 IP Extensions at a remote office	Not Supported	MCS will see the same external IP address for all extensions.
A home worker with 2 IP Extensions	Not Supported	MCS will see the same external IP address for all extensions.

8.1.5.3 Exclusion List

Exclusion lists are used to discard recordings based upon a specific piece of meta-data that is associated with the call. For example, you can add calls to or from specific outside numbers to the exclusion list and they will not be recorded.

The following meta-data can be used to match a recording against an exclusion list.


- Account code
- Agent
- DDI / DID
- Outside number
- Endpoint
- Hunt group

 Some options may not be available for all PBXs

If a call's detail matches an item on the exclusion list, then it will not be recorded provided it does not match an Inclusion List entry. For example, if a senior director's calls should not be recorded then this could be configured for their endpoint.

As well as using the meta-data there is another rule that can be used:

Exclude internal calls: When extension side recording is being used then calls that are internal and do not involve an outside trunk line will not be recorded.

 If the option for **Exclude internal calls** is enabled then the inclusion list will NOT override this and the call will NOT be recorded.

Configuration


To add a new exclusion list entry

1. Access the [Site Settings](#) -> [Exclusion List](#) configuration section
2. Click on *Add*, then select the **Type** of information to use to exclude this call.
3. Select or enter the value that this information must contain.
4. Enter a useful **Description** for this entry.
5. Select the level of persistence
6. Click on *Add* to save the entry.

Persist for Entire Call

Each exclusion list entry has the option to 'Persist for entire call'. This setting controls whether the exclusion entry should just take effect on the call segment that matches or on all proceeding segments on the call as well. If enabled, once there is an exclusion match on a segment of a call, if the call is transferred to another device on the phone system then the call would continue to be excluded.

Persistent exclusion list entries can be used in conjunction with a telephone system call routing announcement to ask the caller permission to record the call. By routing a negative customer response through a CRA with a persistent exclusion match, the call will not be recorded.

 If internal calls are being recorded, transfer announcement (enquiry) calls will still be recorded even if the call being transferred as a persistent exclusion against it.

8.1.5.4 Inclusion List

Inclusions lists override **ALL** other rules. If a recording matches any of the fields within the inclusion list, then it will be recorded – even if it is in the [Exclusion List](#).



If the option for **Exclude internal calls** is enabled, the inclusion list will NOT override this and the call will NOT be recorded.

Configuration

To add a new inclusion list entry:

1. Access the [Site Settings](#) -> [Inclusion List](#) configuration section.
2. Click on *Add*, then select the **Type** of information to use to include this call.
3. Select or enter the value that this information must contain.
4. Enter a useful **Description** for this entry.
5. Select persistence level
6. Click on *Add* to save the entry.

Persist for Entire Call

Each inclusion list entry has the option to 'Persist for entire call'. This setting controls whether the inclusion entry should just take effect on the call segment that matches or on all proceeding segments on the call as well. If enabled, once there is an inclusion match on a segment of a call, if the call is transferred to another device on the phone system then the call would continue to be included, no exclusion list entry could override it.

8.1.5.5 Compliance

Businesses that record telephone conversations as part of normal business practice are often required to comply with industry specific or regional regulations which may dictate, among other things:

- How long recordings should/must be kept for
- What types of information can be recorded and what cannot
- Which parties involved in the telephone conversation need to be notified the call is recorded

Regulations that Affect Call Recording

Notification of Recording

Depending on the region the call recording equipment is installed in it may be necessary to notify one or all parties involved in a telephone conversation that the call is being recorded. In addition, some regions may require a continued audible notification that a call is being recorded.

The MiVoice Office Call Recorder is a passive recording device and has no way of adding audible notifications to a telephone conversation. To comply with regulations, the telephone system must be configured to provide the necessary notifications that the call is being recorded, usually through the use of a call routing announcement to incoming callers.

PCI-DSS Compliance

The payment card industry (PCI) has a set of regulations that apply to any organization that processes card payments. These regulations outline what information regarding payments and payment cards can be stored/transferred digitally by the organization.

For more information on how PCI regulations effect call recording, please refer to the [PCI Compliance](#) section.

GDPR

GDPR is the new EU regulations regarding the storage and transfer of the personal data within and crossing EU boundaries.

For information on how GDPR regulations effect call recording, please refer to the [GDPR](#) section.

MIFID II / FCA

Any organization that comes under the regulation of Markets in Financial Instruments Directive II / FCA will need to be aware of the requirements to record and retain recordings in relation to financial advice and transactions.

For more information on how MIFID II and FCA regulations effect call recording, please refer to the [MIFID II](#) section.

Compliance Features

The following features of the call recorder can be used to help comply with local regulations.



Some of the features listed below require additional licensing to be used.

Pause / Resume Recording

The call recorder provides various methods to pause a recording to stop sensitive information being collected as part of a telephone conversation. In addition, the exclusion list rules can be used to instruct the recorder to dispose of a recording entirely if it matches certain criteria.

For more information, please refer to [Pause / Resume](#) section.

Recording Deletion

In response to data protection regulations, the call recorder provides access for specified users to be able to delete calls or calls segments that relate to a specific client or case.

For more information, please refer to the [Recording Deletion](#) section.

8.1.5.5.1 GDPR

The General Data Protection Regulation (GDPR) is an EU legal framework that set guidelines for the collection and processing of personal information of individuals within the European Union (EU). GDPR sets out the principles for data management and the rights of individuals, it covers all companies that deal with data of EU citizens, even if the company is based outside of the EU.

What rights and controls do EU citizens have?

GDPR provides individuals with increased rights and control over how their data is used. GDPR includes the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to be forgotten
- The right to restrict processing
- The right to data portability
- The right to object
- The right not to be subject to automated decision-making, including profiling

In addition, businesses wishing to record personal data will need to ensure that at least one of the following six conditions be met to legally record the data:

- Individuals involved in the call have given consent to be recorded
- Recording is necessary for the fulfilment of a contract
- Recording is necessary for fulfilling a legal requirement
- Recording is necessary to protect the interests of one or more participants
- Recording is in the public interest, or necessary for the exercise of official authority
- Recording is in the legitimate interests of the recorder, unless those interests are overridden by the interests of the participants in the call

How does this affect businesses?

Any business that processes personal data will need to ensure they have policies and processes in place to meet the rights of the individual's data they hold. In addition, they need to ensure they have a legal right to store the data, they are not storing data on minors, and that they have processes in place to report data breaches.

How does GDPR affect MiVoice Office Application Suite?

There are various features within the suite which can store personal data. These include:

- Contact Directory - Custom data fields can be inputted along with telephone numbers and other contact information
- Call Recordings - Personal data could be discussed on calls and stored in call recordings. Calls can also be tagged with custom data and notes
- Call Reporting - Telephone numbers can contact/speed dial names are stored within the call history system
- Phone Manager Outbound - Campaign data can contain personal information if imported in addition to the contact information

Any business that stores personal data (including recording telephone calls) will need to ensure that they have a legal right or requirement to do so. Where data storage (such as call recording) is not explicitly required by regulations (such as MIFID II), consent will usually be required.

Any personal data stored in the system will need to be documented as part of the business' GDPR policies, with specific references on how data can be identified and modified/removed if required.

How consent for data storage is sought, recorded and managed is of vital importance. The ICO has published a detailed guidance on consent under GDPR:

<https://ico.org.uk/media/about-the-ico/consultations/2013551/draft-gdpr-consent-guidance-for-consultation-201703.pdf>

If existing forms of consent held by businesses do not meet the new requirements, they must be refreshed so that they meet the new GDPR requirements.

Employee User Data

The system will store limited personal data for users/employees. User accounts configured on the system will have an email address for the employee but no other specific information about the user. The system does store audit information about what users have done; when they logged in, settings changed, recordings played etc.


In addition to usage data, any call recordings involving employees may contain personal data if discussed.

Customer Data

It is possible for the system to store the personal data of a company's customers in 3 locations:

- Contact Directory Data - *Imported into the system*
- Call Data - *Logs of calls to/from the customer including their phone number and possibly their name if there is a contact match. This could also include custom notes added or data tagged to a call using the API*
- Call Recordings - *Any information about the customer recorded on a call*

It is important to understand what information is being collected by the call logging/recording system to ensure that any customer requests can be responded to.


 Customer data can also be stored in the Mitel Phone Manager Outbound system. For information on this, please refer to the Mitel Phone Manager Outbound Technical Manual.

How to use the MiVoice Office Application Suite to help meet GDPR requirements?

The following sections outline how GDPR affects the system and how various features within the system can be used to help companies comply with GDPR requirements.

Document what is stored and ensure it contains no sensitive data

The previous section listed what types of personal data may be stored in the system. It is important to add to your existing GDPR documentation the data that is being stored in the suite. If any of the features listed are going to be used as part of the MiVoice Office Application Suite implementation (Contact Directories, Call Notes, Call Tagging, Call Recording, Phone Manager Outbound), the type of data stored must be documented.

 The call data fields and contact data fields are not designed to store sensitive personal information. Ensure that any data imported into a contact directory or added in a note or tag field against a call is not classed as sensitive and does not relate to a Minor.

Consent / Provide callers with option to opt out of recordings

It is important to ensure that you have consent to record customer information (including recording calls) and that they have opted in. If required, Mitel can provide solutions to allow callers to opt in at the beginning of a

telephone call. Contact your Mitel Sales Representative for more information.

Secure/Audit Access to the System

It is important to ensure that only the relevant users have access to the system and that they only have the minimum permissions that they require. In addition, ensure that the server the solution is installed on is appropriately secured and that no unauthorised users can gain direct access.

For more information on securing the server, please refer to the [Best Security Practice](#) section.

Tag recordings with Customer ID for Transparency

To ensure that customer records can quickly and easily be identified, the Communication Gateway API can be used to tag calls with a customer ID or other method of identification which offers improved searching over caller ID/telephone number searching.

Tools Available to Modify/Remove Data

Tagged data fields against call records and contact data can be updated or removed from the system. To remove call recordings themselves, they must be manually deleted from the storage medium at this time.

End-User Training

Ensure that all users of the system are trained on data protection and are informed that their own calls are being recorded (if applicable). Provide users with a non-recorded extension that they have access to so that they can make personal calls that are not recorded.

Update Internal Documents on where data is stored

When installing the system, ensure that your GDPR policy documentation is updated to make reference to any personal data that is being stored within the MiVoice Office Application Suite.

8.1.5.5.2 MIFID II

The Markets in Financial Instruments Directive II (MIFID II) became live on the 3rd January 2017. It affects companies involved in financial services, including; inter dealer brokers, stockbrokers, financial advisors, corporate finance firms and venture capital firms, trading venues, DRSPs, banks, investment managers, tied agents and appointed representatives, trustee firms, OPS firms, depositaries, ICVCs, service companies, authorised professional firms and others.

For more information on the Financial Conduct Authority (FCA) MIFID II implementation, please review their policy statement - <https://www.fca.org.uk/publication/policy/ps17-14.pdf>.

MiFID II compliance includes an expanded requirement for comprehensive recording of transactions between clients and the company, irrespective of whether the transaction resulted in a sale of service.

MiFID II compliance includes requirements for recording all client communications, including; face-to-face meetings, SMS, chat, email and telephone conversations. All transaction recordings must be detailed and stored for up to seven years, to provide evidence should a dispute occur.

MiFID II Call Recording

MiFID legislation requires comprehensive and evidence-proof recording and archiving of telephone calls that may result in transactions. The following requirements must be met:

- **Capture** -> Capture and store all communication in a high quality format. Recordings should be encrypted and secured.
- **Notify** -> Notify the caller that their conversations are being recorded
- **Store** -> Recordings must be time-stamped, indexed with effective tags and kept for up to 7 years.
- **Retrieve** -> Recordings and associated data must be quickly and easily accessible allowing a reconstruction of events in a timely manner.

Capture

Call recordings made by the system are digitally signed and encrypted to ensure that they cannot be tampered with. For information on this process, please refer to the [Encryption & Authentication](#) section.

Notification

MiVoice Office Call Recorder operates with a port mirroring interface and cannot interact with the telephone conversation. To notify the caller, the telephone system must be used or some other form of opt-in by the client. Using a Persistent [Exclusion List](#) entry and Call Routing Announcement, callers can be asked for permission to record at the beginning of a call. For more information on this, please contact a Mitel Sales Representative.

Storage

All recordings can be archived indefinitely at one or more locations with all the meta data relating to the call. This includes all the telephony data (Caller ID, DDI, start time, call duration, extension number, agent, user, account codes, hunt group etc.) as well as any custom tagged information such as customer reference numbers or order numbers.

Retrieve

An comprehensive search interface allows calls to be identified by all types of meta data, including any pieces of custom tag information like customer number. By using customer specific (or event order/transaction specific information if tagged to a call) it is easy to reconstruct communication between a client and an advisor.

8.1.5.5.3 PCI Compliance

The Payment Card Industry Data Security Standards (PCI-DSS) is designed to safeguard the security of customer's card based payment transactions by ensuring that sensitive card information is not stored and the staff do not have access to them.

How does PCI-DSS effect Call Recording?

If a business is processing MOTO (Mail Order/Telephone Order) payments then it is violation of PCI-DSS to store sensitive card data without proper protection in place, CVV/CV2 cards are never allowed to be stored.

Currently there are two ways supported by the MiVoice Office Call Recorder to avoid storing payment card information:

Process all payments at an unrecorded extension

A single or group of users can be designated as card processing agents. The extensions used by these users can then be added to the [Exclusion List](#) so that none of their calls are recorded.

Pause recording while payment card details are communicated

The other way to ensure that payment card information is not recorded is to pause the recording while the information is being communicated. This can be done manually by the user or automatically using the window and URL tracking capabilities of the [Communicator Desktop](#) client.



Removing the payment card information from recordings removes the recorder from PCI-DSS security compliance. However, it is important to ensure that the telephone system itself is secured when transmitting payment card information.

8.1.5.5.4 Compliance Pause/Resume

In some circumstances it may be necessary to stop parts of telephone conversations being recorded. This is usually down to confidential information being imparted on the call that must not be stored. A prime example of this is payment card details being communicated which means the call would come under PCI-DSS compliance regulations if it was recorded to disk.

The call recording system provides the ability to be able to pause recordings while the confidential information is being communicated so that it is not recorded. This can be implemented in one of three ways:

Automatic Pausing using the Call Recorder Client

The call recording feature of the solution has a dedicated client that can be used to track applications that are open on a user's desktop and automatically pause a recording if certain parameters are met. The application can also track some web browsers and which URL a user is using.

For more information on how to configure and use the Call Recorder client, please refer to the [Call Recorder Client](#) section.

Manual Pausing using DTMF or Phone Manager/Call Recorder Client

If there is no way to automatically track when to pause a recording or the necessary licenses have not been purchased then recording can still be paused manually by the user. This can be done using DTMF on the telephone keypad (or programmable key) or by using the built in functions of the Phone Manager toolbar.

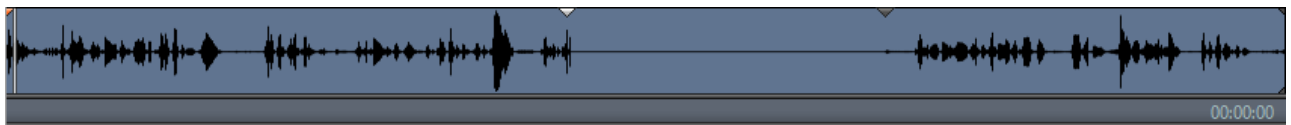
⚠ DTMF Muting of recordings is not supported when using the Record-A-Call recording source.

Automated/Manual Pausing using the REST API

The system provides a REST based Web Service API that can be used to check the status of extensions and pause/resume recordings as required if there is a call being recorded at the time.

Paused Calls

When a call is paused, this is shown on the time line in the recording playback window with a flat line. There are also time line events at the start and end of the paused section to indicate when this has taken place.



8.1.5.5.4.1 Call Recorder Client

The Call Recorder Client provides automated muting of call recordings based on Windows applications that a user has open/or in current focus. As users open or close applications or switches between them, if the application is on a pre-configured list for do not record then the call recording will be automatically paused. Once the user has closed or changed the focus to another application the call recording will then be automatically un-paused.

The muting of call recordings requires no intervention by the user and can be configured so that there are no visible notifications to make them aware that this is happening. Alternatively notifications can be enabled to give feedback to the users when this is occurring.

The Call Recorder Client can be found as part of the Phone Manager install. It can be installed with Phone Manager or independently.

Connections

Each Call Recorder Client uses a user's 'specific login credentials' when connecting back to the server. By default, it will try to use Windows Integrated login to find a user account on the MCS. Once connected, the client will monitor the user's Primary Extension for calls unless the user has a Phone Manager Desktop client running, in which case it will use whichever extension Phone Manager Desktop is associated with.

Configuration

The following settings control how the Call Recorder client operates and appears to the user:

Show pause notifications: Display a notification in the system tray that a recording has been paused.

Show status icon: Hides or displays the system tray icon that shows the client and call status.

Show settings menu: Make the settings menu visible to the users.

Enable debug mode: Enable the diagnostic options to the users, this includes showing the configured URLs/Window names that are to be matched and any pages that are open that do match.

Show desktop toolbar: Hides or displays the manual pause tool bar within the client application

Prevent client exit: Prevents the user from closing the application.

Enumerate Child windows: Specifies whether the Call Recorder Client should match on just parent windows or should search through child windows for matches..

Check Open Applications: When disabled (default), the client will only check the in-focus application and will recheck when focus changes. If Check Open Application is enabled then all applications are checked whether they are in focus or not. The application will then search based on a timer and not off focus changed events.

Tag With User: When enabled, the call in progress will be tagged with the current user. (Not required on MiVoice Office 250)



If Enumerate Child Windows & Check Open Applications are both enabled then the Call Recorder Client will be performing a lot of searching which may affect the client computer's performance.

Muting Calls Monitors

Each Call Recorder Client will monitor any rules created for a match with the name of any application/URL the user has in focus on their computer. While there is a match detected by the Call Recorder Client, any recording currently in place at the user's extension will be paused until the matching application/URL is closed or changes to something else.

Rules can be created on the Muting Rules page. Pressing the 'Add' button loads the 'Add/Edit Monitor' page which

has the following parameters:

- Input Type -> Plain Text or Regular Expression. As required, if using plain text the system will search for matches that start with the value entered
- Value -> The value to search for
- Active -> Enables or disables the rule. When disabled it will be ignored by Call Recorder Clients looking for matches.

Once a rule is entered here it will automatically be picked up by any currently connected Call Recorder Clients within 2 minutes.

Matching

The Call Recorder Client will try and match the following against the rules entered:

- Windows Heading
- Child Window Heading*
- Browser URLs
- Browser Tab Names

* Only get searched if the 'Enumerate Child Windows' options is selected.

Browser Matching

Call Recorder Client works with the most common browsers to provide URL and Tab Names where possible. Over time, changes to browsers may cause issues to the Client's ability to query the information it needs and may require an updated version of the Call Recorder client to be released.

The following information can be obtained from browsers:

Browser	Version	URL (In-focus Tab)	URL (Out-of-focus Tab)	Tab Name (In-focus Tab)	Tab Name (Out-of-focus Tab)
Internet Explorer	11	✓	✗	✓	✓
Firefox	46.0.1	✓	✗	✓	✗
Chrome	51.0.2704.84	✓	✗	✓	✗
Edge	20.10240.16384.0	✓	✗	✓	✓

When writing a rule to capture the correct moment to pause a call, use the Call Recorder Client's Logging page to see exactly what the client is tracking at the time and then write a rule to match it. For more information, refer to the Call Recorder Client Manual.

Plain Text Examples:

<http://www.mitel.com> -> This would pause any recording in progress if the user browses to any page on Mitel.com.

<http://www.mitel.com/Products> -> This would pause any recording in progress if the user browses to the products page on the Mitel website.

Regular Expression Examples:

`^https:. *paymentsite.*card` -> This would pause any recording in progress if the user browses to a URL that starts `'https:'` and then has the word `'paymentsite'` followed by the word `'card'` somewhere in the URL.

8.1.5.5.4.1.1 Overview

The MiVoice Office Call Recorder Client tracks windows applications and matches window names to server configured rules to check whether any call recordings in progress need to be paused or not.

The application is an optional part of the Phone Manager installation. Once installed, the application automatically runs each time the user logs into their computer.


The application has two components:

- System tray icon -> Displays the status of the client and of any calls that may be in progress at the associated extension
- Toolbar -> Can be used to manually pause calls or to tag calls with customer specific information

Associated Extension

The Call Recorder Client monitors an associated extension and will pause any recordings on the extension when required. By default the client will monitor the user's primary extension unless there is a Phone Manager Desktop Client running on the same desktop. If there is, the Call Recorder Client will monitor the extension that Phone Manager is currently associated to. If the Phone Manager client is closed, the Call Recorder Client will revert back to monitoring the user's primary extension again.

If user's don't have a primary extension and are moving around then they will need to have Phone Manager Desktop client running for the Call Recorder Client to operate correctly.





 The Phone Manager Desktop Client can be configured to prompt the user for the extension they are sat at if they have no fixed primary extension. If the user is using Mitel Hot Desking, their primary extension should be their Hot Desk extension



System Tray


The system tray icon show the status of the application and provides access to the [Settings](#) of the application and the Toolbar. It can be hidden if required using server side configuration. Right-clicking the system tray icon displays the menu that gives access to:

- [Settings](#) -> Configure connection settings for the application
- [Toolbar](#) -> Manually pause/resume recordings
- [Logging](#) -> See real-time information of the applications the Call Recorder Client is tracking

The table below shows all possible states:

	Loading, this icon shows when the application first loads
	Connection Error, the application is not connecting to the MCS server correctly *
	Idle, this icon will display when the associated extension has no calls
	On a call, this icon will display when the associated extension has a call that is not being recorded. This occurs when the call is not on a recorded device (could be an internal call or on a trunk that isn't recorded)

	Recording, this icon displays when there is a call at the associated extension that is being recorded
	Paused, this icon displays when there is a call at the associated extension that is being recorded but is currently paused.

 * When the application is not connected to the MCS, the only option available on the right-click menu will be to access the [Settings](#).

Toolbar

The toolbar provides the user with access to manually pause any recording that is in progress and to tag call record with customer specific information such as order numbers or ticket numbers.

For more information, see the [Toolbar](#) section.

8.1.5.5.4.1.2 Logging

The logging form provides a real-time view of the information the Call Recorder Client is tracking about the application that currently has focus. Depending on the server-side configuration, the following information can be shown:

- The Window Name of the in-focus application
- Child window names for the in-focus application
- URLs and Tab names for browsers*
 - Internet Explorer
 - Edge
 - Firefox
 - Chrome

The logging window is an ideal tool to use when configuring the match rules on the server. If there is a match on the current window then this will be displayed in the Logging window so that rules can be tested on the target clients.

Browser Matching

Call Recorder Client works with the most common browsers to provide URL and Tab Names where possible. Over time, changes to browsers may cause issues to the Client's ability to query the information it needs and may require an updated version of the Call Recorder client to be released.

The following information can be obtained from browsers:

Browser	Version	URL (In-focus Tab)	URL (Out-of-focus Tab)	Tab Name (In-focus Tab)	Tab Name (Out-of-focus Tab)
Internet Explorer	11	✓	✗	✓	✓
Firefox	46.0.1	✓	✗	✓	✗
Chrome	51.0.2704.84	✓	✗	✓	✗
Edge	20.10240.16384.0	✓	✗	✓	✓

8.1.5.5.4.1.3 Toolbar

If enabled by the server, the Toolbar will be available to provide the following features:

- Show call state and allows recordings to be paused/resumed manually
- Tag calls that are in progress with information

To load the Toolbar, right click on the system tray icon and select 'Show Toolbar' from the menu. Once the toolbar has loaded it can be moved, resized or docked to the corner of the screen as required.

Manual Muting/Unmuting

If there is a call recording in progress at the associated extension then the user can manually pause and resume the recording using the relevant button.

The LED on the button will change colour to show the status of the recording; Red -> Recording, Yellow -> Paused

If there is no call currently being recorded at the extension then the Pause/Resume button will be disabled.

Tagging Calls

Any call in progress at the associated extension can be tagged with additional information. This is most commonly used for adding information to the call records on the server which will make it easier to find later, for example:

- Customer reference numbers
- Order or ticket numbers
- Fault reference numbers

When there is a call in progress at the associated extension the Tag Call button will be enabled. Clicking the button will load a form that will prompt for the information along with a selection box allowing the user to select which of the 5 tag fields on the server they wish to add the information to.

8.1.5.5.4.1.4 Settings

The Settings form provides configuration of how to connect to the server and the associated extension.



The Call Recorder Client shares its connection settings with Phone Manager Desktop, changing the connection settings in either application will cause the other application to change.

Connection

The connection details outline how the client will connect to the MCS server.

Location

The application has two sets of connection settings, one for connecting to the MCS when on the local LAN and one when connecting from outside the LAN. If the software is installed on a laptop and will be changing locations then the software can be configured to prompt the user for their location on startup.

Connection Settings

The connection settings combine the Hostname/IP Address of the MCS server and the user credentials that will be used to connect. If the "Override login details" is not checked, the software will attempt to connect with the user's Windows Credentials.

User Preferences

The user can set their preferred language for the application here.

Diagnostics

If requested by technical support, diagnostic logging can be enabled here. The "Download Logs" button will zip together all required files and save them on the desktop of the local machine in a file named *CallRecorderClientLogs.zip*.

8.1.5.5.4.2 Manually Pausing Calls

DTMF Pause/Resume

The system can be configured to pause the recording of a call when a sequence of DTMF digits is entered by the user on the telephone handset. A second sequence can then be entered to un-pause the recording. This can be useful for compliance purposes if your staff are taking credit card payments for example. To make it easier for the user, the DTMF digits could be programmed under a programmable key on their telephone handset so that it is a more simple procedure.

To configure the pause and resume DTMF feature:

1. Access the [Features](#) -> [Compliance Pause/Resume](#) -> **DTMF Pause & Resume** configuration section.
2. Enter the sequence of digits to use for pausing a call in the **Pause DTMF** section.
3. Enter the sequence of digits to use to resume recording a call in the **Resume DTMF** section.

When configuring the DTMF sequence to use it is recommended to use a combination of tones, for example *123, as this will reduce the chance of this being activated when navigating through systems that require DTMF tone input.



Licensing: Pausing calls using DTMF requires a DTMF Compliance license. Please check the system has this license before configuring.



Due to no DTMF being received, DTMF Muting is not supported when using the following recording sources:

- MiVoice Office 250 Record-A-Call

Pause/Resume with Phone Manager

If a Phone Manager user has an assigned toolbar or an integrated toolbar then a button can be configured to allow the user to:

- See the recording status of any call they are on
- Pause/Resume any recordings using the button as a toggle

For more information on using this toolbar feature, please refer to the Phone Manager manual or [here](#).

8.1.5.5.5 Recording Deletion

The recording deletion features of the solution provide a way for users to be able to delete recordings that may contain personal information regarding customers and/or users. This feature is hidden from all users who do not have the 'Recording Deletion' role applied to their [Security Profile](#).

For information on GDPR and how it affects call recording, please refer to the [GDPR](#) section.

Deleting Recordings

Access from 'Configuration-> Call Recording->Compliance->Recording Deletion'.

The recordings section will be loaded with a banner displaying 'Deletion Mode Is Active' to warn the user that it is possible to permanently delete recordings.

Using the standard search methods available on the '[Recordings](#)' section, the recordings to be deleted should be identified. Whole calls or call segments can be deleted but not sections of a call.

Using the check box on the left side of the recordings grid, one or more calls can be marked for deletion. Once all calls have been marked, the deletion process can be started by pressing the 'Delete Marked Items'.

Before the deletion process is started, a warning screen will appear asking the user to confirm the action.

Archived Recordings

Archived recordings can be deleted as long as the call recorder has write access to the media that the recording has been archived to. In these scenarios the recording path entry in the database will be deleted so that the recording can no longer be replayed through the call recorder.



Any recordings deleted from the system cannot be recovered. Please take care to ensure that you do not delete recordings that may be required.

8.1.5.6 Retention Policies

When using the Call Recording features of the solution, there are two types of information stored for each call:

- Call Data (CLI, DDI, Start Time etc) -> This information is stored in one of the SQL databases
- Audio Data -> This is the actual recording of the call audio itself. This is stored on the hard drive of the machine or on a network share if archiving is being used.

The audio data can take up quite a large amount of space and over time can fill up hard drives and network shares. If the audio data is not required after a set period of time then retention policies can be used to delete recordings once they reach a certain age.

This affects recordings that are on local drives and those that have been archived to network shares.

To enable the automatic deletion of recordings, check the box next to 'Delete old recordings' and then configure the 'Delete calls older than' setting accordingly.



Once the policy is configured on the system, recordings outside the policy age set will immediately be deleted and cannot be recovered. Ensure you have select the correct policy age and understand that recordings cannot be recovered once deleted.

8.1.6 Historical Reporter Overview

The MCS server provides access to the Call Reporting features of the MiVoice Office Application Suite. Call Reporting features include:

- The ability to run Call Lists and Grouped Reports
- The ability to configure schedules to automate reporting to email or a network share

This section outlines how the reports are licensed and how users can be given permissions to use reporting features. For information on running and using reports, please refer to the [Reporting](#) section.

There are a number of settings which affect how reporting data is calculated and presented. Refer to the [Call Reporting Settings](#) section for more information.

Licensing

There are 5 specific licenses that govern how reporting can be access and used:


Call Logging


The call logging license is a system wide license that enables access to the reporting section of the MCS website. This license provides access to run Call List reports, configuration reports and the Inbound Call Summary report.

Call Reporting Devices

For access to any type of grouped reports with aggregate data (Calls by Extension or Calls by Trunk for example), Call Reporting Devices licenses must be installed. The number of Call Reporting Device licenses required will depend on the number of extensions programmed on the telephone system(s) that the MCS is connected to.


If a system has Call Reporting Device licenses, users will be able to create and run grouped based reports.

 The Call Logging license is a prerequisite to having Call Reporting licenses.

 If a system has insufficient Call Reporting Device licenses to cover the number of extensions on the telephone system(s) then the system will go into license violation mode. Refer to the [License Violation](#) section for more information.


DND Reporting

There is a system wide license that enables the storage of and reporting on do-not-disturb (DND) events from the telephone system. Once enabled, the system will log DND status change events and provide access to DND status columns and DND event reports.

 DND events from the telephone system are not stored historically until the system has a DND Reporting license.

ACD Reporting

This is a per agent license that enables the storage of and reporting on automatic call distribution (ACD) events from the telephone system. Once enabled, every time an ACD agent logs in an ACD Reporting license will be consumed and the status change events for the agent will be historically logged in the database.

 ACD events from the telephone system are not stored historically unless an ACD Reporting license is available for the agent when it logs in.

Scheduling

The Scheduling license is a system wide license that enables access to create schedules for call reports. It can be applied to systems that only have Call Logging licenses or systems that have both Call Logging and Call Reporting licenses.



Refer to the [Report Templates](#) section for more information on which types of report can be run with which license.

User Permissions

When a system has been licensed with reporting licenses, users can be given permission to run reports and create/manage schedules. This is done through the use of [Security Profiles](#).

Other than giving users access to run/manager reports, there is no way to limit user access to specific report data. Once a user has access to reports they can run them on all historical data stored on the system.

8.1.6.1 Call Reporter Settings

The following settings are used when calculating data for the Call Reports. Settings changed here will affect all users.

General

Call Rate Period

The call rate period is used by the Calls by Start Time template when grouping calls together. Calls will rarely have the same Start Time, so to group them together to see call over time the Start Time is rounded down using the Call Rate Period. For example, with the call rate period set to 30, calls will be grouped in ranges of 30 minutes -> 08:30-09:00, 09:00-09:30. (Default: 30 minutes)

Short Call Threshold

Any answered call with a talk time (plus hold time) less than the value configured here will be classed as a Short Call. Using filters, these calls can then be removed from reports if required. (Default: 20 seconds)

Ignore Abandoned Calls

If this setting is enabled, any call with a ring time less than that of the abandoned call threshold will be excluded from all historic reports and service level calculations. (Default: False)

Service Level

This setting is the target time in which inbound calls should be answered. This is used when calculating what % of inbound calls met the target service level. (Default: 10 seconds)

Daily Statistics Reset Time

This setting controls two things:

- When the Real-Time statistics for the Wallboard/Dashboard get reset to zero to denote the start of a day.
- When the Historical statistics calls a new day as starting. Any calls crossing this transition time will not be grouped together.

(Default: 02:00)

Reset Call Timers Only Once per Call

When enabled, the call timers will only be reset once per call. When disabled, call timers can be reset each time a call rings at a hunt group with the '[Reset call timers when a call rings this group](#)' settings enabled.

(Default: Enabled)

Account Codes

When looking at a Calls by Account Code report, all calls with any type of account code on will be displayed. However, when viewing reports grouped by other items (Trunks, DDI, etc) then account code columns need to be added to the report.

The Account Code settings here represent the 10 account code columns that are added to these grouped reports. Any description given to the code here will be used in column headers on the reports so they make sense to the user.

Ring Duration Categories

The ring duration intervals configured here are used in grouped reports and real-time statistics to show the

break down of when calls were lost and answered.

Each ring duration is calculated as \leq when calculating the call statistics.

For example, if a call was answered after 9 seconds, it would be counted in all but ring duration 1's statistics on a report.

The ring durations configured here can then be access as real-time statistics or historical reports through the following statistic types:

- Answered < [Ring Duration], % Answered \leq [Ring Duration]
- Lost \leq [Ring Duration], % Lost \leq [Ring Duration]

By default, 6 ring durations are configured on the system. If required, more can be added by clicking the 'Add ring duration' link

(Default: 5, 15, 30, 60, 120, 240)

Call Statistics

Depending on the device type that is involved in a call, how the call is modelled and whether the call is treated as answered can be changed. Please refer to the [PBX Configuration](#) section for more information.

8.1.6.2 Call Reporter Global Variables

Global Variables provide a way to add data manually to one or more Real-Time Wallboard/Dashboard tiles. Data entered here can be added to any wallboard/dashboard by a real-time user.

Access to create, edit or delete global variables is controlled by [Security Profile](#).

To create a global variable, press the 'New' button and populate the two required parameters:

- Name, this is the name real-time users will see when adding the data to a tile. This must be unique amongst global variables
- Value, this will be the data displayed on the real-time tile.

Global variables can be edited and deleted as required. Any changes made to a global variable will be reflected immediately on any Wallboard/Dashboard it is being displayed on.

8.1.6.3 Call Reporter External Data

External data sources can be used with the Real-Time elements of the MiVoice Office Call Reporter to display information from data sources external to the call/status logging platform. It provides a method for displaying important information on a Real-Time Wallboard/Dashboard that hasn't come from the telephone system. Some examples of the data from external data sources might be displayed:

- Sales information such as targets or orders processed
- Support information such as open tickets or escalated tickets

The external data feature can be used to query information from any ODBC or OLE DB compliant database. Data returned from these queries can be displayed on single statistic, multiple statistic and ticker tiles.


Licensing

The external data feature is a licensable feature within the MiVO Application Suite. If your system is licensed, the 'External Data Sources' should be visible within the MiVoice Office Call Reporter area of the [Site License](#) section of the website.

Once the feature has been licensed, any number of external database connections can be configured.

Configuring an External Data Source

This section outlines the steps involved in configuring a connection to an external database and pulling back one or more pieces of data. The connection string and command details will vary depending on the type of database being connected to.

 To connect some databases, additional drivers may need installing on the operating system running the MCS server. For more information, please review the documentation of the target database.

Connections

The connection is the first step in configuring MCS to communicate with an external data source. The following properties need to be configured:

- Name, used to uniquely identify the connection to anyone managing the MCS website
- Type, ODBC or OLE DB. Select the connection type required by the target database
- Refresh Interval, how often the MCS will query the external database for updated information (minimum 15 seconds)
- Connection String, this provides all the information necessary to connect to the external database including location and authentication

The connection string will vary depending on the target database's type and location. To help in setting up a connection, some example connection strings are provided. In the examples below, the parameters `myServerAddress`, `myDataBase`, `myUsername` & `myPassword` need substituting with the actual values for the target database. Once the connection string has been entered, it must be successfully tested before the website will allow the command details to be configured.

SQL Server ODBC

```
Driver={SQL Server Native Client 11.0};Server=myServerAddress;Database=myDataBase;Uid=myUsername;Pwd=myPassword;/p>
```

SQL Server OLE DB

```
Provider=SQLNCLI11;Server=myServerAddress;Database=myDataBase;Uid=myUsername;Pwd=myPassword;
```

MySQL ODBC

```
Driver={MySQL ODBC 5.2 UNICODE Driver};Server=localhost;Database=myDataBase;User=myUsername;Password=myPassword;Option=3;
```

MySQL OLE DB

```
Provider=MySQLProv;Data Source=mydb;User Id=myUsername;Password=myPassword;
```

IBM DB2 ODBC

```
Driver={IBM DB2 ODBC DRIVER};Database=myDataBase;Hostname=myServerAddress;Port=1234;Protocol=TCPIP;Uid=myUsername;Pwd=myPassword;
```

IBM DB2 OLE DB

```
Provider=IBMDADB2;Database=myDataBase;Hostname=myServerAddress;Protocol=TCPIP;Port=50000;Uid=myUsername;Pwd=myPassword;
```

Command

The command is used to query information from the target database once a connection has been established. The command can be in the form of an SQL select statement (Text) or a stored procedure call.

Once the command has been entered, pressing the 'Test' button will execute the command on the target database. If successful, the 'Data Fields' tab will be enabled and will be populated with results of the command.

Data Fields

The data fields represent the data returned from the external database. The grid displays the resulting data from the test command with the index and field name of the columns returned.

The 'Display Name' is the name that will be displayed to Real-Time users when selecting external data to add to a tile. This is pre-populated with the field name returned from the database but can be overridden if required.

Once all display names have been updated as required, saving the external data source will make it available for Real-time Wallboard and Dashboard users.

8.1.6.4 Automatic Agent Logout

This feature provides a method to schedule the automated logging out of agents from one or more hunt groups on the telephone system. If agents forget to logout when leaving the office, call reporting statistics can be skewed and calls can be offered to agents that are no longer sat at their desk.

 Access to this feature is controlled by the ACD Reporting license.

Rule Details

Each rule has the following settings:

Name & Description

Give the rule a name and description that will uniquely identify it from other rules.

Hunt Groups

Select one or more hunt groups which the rule will fire against. Any agent logged into the hunt groups selected will be logged out when the schedule occurs.

 If no hunt groups are selected, agents will be logged out of ALL hunt groups when the schedule occurs.

Rule Schedule

The schedule controls when the agents are logged out of the configured hunt groups.

Start Date & Time

Specify the time and date the schedule will first run. The recurrence setting will then be used to evaluate all further executions of the rule.

End Date & Time

Optionally configure and end date and time for the schedule to stop executing.

Recurrence

Select how often the schedule should recur.

Day Selection

Select which days of the week the schedule should execute on. Any days not selected will be skipped by the recurrence.

8.1.6.5 Tablet/TV Applications

This section of the website shows a list of all Tablet/TV based real-time reporting application and their current status. Any of the listed applications can be 'Unlinked' by pressing the relevant cross in the 'Remove' column.

Client Type

What the type of the connection is. Possible values are:

- Amazon Fire TV

Description

A description of the connection to uniquely identify it. This currently contains the serial number of the connecting device.

User

The user that the application is linked to.

Status

The current status of the application:

- Connected - Currently connected and consuming a licence
- Disconnected - Linked but not currently connected
- Never Connected - Linked but has not yet been connected

Remove

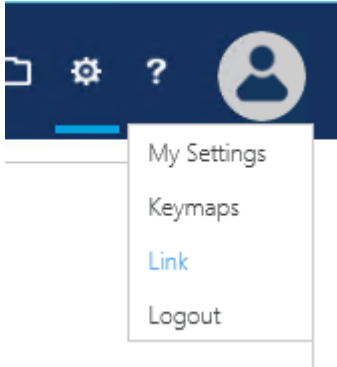
Pressing the cross to remove an application will cause to be unlinked from a user. To use the application again, it must be re-linked using a code.

Please refer to the [Linking](#) section for more information.

8.1.6.5.1 TV Application Linking

This section of the website is for linking the TV application for viewing a Wallboard/Dashboard.

It is accessed, through the user menu by selecting 'Link':



To link a TV application to a specific user on the MiVoice Office Application Suite, enter the code provided by the TV application. Once linked, the TV application will be able to display any Real-Time Views configured by the user.



Tablet/TV Application Link Configuration

Connect a MiVoice Office Real-Time Tablet/TV Application to user to enable it to display Wallboard/Dashboard statistics

Please enter the code from your installed application

<input type="button" value="Link"/>			

8.1.7 Mitel 6900 Handset Support Overview

The MiVoice Office Application Suite is the core configuration server for Mitel's premium 6900 handset range when used on the MiVoice Office 250 telecommunications platform.

The 6900 phones operate as a SIP phone, connecting directly with the telephone system (or via MiVoice Border Gateway for Teleworkers) for audio and call control features. The MCS server acts as configuration server for the phones, providing the following features:

Administrative Features:

- Firmware Updates
- Feature Configuration
- Keymaps
- Centralised Background Images & Screen Savers
- Page Zone Management

End-User Features

- SIP Hot Desking
- Server based feature keys including; UCD, ACD, DND, Forwarding etc
- Presence Profile visibility and control
- Alarm Notifications
- Speed Dial and Intercom Directory Access

Licensing

Each 6900 handset that uses the MiVoice Office Application Suite as a configuration server will consume a license. There are two levels of license available:

- Basic, provides access to all 6900 server based functionality apart from specific softkeys.
- Enhanced, required to access specific softkeys -> CLI Change & Recording Pause / Resume.

If there are no licenses available when a handset connects to the MCS server, a licensing message will be displayed on the screen.

Enhanced Licences

Each handset requires a 'Basic' licence in order to be provided with configuration and keymap updates from the MCS. An additional 'Enhanced' licence is required to access some of the softkey features. Any handset that is associated with a user that has been assigned a Phone Manager Professional or Team Leader licence will automatically request an 'Enhanced' licence.

6900 Features

The following sections provide information on configuring various aspects of the support for 6900 handsets:

1. [General Settings](#)
2. [Phones](#)
3. [Handset Firmware & Models](#)
4. [SIP Configuration](#)
5. [Keymap Profiles](#)
6. [Softkey Features](#)
7. [Softkey Feature Screens](#)
8. [Configuration Profiles](#)
9. [Configuration Options](#)

10. [Directories](#)
11. [Image Handling](#)
12. [Screen Savers](#)
13. [SIP Hot Desking](#)
14. [Page Zones](#)
15. [External Paging](#)

In addition, there are some engineering guidelines available for the 6900 on the following subjects:

- [Handset Rollouts](#)
- [Network Architecture & Resiliency](#)
- [SIP Hot Desking](#)
- [Teleworking with 6900 Handsets](#)
- [Multi-Node 6900 Installations](#)

8.1.7.1 6900 Handset General Settings

The following settings relate to some of the interaction between the MCS and any Mitel 6900 Handsets.

Setup PIN

The setup PIN is used to when rolling out 6900 handsets. It provides access to the setup dialog which allows an engineer to configure a newly installed 6900 handset and link it to a SIP device on the telephone system. The PIN can be configured to be any combination of keypad digits.


*Default: ****

Send DND Notifications

When 6900 handsets make calls to other extensions (MiNET, Digital, SIP or Analogue) that are in DND, they show a 'Busy' message on the screen and do not give the caller any information about the DND state.

MCS provides the DND (and Presence information if relevant) to the caller so that they can see why they are receiving a busy response to the call.

Default: Enabled


 The timeout on the Toaster style notification is not currently configurable.

Send Hunt Group Camp-on Notifications

When calls are queuing at ACD/UCD hunt groups, MCS can notify logged in members that there are calls waiting.

This is a system-wide feature currently and cannot be enabled/disabled on a per hunt group basis. This feature does not work on ACD Extension groups, only ACD Agent Groups.


Default: Enabled

 The timeout on the Toaster style notification is not currently configurable.

Show Chat Notification Preview


When enabled, a preview of the chat message received will be displayed in the notification toaster that displays on the 6900 phone.

Default: Disabled

 Chat notifications will appear on the phone even when it is locked.

Override Dial Plan






The MCS server will provide each 6900 handset with a dial plan based on the Dial Plan configured on the server. This dial plan is designed to allow the user to dial internal numbers, external numbers and service codes (including emergency numbers). The dial plan that is automatically sent to the handset can accommodate 3 & 4 digit dialling and will automatically work out the length of internal extensions based on the devices configured.

 If 3 digit dialling is required, ensure all internal extensions that begin with the same number are the same length. For example, for 3 digit dialling of extensions beginning 1, ensure all extensions beginning 1 are 3 digits long. This includes the built in modem extension.

In addition, the dial plan is designed so that the user does not need to enter the outgoing access code, it will automatically be entered for them when the dial plan detects an external number has been entered.

To manually assign a dial plan, enable the override and enter the dial plan required.


Default: Disabled

-  The outgoing access code will only be automatically entered if the external number being dialled starts with the toll digit. To dial numbers without the toll digit, the outgoing access code must still be entered.
-  The default Dial Plan for dialling any number is 'x+#|xx+*'
-  The Live Dialpad and SIP Dial Plan Terminator can be used to force the phone to evaluate the dial plan after every digit is entered and dial automatically when a match is made. Please refer to the [Configuration Options](#) section for more information.
-  Please refer to the 6900 Series Administration Guide for information on 'sip dial plans' and how to configure them.
-  By changing the Dial Plan passed to the phones, it is possible to prevent the handset from being able to make emergency calls. Ensure that all dial plan changes are thoroughly tested before rolling out.

Enable SRTP on Remote Handsets

When enabled, the MCS server will instruct any remote 6900 handsets to use SRTP for audio connections back to a MiVoice Border Gateway.

For more information on enabling SRTP, please refer to the [6900 Handset Engineering Guidelines](#).

-  If SRTP is not enabled on both the MBG configuration and the MCS configuration then calls will fail. The handsets will be able to make calls but not receive them.

Default: Disabled

Auto Detect Non-Internal Addresses as Remote

When enabled, the system will class any handset that does not have an IP address in the range 10.0.0.0/8, 172.16.0.0/12 or 192.168.0.0/16 as being a remote handset.

Handsets that are connecting through a MiVoice Border Gateway (MBG) will show up with internal addresses. To correctly identify these as remote, the internal address(es) of the MBG will need to be configured in the [Phone Systems](#) section.

Default: Enabled

Send Phone System Alarms to Admin Phones

When enabled, any phone system alarms will automatically be send to Mitel 6900 Handsets that have been configured as Administrator on the telephone system.

Default: Enabled

For more granular control over which alarms get sent to handsets, use the [Alarm Notification](#) feature.

Call Mode for Softkey Screens


This setting controls the behaviour of the phone if a call starts alerting when the user is in a softkey screen (changing presence or DND for example). If set to 'Notify via Toaster', the user will be left in the softkey screen but will be notified of the call via a toaster message. If set to 'Call Overrides Softkey', the softkey screen will be closed down and the call details screen will be displayed.

Default: Notify via Toaster

Device BLF Label Option

This settings controls the automatic labelling of BLF softkeys. The description or the username from the telephone system can be used as a BLF softkey label.

Default: Description

 If the device description contains a comma. It is assumed that the format is "last name, first name". This will automatically be converted to "first name last name" before being applied to a BLF label.

Display Voicemail Notification on User BLF Softkeys


When enabled, the number of new voicemails notifying a user will be displayed on any User BLF keys that are configured for the user on other phones.

Default: Disabled

Use HTTPS for Local Phone Softkeys

By default, all phones are configured to use HTTPS for softkey requests made to the MiVoice Office Application Suite server. This adds an overhead in processing time to each softkey press. Disabling HTTPS on softkey press can improve the user experience and reduce the processing overhead. This option only applies to local phones, not remote.


Default: False

 HTTPS will still be used for configuration updates if disabled for softkey requests.

Use Enhanced BLF Context Menu

When enabled, users are presented with contextual call control, queue and message options when they press a User or Extension BLF key.

Default: True

 This feature can be disabled on an extension by extension basis, please refer to the [Phones](#) section for more information.

For more information on the Enhanced BLF Context Menu, refer to the [6900 Softkey Feature Screens](#) section.

Leave a Station Message

If 'Use Enhanced BLF Context Menu' is enabled, this setting controls whether the option to leave a station message is displayed on the context menu.

Default: False

Enable Multicast DNS


With Multicast DNS enabled, the Auto Discovery feature can be used to enable out-of-the-box 6900 phones to automatically find the MiVoice Office Application Suite server without the need to configure any DHCP options.

Default: True

Call History Location

This setting controls whether the call history displayed on 6900 phones is provided by the MCS server or locally by the phone. If 'Server' is selected, a user based call history will be provided by the server to show calls for any of a user's extensions.


Default: Server

 A reboot of phones is required before a change to the call history settings will take effect.

Exclude Missed Hunt Group Calls From Call History

When excluded, only hunt group calls which are answered will appear in the call history, not missed calls.

Default: True

 This setting affects both 69xx and Phone Manager call history.

Use the MCS as local NTP Server

When enabled, the MCS server will enable the Windows Time service on the local server as an NTP server. All local phones will then be provided the IP address of the MCS server as a backup time server (Configuration Time Server 3 is used for this).


Default: True

Directory Access

The settings below control the use of LDAP to deliver server based [Contact Directories](#) to 6900 phones. By default, users will automatically have access to the phone system directory and their own Phone Manager personal directory through the built in CSV directories of the phone.

In addition to the telephone number fields, the following server directory fields are passed to the phone:

Directory Field Name	Phone Field Name
Name	First Name
Field 1	Company
Field 2	Job Title
Field 3	Work Address Street
Field 4	Work Address City
Field 5	Work Address State/Province
Field 6	Work Address Zip/Postal Code
Field 7	Work Address Country
Field 8	Email 1
Field 9	Email 2
Field 10	Email 3

 The directories on phones will get updated once every 24 hours, new entries will not appear until the phone updates. Check the '[Auto Resync Time](#)' configuration for information on when this occurs.

Make Global Directories available to 6900 handsets

When enabled, 6900 phones will be given access to the global contact directories of the server using an LDAP query. The phones will download a copy of the directories on startup and will use them for contact matches on call or directory searches by the user. Use the Directory Access setting below to restrict which directory the phones have access to.

Default: Enabled

Directory Access for Remote Phones

Control how directories are made available to remote phones; No Access, CSV or LDAP. CSV is recommended for remote phone connecting over an unsecured network due to the way LDAP is implemented. Instead the CSV option can be used to merge the server contacts with the local user's contacts which are then provided in CSV format over a secure channel.

Default: None



The LDAP query used to provide server contacts to the phone is not secure. This interface should not be enabled for phones connecting over an unsecured network.

Directory Access (& Specified Directory)

This setting provides a way to select which directories are available. By default, all directories are available. When this mode is selected, the system will automatically filter the directories searched based on user permissions. If a specific directory is selected, all phones will be given access to it. Each phone is restricted to only accessing 5,000 directory items. By choosing a specific directory, the number of contacts the phones have access to can be restricted to ensure the 5,000 item limit is not breached.

Default: All Directories

Enable Asynchronous LDAP Queries

6900 phones can query the contact directories in one of two ways:

- Cached Download (default)
- Asynchronous Query

When in cached download mode, the phone will download all contacts from the server and make the local copy available to users when searching the directory or performing contact matches on telephone calls. This method provides the best user experience but is not suitable when there is a large number of contact records (specifically 5,000 records or more). When this threshold is reached, asynchronous queries should be enabled.

When asynchronous mode is enabled, users will still be able to search for contacts using but contact matches on telephone calls will no longer occur.

Default: False (cached mode)



If asynchronous mode is not enabled when there are large numbers of contact records, delays will be experienced by the user while the phone is performing contact match searches.

8.1.7.2 6900 Handset Models

The MCS server supports three different models of 6900 handset. The models supported are listed in the table below with a brief description of the difference in features:

Model No	Screen Size	Softkeys	Bluetooth
6920	320 x 240	<ul style="list-style-type: none"> • Softkeys - 18 • Top Softkeys - 20 	No
6930	480 x 272	<ul style="list-style-type: none"> • Softkeys - 24 • Top Softkeys - 44 	Yes
6940	800 x 480	<ul style="list-style-type: none"> • Softkeys - 30 • Top Softkeys - 48 	Yes

Configuring 6900 Handset Models

The Model configuration page shows a list of models support and provides an edit form to configure the following properties:

- Firmware
- Keymap
- Configuration

Firmware

When a handset requests new firmware, the MCS will check the model to see which firmware should be provided. This allows a different firmware to be run on different models of handset if required.



Firmware can be overridden at handset level if required. Please refer to the [Firmware](#) section for more information.

Keymap

Optionally, each model can have a specific keymap applied. When a handset requests a keymap, the *[Default]*, model and phone assigned keymaps are applied. For more information, please refer to the [Keymap Profiles](#) section.

Configuration

Optionally, each model can have a specific configuration applied. When a handset requests configuration, the

[Default], model and phone assigned configurations are applied. For more information, please refer to the [Configuration Profiles](#) section.

8.1.7.3 6900 Handset Phones

The 6900 Handset Phones section displays each physical handset that has been configured to use the MCS server as a configuration server.

If required, handsets can be added manually by pressing the 'New' button and filling out the required parameters. Otherwise, the MCS will automatically add a new handset to this section the first time it sees a request from it.

Handset Information/Configuration

The following is a list of information and configurable options for each physical handset:

Parameter	Description
Model Number	This is the model number of the handset. Models 6920, 6930 & 6940 are currently supported.
MAC Address	This hardware address for the handset. It is used by the MCS to uniquely identify the handset. Note: To swap out a handset with another, the MAC Address of the handset can be updated.
IP Address	This displays the current or last known IP Address of the handset. If the handset is remote (Teleworker), this will display the address of the internal address of the MiVoice Border Gateway.
Status	This displays the current status of the handset. Possible states are: <ul style="list-style-type: none"> • Uninitialised, the phone has not yet been mapped to a SIP extension. • Offline, the phone is not currently in contact with the MCS Server • Online (No SIP), the phone is successfully connected to the MCS Server but is not connected to the telephone system. • Online (Not Licensed), the phone is successfully communicating but there are no licences left on the MiVoice Office Application Suite to support it. • Online, the phone is operating normally. Both SIP and Configuration connections are online.
Firmware	This displays the current the version of firmware that the handset is currently running.
Extension	This shows the Extension number of the SIP device on the telephone system that this handset is mapped to.
Keymap	This displays the name of the keymap profile assigned to the phone (if any).
Configuration	This displays the name of the configuration profile assigned to the phone (if any)
Mode	This displays the mode the phone is configured to run in. Possible modes include:

	<ul style="list-style-type: none"> • Not Initialised, the phone has not yet been assigned a SIP extension • Fixed, the phone has a fixed SIP extension assign. • Mixed, the phone has a fixed SIP extension but also allows Hot Desking
Last seen	Indicates when the server last had communication with the phone.
Programmable Key Modules (PKMs)	Each 6900 handset can have up to three programmable key modules connected. If a handset has PKMs connected, they will be displayed here.
Remote	Indicates whether the phone is currently remote.
Diagnostics	Displays whether or not the handset has diagnostics enabled or not
Phone Diagnostics	Controls whether the Syslog based diagnostics are enabled on the 6900 handset itself.
Effective Keymap	Select this option to see the combined keymap that will be sent to the phone (System, Model, Phone & User

Editing a Handset

To edit the individual settings of handset, select the handset in the grid and then press the 'Edit' button or select 'Edit' from the right-click grid menu.

A form providing access to the following setting will be displayed:

Enable Hot Desking

This setting controls whether [SIP Hot Desk](#) users are allowed to log onto this phone or not. Once enabled, the system will ensure that the phone always has a Hot Desk softkey available on it's keymap.

Configuration & Keymap Selection

These settings optionally allow a specific Configuration or Keymap to be assigned to the phone. Remember, any keymap assigned will be merged with the System, Model and [User](#) keymaps.

Diagnostics

By default, diagnostics are disabled on all phones. Enabling diagnostics will cause the MiVoice Office Application Suite server to log traffic and diagnostic information for the phone on the server. When diagnostics is enabled, the option to set the phone's local diagnostic options is also enabled.

Server based logs are stored in the following location:

"c:\ProgramData\Mitel\Mitel Communication Service\Logs\Handset\logs\handsets\allhandsets\logs"

The phone's MAC address is included in the name of logs files associated with the phone.



Only enable the phone's local diagnostics when advised to do so by a Mitel engineer. Enabling a phone's local diagnostics can affect the performance of the phone.

Override Firmware

This setting provides the ability to override the default firmware for the phone's model with a new one. This is useful for testing new firmware versions before applying them to all phones or for apply individual patches to phones.

Enable BLF Context Menu

This setting provides the ability to disable the context menu on User and Extension BLF keys on specific extensions. This setting is only available if the 'Use Enhanced BLF Context Menu' has been enabled on the [General Settings](#) page.

Rebooting Handsets

If a handset is not offline, the reboot button can be used to force it to restart. Restarting a handset is useful for forcing it to request new configuration files and firmware.



If any calls are in progress on the handset when it is rebooted, they will be cut off.

User Keymaps

In addition to any keymap assigned to a phone, each user has their own keymap which allows them to configure any softkeys that haven't been configured by a keymap profile.

An administrator can get access to view/configure a user's keymap by right-click on an extension in the 'Phones' grid and selecting the 'Edit User Keymap' option.

For more information, please refer to the [User Keymaps](#) section.

8.1.7.4 6900 Handset SIP Configuration

6900 handsets operate in SIP mode when connected to the MiVoice Office 250 telephone system. SIP extensions need provisioning on the MiVoice Office 250 and Cat-F licenses need providing for each 6900 phone.

For information on how to configure the SIP extensions on the MiVoice Office 250, please refer to the [Softphone/6900 Support](#) section.

8.1.7.5 6900 Handset Firmware

The MCS server provides 6900 series handsets with firmware updates as part of its configuration server role. The firmware configuration page provides an interface to see which firmware files are currently loaded onto the system and provides a utility to upload firmware updates.

MCS can manage multiple versions of firmware at the same time. Having multiple versions of firmware allows new firmware to be evaluated on a subset of handsets and/or models before it is rolled out system wide.

The table on the 6900 Firmware configuration page shows the firmware currently loaded. The table shows the following information:

- Version, the version number of the firmware in the format 'x.x.x.x'
- Phone Types, a list of models which the system has this firmware version for

Managing Firmware

New Firmware

New firmware is automatically added to new releases of MiVoice Office Application Suite and are automatically installed when upgrading. If firmware is released outside of a MiVoice Office Application Suite release then it may be necessary to upload new firmware.

New firmware will be provided in the form of a ZIP file. The name of the ZIP will correspond to the version number of the firmware and there will be a firmware file inside the ZIP for each model of handset.



Please speak to your system maintainer about getting access to firmware updates.

To upload a new zip file, press the 'Upload Firmware' button. Press the 'Choose Files' button and browse for the new firmware ZIP file. When the upload has completed, the new firmware files will be copied to the following location:

"[ProgramData]\Mitel\Mitel Communication Service\Net Store\Firmware"

The table should automatically refresh and show the new firmware has been updated.

Deleting Firmware

When old firmware is no longer required, it can be deleted from the system. To do this, select a firmware from the table, then press the 'Delete' button. Firmware can only be deleted if it is not currently assigned to a model of handset.

Rolling Out Firmware

Firmware can be assigned at two levels:

- Model
- Phone

By default, all phones will be supplied with the firmware that matches the model number unless the firmware version has been overridden at phone level. Overriding firmware at phone level can be useful for testing a new release on one or a subset of handsets before rolling it out system wide. To override firmware at phone level, edit the required phone from the [6900 Phones](#) configuration page.

Handsets will request new firmware at the following times:

- During the start-up sequence
- Upon resync (if configured)

The resync process is controlled by the 'Auto Resync Mode' and 'Auto Resync Time' configuration options. If set, the handsets will request new configuration files and firmware at the configured time.

If auto resync is disabled, handsets will need to be rebooted to force them to request new firmware.



Firmware is provided over https to all handsets accept in initial configuration when a 6900 handset with MiNET firmware requests and update over TFTP. For more information on the initial configuration and rollout of 6900 series handsets, please refer to the [6900 Engineering Guidelines](#).

8.1.7.6 6900 Handset Keymap Profiles

Keymap profiles are used to control the softkeys that are displayed on each handset. Once a key has been configured centrally via a keymap profile, it cannot be configured by the user.

Keymap profiles can be assigned to handsets in three different ways:

- Default Keymap, assigned to all handsets by default
- Model Keymap, assigned to all handsets of a specific model
- Phone Keymap, assigned directly to a phone or Hot Desk Device

When a handset is provided a keymap, the Default (system-wide) keymap and any model or phone keymaps are merged together. Keys set at model level will override any set at Default level and keys set at handset level will override those at model level.

Keymaps are not model specific, they can be assigned to any model of handset. This simplifies the process of having departmental keymaps for users with different model handsets. It also allows users to hot desk into any 6900 Handset and get their assigned keymap.

If there are more keys configured in the keymap than the handset allows, it will just show as many as is possible.



Any softkeys that have not be configured using a Keymap Profile can be configured by the user, all other softkeys will be read-only to them. Users can program softkeys themselves from the [User Keymaps](#) section.

SoftKey Types & Locations

Each handset has three different types of key available:

- Softkeys, Run along the bottom of the screen
- Top Softkeys, Display in the main area of the screen
- Expansion Module Softkeys, If fitted with one or more programmable key modules (PKMs), like top softkeys but do not support images.

The softkey features available can differ depending on location. For example, Line keys cannot be programmed as Softkeys.

Depending on the handset model, there will be a different number of Softkeys and Top Softkeys available. Please refer to the [6900 Handset Models](#) section for more information.

If more softkeys are configured than can fit on the handset's display, they will be paged out by the phone and one of the softkeys will become a screen-page button (not applicable to the 6940 where the touch screen allows navigation between pages without a screen-page button).

By default, the handset will compress any configured softkeys so that any blank entries are removed. For example, if a Top Softkeys 3, 6 & 8 are programmed in a keymap. The handset will render these in locations 3,4,5 (Top Softkeys 1 & 2 are reserved for Line keys by the handset) so that no spaces are displayed. This behaviour can be changed if required. Please refer to the [Configuration Options](#) section for more information

Editing Keymap Profiles


Each keymap profile has the following sections:


- General, Provide a description for the keymap to make it easily identifiable
- Softkeys, Configure any softkeys along the bottom of the handset
- Top Softkeys, Configure any softkeys in the main display area.
- PKM (1,2 & 3), Configure softkeys for any programmable key modules.

For each location tab (Softkeys, Top Softkeys, PKMs) there is a list of softkeys which are numerically ordered. To add a softkey, configure the following properties:

- Type, select the type of key to add to the handset
- Label, select the label that will display against the key (some labels are controlled by the software/handset)
- Value, this will be different depending on the key type

For information on the different softkey types available, please refer to the [Softkey Features](#) section.

 Use the 'Clone' button to quickly create a copy of a keymap profile that can then be edited rather than creating a new one from scratch.

 Ensure you are using the latest version of your browser to take advantage of keymap editing speed improvements.


Call States

For softkeys that run along the bottom of the phone's screen, a 'Call State' option can be selected. This controls when the softkey is displayed.

By default, when a softkey is added, it will always be displayed. If required, one or more of the following call states can be selected:

- Idle - The phone is not being used
- Connected - The current line is in an active call (or is on hold)
- Incoming - The phone is ringing
- Outgoing - The user is dialling a number, or the far-end is ringing
- Busy - The current line is busy because the line is in use.

For example, the 'Queue' softkey could be set to only display when the phone state is busy.

 The call states can be used in conjunction with the 'Collapsed Context User Softkey Screen' & 'Collapsed More Softkey Screen' configuration options to move softkey buttons onto the main screen when on a call.

Assigning Keymap Profiles

Once a keymap has been configured, it can be assigned to a Model or Phone/Hot Desk Device. To assign the keymap to a certain model, use the Models configuration area.

To apply a keymap to multiple phones and/or hot desk devices at the same time, press the 'Assign' button in the keymaps grid next to the keymap. A device selection form will then be loaded allowing multiple phones and/or hot desk devices to be assigned or removed from a keymap.

Any changes to a keymap or assignment will have an immediate effect on handsets that are online.

Enforced Softkeys

Some of the softkeys are essential to the operation of the handset. Where softkeys are essential, the MCS will automatically add them to a handset's keymap if they have not been added anywhere else.

Currently there are two types of key which are essential to handset operation:

Hot Desk Softkey

For handsets that allow hot desking or have hot desk devices currently logged in, the Hot Desk softkey is an essential key. If the Hot Desk key does not appear anywhere where it is required, one will automatically be added to softkey position 1. If there is another key programmed in this position, it will be overwritten.


Line 3 & 4 Softkeys






To control up to 4 calls on a 6900 handset from Phone Manager Desktop, softkeys for lines 1 to 4 are required. By default, all handsets are configured with softkeys for line 1 and 2. If there are no softkeys configured for lines 3 and 4, these will automatically be added to the last 2 topsoftkey positions available. If there are no topsoftkey locations available, the last two topsoftkeys will be overridden.














8.1.7.6.1 6900 Softkey Features






















The following table lists all the different softkeys that are available to add to a 6900 handset. The features behind each softkey are either provided by the phone itself or by the MCS server.







For information about the user interaction with on screen dialogues associated to softkeys, please refer to the [Softkey Feature Screens](#) section.









 Phone based softkey features are processed locally on the phone, Server based softkey features are processed by the MCS server and will communicate with the server when pressed.










 Softkeys configured along the bottom of the phone show status with a blue outline   instead of the  /  displayed on the top softkeys.










Softkey Type	Feature Description	Softkey Examples	Phone or Server
Account Code	Used to set optional accounts on any external call that is in progress at the handset. Parameter: Enter an account code or leave blank to prompt the user when pressed. Enter a comma separated list to give the user a choice when pressed.	 No call, no account code or account code does not match call  Call in progress, the account code matches the parameter	Server
Account Code Following	Used to set account codes on all external calls made from the handset until the feature is toggled off. Parameter: Enter an account code or leave blank to prompt the user when pressed. Enter a comma separated list to give the user a choice when pressed.	 No account code following or account code following set does not match parameter  Account code will be associated with every valid call until disabled	Server
ACD End Wrap	If there is an Agent ID logged in to the handset, this softkey will allow the user to end wrap-up status early if required. No parameters.	 Not in Wrap-up state  Agent in Wrap-up state	Server
ACD Toggle	Provides support to log ACD agents into and out of the handset. Parameter: Enter a hunt group or comma separated list of hunt groups. Leave blank to provide the user a list of hunt groups the agent is a member of when pressed. Use * as the parameter to log in/out of all hunt groups without prompting the user. <div>  If an Agent ID has been assigned to the MCS user the phone is associated with, it will be pre-populated into the Agent ID dialog when the user presses the ACD Toggle key. </div>	 Logged Out  Logged In/Free  Busy  Wrap-up	Server
Agent Help	Allows the user to invoke the Agent Help feature on the telephone system. No parameters.	 Agent help not in progress  Agent help in progress	Server






BLF - Extension	<p>Shows the status of an extension on the telephone system and provides one-click dialling.</p> <p>Parameter: Select an extension from the telephone system.</p>	 Idle  Busy  Do-not-disturb  Wrap-up  Offline	Server
BLF - Hunt Group	<p>Shows the status of a hunt group on the telephone system and provides one-click dialling.</p> <p>Parameter: Select a hunt group from the telephone system.</p>	 Idle/Calls Ringing  Calls Queuing  No free agents  Offline	Server
BLF - Trunk	<p>Shows the status of a trunk on the telephone system and provides one-click access.</p> <p>Parameter: Select a trunk from the telephone system.</p> <div>  when using the BLF - Trunk key to dial will not seize the trunk until the outgoing number has been dialled. </div>	 Idle  Busy  Offline	Server
BLF - User	<p>Shows the unified status of a Phone Manager User based on all their associated devices. User BLF softkeys will display a user's avatar image where possible, if not it will show the user's initials.</p> <div>  Maria Garcia  David Cole </div> <div>  Paul Clerk </div> <p>Parameter: Select a MCS user.</p>	 Idle  Busy  Wrap-up  Do-not-disturb <div>  If the 'Display Voicemail Notification on User BLF Softkeys' settings is enabled, the number of unread voicemail messages the user has will be displayed in the top right of the </div>	Server

		icon.	
Call History	Provides access to the Call History page on the local handset. No parameters.	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Caller's List	Provides access to the inbound page of the phone's call history screen. No parameters.	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
CLI Change	Provides the ability to change the calling party number programmed against the handset on the telephone system. Parameter: Enter a CLI or comma separated list of CLIs for the user to choose from when pressed. Leave blank to allow the user to type in the CLI manually.  This softkey type requires an enhanced 6900 license for the phone.  If using the CPN Substitution feature, changing the CLI via a softkey will only affect calls made via the handset.	 Caller ID on the phone does not match the parameter  Caller ID on the phone matches the parameter	Server
Conference	Start a conference using the built in features of the handset. No parameters.	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
DEE On/Off	Toggles the Dynamic Extension Express feature of the extension in the telephone system No parameters.	 Dynamic Extension Express is disabled  Dynamic Extension Express is enabled	Server
Directory	Provides access to the built in directory features of the handset. This includes accessing the System Speed Dials & Intercom directory from the telephone system. No parameters.	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Discreet Ringing	Enables discreet ringing on the local handset. No parameters.	Refer to the 6900 User Guide/Quick Reference Guide.	Phone











Do-not-disturb	<p>Shows status and provides access to control the DND status of the handset.</p> <p>Parameters: Select a DND message from the list or let the user select when pressed. If no DND Text is provided, the user will be prompted when pressed.</p> <p> If enabled, it is advised that DND is controlled using Presence Profiles.</p>	 Do-not-disturb is disabled  Do-not-disturb is enabled	Server
Door Relay	<p>Activate the door relay on the telephone system.</p> <p>No parameters.</p>	<input type="checkbox"/> No status displayed	Server
Empty	<p>Programs an empty key on the keymap. This is useful when the configuration option for collapsing the keys is enabled.</p> <p>No parameters.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Feature Code	<p>Provides the ability to enter supported feature codes on the telephone system</p> <p>Parameter: Select the feature code to apply when the key is pressed. Only a limited number of feature codes are supported at this time.</p> <p> Please refer to the MiVoice Office 250 Features & Programming Guide for a supported list.</p>	<input type="checkbox"/> No status displayed	Server
Flash	<p>Provides access to invoke a flash on an active SIP call.</p> <p>No parameters.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Forward	<p>Provides control of manual forwarding on the telephone system</p> <p>Parameter: Select a manual forward type or let the user select when pressed. If no destination is provided, the user will be prompted when pressed.</p>	 or  Manual forward is disabled or does not match the softkey parameters  or  Manual forward is enabled and matches the softkey parameters	Server
Group Mailbox	Shows the status of a mailbox on the telephone system.	<input type="checkbox"/> No messages	Server


	<p>Parameter: Select a valid mailbox on the telephone system</p> <ul style="list-style-type: none"> The mailbox must be configured with a notification station Available from release 5.1.13 	 <p>Messages waiting (Button will show yellow on non-touch screen phones)</p>	
Group Pickup	<p>Shows the status of a hunt group on the telephone system and provides one-click pickup.</p> <p>Parameter: Select a hunt group from the telephone system.</p>	 <p>Idle (When LED flashes, calls are ringing at the group)</p>  <p>Calls Queuing</p>  <p>No agents free</p>  <p>Offline</p>	Server
Hand Off/Pull	<p>When using Dynamic Extension Express (DEE), this softkey can be used to push active calls from an internal extension and pull back calls currently active on an external DEE device. Calls that have been 'Pushed/Pulled' will divert back to alert the primary DEE device so that they can be answered again.</p> <p>No parameters.</p> <ul style="list-style-type: none"> This feature requires the handset to be associated to an MCS user, either as a primary, secondary or DEE device. 'No User' will appear on the label of the button if the phone is not associated to a user. Available from release 5.1.13 	 <p>Feature Inactive</p>  <p>Call is available to push/pull to the primary DEE extension</p>	Server
Handsfree	<p>Provides access to toggle on/off the handsfree for intercom calls (called SIP Allow Auto Answer in the phone configuration).</p> <p>No parameters.</p> <ul style="list-style-type: none"> Handsfree Intercom calls will not work if 'DEE On/Off' is in the 'On' state. Handsfree Intercom calls will not 	 <p>Handsfree Disabled</p>  <p>Handsfree Enabled</p>	Server



	<p>work if the SIP device was created on the PBX as a generic SIP device - only if it was created as a 69xx SIP Device</p> <p> Available from release 5.1.15</p>		
Hot Desk	<p>Provides access to SIP hot desking features and the ability to log into or log out off a handset.</p> <p>No parameters.</p>	<p> No hot desk user logged in</p> <p> Hot desk user is logged in</p>	Server
Line	<p>Displays call activity on the handset and provides outgoing access.</p> <p>Parameter: Enter a line number from 1 to 24.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Mobile	<p>Displays mobile call activity for any mobile phone connected via Bluetooth to the handset.</p> <p>No parameters.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Night Mode	<p>Toggle night mode on or off on the selected node(s).</p> <p>Parameter: Select a telephone system node from the list or select 'All Nodes'.</p>	<p> or  Night mode is off for the configured node</p> <p> or  Night mode is on for the configured node</p> <p> If 'All Nodes' has been selected, the Night mode softkey will only display 'On' if all nodes are in night mode. If only some of the nodes are in night mode, it will display 'Off'.</p>	Server
Outgoing Access	<p>Dials the outgoing access digit on the keypad to initiate an outgoing call.</p> <p>Parameter: Leave blank to dial the outgoing access digit or enter the number of a trunk/trunk group number.</p> <p> When using the Outgoing key to dial it will not seize the trunk until the outgoing number has been dialled.</p>	<input type="checkbox"/> No status displayed	Server
Paging (PBX)	<p>Provides access to the page zones on the telephone system to page non-6900 handsets.</p>	<input type="checkbox"/> No status displayed	Server


	Parameter: Select a specific page zone ID or 'User Choice' to allow page zone select when the softkey is pressed.		
Paging (Phone)	<p>Provides access to the SIP paging features of the handset to page other 6900 handsets.</p> <p>Parameter: Select a SIP Page Zone from the list or select 'User Choice' to allow page zone selection when the softkey is pressed</p>	<input type="checkbox"/> No status displayed	Phone
Park/Pickup	<p>Park or pickup calls from designated hunt groups or phantoms on the telephone system.</p> <p>Parameter: Enter the number of a hunt group or phantom on the telephone system.</p> <p> If using a hunt group, ensure it has members configured and has camp-ons enabled.</p> <p> The 'Park Recall' timer does not work for calls parked at a phantom using a 6900 phone. Use the 'Transfer Available Timer', 'Transfer Attendant Timer' or 'Transfer Vice Processor Timer' instead. Calls parked at a hunt group will follow the hunt group's 'Recall Timer' & 'Recall Destination'.</p>	<div>  No call parked </div> <div>  Call parked </div>	Server
Phone Lock	<p>Lock or unlock the phone. To unlock the phone, the user will need to know the PIN that has been locally configured.</p> <p>No parameters.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Presence Profile	<p>Shows the current active profile for the user and provides the ability to switch between profiles.</p> <p>No parameters.</p> <p> This feature requires the handset to be associated to an MCS user, either as a primary, secondary or DEE device. 'No User' will appear on the label of the button if the</p>	Label will display current profile selected.	Server

	phone is not associated to a user.		
Queue	<p>Toggle queue requests on and off. Queue requests can be requested when dialling someone. Once in place they can be cancelled at any time.</p> <p>No parameters.</p>	<div> <input type="checkbox"/> No queue requested </div> <div> <input checked="" type="checkbox"/> Queue requested </div>	Server
Record-A-Call	<p>This softkey can be used to Record-A-Call feature of the telephone system by invoking a local conference on the phone.</p> <p>Parameter: Select the Record A Call application to use.</p> <div> <p> An associated mailbox is required for this feature to work. The recorded part of the call will appear as a second call at the extension in both Phone Manager and any call reports.</p> <p> This feature cannot be used as a MiVoice Office Call Recorder method.</p> </div>	No status is shown. To disable the recording, the user must hang up the conference leg to the Record-A-Call application.	Phone
Recording Pause / Resume	<p>Pause or resume an a call recording that is in progress on a MiVoice Office Call Recorder or linked Xarios Call Recorder.</p> <p>No parameters.</p> <div> <p> This softkey type requires an enhanced 6900 license on the MCS server.</p> </div>	<div> <input type="radio"/> No call </div> <div> <input checked="" type="radio"/> Active call, not recorded </div> <div> <input type="radio"/> Active call, recording paused </div> <div> <input type="radio"/> Active call, recorded </div>	Server
Remote Forward	<p>Provides remote control of manual forwarding of a different extension on the telephone system</p> <p>Parameter: Select the extension on which to control the manual forwarding. Select a manual forward type or let the user select when pressed. If no destination is provided, the user will be prompted when pressed.</p> <div> <p> To use this softkey, the extension must be an Administrator on the telephone system.</p> </div>	<div> or <input type="checkbox"/> OFF Manual forward on remote extension is disabled or does not match the softkey parameters </div> <div> or <input checked="" type="checkbox"/> ON Manual forward on remote extension is enabled and matches the softkey parameters </div>	Server

Reverse Transfer	<p>When pressed, this softkey dials the 'Reverse Transfer' feature code. The user can then enter an extension number to pickup from or press a configured BLF key.</p> <p>No parameters.</p>	 No status displayed	Server
Ring Intercom Always	<p>Toggle the ring intercom always feature on the telephone system for the handset. When 'Off', any internal calls will go through handsfree if the dialled extension has the 'Handsfree' feature enabled.</p> <p>No parameters.</p> <p> Available from release 5.1.15</p> <p> Requires MiVoice Office 250 6.3 SP2 or Higher</p>	<p> Outgoing internal calls will be handsfree if the dialled extension supports it.</p> <p> Outgoing internal calls will always ring.</p>	Server
Secondary Extension	<p>Provides status and secondary extension audible alerts for an extension or hunt group on the telephone system.</p> <p>Parameter: Enter an extension or hunt group</p> <p>Ring When: Set the threshold for the number of calls ringing/queuing which will cause the Secondary Extension to generate an alert. If set to 0 the Secondary Extension softkey will never generate an alert.</p> <p> Available from release 5.1.13</p>	See 'BLF - Extension' or 'BLF - Hunt Group' for softkey status information.	Server
Station Message	<p>Provides the ability to leave a station message with another extension when they are busy. The button can be pressed on an outgoing call to another extension.</p> <p>No parameters</p> <p> Available from release 5.2.12</p>	 No status displayed	Server
Station Monitor	<p>Provides the ability to initiate a station monitor session of another phone. If a station monitor is in progress, this key can also be used to perform barge-in and steal operations.</p> <p>Parameter: Enter an extension to</p>	<p> Not currently station monitoring</p> <p> station monitor is in progress</p>	Server

	monitor		
Speed Dial	<p>Dial a number pre-programmed on a button.</p> <p>Parameter: Enter the number to be dialed by the handset when the key is pressed. A # can be used to indicate the end of the number to dial, commas and digits can then be used to dial DTMF on the call after it has connected.</p> <p>For example, 1300#,,1000# could be used to dial the conference bridge on extension 1300, pause and then enter 1000# as DTMF to log directly into a specific conference.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Speed Dial Conference	<p>When on a call, conference in another number directly.</p> <p>Parameter: Enter the number to be dialed by the handset when the key is pressed.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Speed Dial Transfer	<p>Transfer a call straight to another number</p> <p>Parameter: Enter the number to be dialed by the handset when the key is pressed.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
System Speed Dial	<p>Dials a speed dial bin configured on the telephone system.</p> <p>Parameter: Enter a speed dial bin number or leave blank to let the user choose when pressed.</p> <div>  This softkey can also be used to deflect ringing calls to a specific destination. For example, Send to Voicemail can be implemented using this key and entering the voicemail application as the parameter. </div>	<input type="checkbox"/> No status displayed	Server
Transfer	<p>Places a local call on hold to begin a transfer.</p> <p>No parameters.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Transfer Immediate	<p>Transfers a currently active call at the extension to a specific device on the telephone system.</p> <p>Parameter: Enter a target device or</p>	<input type="checkbox"/> No status displayed	Server

	<p>leave blank to be prompted for a device when pressed.</p> <p> Available from release 5.2.12</p>		
Transfer to Voicemail	<p>Transfers a currently active call at the extension to a specific mailbox on the telephone system.</p> <p>Parameter: Enter a target mailbox or leave blank to be prompted for a mailbox when pressed.</p> <p> Available from release 5.1.13</p>	<input type="checkbox"/> No status displayed	Server
UCD	<p>Toggle the handset's availability in any UCD hunt groups on the telephone system.</p> <p>No parameters.</p>	<div> <div>OFF</div> <div>UCD calls disabled</div> </div> <div> <div>ON</div> <div>UCD calls enabled</div> </div>	Server

 Any softkey implemented by the phone will continue to operate if the link to the MCS server is down. Any softkey implemented by the server will only work when the MCS server is online.

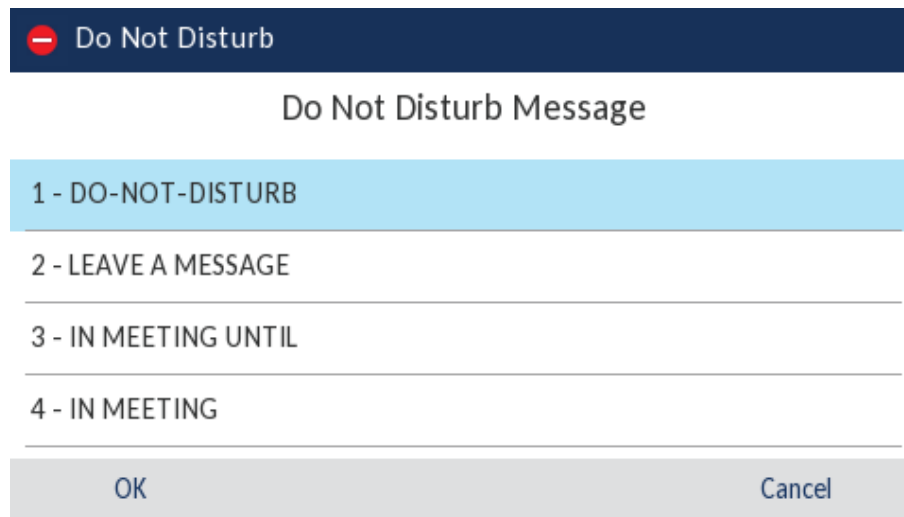
8.1.7.6.2 6900 Softkey Feature Screens

The following section outlines the behaviour of softkeys which present screens to the user. All softkeys listed in this section interact with the user through a series of screens and responses. If a softkey is not listed here, it does not require additional information from the user to perform its action.

Softkey Selection Screens

Many of the softkeys available provide a 'Selection Screen' as part of the feature interaction. When a selection screen is displayed, one of the available options must be selected.

The image below shows an example of the do-not-disturb selection screen:



There are multiple ways in which select the required option:

- Use the D-Pad/Cursor to highlight and select the required option
- Press a keypad digit corresponding with the required option (e.g. pressing '2' on the key pad would select 'Leave a message')
- Use the touch screen (6940 model) to scroll/select the required option.

When using the keypad to select the required option, 0 selects the 10th item in the list. Any options beyond 10 cannot be selected in this manner and one of the other selection methods must be used.

Selection screens are presented on the following softkey screens:

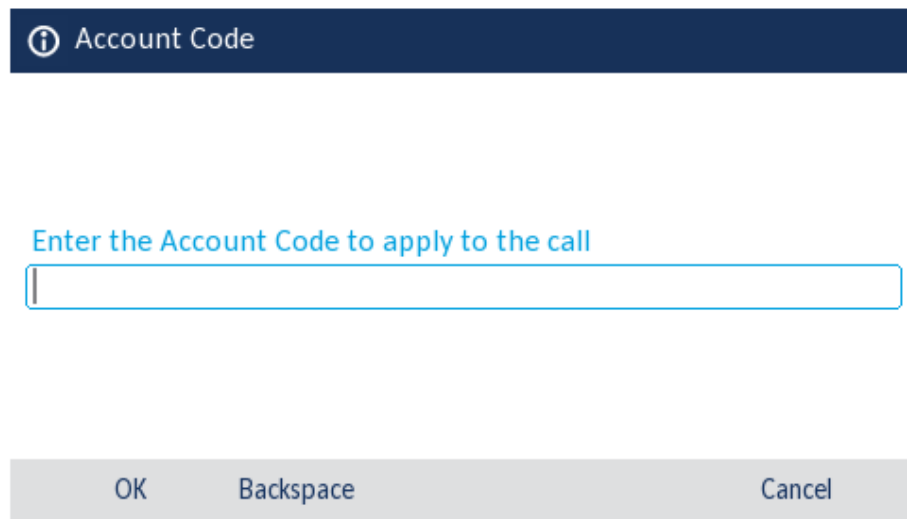
- [Account Code/Account Code Following](#) (Multiple Parameter Selection)
- [ACD Toggle](#) (Hunt Group Selection)
- [BLF Softkeys](#)
- [Caller ID Change](#)
- [Do-Not-Disturb](#)
- [Forwarding](#)
- [Paging](#) (Page Zone selection)
- [Presence](#)
- [Silent Monitor](#)
- [System Speed Dial](#)
- [Voicemail](#)

Account Code

The 'Account Code' softkey can be used to enter an account code on a call which is in progress at the phone.


No Code

If no codes have been provided in the softkey's parameter, the following dialogue will display prompting for an account code to be entered:



The dialog box has a dark blue header bar with a white information icon and the text "Account Code". Below the header is a light blue prompt text "Enter the Account Code to apply to the call" above a white text input field with a blue border. At the bottom is a light gray bar containing three buttons: "OK", "Backspace", and "Cancel".

Codes of up to 12 digits in length are supported*.

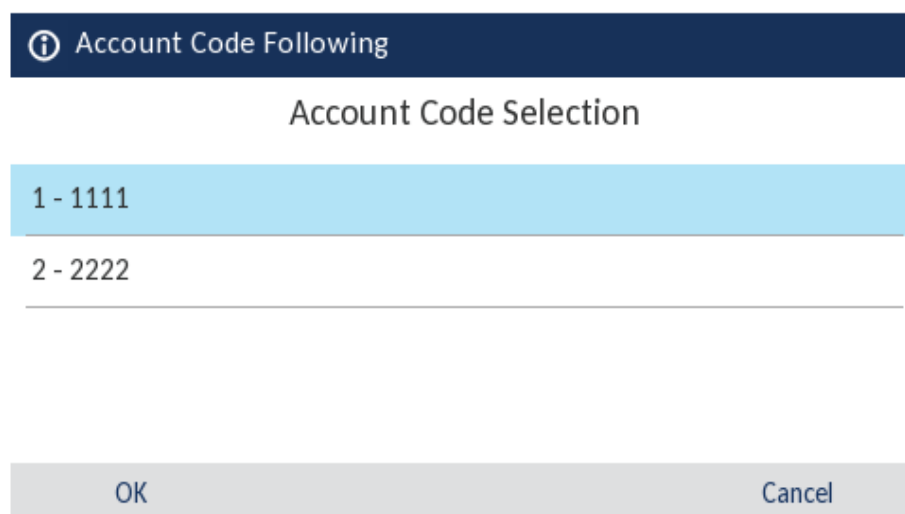
 * Check with your administrator

Single Code

If a single code has been added as a parameter to the softkey, no dialogue will show when the key is pressed. The code defined in the parameter will be immediately applied to the call.

Multiple Codes

Multiple codes can be added to the softkey's parameter by using a comma separated list (e.g. 5,12,100). When multiple codes are configured against a softkey, the following dialogue will be displayed when the key is pressed, prompting for one to be selected:



The dialog box has a dark blue header bar with a white information icon and the text "Account Code Following". Below the header is the title "Account Code Selection". The main area contains a list of two items: "1 - 1111" and "2 - 2222". The first item is highlighted with a light blue background. Below the list is a horizontal line. At the bottom is a light gray bar containing two buttons: "OK" and "Cancel".

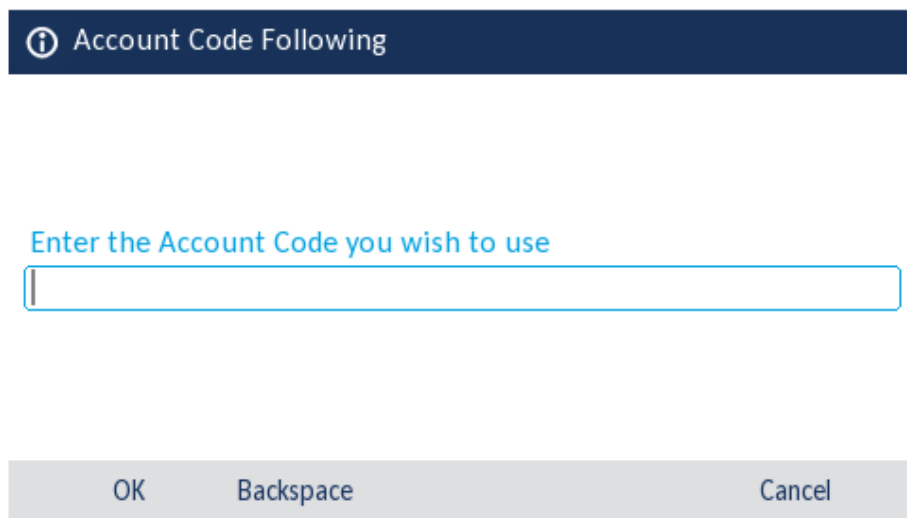
To select and apply a code, use the '>' chevron or select a code then press the 'OK' button.

Account Code Following

The 'Account Code Following' softkey can be used to enter an account code on all the following calls made from the phone. The sections below outline the user interaction when pressing an account code following softkey when in the 'Off' position. When 'On', pressing the key will turn off the account code following feature for the phone.

No Code

If no codes have been provided in the softkey's parameter, the following dialogue will display prompting for an account code to be entered:



Account Code Following

Enter the Account Code you wish to use

OK Backspace Cancel


Codes of up to 12 digits in length are supported.

Single Code

If a single code has been added as a parameter to the softkey, no dialogue will show when the key is pressed. The code defined in the parameter will be immediately applied to the call.

Multiple Codes

Multiple codes can be added to the softkey's parameter by using a comma separated list (e.g. 5,12,100). When multiple codes are configured against a softkey, the following dialogue will be displayed when the key is pressed, prompting for one to be selected:

 Account Code Following

Account Code Selection

1 - 1111

2 - 2222

OK

Cancel


To select and apply a code, use the '>' chevron or select a code then press the 'OK' button.

ACD Toggle

The 'ACD Toggle' softkey can be used to log an ACD agent in or out of the phone. The sections below outline the user interaction when pressing the key in the 'logged out' state. Pressing the softkey when logged in will result in an immediate logout of the agent ID.

Agent ID Prompt

When the ACD toggle softkey is pressed, the dialogue below will appear prompting for an Agent ID to be entered. If the user associated with the phone has an agent ID assigned then the dialogue will be pre-populated with that agent ID to save the user time.

 ACD Login

Agent ID

Please enter the Agent ID you wish to log in with

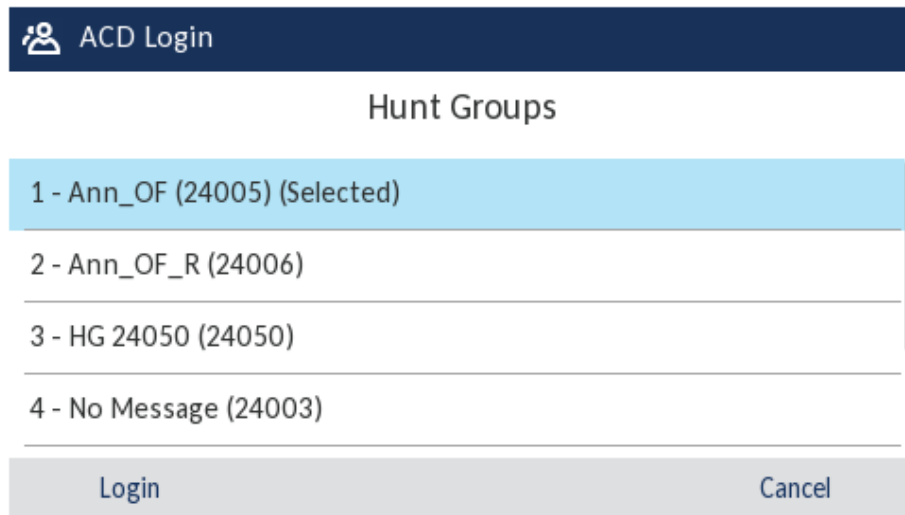
OK

Backspace

Cancel

No Hunt Group

If no hunt group is configured against the parameter of the softkey, the following dialogue will appear prompting the user to select which hunt group(s) to log into (the system will query which hunt groups the provided agent ID is a member of and will only display these):



ACD Login

Hunt Groups

- 1 - Ann_OF (24005) (Selected)
- 2 - Ann_OF_R (24006)
- 3 - HG 24050 (24050)
- 4 - No Message (24003)

Login Cancel

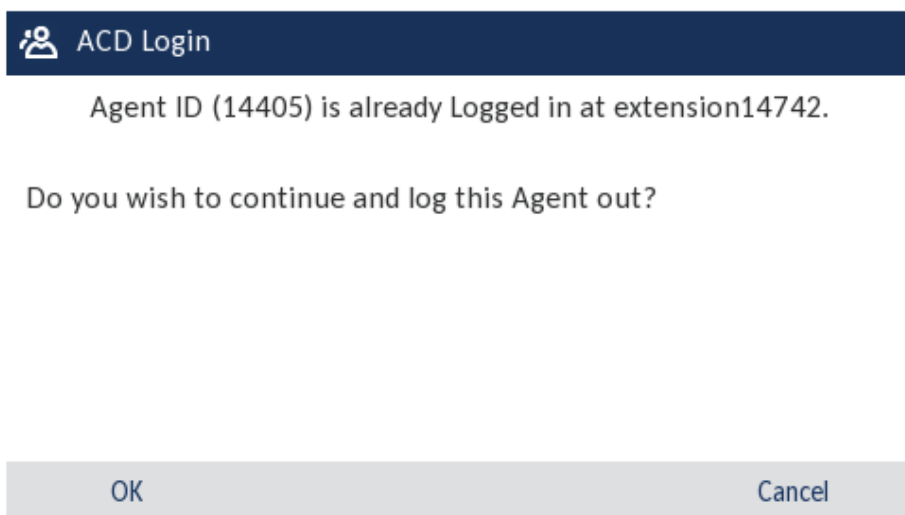
Pressing the 'Login All' button will log the agent into all hunt groups listed. To select specific hunt groups to log into, press the '>' chevron next to each group to log into then press the 'Login' button.

One or More Hunt Groups

If one or more hunt groups have been configured against the softkey's parameter (e.g. 2000, 2001, 2002), when the key is pressed the hunt groups selection dialogue will not be displayed. Instead, the agent will be immediately logged into or out of the configured hunt groups.

Forced Logout

If when logging in the agent ID provided is already logged into another phone, the dialogue below will be displayed prompting whether to continue and force a logout of the agent from the other extension first before completing the login operation.



ACD Login


Agent ID (14405) is already Logged in at extension14742.

Do you wish to continue and log this Agent out?

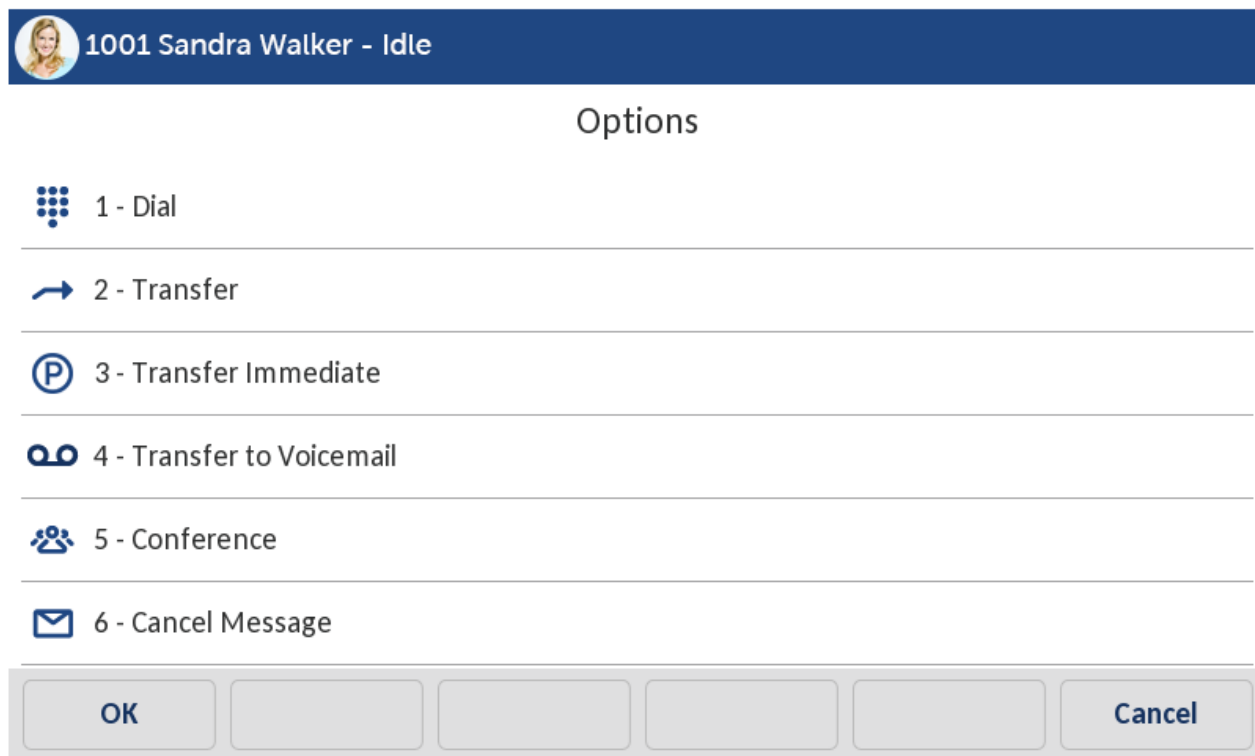
OK Cancel










BLF Softkeys

By default, when pressing a BLF softkey (Extension, Hunt Group or User, not Trunk) a call will be made to the target device. If however the local extension is on a call or the target device is not idle (in do-not-disturb, on a call or has a call on hold/ringing) a context sensitive selection screen will display offering various options. The options offer will depend on the status of the local extension as well as the status of the extension/user/trunk of the BLF softkey.

 The 'Enhanced Context BLF' softkey screen can be disabled if required. When disabled, pressing a BLF softkey will result in a call being immediately dialled to the target device without the BLF screen showing.

The image below shows an example of the BLF softkey screen. The target device's avatar is displayed top left along with the device's description and current status.





Icon	Action
	Dial - Make a call to the target device. If the local extension is on a call, this call will be put on hold.
	Transfer Announced - Setup a announced transfer to the target device.
	Transfer Immediate - Send the current call immediately to the target device with no announcement.
	Transfer to Voicemail - Send the current call immediately to the target devices mailbox*.
	Conference - Initiate a conference with the target device. Note: The current call will be put on hold, to complete the conference the 'Conf' button will need to be pressed again after the target device has answered.
	Pickup - Attempts to pick up (reverse transfer) a call that is on hold or ringing at the target device. Detail of the call will be provided if available.
	Queue - Book a queue with the target extension. When the target extension becomes free, the Queue screen will be show prompting a call. Note: If a queue is already booked with the target extension, an option to cancel the queue will be provided.
	Leave a Station Message - Leave a station message with the target extension. Note: If a station message is already in place with the target extension, the option to cancel the message will be provided.
	Leave a Voicemail - Leave a voicemail message with the target extension*.

* When transferring calls to off node mailboxes, the off node Voicemail application must have been added to the transferring phone's node. There is not import/export option for this, is must be added manually.

CLI Change

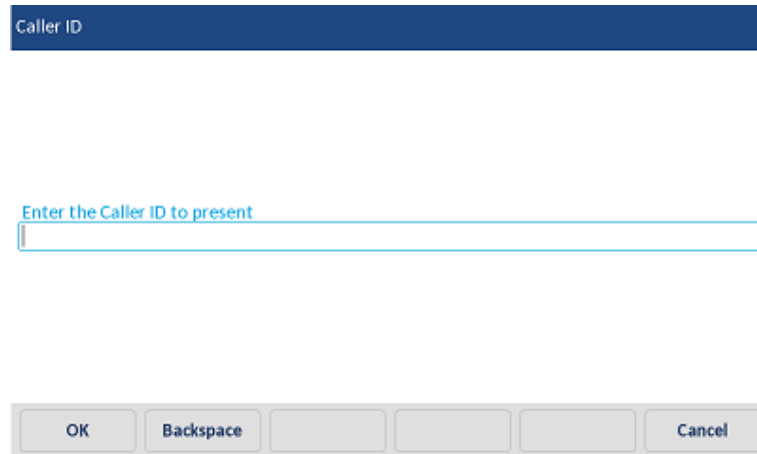
The 'CLI Change' softkey can be used to change the caller ID presented from a phone when making external calls. The sections below outline the user interaction when pressing the key when it is not lit (matching caller ID is not currently applied). If pressed when the softkey is lit, the caller ID configured will be removed from the phone and the default caller ID for the trunk will be used.

 This softkey type requires an enhanced 6900 license for the phone.

 If using the [CPN Substitution](#) feature, changing the CLI via a softkey will only affect calls made via the handset.

No Caller ID

If no caller ID is configured against the softkey's parameter, the following dialogue will display prompting for one to be entered:



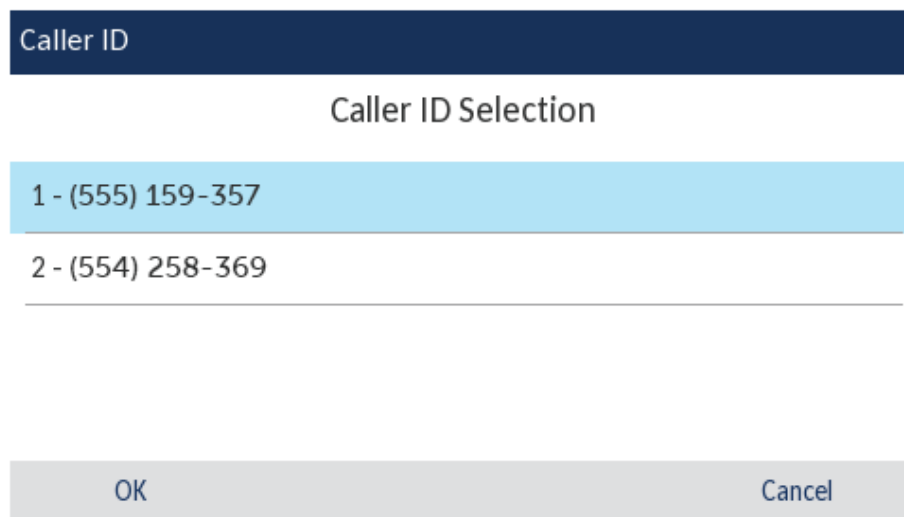
A dialog box titled "Caller ID" with a dark blue header. Below the header is a text input field with the placeholder text "Enter the Caller ID to present". At the bottom of the dialog are five buttons: "OK", "Backspace", and three empty rectangular buttons, followed by a "Cancel" button.

One Caller ID

If a single caller ID is configured against the softkey's parameter, no dialogue will be displayed and the caller ID will immediately be applied to the phone.

Multiple Caller IDs

If multiple caller IDs are configured against the softkey's parameter (e.g. 01234567890,12345), the following dialogue will be displayed prompting for one to be selected:




A dialog box titled "Caller ID" with a dark blue header. Below the header is the title "Caller ID Selection". There are two list items: "1 - (555) 159-357" and "2 - (554) 258-369". The first item is highlighted with a light blue background. At the bottom of the dialog are two buttons: "OK" and "Cancel".

To select and apply a code, use the '>' chevron or select a code then press the 'OK' button.

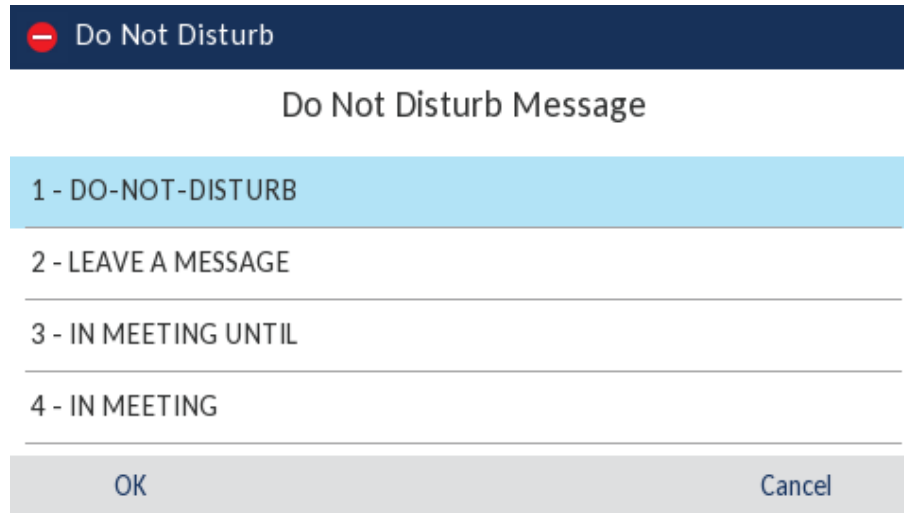
Do Not Disturb

The 'Do Not Disturb' softkey can be used to toggle the phone in and out of do-not-disturb. The sections below outline the user interaction when the softkey is pressed when not in the do-not-disturb state. If in the do-not-disturb state, pressing the softkey will toggle do-not-disturb off.

 When using Presence Profiles, the Do Not Disturb key is not required. DND should be enabled using the appropriate profile.

User Choice

If the DND message parameter against the softkey has been set to 'User Choice', the following dialogue will appear when the softkey is pressed:



– Do Not Disturb

Do Not Disturb Message

1 - DO-NOT-DISTURB

2 - LEAVE A MESSAGE

3 - IN MEETING UNTIL

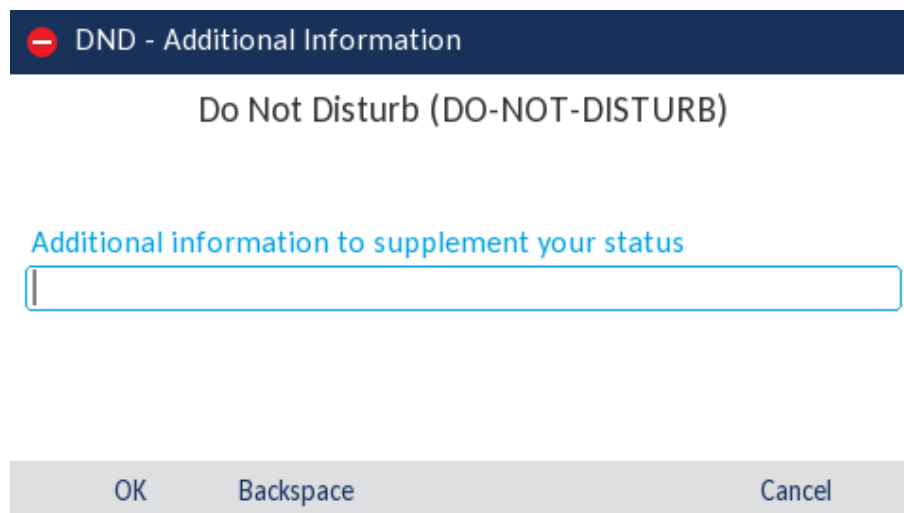
4 - IN MEETING

OK Cancel

To enable do-not-disturb, select the required message from the list provided by pressing the '>' chevron or selecting a message and pressing 'OK'. The message selected will be visible to other user's when calling and on reporting software. Once a message has been selected, the 'Additional Information' dialogue will be presented as outlined below.

DND Text Empty

If the 'DND Text' parameter has been configured against the softkey, the do-not-disturb state will immediately be applied to the phone once a DND Message has been selected. If the 'DND Text' parameter has not been configured, the following dialogue will appear prompting for up to 12 characters of additional information (e.g. In a Meeting - Until 4pm).



– DND - Additional Information

Do Not Disturb (DO-NOT-DISTURB)

Additional information to supplement your status

OK Backspace Cancel

DND Message & DND Text Provided

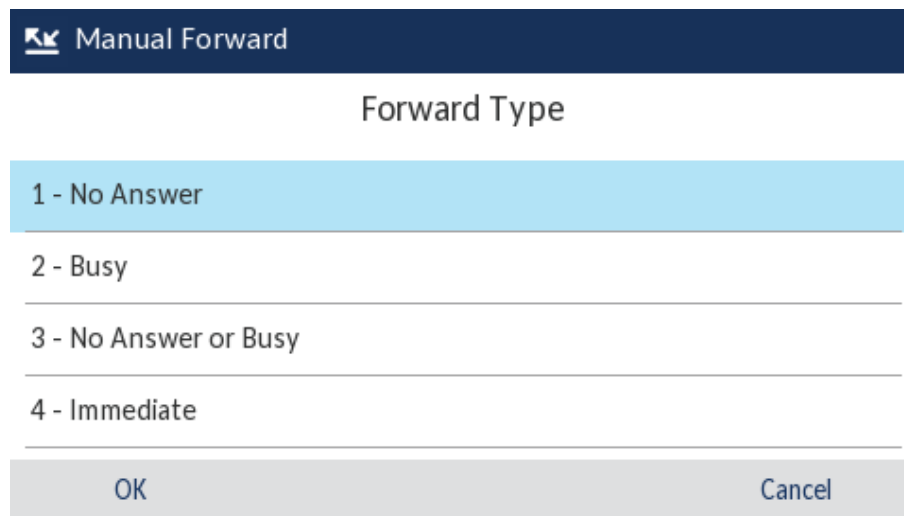
If both the 'DND Message' and 'DND Text' parameters have been configured against the softkey, pressing the softkey will immediately apply the do-not-disturb state with no further user interaction required.

Forward

The forward softkey can be used to apply or remove a manual forward to send calls to an alternate location (internal or external). If the softkey is pressed while a manual forward is in place on the phone, the manual forward will be removed. The sections below outline the user interaction if the key is pressed when no manual forward is in place on the phone.

User Choice

If 'User Choice' is selected as the forward type parameter, the following dialogue will be displayed prompting for the forward type to be selected:



Manual Forward

Forward Type

1 - No Answer

2 - Busy

3 - No Answer or Busy

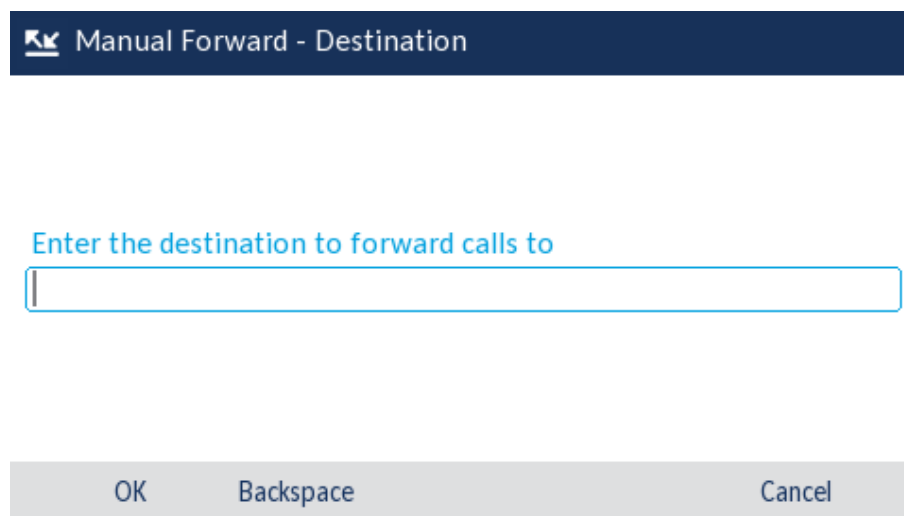
4 - Immediate

OK Cancel

The forward type can be selected by pressing the '>' chevron or by selecting a type then pressing the 'OK' button. Once the forward type has been selected, the destination dialogue will then be displayed.

Forward Destination

If the 'Destination' parameter has not be configured against the softkey, the following dialogue will appear prompting for the destination to be entered:



Manual Forward - Destination

Enter the destination to forward calls to

OK Backspace Cancel

An internal extension number or external phone number can be entered (there is no need to enter the Outgoing prefix, just enter the external number).

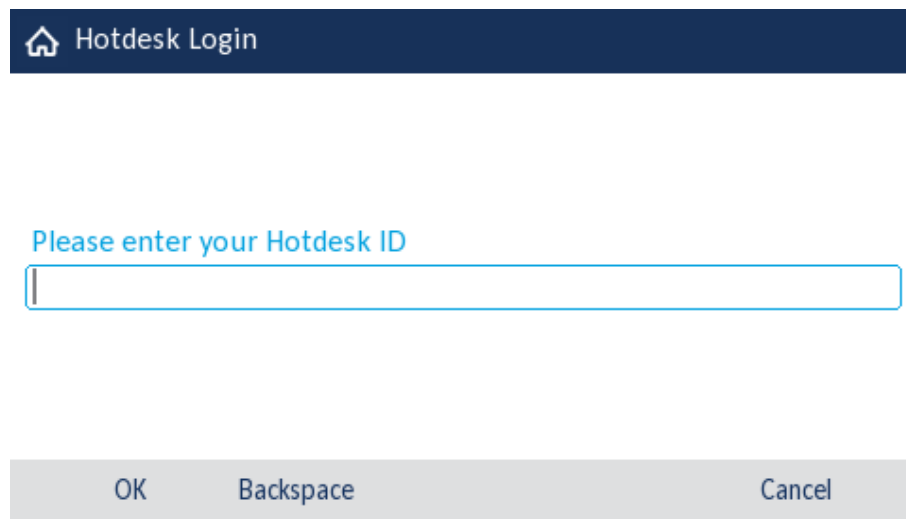
Once the destination has been correctly entered, pressing the 'OK' button will apply the manual forward to the phone.

Hot Desk

The 'Hot Desk' softkey is used to log in or out a SIP Hot Desk from the phone. The sections below outline the user interaction when pressing the hot desk softkey.

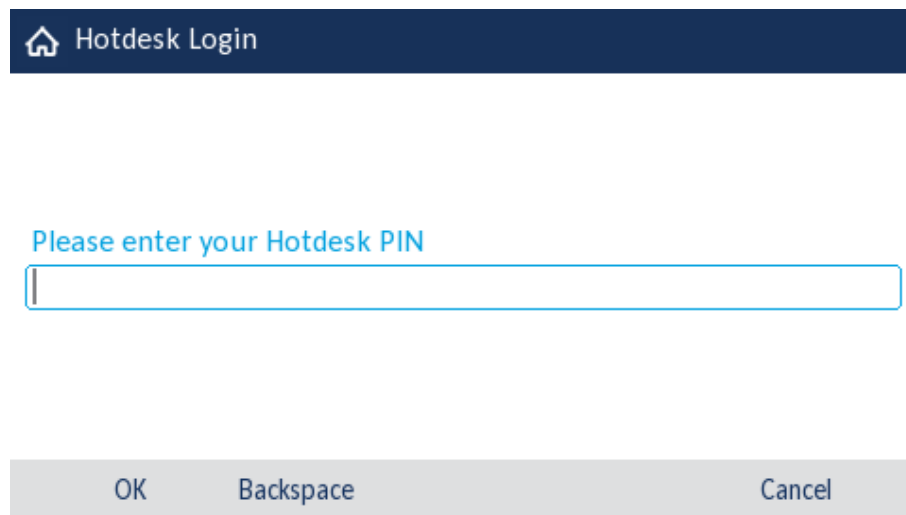
Logging In

Pressing the hot desk softkey when logged out will start the log in process. The dialogue below will be displayed prompting for a Hot Desk ID to be entered:



The dialog box has a dark blue header bar with a white house icon and the text 'Hotdesk Login'. Below the header is a light blue prompt text 'Please enter your Hotdesk ID'. Underneath the prompt is a white text input field with a blue border. At the bottom of the dialog is a light gray bar containing three buttons: 'OK', 'Backspace', and 'Cancel'.

Once a Hot Desk ID has been entered, pressing the 'OK' button will display the Hot Desk PIN request dialogue:

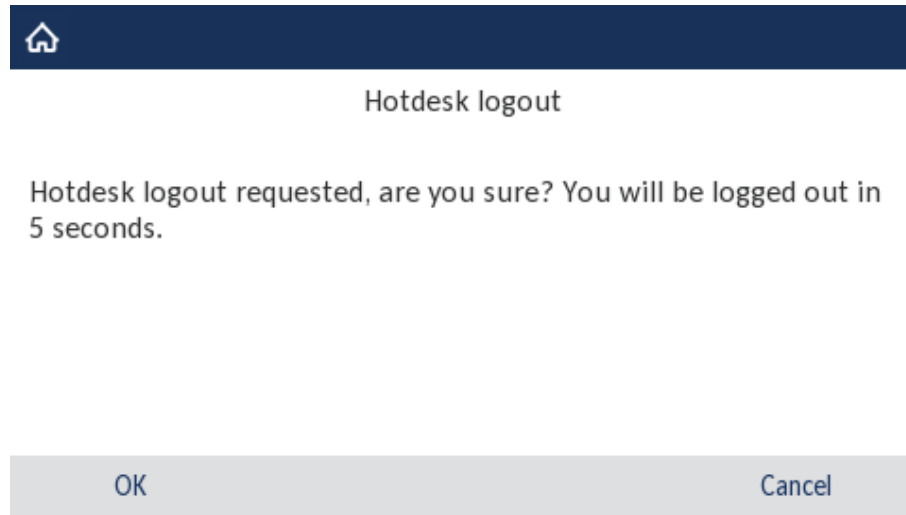


The dialog box has a dark blue header bar with a white house icon and the text 'Hotdesk Login'. Below the header is a light blue prompt text 'Please enter your Hotdesk PIN'. Underneath the prompt is a white text input field with a blue border. At the bottom of the dialog is a light gray bar containing three buttons: 'OK', 'Backspace', and 'Cancel'.

Once the Hot Desk PIN has been entered, press the 'OK' button to complete the log in.

Logging Out

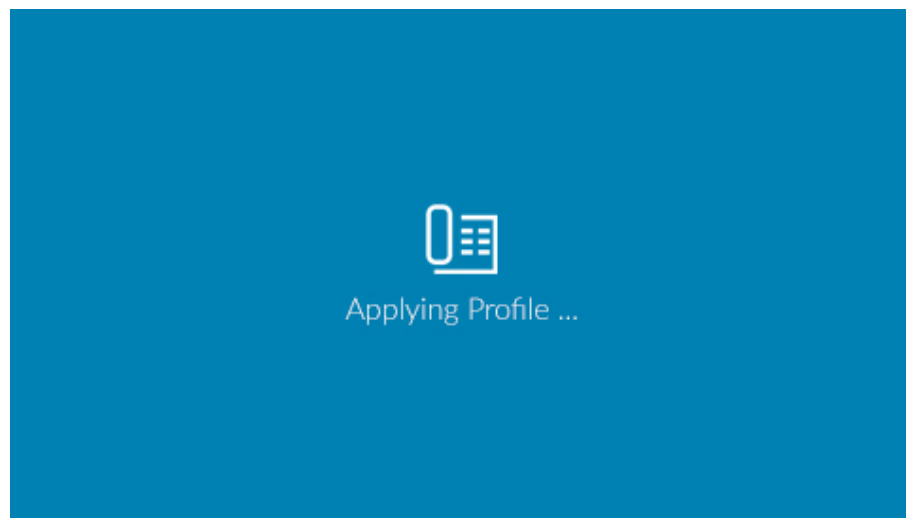
Pressing the hot desk softkey when logged in will start the logout process. The dialogue below will display prompting the user to confirm that a log out is required, this is to handle scenarios where the softkey is accidentally pressed. Pressing the 'Cancel' button within 5 seconds will stop the logout process from continuing.



If the 'OK' button is pressed or the 5 second timer expires, the logout process will be initiated.


Applying Profile

Whenever a hot desk login or logout operation is in progress, the 'Applying Profile' screen will display on the phone. The screen will display while the softkeys for the hot desk device are being added or removed. For remote phones, the softkey configuration can take longer and the applying profile screen will display for a longer period of time.



E911 Notification

The E911 screen is displayed every time a remote user hot desks into a phone.

 The E911 screen also appears the first time a phone connects to the MiVoice Office Application and on an ongoing monthly basis for remote phones.



WARNING - E911 service is not guaranteed to teleworkers


WARNING - E911 service is not guaranteed to teleworkers. This phone may be geographically located away from the main office. Emergency calls made from this device may report an incorrect CESID or may be outside the coverage area of the public service access point (PSAP).

OK

Before the phone can be used, the content of the warning must be read and accepted by the user by pressing the 'OK' button.

Paging (PBX)

The Paging (PBX) softkey provides the user access to the page zones configured on the telephone system for paging 5300 and/or digital phones (not 6900 phones). The sections below outline the user interaction when the paging (PBX) softkey is pressed.

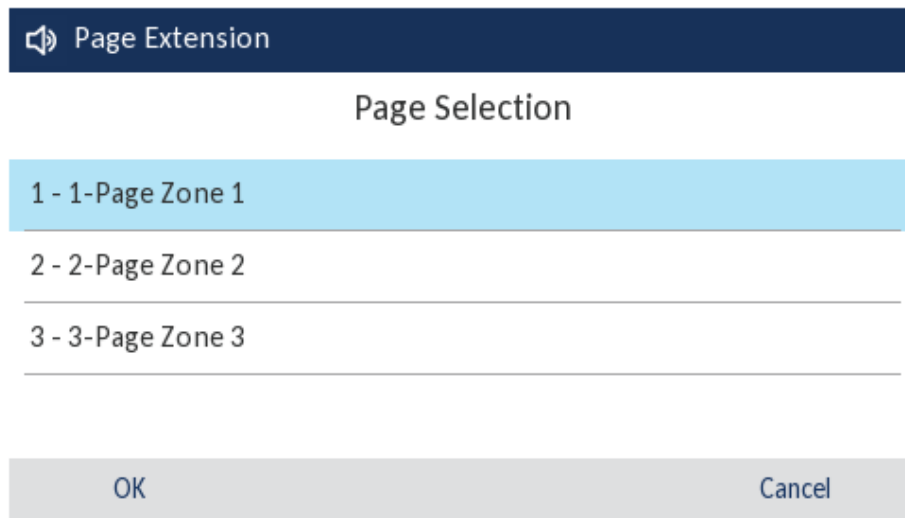
 To page other 6900 phones, use the Page (Phone) softkey.

Specific Page Zone

If a specific page zone ID has been selected in the parameters for the softkey, the page zone will be dialed when the softkey is pressed with no further interaction from the user required.

User Choice


If no specific page zone ID has been selected in the parameters for the softkey, the following dialogue will be displayed showing the page zones available to the user:



A page zone can be select by pressing the '>' chevron or by selecting a page zone and then pressing the 'OK' button.

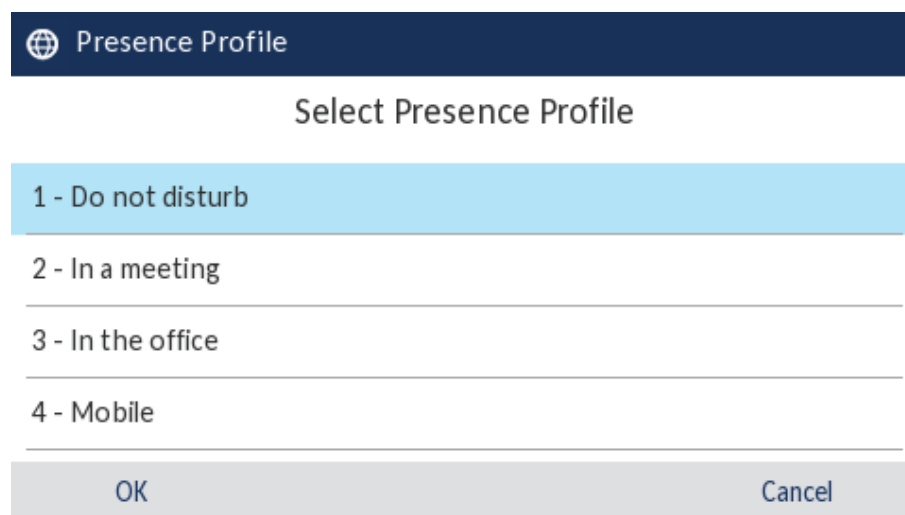
Presence Profile

The presence profile softkey can be used to a change a user's currently selected [Presence Profile](#). The name of the currently selected profile will be displayed in the label of the softkey.

 For the Presence Profile softkey to operate, the phone must be assigned to a [user's](#) Primary, Secondary or DEE device.

Changing Profile

Pressing the presence profile softkey will cause the following dialogue to be displayed listing all the user's presence profiles.




To change the current profile, press the '>' chevron or select a profile and then press the 'OK' button.

Depending on the configuration of the profile selected, the dialogues associated with the Do Not Disturb and/or Forward softkeys may be displayed prompting the user for additional information.

Station Monitor

The station monitor feature can be used to listen in on a call in progress at another extension on the phone system. Once the monitor is in progress, the monitoring party can barge in or steal the call if required.

 For station monitor to work, permission must have been granted on the telephone system. If a 'Call Failed' message is received, check that the correct permissions have been applied.

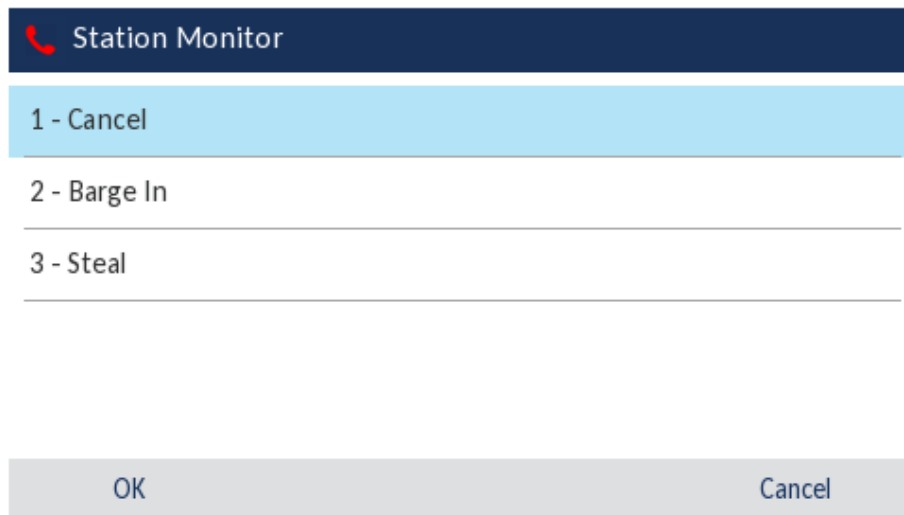
Monitoring

Pressing the monitor key will cause the monitor feature code to be dialled on the telephone. To complete the monitoring process, enter the number of the extension you wish to monitor or press one of the BLF keys configured on the phone.

The monitor can be cancelled by terminating the call.

Barge In / Steal

If a station monitor is in progress, pressing the station monitor key will load the options menu:




The image shows a mobile phone screen with a dark blue header bar containing a red telephone handset icon and the text "Station Monitor". Below the header is a light blue bar with the text "1 - Cancel". Underneath this is a white area with the text "2 - Barge In" and "3 - Steal", each followed by a horizontal line. At the bottom of the screen are two grey buttons: "OK" on the left and "Cancel" on the right.

To toggle the barge in status or steal the call, press the '>' chevron next to the entry or select an entry and press the 'OK' button.

System Speed Dial

The system speed dial softkey can be used to make a call to one of the speed dials configured on the telephone system. The sections below outline the user interaction when pressing the system speed dial softkey.

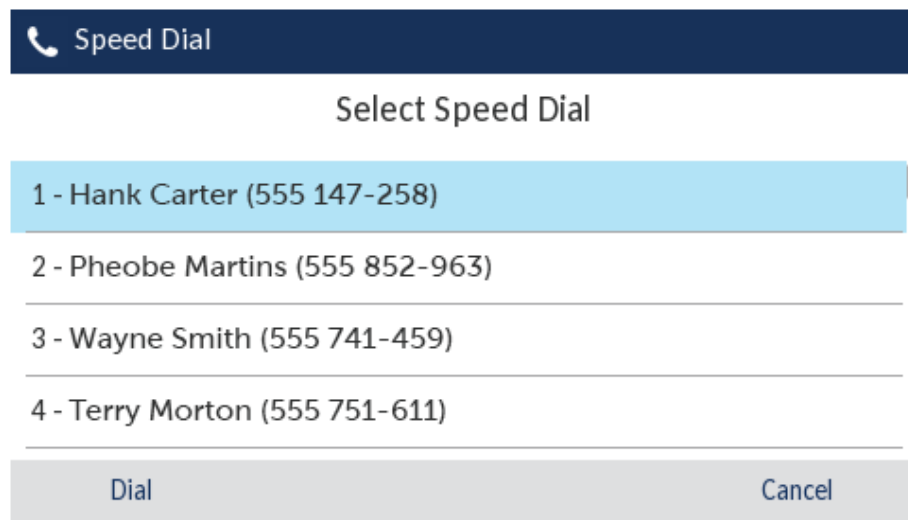
 Currently there is no way to dial system speed dials set to private from a 6900 phone.

Specific Speed Dial

If a specific speed dial has been selected in the parameters of the softkey, the number will be dialled as soon as the button is pressed.

User Choice

If no specific speed dial has been configured in the parameters of the softkey, a list of speed dials available will be presented on the screen:



To dial a speed dial entry, press the '>' chevron next to the entry or select an entry and press the 'dial' button.



The system speed dial can be searched more easily by using the directory built into the phone. Pressing the ' ' button on the phone will access the directory search screen.



Transfer Immediate


The 'Transfer Immediate' softkey can be used to transfer a connected call directly to another device with no enquiry call. The sections below outline the user interaction when the softkey is pressed.

Target Device

If the target device parameter is configured against the softkey, the call will immediately be transferred to the device with no further user interaction required.

No Target Device


If no target device is configured against the softkey, the following dialogue will appear prompting for the device to be entered:

 Immediate Transfer Destination

Enter the destination to transfer to

OK Backspace Cancel

Once the required device number has been entered, pressing the 'OK' button will transfer the call.

 If using an Expansion Module (PKM), a BLF key can be pressed instead of entering a target device number when the dialogue is displayed.

Transfer to Voicemail


The 'Transfer to Voicemail' softkey can be used to transfer a connected call directly into someone else's mailbox. The sections below outline the user interaction when the softkey is pressed.

Mailbox

If the mailbox parameter is configured against the softkey, the call will immediately be transferred to the mailbox with no further user interaction required.

No Mailbox


If no mailbox is configured against the softkey, the following dialogue will appear prompting for the mailbox to be entered:


 Mailbox

Enter the mailbox to transfer to


OK Backspace Cancel

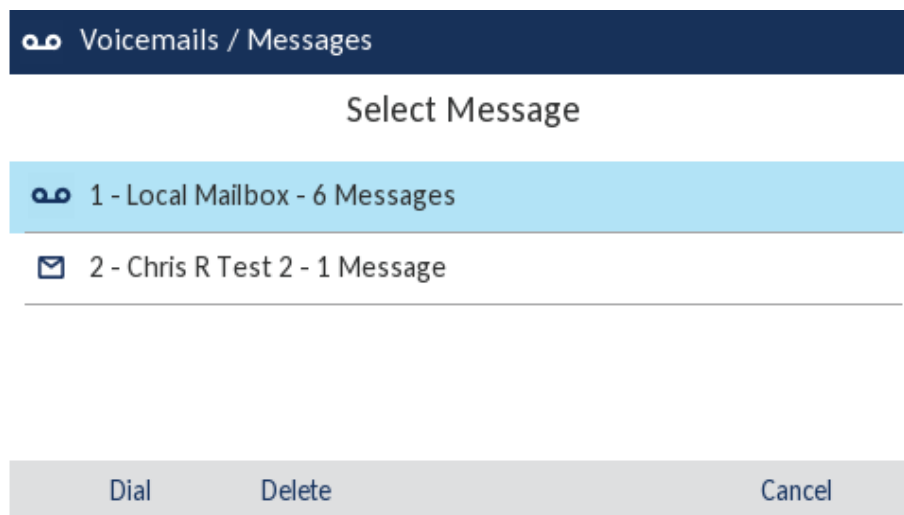
Once the required mailbox has been entered, pressing the 'OK' button will transfer the call.

 When transferring calls to off node mailboxes, the off node Voicemail application must have been added to the transferring phone's node. There is not import/export option for this, it must be added manually.

 If using an Expansion Module (PKM), a BLF key can be pressed instead of entering a mailbox number when the dialogue is displayed.

Voicemail


The voicemail screen appears when the physical 'Voicemail' button () is pressed on the phone. Depending on the current voicemail and message status of the phone, the button will perform different actions.



Status	Action
No voicemails/messages and the phone is idle	The phone will dial into the associated mailbox for admin access.
Voicemails (local mailbox only) and the phone is idle	The phone will dial into the associated mailbox to retrieve voicemails.
Voicemails (no local mailboxes) and the phone is idle	The 'Voicemail / Messages' screen will display showing details of any voicemails or messages left.
Station Messages	
Outbound Ringing Call	The phone will leave a station message with the target extension and hang-up
Connected Call	The phone will display the Transfer to Voicemail screen.


The sections below outline how voicemails and station messages appear on the voicemail screen.

Voicemails

Any voicemail messages will be listed in the selection screen with the voicemail icon () next to them and a description of the mailbox the message is in. To listen to the message, select the mailbox and press the 'Dial' key.

Station Messages

Station messages are direct messages that have been left from another user on the system. Any station messages

will be listed in the selection screen with the message icon (). To return a message (call the sending extension back), select the message on the screen and press the 'Dial' key. The message will automatically be removed from the phone when the returned call is answered.

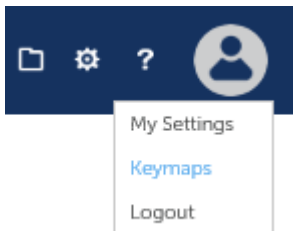
To delete the message without returning the call, press the 'Delete' key.

8.1.7.6.3 6900 User Keymaps

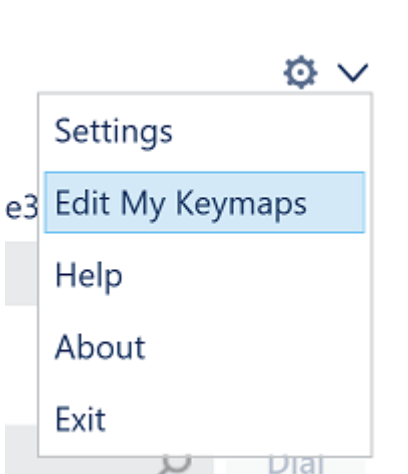
This section of the website provides a way for users to configure any available softkeys on any 6900 handsets they are using.


There are two ways for users to access their own keymap configuration, directly through the MCS website or by using the hyper link from within their Phone Manager Desktop client:

Access via MCS:



Access via Phone Manager:




 If a Phone Manager Desktop user is remotely connected to the MCS, they will not be able to access the User Keymaps page if the website port has not been forwarded through the firewall. User Keymap editing should be performed when on a local connection or through a VPN.

In addition, user keymaps can also be accessed from the [Phones](#) page to allow engineers/administrators to configure user keymaps on a user's behalf.

Editing User Keymaps

A list of 6900 extensions assigned to the user will be displayed in the grid. If there are no extensions displayed there are no 6900 handsets associated with the user's account, please refer to the [Users & Business Units](#) section for more information.

To edit a keymap, press the edit icon () next to an extension. The keymap for that extension will be displayed. Any softkeys that have been configured centrally (either System, Model or Handset level) will be displayed on the keymap for the user to see but will be read-only. Any softkey that has not been configured centrally can be manually configured by the user.

For information on the features available, please refer to the [6900 Softkey Features](#) section.

8.1.7.7 6900 Handset Configuration Profiles

Many of the features normally controlled by the telephone system (such as House Phone, Headset Mode, Time zone etc) are instead configured directly on 6900 series phones. Configuration profiles provide a way to configure the handsets centrally.

Configuration profiles can be assigned to handsets in three different ways:

- Default Configuration, assigned to all handsets by default
- Model Configuration, assigned to all handsets of a specific model
- Phone Configuration, assigned directly to a phone or Hot Desk Device

When a handset is provided a configuration, the Default (system-wide) configuration and any model or phone configurations are merged together. Configuration options set at model level will override any set at Default level and configuration options set at phone level will override those at model level.

Please refer to the [Configuration Options](#) section for information about each options available.

Editing a Configuration

Any of the available configuration items can be added to a configuration profile by pressing the 'New' button. Select the configuration from the drop down list then select the value. Depending on the configuration item selected, the value available will be different. For information on the valid values, please refer to the tooltip.

The 'Set Type' option controls how the configuration will be applied to the phone. The available types are:

- Override local settings -> The local setting on the phone will be ignored
- Do not override local settings -> Will be used only if the local phone setting has not be changed from the default
- Read-only locally (requires phone reboot) -> Will override the local setting on the phone and will become greyed out (read-only)

Restarting

In addition to the read-only option, some configuration items will only take effect after a restart. For information about which configuration items this applies to, please refer to the [Configuration Options](#) section.

Default Configuration

To help with the initial rollout of handsets, the default configuration is pre-populated with commonly configured items.

The table below shows the options that are enabled by default and what they are configured as.

Option	Default	Description
Auto Resync Mode	3 (Firmware and Config)	Checks for updates of configuration files and firmware automatically at the specified time.
Auto Resync Time	04:00	Sets the time to 04:00 that it will do the Auto Resync of firmware and config. Note this causes the phone to reboot at this time.
Call Deflect	Enabled	Enables the display of the 'deflect' softkey when an inbound call is alerting the handset
Call Hold Reminder	Enabled	Enables the reminder ring splash as soon as you place a call on hold. When enabled, the phone initiates a reminder ring splash periodically for the single call on hold. When disabled, no reminder ring splash is audible.
Call Waiting Tone Period	5	Causes call waiting tone to play every 5 seconds if you have an incoming call while on an active call
Collapsed Context User Softkey Screen	Enabled	Causes Softkeys to collapse onto the first page if there is space when on a call
Collapsed More Softkey Screen	Enabled	Causes the More button to be removed if there is the exact number of keys to fit on the screen.
Collapsed Softkey Screen	Disabled	Causes Top Softkeys to retain their position and not move up to empty spaces
Collapsed Softkey Screen Offset Bottom	23	Causes Bottom Softkeys to compress so that they are visible where possible.
Conference/Transfer In Live Dial Mode	Live Dial Mode (With Dial Plan Matching)	When a user initiates a conference call or transfer, they hear a dial tone before dialling begins. The phone automatically dials out if the number matches the local dial plan or if it reaches the set digit timeout.
Date Format	Depends on region	<ul style="list-style-type: none"> • UK / Canada - DD MMM YYYY • US - MM DD YYYY
Goodbye Key Cancels Incoming Call	Disabled	When disabled, the 'Goodbye' key will instead clear the call in progress.
HTTPS Auth Whitelist Period	10	Trust the HTTPS server for 10 minutes after each request.
Idle Screen Mode	Secondary	Secondary mode displays the extension name and number on the main idle area of the screen.
Live Dialpad	Enabled	Enables real-time validation of the SIP dial plan so that calls are made without having to press the 'dial' key. This mimics normal MiNET/Digital handset behaviour.
Mask SIP Password	Enabled	Enables the enhanced security feature whereby a user's SIP account password is hidden/masked in the server.cfg and local.cfg files (downloaded from the IP phone's Web UI troubleshooting page for debug purposes).
Max Boot Count	0	Disables the phone going into web recovery mode automatically.
Picture Refresh Timeout	4	Indicates the timeout in hours for a downloaded picture.
Screensaver Background Image	Mitel Screensaver	Sets the Mitel Screensaver images to appear on the phone after 240 seconds idle and rotate image every 5 minutes
Screensaver Refresh Timer (minutes)	5	
Screensaver Time (seconds)	240	
SIP Allow Auto Answer	Disabled	This stops the phone answering all internal calls automatically by default.
SIP Intercom Allow Barge In	Disabled	This stops the phone putting calls on hold when a page occurs.
SIP Intercom Mute Mic	False - Microphone is not muted	This means the microphone is not muted when an intercom call is made.
SIP Intercom Type	Phone	This enables the 6900 intercom feature (direct page)
SIP Refer-to With Replaces	Enabled	Ensures the correct OAI is generated when doing supervised transfers.
SIP Registration Period	1200	This sets the phone registration period to 20 minutes (causing the phone to re-register with the telephone system every 10 minutes).
Switch Focus to Ringing Line	Disable	This is disabled to stop an incoming call interfering with a transfer.
Time Format	Depends on region	<ul style="list-style-type: none"> • UK / Canada - HH:mm • US - hh:mm

Time Server 1	1.mitel.pool.ntp.org	Provides a default set of public NTP servers to keep the time on the phone accurate. These may need adjusting to suit your network setup <i>Note: If the 'Use MCS as local NTP Server' setting has been enabled, Time Server 3 will be populated with the IP address of the MCS server and will automatically be added to the configuration of local phones.</i>
Time Server 2	2.mitel.pool.ntp.org	
Time Server 3	3.mitel.pool.ntp.org	
Time Zone Name	Depends on region	<ul style="list-style-type: none">• Canada - CA-Eastern• UK - GB-London• US - US-Eastern

Restricted Configurations

Some of the configuration options that are available on the handsets are not accessible through a configuration profile. These are designated as 'Restricted' options because they are provided to the phone automatically by the MCS server and are key to the normal operation of the phone in conjunction with the MCS server.



The following options are restricted and cannot be changed by profile or manually on the phone:

Area	Option	Description
SIP Configuration (Device)	SIP Auth Name	<p>These settings are automatically populated with the relevant information based on the handset's fixed extension or logged in hot desk device.</p> <ul style="list-style-type: none"> 'Display Name' is set to the extension number. 'Screen Name' is set to the mapped user's name unless there is no user, in which case it is set to the extension description. 'SIP Vmail' is set to the extension's message retrieval extension
	SIP Display Name	
	SIP Password	
	SIP Screen Name	
	SIP Screen Name 2	
	SIP User name	
	SIP Vmail	
SIP Configuration (Server)	SIP Proxy IP	<p>These settings are automatically populated with the SIP configuration details for the node of the handset's fixed extension or logged in hot desk device. This information can be configured against the relevant node in the Phone Systems section.</p>
	SIP Proxy Port	
	SIP Registrar IP	
	SIP Registrar Port	
	SIP Registration Timeout Retry Timer	30
	SIP XML Notify Event	Enabled
	SIP Use Basic Codecs	1 (limits to using just the basic codecs G.711 u-Law, G.711 a-Law,G.729)
Configuration Server	Firmware Server	Set to the 6900 Handset Server Address
	Image Server URI	Set to the 6900 Handset Server Address
	Download Protocol	https
	Https Path	config
	Https Port	8202
	Https Server	Set to the 6900 Handset Server Address
	Https Validate Certificates	Enabled
	Upload System Info Server	Set to the 6900 Handset Server Address
	Web Interface Blacklist Duration	0
	XML Application Post List	Set to the 6900 Handset Server Address
Phone UI	Idle Screen Avatar	Set to enabled to show the user's profile image on the handset
	Softkey Selection List	Limits the softkeys the user can configure through the UI: <i>speeddial,lcr,speeddialxfer,speeddialconf,directory,callers,redial,conf,xfer,icom,phonelock,paging,discreetringing,callhistory,empty</i>
	DND UI	Enables/disable access to DND through the UI: <i>disabled</i>
Diagnostics	Log Module XML	If Diagnostics are enabled against a handset in the 6900 Phones section, this will be enabled.
	Log Server IP	<p>If Diagnostics are enabled against a handset in the 6900 Phones section, this will be set to the 6900 Handset Server Address, either local or remote.</p> <p>Note: For logging to operate, the 6900 Handset Server address must be an IP Address, not a DNS name.</p>
	Log Server Port	514
Action URIs	Action URI Connected	<p>Actions URIs configure the phone to update the server with information about call events. This is required for Phone Manager to be able to track phone status and provide call control</p>
	Action URI Incoming	
	Action URI Disconnected	

	Action URI Registered	
	Action URI Registration Event	
	Action URI Offhook	
	Action URI Onhook	
	Action URI Outgoing	
	Action URI Startup	
	Action URI XML SIP Notify	
Directories	Directory 1	This directory is automatically populated with the telephone system intercom & system speed dial directories.
	Directory 1 Name	
	Directory 1 Enabled	
	Directory 2	This directory is automatically populated with the user's Phone Manager Personal Directory contacts.
	Directory 2 Name	
	Directory 2 Enabled	
	LDAP Enabled	This directory is automatically populated with the required configuration when server based Directory Access has been enabled.
	LDAP Name	
	LDAP Base DN	
	LDAP Server	
	LDAP Downloaded	
Dial Plan	SIP Dial Plan	This option is automatically populated with information from the Dial Plan configured on the MCS unless it has been overridden in the 6900 General Settings .
Paging	Paging Group Listening	<p>This option is automatically populated with multicast addresses based on which pages zones (6900 Handset Page Zones) that handset has been placed in.</p> <p>For more information, please refer to the 6900 Paging section.</p>
Phone Lock	XML Lock Override	This option is automatically set to 1 to ensure that the configuration server can post softkey & configuration updates to the handsets even when they are locked.

8.1.7.7.1 6900 Handset Configuration Options

The following table outlines the different 6900 handset configuration options that are made available through configuration profiles. Not all the configuration options available on the handsets are directly supported by the MCS server. For information on how to apply a configuration option which is not directly supported, please refer to the [Custom Configuration Options](#) section.


-  Some configuration options require a reboot of the phone to take effect. Please refer to the table below for information about specific options.
-  For detailed information about each configuration option, please refer to the Mitel 6900 SIP Administration Guide

Option	Description	Requires Phone Reboot
Admin Password	Allows you to set a new administrator password for the IP phone.	No
Audio Mode	Allows you to configure how the "handsfree" button on the IP phone operates.	No
Auto Resync Days	Specifies the amount of days that the phone waits between checksync operations. Note: A value of 0 causes the phone to checksync every time the clock reads the proper time. A value of 1 forces the phone to wait 24 hours prior to doing the first checksync.	No
Auto Resync Max Delay	Specifies the maximum time, in minutes, the phone waits past the scheduled time before starting a checksync.	No
Auto Resync Mode	Enables and disables the phone to be updated automatically once a day at a specific time in a 24-hour period. This parameter works with TFTP, FTP, and HTTP servers.	No
Auto Resync Time	Sets the time of day in a 24-hour period for the IP phone to be automatically updated. This parameter works with TFTP, FTP, and HTTP servers.	No
Background Image	Specifies the location of the background image for the idle screen on phones.	No
Backlight Mode	Allows you to turn the backlight on the LCD, Off (always off) or Auto. The "Auto" setting sets the phone to turn off the backlight after a period of inactivity. You can set the amount of time before the backlight goes off using the "Backlight on Time" option ("bl on time" parameter).	Yes
Backlight On time	Allows you to set the amount of time, in seconds, that the backlight stays ON before turning OFF because of inactivity.	Yes
Brightness Level	Specifies the brightness level when the phone is active.	Yes
Call Deflect	Enables or disables the ability to deflect a call to another number during a ringing state.	Yes
Call Hold Reminder	Enables or disables the reminder ring splash timer to start as soon as you put a call on hold (even when no other calls are active on the phone). When enabled, the phone initiates a reminder ring splash periodically for the single call on hold. When disabled, no reminder ring splash is audible. Note: When enabled, by default the reminder will notify after 10 seconds then every 60 seconds thereafter.	Yes
Call Hold Reminder During Active Calls	Enables or disables the ability for the phone to initiate a continuous reminder tone on the active call when another call is on hold. For example, when the call on Line 1 is on hold, and the User answers a call on Line 2 and stays on that line, a reminder tone is played in the active audio path on Line 2 to remind the User that there is still a call on hold on Line 1. When this feature is disabled, a ring splash is heard when the active call hangs up and there is still a call on hold.	Yes
Call Hold Reminder Frequency	Specifies the time interval, in seconds, between each ring splash sound on the active line. For example, if a call comes into Line 1, and then a call comes into Line 2 and you answer Line 2, Line 1 is automatically placed on hold. While on the active Line 2, after 7 seconds, a ring splash audio sounds on the line reminding you that the call on Line 1 is still on hold (determined by the "call hold reminder	Yes

	timer" parameter), and then the ring splash is heard again after 60 seconds (determined by this parameter).	
Call Hold Reminder Timer	Specifies the time delay, in seconds, that a ring splash is heard on an active call when another call was placed on hold. For example, if a call comes into Line 1, and then a call comes into Line 2 and you answer Line 2, Line 1 is automatically placed on hold. While on the active Line 2, after 7 seconds, a ring splash audio sounds on the line reminding you that the call on Line 1 is still on hold. This timer begins to increment after Line 2 is answered.	Yes
Call Transfer Disabled	Enables or disables the Xfer key on the IP phone. If this parameter is set to false, the key is active and can be pressed by the user. If this parameter is set to true, pressing the Xfer key is ignored.	No
Call Waiting	Allows you to enable or disable Call Waiting on the IP phone.	Yes
Call Waiting Tone	Enable or disables the playing of a call waiting tone when a caller is on an active call and a new call comes into the phone.	Yes
Call Waiting Tone Period	Specifies the time period, in seconds, that the call waiting tone is audible on an active call when another call comes in. When enabled, the call waiting tone plays at regular intervals for the amount of time set for this parameter.	Yes
Collapsed Context User Softkey Screen	When enabled, user configured softkeys on the applicable phones will collapse and fill in any unused softkeys starting on the first page of softkeys during the following states: <ul style="list-style-type: none"> • outgoing • ringing • connected • hold 	Yes
Collapsed More Softkey Screen	Controls how softkeys are displayed on the 6920, 6930, and 6940 IP phones' screens when the number of softkeys configured matches the exact number of softkey buttons on the phone.	Yes
Collapsed Softkey Screen	Enables or disables the 6920/6930/6940 from collapsing the softkeys to remove blank keys	Yes
Collapsed Softkey Screen Offset Top	Defines the offset for locking or collapsing the top softkeys. If the "collapsed softkey screen" parameter is enabled, the phone will lock the respective top softkeys (from top softkey 1 to the value defined) and collapse the rest of the top softkeys. If the "collapsed softkey screen" parameter is disabled, the phone will collapse the respective top softkeys (from top softkey 1 to the value defined) and lock the rest of the top softkeys.	Yes
Collapsed Softkey Screen Offset Bottom	Defines the offset for locking or collapsing the bottom softkeys. If the "collapsed softkey screen" parameter is enabled, the phone will lock the respective bottom softkeys (from bottom softkey 1 to the value defined) and collapse the rest of the bottom softkeys. If the "collapsed softkey screen" parameter is disabled, the phone will collapse the respective bottom softkeys (from bottom softkey 1 to the value defined) and lock the rest of the bottom softkeys.	Yes
Conference Disabled	Enables or disables the Conf key on the IP phone. If this parameter is set to 0 - False, the key is active and can be pressed by the user. If this parameter is set to	No

	1 - True, pressing the Conf key is ignored.	
Conference/Transfer In Live Dial Mode	Enables/disables support for live dial mode when initiating a conference call or transfer.	Yes
Date Format	This parameter allows the user to change the date to various formats.	No
Directory Digits Match	Specifies how many digits of an incoming call's phone number the phone will take into consideration when performing a directory lookup.	Yes
Display DTMF Digits	Enables and disables the display of DTMF digits when dialling on the IP phone.	Yes
DST Config	Enables/disables the use of daylight savings time.	No
Ethernet Port Mirroring	Enables/disables the mirroring of the Ethernet port to the PC port.	No
Goodbye Key Cancels Incoming Call	Enable or disables the behaviour of the Goodbye Key on the IP phone.	Yes
HTTPS Auth Whitelist Period	Speed up HTTPS communication by trusting the HTTPS server for the specified number of minutes.	Yes
Idle Screen Font Color	Specifies the font colour of the date, time, and status message text on the home/idle screen of the 6920, 6930, and 6940 IP phones.	Yes
Idle Screen Mode	Used to switch between the two Home/Idle screen modes. The primary screen mode provides users with a larger date and time and displays the Screen Name ("sip screen name") parameter beside the line number in the top status bar. The secondary screen mode displays both the Screen Name and Screen Name 2 ("sip screen name 2") parameters above the smaller, repositioned date and time.	Yes
Inactivity Brightness Level	Specifies the brightness level when the phone is inactive.	No
Input Language	Allows you to specify the language to use for inputs on the IP Phone. Entering a language value for this parameter allows users to enter text and characters in the IP Phone UI and in XML applications via the keypad on the phone (or for the 6940 on-screen keyboard), in the language(s) specified.	Yes
Language	The language you want to display for the IP Phone UI.	No
Line Show Caller Id	Enable or disable the caller ID display on the line and mobile softkeys.	Yes
Live Dialpad	Turns the "Live Dialpad" feature ON or OFF. With live dial pad ON, the IP phone automatically dials out and turns ON Handsfree mode as soon as a dial pad key or softkey is pressed. With live dial pad OFF, if you dial a number while the phone is on-hook, lifting the receiver or pressing the Speaker/Headset key initiates a call to that number.	No
Link Layer Discovery Protocol	Enables or disables Link Layer Discovery Protocol for Media Endpoint Devices (LLD-MED) on the IP Phone.	Yes
Log Issue	Enables or disables the Log Issue button on the phone. This is automatically enabled when diagnostics are enabled on the phone through the Phones page.	No
Map Conf Key To	Sets the Conf key as a Speed Dial key if a value is entered for this parameter. If you leave this parameter blank, the Conf key returns to its original functionality.	No
Map Redial key To	Sets the Redial key as a Speeddial key if a value is entered for this parameter. If	No

	you leave this parameter blank, the Redial key returns to its original functionality.	
Mask SIP Password	Enables the enhanced security feature whereby a user's SIP account password is hidden/masked in the server.cfg and local.cfg files (downloaded from the IP phone's Web UI troubleshooting page for debug purposes).	Yes
Max Boot Count	Specifies the number of faulty boots that occur before the phone is forced into Web recovery mode.	Yes
Minimum Ringer Volume	Specifies the minimum ringer volume level.	Yes
Missed Calls Indicator Disabled	Enables or disables the Missed Calls Indicator. If the "missed calls indicator disabled" parameter is set to false, the indicator increments as unanswered calls come into the IP phone. If the "missed calls indicator disabled" parameter is set to true, the indicator is disabled and will NOT increment as unanswered calls come into the IP phone.	Yes
Mobile Contacts Enabled	Enable or disable the mobile contacts import.	Yes
Mobile Contacts Name	Override the default folder name "Mobile Contacts" to provide a customized name to the mobile contacts folder.	Yes
Mute DTMF Playback	Disabled (default), the user hears locally generated DTMF. Enabled, locally generated DTMF is muted.	No
Options Password Enabled	Enables or disables password protection of the Options key on the IP phone. If enabled, upon pressing the Options key, a user has to enter a password at the IP phone UI.	No
PC Port PassThru Enabled	Enables or disables the PC port.	Yes
Picture Refresh Timeout	Indicates the timeout in hours for a downloaded picture.	Yes
Priority Non-IP	Specifies the priority value for non-IP packets.	Yes
Proximity Lock	Enable or disable phone automatic lock on proximity detection.	Yes
Proximity Lock Delay	When proximity lock is enabled, delay after proximity event detection before locking the phone.	Yes
Proximity Unlock	Enable or disable phone automatic unlock on proximity detection.	Yes
Proximity Unlock Delay	When proximity unlock is enabled, delay after proximity event detection before unlocking the phone.	Yes
Redial Disabled	Enables or disables the Redial key on the IP phone. If this parameter is set to 0 - False, the key is active and can be pressed by the user. If this parameter is set to	No

	1 - True, pressing the Redial key is ignored, and the dialled number is not saved to the "Outgoing Redial List".	
Ring Audibly Enable	Enables/disables the feature whereby the ring tone of an incoming call is played through the IP phone's speaker if a user is on an active call.	Yes
Ringback Timeout	Specifies the timeout period (in seconds) before the phone terminates the call. For outgoing calls, the originating phone will send a SIP CANCEL to stop the ringing at the destination phone after the timeout expires. For incoming calls, the terminating phone will send a SIP 486 Busy Here to stop the ringback at the originating phone after the timeout expires.	No
Ringtone	<p>Globally sets the type of ring tone on the IP phone. Ring tone can be set to one of 15 pre-defined rings (excluding silence) or one of 8 custom ringtones.</p> <p> To use a custom ring tone, it must be uploaded via the phone's web UI or using a TFTP server.</p>	No
Screensaver Time (seconds)	Specifies the amount of time (in seconds) the phone must be idle before the 6920/6930/6940 IP phone's screen saver initiates.	Yes
Screensaver Background Image	Specifies the location and file name of the background image for the screen saver on 6920, 6930, and 6940 phones.	Yes
Screensaver Refresh Timer (minutes)	Specifies the interval (in minutes) when the screen saver background image is refreshed.	Yes
Simplified Options Menu	Allows you to enable a simplified options menu or enable the full menu on the IP Phone UI.	Yes
SIP Allow Auto Answer	Enables or disables the IP phone to allow automatic answering for an Intercom call. If auto-answer is enabled on the IP phone, the phone plays a tone to alert the user before answering the intercom call. If auto-answer is disabled, the phone treats the incoming intercom call as a normal call.	No
SIP Auto-Dial Number	Globally or on a per-line basis, specifies the SIP phone number that the IP phone autodial when the handset is lifted from the phone cradle. An empty (blank) value disables autodial on the phone.	No
SIP Auto-Dial Timeout	Globally or on a per-line basis, specifies the time, in seconds, that the phone waits to dial a pre-configured number after the handset is lifted from the IP phone cradle.	No
SIP Dial Plan Terminator	Specifies whether or not pressing the hash/pound (i.e. "#") key, while performing an outgoing call on an open line, should be sent as %23 to the proxy in the dial string or if the key should be used as a dial plan terminator (i.e. dials out the call immediately).	No
SIP Digit Timeout	Represents the time, in seconds, between consecutive key presses on the IP phone. The default for this parameter is 4 seconds. If you press a key on the phone and wait 4 seconds before pressing the next key, the key times out and cancels the digit selection. You must press consecutive keys before the timeout occurs.	No
SIP Early Media Mute Mic	Enables or disables the microphone while in early media.	No

SIP Intercom Allow Barge In	Enable or disables how the phone handles incoming intercom calls while the phone is on an active call as well as how the phone handles multicast paging calls while the phone is in a dialling state.	No
SIP Intercom Line	Specifies the line for which the IP phone uses the configuration from, when making the Intercom call. The IP phone uses the first available line for physically making the call but uses the configuration from the line you set for this parameter.	No
SIP Intercom Mute Mic	Enables or disables the microphone on the IP phone for Intercom calls made by the originating caller.	No
SIP Intercom Type	Determines whether the IP phone or the server is responsible for notifying the recipient that an Intercom call is being placed.	No
SIP Intercom Warning Tone	Enables or disables a warning tone to play when the phone receives an incoming intercom call on an active line.	No
SIP Refer-to With Replaces	Flag for controlling the mode of a semi-attended transfer.	No
SIP Registration Period	The requested registration period, in seconds, from the registrar.	No
SIP RTP Port	Indicates the port through which the RTP packets are sent. This value must specify the beginning of the RTP port range on the gateway or router. The RTP port is used for sending DTMF tones and for the audio stream. Your network administrator may close some ports for security reasons. You may want to use this parameter to send RTP data using a different port.	No
SIP Update Caller Id	Enables or disables the updating of the Caller ID information during a call.	No
Suppress DTMF Playback	Enables and disables suppression of DTMF playback when a number is dialled from the softkeys or programmable keys.	No
Suppress Incoming DTMF Playback	Suppress playback of both SIP INFO and RFC2833 DTMF tones.	Yes
Switch Focus to Ringing Line	Specifies whether or not the UI focus is switched to a ringing line while the phone is in the connected state.	No
Tagging Enabled	Enables or disables VLAN on the IP phones.	Yes
Time Format	This parameter changes the time to 12 hour or 24 hour format. Use "0" for the 12 hour format and "1" for the 24 hour format.	No
Time Server 1	This parameter allows you to set the IP address of Time Server 1 in dotted decimal format.	No
Time Server 2	This parameter allows you to set the IP address of Time Server 2 in dotted decimal format.	No
Time Server 3	This parameter allows you to set the IP address of Time Server 3 in dotted decimal format.	No
Time Server Disabled	Enables or disables the time server. This parameter affects the time server1, time server2, and time server3 parameters. Setting this parameter to 0 allows the use of the configured Time Server(s). Setting this parameter to 1 prevents the use of the configured Time Server(s).	No
Time Zone Minutes	The number of minutes the timezone is offset from UTC (Coordinated Universal	No

	Time). This can be positive (West of the Prime Meridian) or negative (East of the Prime Meridian). Eastern Standard Time (EST) has a value of 300 which is the default.	
Time Zone Name	This parameter allows you to set the time zone code or customize the time zone for their area as required.	No
Tone Set	Globally sets a tone set for a specific country.	No
User Password	Allows you to set a new user password for the IP phone.	No
VLAN Id	Allows you to configure a VLAN ID that associates with the physical Ethernet Port 0 (LAN port).	Yes
VLAN Id Port 1	Allows you to configure a VLAN ID that associates with the physical Ethernet Port 1 (PC port).	Yes
Web Interface Enabled	Specifies whether or not to disable the web user interface.	Yes

Custom Configuration Options


To support configuration options that might be added to the phones in the future (and ones that have not been added to the configuration profile template), it is possible to add custom entries to a configuration profile.


To do this, select the 'Custom...' option from the list when adding an option to a configuration profile.

When this is selected, a 'Key' as well as a 'Value' is requested. Enter in the required values and then save the option down.

8.1.7.8 6900 Directories

Each 6900 phone provides the user with a number of directories they can use to access internal and external contacts. The phone will automatically match calls against numbers it has in its contact directory.

Directory	Description	Source
Local	This is a directory which is local to the phone. Any contacts added here are stored only on the phone and are not accessible anywhere else or backed up.	Locally Update
Phone System	This directory contains contact information for other users on the telephone system and additional items, including: <ul style="list-style-type: none"> • Extensions • Hunt Groups • System Speed Dials* 	CSV Download
Personal	These are contacts from the user's Phone Manager Personal directory. Any contact added by the user through Phone Manager will be accessible here. <div>  This does not include Outlook contacts that are accessible through the Phone Manager Desktop interface. </div>	CSV Download
Server	Contacts added to the one or more of the server based directories, including directories linked to CRM databases or imported.	LDAP Query
Mobile Contacts	This directory contains the contacts that have been synced from a mobile device which has been paired locally with the phone. This feature is available on 6930 & 6940 models.	Bluetooth Sync

 * Private system speed dials are not available through this directory.


Directory Updates

The phone system, personal & server directories are provided to the phone when it first boots. Directory updates are requested by the phone every 24 hours. Updates to the directory can take up to 24 hours to appear on all phones.

Directory Limitations

Each contact in each directory is download locally to the phone. It is recommended that no more than 5,000 contact records are provided to the phone to ensure that there are no performance issues when access the directories or contact matching on calls.

If there is a requirement to access directories which contain more than 5,000 records, an asynchronous LDAP lookup can be used for searching (but no contact matching on calls).

 For more information on asynchronous lookups, please refer to the [General Settings](#) section of the server documentation.

8.1.7.9 6900 Handset Images

Mitel 6900 series handsets have the ability to display background images and screen savers. Both of these types of image can be customised as required.

Handset images can be created on the server and then assigned to phones as a background image or screen saver through a [Configuration Profile](#).

Adding / Editing Handset Images

To create or edit a handset image on the server, an image file for each Model type must be provided. The image sizes for the models currently supported are shown in the table below:

Model No	Screen/Image Size in Pixels (Width x Height)
6920	320 x 240
6930	480 x 272
6940	800 x 480

Any images file uploaded must also have the following properties:


- JPEG format
- 24 or 32bit depth
- Less than 1MB in size


To add a handset image, press the 'New' button and enter a unique description into the window that appears. Upload images for all handset models and then press 'Save'.

Background Images

To use a handset image as a background image, the configuration option 'Background Image' must be used. Edit or create a new configuration profile, add a new configuration option for 'Background Image' and then select the handset image from the list provided. If applied to the *[Default]* configuration profile, the background image will display on all phones. Background images can then be overridden in specific configuration files if required for different departments etc.

If a dark image is provided, it may not be possible to read the extension number, time and other idle screen properties. If this is the case, the 'Idle Screen Font Color' configuration option can be used.

 Background images only appear on the handset while it is idle.

 Background images can be useful for showing hot desk status. By configuring a different images for fixed phones and hot desk phones, user will be able to see from a distance which phones are free to logon to.

For information on using handset images in screen savers, please refer to the [6900 Screen Saver](#) section.

8.1.7.10 6900 Handset Screen Saver

Each 6900 handset by default runs a local screen saver with pre-loaded images. using [Handset Images](#) uploaded to the MCS, it is possible to customise the screen saver. Screen savers configured on the MCS can be applied to handsets using [Configuration Profiles](#).

Creating / Editing Screen Savers

A screen saver is a group of one or more handset images. Before screen savers can be created, the images required must already have been uploaded through the [Handset Images](#) configuration section of the MCS website.

To create a new screen saver, press the 'New' button then give enter a unique description in the form that appears.

Press the plus icon to the right of the Images property and select an image from the context menu. Repeat this process adding as many images as needed. If required, the same image can be added more than once. when all the images required have been added, press the 'Save' button.

To apply the screen saver to a handset, create a new [Configuration Profile](#) or edit an existing one. Add a new configuration option and select 'Screen Saver Background Image'. Select a screen saver from the list provided then save the option and profile.

Screen savers applied in the *[Default]* configuration profile will apply to all handsets.

The following configuration options can be used to control how the screen saver appears on the handsets:

- ScreenSaver Time, time in seconds before the screen saver appears on the phone
- ScreenSaver Refresh Timer, time in minutes for the phone to switch between images in the screen saver

If required, different screen savers can be applied to different handsets / models by using multiple configuration profiles.

8.1.7.11 6900 Handset Hot Desking

The MCS server provides a SIP Hot Desking feature specifically for 6900 series handsets. This differs from the existing MiVoice Office 250 Hot Desking and Agent Hot Desking.

SIP Hot Desking allows users to logon to any 6900 handset that has hot desking enabled (even ones on other nodes*). Once logged in, the handset becomes their own, all keymaps, configuration options and SIP configuration gets transferred to the target handset.

For information on configuring a SIP Hot Desking implementation, please refer to the [6900 Engineering Guidelines](#).



* SIP Hot Desking is supported across nodes if all 6900 handsets are controlled by the same MiVoice Office Application Suite.

Managing SIP Hot Desk Phones

The hot desking configuration section displays all SIP hot desk phones that have been configured on the system.

Each hot desk phone has the following properties:

- Device Number, the SIP device on the telephone system
- PIN, the number used by the user when logging on and off
- Keymap Profile, a keymap profile to apply when logged on (Optional)
- Configuration Profile, a configuration profile to apply when logged on (Optional)

To add a new hot desk phone, press the 'Add' button. In the form that appears, enter the number of the SIP device on the telephone system to configure as a hot desk phone (the device picker will filter out any SIP device which are already have a fixed mapping to a handset).

Once a hot desk phone has been created, it can be used to logon to any handset that has been enabled for accepting hot desk logons. Please see the [6900 Handset Phone](#) section for more information.

The effective keymap option can be used to see the combination of hot desk keymap and user keymap. The actual keymap that gets sent to the phone will differ depending on the phone the hot desk device is logged into.



To login to teleworker phones, SIP Hot Desk phones must also be configured on the MiVoice Border Gateway. Please refer to the [Teleworker](#) section of the 6900 Engineering Guidelines for more information.




Each SIP extension which is to be used as a SIP Hot Desk phone must be configured on the PBX and MCS as any other Softphone/6900 would be. Please refer to the [Softphone/6900 Support](#) section for more information.

8.1.7.12 6900 Handset Phone Page Zones

6900 series handsets have a built in paging facility that uses IP multicast to broadcast RTP from one handset to multiple handsets at the same time.

The 6900 Paging section provides an interface for creating one or more 'Page Zones' that can be used to page between groups of handsets.

Due to the nature of IP multicast, 6900 handset paging can only be used where the handset are on the same network and will receive the multicast packets.

 6900 Handset Page Zones are separate to the page zones configured on the telephone system. 6900 handsets can access telephone system page zones to page MiNET and Digital handsets, but this cannot be done in reverse.

Page Zones

Each page zone created requires three properties:

- A list of handsets that will listen to this address and port combination
- An IP multicast address (calculated from the Base Paging Multicast address)
- A port number (uses the Base Paging Port number)

In normal use the IP address and port are configured automatically by the system and will not need to be altered. If they do need to be altered they can be amended under the Advanced Options.


How the multicast address is calculated for each page zone

The 'Base Paging Multicast Address' is used to calculate the IP address for each page zone created. Every time a page zone is added, it is assigned a unique ID which start from 1 and are incremented for each new page zone. This ID is added to the base address to guarantee a unique address for each zone.

This means if you have 10 paging zones they will use (by default) IP addresses 224.0.0.151-224.0.0.160. If a page zone is deleted the IP address will not be re-used, if you delete and add a new one it will use 224.0.0.161.

 The default base paging multicast address is configured to 224.0.0.150.


The base address may need to be changed if there is other equipment on site using multicast addresses in the range from the base address up to the number of paging zones you created. The valid range of IP multicast addresses is: 224.0.0.0 to 239.255.255.255.

 The default base paging port is 33100. This is used for all paging zones. The port number has a valid range of 1 to 65535.

Configuring Page Zones


To add a new page zone, press the 'Add' button. On the form that displays enter a unique description. (To override the automatically generated multicast address at this time, tick the Advanced Options and enter an IP multicast address E.g. 244.0.0.3).


Once a page zone has been created, the 'Apply' icon can be used to select the phones that will be configured to listen on this address/port combination.

 Pages cannot be sent to hot desk phones, only fixed phones. Pages will still be sent to a base phone if a hot desk phone is logged in.

At this point, the page zone has been created and the phones have been configured to listen. A page button will need to be added to the keymap of any handset required to make pages. Please refer to the [Keymap](#)


[Profile](#) section for more information.

 Page Zones can not be sent to the handsets in real-time. Handsets will not start to receive pages until they are rebooted. If a Handset is removed from a page zone it will continue to receive pages on that zone until it is rebooted.

 A Handset can be in a maximum of 5 Page Zones. If it is added to more than 5 Page Zones, additional zones will be ignored.

8.1.7.13 6900 External Paging

SIP paging units made by Algo can be used in conjunction with the MiVoice Office 250 and 6900 series phones to provide external paging features.


 The Algo 8180 G2 has been tested with both scenarios listed below. Other Algo devices should work with where applicable, please refer to Algo documentation for more information.

The table below outlines the two different modes in which Algo SIP Paging Units can be used.

Option	Description
Master/Sender Mode	<p>Connect the SIP paging unit as a SIP device on the MiVoice Office 250.</p> <ul style="list-style-type: none">• Allows MiNET/Digital/69xx phones to page externally• Allows MiNET/Digital phones to page 69xx phones
Slave/Receiver Mode	<p>Configure the SIP paging unit to receive MultiCast pages directly from 6900 series phones</p> <ul style="list-style-type: none">• Allows 69xx phones to page externally without the need for an additional SIP licence on the phone system.

Configuring a Slave/Receiver to Receive Direct 6900 Pages

The following instructions explain how to configure an Algo SIP Unit to receive direct pages from a 6900 series phone. The instructions assume that the unit has already been configured on the customer's network and that you have access to the unit's web configuration interface.

 Please refer to Algo documentation for information on configuring IP settings and accessing the Web configuration interface.

Enable Slave/Receiver Mode

Navigate to the 'Basic Settings\Multicast' tab and enable the following options:

- Multicast Mode -> Slave/Receiver
- Multicast Type -> Regular (RTP)
- Basic Slave Zones -> Select the zones the unit should listen to pages in

The screenshot shows the 'Multicast Settings' page in the ALGO 8180G2 SIP Audio Alserter Control Panel. The page has a navigation bar with 'Status', 'Basic Settings', 'Additional Features', 'Advanced Settings', 'System', and 'Logout'. Below this is a sub-navigation bar with 'SIP', 'Features', and 'Multicast'. The 'Multicast Settings' section includes:

- Multicast Mode:** Radio buttons for 'None', 'Master/Sender', and 'Slave/Receiver'. A note states: 'Multicast Zone Definitions can be found in "Advanced Settings > Advanced Multicast".'
- Multicast Type:** Radio buttons for 'Regular (RTP)', 'Polycom Group Page', and 'Polycom Push-to-Talk'. A note states: 'Regular mode uses RTP audio packets compatible with all Algo SIP endpoints, and most multicast-enabled phones.'
- Number of Zones:** Radio buttons for 'Basic Zones Only' and 'Basic and Expanded Zones'.
- Slave/Receiver Zone Settings:** A section for 'Basic Slave Zones' with checkboxes for 'Priority Call', 'All Call', 'Music', and 'Zone 1' through 'Zone 6'. 'Zone 1' is checked.

A 'Save' button is located at the bottom right of the settings area.

Advanced Multicast Settings

The page zones now need to be configured to match those on the MiVoice Office Application Suite. Browse to the 'Configuration\Features\6900 Handsets\Paging' section of the MiVoice Office Application Suite website and enable 'Show/hide Advanced Options'.

Make a note of the base paging address and port. The first page zone will use this port with each additional zone using the next sequential port number.

The screenshot shows the 'Paging' configuration page in the MiVoice Office Application Suite. The page has a navigation bar with 'Dashboard', 'Recordings', 'Reports', and 'Outbound'. The left sidebar shows a tree view with 'Sites' expanded, showing 'Default site' and 'Features'. Under 'Features', 'Paging' is selected. The main content area is titled 'Paging' and includes the following:

- A description: 'Configure multicast page zones that can be used by handsets. Once a page zone has been created, you can add a Page Zone.' A note states: 'Handsets added or removed from Page Zones will require a reboot for changes to take effect.'
- A table with columns: 'Page Zone Name', 'Phones on Page Zone', 'Edit', 'Delete', and 'Assign'. It contains one row: 'Page Zone 1' with '1' phones.
- Navigation buttons: 'Add', 'Edit', and 'Delete'.
- A checkbox for 'Show/Hide Advanced Options' which is checked.
- Input fields for 'Base Paging Multicast Address' (224.0.2.59) and 'Base Paging Port' (50002).
- A 'Save' button.

If you have overridden the address/port combination against any individual page zone this will need to be taken into account.

On the Algo unit's web configuration page, navigate to 'Advanced Settings\Advanced Multicast'. Update the base

address and port to match those of the MiVoice Office Application Suite.

The screenshot shows the ALGO 8180G2 SIP Audio Alerter Control Panel. The top navigation bar includes Status, Basic Settings, Additional Features, Advanced Settings (selected), System, and Logout. The main menu includes Network, Admin, Time, Provisioning, Tones, File Manager, Advanced Audio, Advanced SIP, and Advanced Multicast (selected). The page title is "8180G2 SIP Audio Alerter Control Panel" and the firmware version is 1.6.4.

Advanced Multicast Settings

Current multicast mode: Slave
Multicast mode can be set in "Basic Settings > Multicast"

Slave Settings

Audio Sync (milliseconds, 0 ~ 1000):

When using multicast with other third-party devices that have a delay in their audio path, the audio on the 8180G2 may be heard slightly earlier than on these other devices. Use this feature to add a small delay to the audio output on the 8180G2 in order to synchronize with these other devices. Applies to Multicast Slave mode only.

Basic Zone Definition

If using an Algo device as a Multicast master, it is recommended to set the slave tones to "None" to avoid conflicts, as the Algo devices already multicast a tone by default.

Zone	IP Address and Port	Page Tone	Page Volume
Priority Call (DTMF:9)	224.0.2.60:50000	<None>	<Use Default Page Volume>
All Call (DTMF:0/8)	224.0.2.60:50001	<None>	<Use Default Page Volume>
Zone 1 (DTMF:1)	224.0.2.60:50002	<None>	<Use Default Page Volume>
Zone 2 (DTMF:2)	224.0.2.60:50003	<None>	<Use Default Page Volume>
Zone 3 (DTMF:3)	224.0.2.60:50004	<None>	<Use Default Page Volume>
Zone 4 (DTMF:4)	224.0.2.60:50005	<None>	<Use Default Page Volume>
Zone 5 (DTMF:5)	224.0.2.60:50006	<None>	<Use Default Page Volume>
Zone 6 (DTMF:6)	224.0.2.60:50007	<None>	<Use Default Page Volume>
Music (DTMF:7)	224.0.2.60:50008	<None>	<Use Default Page Volume>

Save

Once configured, 6900 series phones will be able to page directly to the Algo SIP paging unit over multicast, with no SIP registration with the MiVoice Office 250 necessary.

Configuring a Master/Sender to Receive Pages Via SIP

The Algo unit can be configured with a 'Base/Page' extension which is a SIP extension on the telephone system. The paging device will register as this extension and will automatically answer any SIP call presented, sending the audio out via the attached speaker.

ALGO
8180G2 SIP Audio Alerter Control Panel
Firmware: 1.6.4

Status
Basic Settings
Additional Features
Advanced Settings
System
Logout

SIP
Features
Multicast

SIP Settings

SIP

This section allows the SIP server information & account credentials to be entered. This information should be obtained from your telephone system administrator or hosted account provider. After saving these settings, see the [Status](#) tab to confirm successful registration.

SIP Domain (Proxy Server)
172.19.5.8

Default port is 5060. To specify a different port, enter PROXY:PORT, e.g. my_proxy.com:5070, or 192.168.1.10:5080.

Ring/Alert Mode

☐ Monitor "Ring" event on registered SIP extension
☐ Use "Subscribe/Notify" dialog event (RFC 4235) to monitor event on different extension
☐ Use "Subscribe/Notify" presence event (RFC 3856/3863 PIDF) to monitor event on different extension
☒ None

Base/Page Extension

Authentication ID

Authentication Password

The device will auto-answer any inbound call received on this extension and provide a voice paging path (and multicast if configured).

Save

To use the paging unit in this manner, create a SIP extension on the telephone system and then add the extension, authentication ID and password on the 'Basic Settings\SIP' tab.

To send the page to other Algo device or 6900 phones, enable 'Master/Sender' on the 'Basic Settings\Multicast' tab then select the zone which the device should distribute pages to.

ALGO
8180G2 SIP Audio Alerter Control Panel
Firmware: 1.6.4

Status
Basic Settings
Additional Features
Advanced Settings
System
Logout

SIP
Features
Multicast

Multicast Settings

Multicast Mode

Multicast Mode: ☐ None ☒ Master/Sender ☐ Slave/Receiver
† Multicast Zone Definitions can be found in "Advanced Settings > [Advanced Multicast](#)".

Multicast Type: ☒ Regular (RTP)
☐ Polycom Group Page
☐ Polycom Push-to-Talk
☐ Regular RTP + Polycom Group Page
☐ Regular RTP + Polycom Push-to-Talk
† Regular mode uses RTP audio packets compatible with all Algo SIP endpoints, and most multicast-enabled phones.
† Both "RTP + Polycom" multicast types will enable local speaker playback for all groups and zones.

Number of Zones: ☒ Basic Zones Only ☐ Basic and Expanded Zones

Master/Sender Zone Settings

Zone Selection Mode: ☐ DTMF Selectable Zone ☒ Single Zone
† For additional capabilities allowing unique SIP extensions per zone, see "Additional Features > [More Page Extensions](#)".

Master Single Zone: Zone 1
† If "DTMF Selectable Zone" is selected above, then this single zone setting will not apply to Paging (since the zone can now be dynamically selected per call using DTMF), but it will still apply to the Ring Extension and Relay triggered events.

Speaker Playback Zones: ☒ Priority Call ☒ All Call ☒ Music
☒ Zone 1 ☒ Zone 2 ☒ Zone 3
☒ Zone 4 ☒ Zone 5 ☒ Zone 6
† Allows master device to play audio for selected zones only. This is useful if using DTMF Selectable Zone mode (or [More Page Extensions](#) per zone) and wishing to make the Master unit a member of only certain zones.

Save

Using a paging unit in 'Master/Slave' mode allows MiNET/Digital extension to page 69xx units.

A Cat-F licence will be required on the MiVoice Office 250 for each SIP extension the Algo Units registers with.

8.2 Site Settings

Overview

The site level configuration settings are configured from here. The Site settings are accessed from the '⚙️' -> [Site Settings](#) section and provides access to the following site-wide settings.

Setting	Description
Site License	This provides details of the license that has been activated for this site.
Users & Business Units	The configuration of Users & Business Units.
Phone Systems	This enables the connection to the PBX to be configured.
Dial Plan	This configures the dial plan rules that are used when making calls and controls any formatting rules that need to be use on the outside numbers.
Custom Tags	This configures the custom tags for adding additional info to call records
Email & SMTP	This configures the email and SMTP settings used to send out emails.
Database Maintenance	This configures the maintenance and backup schedules used.
Network Shares	This configures the Network Shares for transferring data to and from various parts of the solution.

8.2.1 Site License

Overview


Licensing is controlled via a software based Activation key. The server that performs the licensing role requires its own licence key that is tied to a MAC address on the server and the site is assigned a unique "Site ID". The licence key needs to be activated via the licensing portal before it can be used (online and offline activation is supported).

Server Vs Site

The architecture of the Communication Service software supports scaling by introducing the concept of Roles for servers. It is theoretically possible therefore that multiple physical (or virtual) servers could combine to form the "Site" e.g. One server could be used as a dedicated Web server whilst a separate server could perform the remainder of the roles such as Database and Application Server.

Critically, one of the roles is licensing. Since it's possible that in a multi-server configuration only one server can perform the licensing role, the licence configuration is visible both in [Site Settings](#) -> [Site License](#) and in [Servers Settings](#) -> [License](#) sections for the server performing that role. In the vast majority of cases one server will perform ALL roles.

This section displays the site wide licences that are activated on the system.

Each licensed feature will either have a green tick to indicate that this is enabled or a red cross if it is disabled. Whilst navigating the user interface, any features that are not licensed have a locked  icon next to their configuration section. The unlicensed feature can still be configured but it will not be able to be used until a license has been obtained.

This view of the licence will report which server is running the licence, the site ID, which features are licensed and for any licences that are user based, both the licensed limit and the quantity of users consuming that licence class.



Activating, De-Activating and updating (upgrading) licensed features are performed in the [Servers Settings](#) -> [License](#) section.

8.2.1.1 License Overview

The MCS license contains information about all the different features that can be used on the system. The following section outlines all the licenses available and how they can be used.

License Details


The properties listed under this section uniquely identify the license. If the original license certificate provided with the software is lost, it is advisable to make a note of the Site ID and Serial number of the software in case of hardware failure.

Licensed To

The name provided during installation. This is usually the company name and cannot be updated post installation.

Site ID

The unique ID for this license.

 To obtain the serial number for the solution as well, press the *Manage License* button to navigate to the [Site License](#) page.

Application Record ID

This is the application record ID that was provided on installation. This should be the application record ID for the telephone system the MCS is connected to.

Licensed Version

This shows the version number the software is currently licensed for. If there is a valid SWAS contract in place and a newer version of software is available, a message will display in green indicating an updated version can be applied.

PBX

This should show MiVoice Office 250, the MCS will not currently work on other telephone systems.

Software Assurance & Support

Shows whether there is a valid contract in place and if there is, when it is due to expire.


MiVoice Office Call Recorder

Small Business - Channel License

The small business license covers both [Record-A-Call](#) and [IP/SIP Extension](#) recording sources. The licensing is calculated on concurrent calls in progress.

IP/SIP Extension - Channel License

The IP/SIP extension license allows the recording of IP and SIP devices using port mirroring (this is also support on the Small Business license, but only up to 8 channels maximum). The licensing is calculated on a concurrent calls in progress.

 Concurrent recording licensing -> If an MCS is licensed for 8 concurrent calls and 4 are currently in

progress, it will display as '4 / 8'. The number of devices currently configured to use the license is displayed in brackets after the license. If the number of devices configured is greater than the number of licenses available then licenses will be distributed on a first come first serve basis. Using the example of 8 licenses, the 9th call made would fail to be recorded.

Call Recorder Client Licenses


This license controls the use of the call recorder client for PCI compliance. Call Recorder Client licenses are included when purchasing the PCI Compliance license.

PCI Compliance

This license controls the use of the manual and automated methods of muting out sensitive information from call recordings. This is a site wide license.

PCI Compliance (DTMF)

This license controls the use of DTMF to mute out sensitive information from call recordings.

 DTMF Pause/Resume is not supported when using the Record-A-Call recording source.

Communication Service

Alarm Notification

This license controls whether the [alarm notification](#) features of the solution can be used.

Agent Hot Desking

This license controls whether the [agent hot desking](#) features of the solution can be used.

IP SMDR

This license controls whether the [IP SMDR](#) features of the solution can be used.

Node Licenses

This license controls whether features of MCS will work across multiple MiVoice Office 250 Nodes or not. For more information on how node licensing affects MCS, please refer to the [PBX](#) section.

Night Mode

This license controls whether the [night mode](#) features of the solution can be used.

CPN Substitution

This license controls access to the [CPN Substitution](#) features of the solution. This is a system-wide license.

Call Routing

This license controls access to the [Call Routing](#) features of the solution. This is a system-wide license.

Mitel 6900 SIP Handsets (Basic)

This license controls how many 6900 Series Handsets can be managed by the system. For more information, please refer to the [6900 Handset Overview](#).

Mitel 6900 SIP Handsets (Advanced)

This license controls how many 6900 Series Handsets can have advanced softkeys added to their keymaps. For more information, please refer to the [6900 Softkey Features](#) section.

Phone Manager

Outlook Integration Clients

This controls how many concurrent Phone Manager Desktops using an Outlook license can be connected to the MCS.

Professional Clients

This controls how many concurrent Phone Manager Desktops using a Professional license can be connected to the MCS.

Team Leader Clients

This controls how many concurrent Phone Manager Desktops using a Team Leader license can be connected to the MCS.

Mobile Clients


This controls how many licenses can be used of Phone Manager Mobile. Unlike Phone Manager Desktop, licenses are persistently consumed from the first time a user connects their Phone Manager Mobile client.


TAPI Licenses

This controls how many concurrent Phone Manager Desktops using a TAPI license can be connected to the MCS.

Softphone Licenses

This controls how many concurrent Phone Manager Desktops or Mobiles can use a Softphone license.

 Phone Manager Outlook, Professional, Team Leader and TAPI licenses are only consumed when the Phone Manager client is connected to the system.

 To assign Phone Manager licenses to users, use [Client Profiles](#).


MiVoice Office Call Reporter

Call Logging


This is a site wide license which enables/disables the use of [Call List and Configuration](#) reports.

Call Reporting Devices

This is a device based license that controls access to grouped reports. To use grouped based reporting, there must be enough licenses to cover the number of extensions programmed on the telephone system.

 The number of extensions on the phone system is calculated by adding up all Digital, IP, Analogue and SIP extensions. To see which devices are being counted, browse to the PBX programmed within MCS

and filter the view by *Call Reporting Devices* (If you have 16 programmed on a DDM but are only using 1, 16 will still be counted towards the total).

 If the number of extensions on the telephone system exceeds the number of Call Reporting Devices, the system will allow 30 days to rectify the license before restricting access to grouped reports. Please refer to the [License Violation](#) section for more information.

Dashboard Licenses

Not currently available.

Wallboard Licenses

This license controls how many Real-Time Wallboards can be in use concurrently. For more information, please refer to the [Real-Time Wallboard](#) section.

Report Scheduling

This is a site wide license which enables/disables usage of the [Report Scheduling](#) features.

Phone Manager Outbound Clients

This controls how many concurrent Phone Manager Outbound users can be connected to the MCS. Licenses are only consumed when logged in and dialling.

Campaign Licenses

This limits how many campaigns can be created within the Phone Manager Outbound database.

DND Logging

This license controls DND event logging for historical and real-time reporting. This is a system wide license. DND events are not logged historically or accessible in real-time until this license is applied to the system.

ACD Reporting Users

This license controls how many ACD agents can be concurrently logged in and tracked for historical and real-time reporting purposes. If there are no ACD Reporting User licenses available, ACD agent event data will not be historically stored or accessible in real-time.

External Data Sources

Not currently available.

Trial License

If any trial licenses have been applied to the server, they will display here. If they have not expired then they will already be accounted for in the relevant license section. For example, if there are 5 Phone Manager Professional trial licenses that have not expired, the Phone Manager section will take these licenses into account when displaying how many Professional licenses are available.

8.2.1.2 License Violation

License violation applies to Node and Call Reporting Device licenses. If the MCS is connected to a telephone system and does not have the necessary licenses then features of the solution will cease to operate until the license violation has been resolved.

Node Licenses

If the MCS is licensed for either the Call Recording or Call Reporting features then it must have be licensed with enough Node licenses for the number of nodes it is connecting to.

Call Reporting Device License

If the MCS is licensed for Call Reporting, it must have enough Call Reporting Device licenses to cover all extensions on all nodes that the MCS is connected to.

Grace Period & Resolving a License Violation

If the MCS does not have enough Node or Call Reporting Device licenses then it will start a grace period to allow the license issues to be resolved before access to features are restricted.

This grace period is currently 30 days.

If the number of nodes licenses is currently in violation, the offending node must be removed from the MCS and CT Gateway or a Multi-Site license must be purchased.

If the number of Call Reporting Devices license is currently in violation, extensions must be deleted from the MCS and PBX or additional Call Reporting Device licenses must be purchased.

If the license violation is not fixed within the grace period then users will be restricted from accessing the features involved.

8.2.1.3 Voucher Licenses

Voucher based licenses can be used to add additional licenses to an MCS installation. When ordering additional licenses from Mitel, they will be provided in two formats:

- A pdf certificate providing details of the part number ordered and the voucher code
- A text document listing all vouchers generated for an order so that multiple vouchers can be assigned to an MCS in one go

For more information about applying vouchers to the MCS, please refer to the [Server License](#) section.



Vouchers can be assigned to MCS installations running versions prior to 5.x using the Mitel Communication Service portal.

8.2.1.4 Licence Usage

Many of the licences provided through MCS are used on a per user or per device basis. The following sections provide information on which users and devices are using licences:

- [User Connections](#) -> Provides information on Phone Manager Desktop, Mobile, Call Recorder Client and Real-Time Reporting connections
- [Connected Devices](#) -> Provides information on ACD Reporting and Mitel Handset Licence usage

8.2.1.4.1 Connected Devices

The connected devices section shows a list of Agent IDs and Extensions that are using licences on the system.

Usage of the following licences can be viewed on this page:

ACD Reporting Users

These licences are consumed when an ACD Agent ID logs into the telephone system. If there is no ACD Reporting User licence available when an Agent ID logs in, no historical or real-time reporting information about the agent will be recorded. If a licence becomes available, an unlicensed agent will need to log out and back in again to consume it.

Mitel Handset Licences

These licences are consumed by Mitel 6900 Handsets that are using the MCS server as a configuration server. for more information, please refer to the [6900 Overview](#) section.

8.2.1.4.2 User Connections

The user connections screen provides a snap shot of information about any User based connections to the MCS server. The screen is designed to provide information about which licences users are consuming and which client types are connected.

Client Types

- Phone Manager Desktop
- Phone Manager Mobile
- Call Recorder Client
- Real-time Reporting

Licence Types

- Outlook
- Professional
- Team Leader
- Mobile
- Softphone
- TAPI
- Wallboard
- Dashboard



To see what ACD Reporting and Mitel Handset licences are being consumed, please refer to the [Connected Devices](#) section.

Client Information

The following information is displayed about each connection:

User's Name - The name of the user that the connection is associated with

Client Type - The type of connection (Phone Manager Desktop, Call Recorder Client, Phone Manager Mobile or Real-Time Reporting)

Licences - Any licences being consumed by the client connection.

Version - The version number of the software the client is running. When a 5.0 or higher version of the client is running then the build number will be displayed in brackets).

Duration - The time the client has been connected for.

Additional Information

The following additional information about a specific client connection can be viewed by clicking on the magnifying glass icon (where applicable):

Extension - The extension number the client is currently associated to.

IP Address - The IP address of the remote client.

OS - The operating system running on the remote client's machine.


Disconnecting Clients

The connected clients screen also provides the ability to disconnect desktop clients from the system. This can be done on a connection by connection basis using the delete icon on the list itself or en-mass by pressing the 'Disconnect All Desktop Clients' button below the list.

8.2.2 Users and Business Units

Overview

The Communication Service controls who can access the system and features by requiring each person that needs access to have a user account configured. These users are different from the PBX users or Microsoft® Active Directory users - although they can be linked. Each Communication Service user account has authentication details configured against it; either with a username and password, or a Windows logon name if Active Directory authentication is being used.

 In order to use Windows authentication for the User it is necessary to enable this in the [Website](#) settings.


The privileges that are needed are then controlled for each user via [User Roles](#), and this controls what they can do with the system. For example a supervisor user could be granted access to the configuration section of the website and allowed to manage other users, whilst a basic user could have no access to the website and only connect using a Phone Manager client.

As each user will generally be a PBX user and making and receiving calls, multiple extensions and/or agent IDs can be associated with them. This enables all the calls a user makes (even if they have multiple devices) to be associated with them and provides Phone Manager with the extension and agent IDs that it needs to connect with. This also reduces the configuration information that an end user needs to provide and ensures that they connect using the correct details.





When a user has the Phone Manager role enabled they will have a [Client Profile](#) assigned to their user account and this will control what features are available to them. This determines what license that they will use and other options that control what features they can access from Phone Manager.


Users are organised into Business Units within the site to group them into logical departments or teams. These departments can be linked to existing Operational Units (OUs) in a Microsoft® Active Directory if required.

Users can be manually created if necessary but in order to keep maintenance of users to a minimum, most customers would opt to automatically create users. (See [User Auto-creation](#) section).

 If you are planning to automatically create users make sure to plan in advance of the installation to establish the process and ongoing maintenance of the Users. For example, if you plan to create users based on Active Directory then the customer's IT manager needs to be consulted.

The Business Units are grouped and maintained in a tree style structure with the users assigned to a specific unit. Individual users can be drag and dropped into different units. The different types of Users and Business units are shown by the type of icon shown against each entry.

Type	Description
 Users:	This is an individual user on the system.
 Business Unit	This is a specific business unit.
 Unassigned User Business Unit	This contains any users that are not assigned to a specific business unit.
 Deleted User Business Unit	This contains any users that have been deleted.

 Selecting a specific Business Unit will turn the text orange and then display all of the Users within the Unit on the right hand side.

8.2.2.1 Creating Business Units

Overview

Follow the procedure below to configure a new Business Unit.

Configuration

To add a new business unit

1. Access the [Features](#) -> [Users & Business Units](#) section.
2. Select the parent business unit that this new one will be under.
3. Click *New* underneath the list of business units on the left hand pane, or right click on the parent unit and select *New Business Unit*.
4. Enter the business unit name in the orange box.
5. Press *Enter*.
6. See the [Business Units and Active Directory](#) section to associate this with an Microsoft® Active Directory Organisational Unit.

8.2.2.2 Business Units and Active Directory

Overview

Business Units can be associated with an Active Directory Organisational Unit (OU) to enable Users to be automatically created within this Business Unit anytime new Users are created within the Active Directory (AD) Operational Unit (OU). This requires the [Active Directory User Creation](#) option in the [User Auto-Creation](#) section to be enabled. Once this is enabled the **OU Link** field is visible when creating or editing a Business Unit.

For example in the **OU Link** field either manually enter in the Distinguished Name of the OU or click on the *Browse* button to list all of the AD OUs in the domain. Using the *Browse* button will provide a list of OUs in the domain and selection will populate the **OU Link** with the correct naming convention.

For example: OU=Sales,OU=UK,OU=Contoso.Net Users,DC=Contoso,DC=Net.



AD Auto-User Creation is a creation and not a synchronisation. Once the user is created it is then an MCS user and can be moved to whichever business unit is desired but will not follow AD changes.

8.2.2.3 Editing Business Units

Overview

Follow the procedure below to edit an existing Business Unit.

Configuration

To edit a business unit

1. Access the [Features](#) -> [Users & Business Units](#) section.
2. Select the business unit to edit.
3. Click *Edit* underneath the list of business units on the left hand pane, or right click on the parent unit and select *Edit*.
4. Enter the new business unit name in the **Description** field.
5. If applicable, enter the Active Directory **OU Link**, see the [Business Units and Active Directory](#) section for details.
6. Press *Save*.

8.2.2.4 Moving Business Units

Overview

Follow this procedure to move a business unit into a different location.

Configuration

To move a business unit

1. Access the [Features](#) -> [Users & Business Units](#) section.
2. Select the business unit to move.
3. Drag the business unit to the new location within the hierarchy.

8.2.2.5 Deleting Business Units

Overview

Follow this procedure to delete a business unit.

Configuration

To delete a business unit

1. Access the [Features](#) -> [Users & Business Units](#) section.
2. Select the business unit to delete.



If the business unit contains any users or business units then they will need to be moved or deleted before the parent business unit can be deleted.

3. Click *Delete* underneath the list of business units on the left hand pane, or right click on the parent unit and select *Delete*.
4. Click *Delete* to confirm the deletion.

8.2.2.6 Unassigned Users Business Unit

Overview

The **Unassigned Users** business unit contains any users that have been created on the system that have not been assigned to a specific business unit.



This will include any auto created users.

Configuration

To view the unassigned business unit

1. Access the [Features](#) -> [Users & Business Units](#) section.
2. Select the **Unassigned Users** business unit.

8.2.2.7 Deleted Users Business Unit

Overview

The **Deleted Users** business unit contains any users that have been deleted on the system. When users are deleted they are only flagged as been deleted to enable any historical information to be maintained.

See the [Deleting Users](#) section for more details.



Once a user has been deleted they cannot be restored.

Configuration

To view the deleted user business unit

1. Access the [Features](#) -> [Users & Business Units](#) section.
2. Select the **Deleted Users** business unit.

8.2.2.8 Users Overview

Overview

Users accounts are an integral part of the system, they control access to the system (both the website and Phone Manager clients) and call history entries so that user's can see all the calls made on any of their devices / agent IDs on the telephone system.

Call History & Associated Devices

Each user can have an associated agent ID and/or associated extensions assigned so that for each call that is handled by this agent ID and/or extension the call is tagged to this user. An agent ID/Extension can only be associated to one user at a time so there are no conflicts.

Each user can have one primary agent ID/extension and multiple secondary ones. The primary device is will be the device that other Phone Managers use to call by default and the extension where any [Presence Profile](#) selected by the user is applied.

If users change agent ID or use different extensions they can then be updated whilst maintaining the association with any calls that they made using the previous device(s). If users leave, and the agent ID and/or extensions are reused, then they can be assigned to different users and any calls from that point would then be associated with the new user.

DEE Devices

If a user's primary extension is configured on the telephone system as a Dynamic Extension Main extension then MCS will query the user's associated DEE extensions and keep track of them (The DEE extensions are only queried after the user object is first saved). If an extension is gets associated to a user as DEE extension and has not been assigned to any other user as a primary or secondary extension then any calls made will also appear in the users call history.



Agent IDs will take precedence over extensions if a call is handled on an extension that has one user associated with the extension and another with the agent ID that is logged into that extension.

Security

User accounts are also used for controlling access to the system. To be able to login to the website or to connect with a Phone Manager client a valid user account is required. Each user can have a [User Role](#) assigned that can control what they do on the system and what they can access.

Users are accessed from the [Features](#) -> [Users & Business Units](#) section.

8.2.2.8.1 User Auto-Creation

Overview

Depending on the configuration new users can be automatically created. The auto creation can be linked to new devices added or updated on the PBX or when new users are added to a Microsoft® Active Directory Organisational Unit. This way any calls made from that extension will be tagged against this new user.

For example if a new extension is added to the PBX then a new user can be created that is automatically associated with this extension.



This can be used so that there is no extra configuration required on the Communication Service to enable a new user to connect.

Configuration

To enable auto creation of users:

1. Access the '⚙️' -> [Features](#) -> [Users and Business Units](#) -> [User Auto-Creation](#) section.
2. Select the creation method from the options displayed.
3. Click **Save**.


There are four different auto creation methods, select the option that best meets how the PBX is maintained.


1. **Do not automatically create users:** Users will need to be manually created and associated with the correct agent ID and/or extension.
2. **Create users based on Extension:** Users will be automatically created when a new extension is created in the PBX.
3. **Create users based on Agent:** Users will be automatically created when a new agent ID is created in the PBX.
4. **Create users via Active Directory (AD):** Users will be automatically created when new Active Directory users are created. When this option is enabled the **Extension field** and **Agent field** options can be configured to map to corresponding AD fields for the user (defaults are *ipPhone* for extension and *pager* for agent). By populating these fields in AD as part of creating a new AD user, this will allow the administrator to also automatically associate the new user with the correct extension or agent ID. The relevant Active Directory Organisational Unit (OU) can also be associated with a specific Business Unit and AD users will be imported into the associated Business Unit automatically. See the [Business Units and Active Directory](#) section for details.
5. **Create users based on DEE users only:** Users will only be created for the DEE users programmed on the telephone system. If one of the other 'Create users...' method is selected then an extra option '**Also create from DEE users**' will appear. This will create user's based on DEE users in addition to the other method chosen.


User auto-creation method	<input type="radio"/> Do not automatically create users <input type="radio"/> Create users based on extension <input type="radio"/> Create users based on agent <input checked="" type="radio"/> Create users via Active Directory <input type="radio"/> Create users based on DEE users only
Also create from DEE users	<input type="checkbox"/>

Use the fields below to map Active Directory attributes to corresponding User attributes.


Extension field	<input type="text"/>
Agent field	<input type="text"/>
Home number field	<input type="text"/>
Mobile number field	<input type="text"/>
Work number field	<input type="text"/>

 If a user in AD is disabled then the associated Communication Service user account will also be disabled, But if a user in AD is deleted then the Communication Service user account will NOT be deleted. It is recommended to disable users in AD then wait until the next scheduled import before they are deleted from AD. This way the user account in Communication Service will be disabled.

 If any of the AD users do not have a surname or a UserPrincipalName then they will not be created as Users on the system.

 When using [Agent Hot Desking](#) users will be potentially connecting to multiple extensions. In this scenario add the users Agent ID to the Active Directory agent field, leave the Active Directory extension field blank and set the Phone Manager clients to prompt for extension when the user logs in.

The user would then be temporarily associated with that extension when Phone Manager starts and when they log off this extension mapping would be removed. Please note when the user closes Phone Manager there will be no call history as their user is not associated with an extension.

 AD Auto-User Creation is a creation and not a synchronisation. Once the user is created it is then an MCS user and can be moved to whichever business unit is desired but will not follow AD changes.

There are several options that can control when new Users are created,

For Auto-creation by Extension or Agent ID:

Rename users when device changes: This is useful in situations when a new member of staff starts and an existing extension/agent ID is recycled and allocated to them. Any calls from the point when the name was changed will then automatically be associated with this new user.

 **Do not enable this when using any form of Hot Desking. If enabled, new users will be created each time a user logs in with their hot desk id.**


When auto user creation by extension or agent ID is enabled the following scenarios apply:


- Changing the description column against an extension or agent in the phone system without blanking out the description column will rename an existing User
- Blanking the description column against an extension or agent in the phone system then setting a new description will create a new User and assign the extension/agent to that user
- Blanking the description column and entering no description will leave the extension assigned to the last user
- Blanking the description column and setting a new description that matches an existing user will NOT associate the new User to the existing User. Instead a new User will be created

Ignore non-alphabetic prefix: This prevents new Users being created if the name configured on the PBX starts with a non-alphabetic letter.


Ignore all uppercase: This prevents new Users being created if the name configured on the PBX is all in upper case.

The settings above do not apply unless Users are created by extension or agent ID and will not be visible in the UI if Create Users via AD or Do not automatically create users are selected.

 Users will not be created if the name configured on the PBX is blank.

 Once the auto-creation has been enabled then any new agents and/or extensions created will have associated users created and these will be shown in the [Unassigned Users Business Unit](#).

Create users for new PM connections: This configuration option is valid for Windows Domain environments only. If a Phone Manager client attempts to connect to the server with a domain account not known by the server, a new User will automatically be created. This will associate a Phone Manager client profile and role without any further configuration.

 This option only works for Active Directory Domain environments when the server and the client are both connected to the AD domain.

Default Client Profile: This is the default client profile that will be applied to new users.

Default Role: This is the default role that will be applied to new users.

If no users have been created for any agents/extensions that already exist then click *Import Now* to create them.

8.2.2.8.2 Manually Creating Users

Overview

Follow this procedure to manually create a new user.

Configuration

To create a new user:

1. Access the [Features](#) -> [Users & Business Units](#) section.
2. Select the parent business unit that this new User will belong to.
3. Click *New* underneath the list of users on the right hand pane, or right click in the right hand pane and select *New User*.
4. On the *Account* tab enter the following details.
 - **First name:** The first name of the user, this is used to tag against any calls that they are associated with.
 - **Last name:** The last name of the user, this is used to tag against any calls that they are associated with.
 - **Email:** This is the email address used by MCS to contact the user.



The default password for a user when it has been created automatically when based on extension or agent is Ext3ns10n.

- **Username:** This is the username required for the user to access the website. Use this if not using Windows username to authenticate
- **New password:** This is for changing the current users password, enter the new password here or leave blank to keep the existing password.
- **Windows Username:** If Windows Authentication is being used then configure the Active Directory Domain username. See [Website](#) for details.
- **Role:** The [User Role](#) to associate this user with. Their specifies what rights they have if they login to the server website UI.




If a user is not granted any role then they cannot login to the website, but they will have their user linked to calls with the associated agent or at the extension.


- **Client Profile:** This is the client profile for this User if they require Phone Manager access. This is what assigns the license features to the user's Phone Manager software. See the [Client Profiles](#) section for details.
 - **Hide call information for this user from other users:** When enabled, any caller ID for external calls the user is receiving or making will not be visible to other users via the contacts screen within Phone Manager.
 - **Disable user:** This can be used to stop the user being able to connect as a Phone Manager client.
5. On the *Information* tab enter the following details. This information can also be configured from the Phone Manager client under Settings -> User Preferences.
 - **Save Hot Desk passcode:** When this option is enabled the user's passcode will be saved and automatically entered when they login with their Hot Desk Profiles using Phone Manager.
 - **Hot Desk passcode:** This is the users hot desking passcode for their hot desk profile. This can be blank.
 - **Log Hot Desk off on shutdown:** When this is checked and the user closes Phone Manager then their hot desk extension will also be logged out.
 - **Voicemail box:** This is the user's mailbox number. This will default to be the same as the user's Primary Extension

- **Prompt for Voicemail passcode:** When this is enabled Phone Manager will prompt the user for passcodes when accessing voicemails. If not, the user will have to enter the passcode using DTMF on the extension or the Phone Manager Dial Pad.
- **Save Voicemail passcode:** Enabling this option allows Phone Manager to persistently store the user's mailbox passcode for future attempts.
- **Voicemail passcode:** This is the user's voicemail passcode. This is used to automatically access their voicemail mailbox when retrieving messages. This can be blank.
- **Meet-Me access code:** If applicable enter the user's [Meet-Me conference](#) access code. This will be used by the @ACCESSCODE variable when creating Microsoft® Outlook calendar appointments in the Phone Manager Outlook Add on (see Application Support document for Microsoft Outlook)
- **External Direct Dial:** This number is the external direct dial for the user's Primary Extension. This is used by Phone Manager Mobile to avoid having to dial through the Auto Attendant.

6. On the *Devices* tab enter the following details


- **Primary Extension:** This should be set to be the user's main extension. If the user is a Hot Desk user then this should be their Hot Desk extension. If the user is user DEE on the telephone system then this should be their main DEE extension. Any calls made on this extension will be logged against the user historically.
- **Secondary Extensions:** any secondary extensions in use by the user should be added here if the call history needs to be logged against the user.
- **Primary Agent:** This is the primary agent ID in use by the user. This ID will be displayed to the user in the Phone Manager UI when they attempt to log in. If the user is using Phone Manager Outbound then this agent ID will be used if the sync ACD agent status feature is being used.
- **Secondary Agents:** Any other agent IDs the user may need to use.


 Any calls made on extensions that have been mapped to a user will be logged against that user. An extension can only be mapped to one user at a time.

 If the user's Primary Extension is a DEE extension then the DEE internal extensions will display as read-only on this page. To see the DEE devices you will need to close and re-open the form when a Primary Extension has just been assigned.

7. On the *Numbers* tab enter the following details

- **Outside Numbers:** Any external numbers the user may be contacted on. When these are configured other users will see these numbers in the list of available numbers when they dial them from the Phone Manager contacts window.
- **Active Directory (Home, Mobile, Work):** If the user is linked with an Active Directory account then their external numbers will appear read-only here,

 If the user's Primary Extension is a DEE extension then the DEE external numbers will display as read-only on this page. To see the DEE devices you will need to close and re-open the form when a Primary Extension has just been assigned.

 If using the Chrome browser it is advisable to disable the Auto-Fill feature for this website. If using Auto-Fill Chrome can auto populate the username/password fields of a created/edited user with those of the currently logged in user. If this happens an error will occur when saving the user because the username already exists.

8.2.2.8.3 Searching Users

Overview

To find existing users on the system there is a search field that will find users containing the search criteria entered.

Configuration

To search for an existing user:

1. Access the [Features](#) -> [Users & Business Units](#) section.
2. Enter the search term in the **Find user** text box.



Searching can be performed using either the first name or last name and also the associated agent id or extensions if configured. Matching is performed using a fuzzy match query, so entering only partial search terms will match any users that have the term contained within. Matching is not case sensitive.

3. Click on *Search*.
4. Any matching users are shown on the right hand panel.

8.2.2.8.4 Editing Users

Overview

Follow this procedure to edit an existing user.

Configuration

To edit a user:

1. Access the [Features](#) -> [Users & Business Units](#) section.
2. Find the user to edit and then select them.
3. Click *Edit* underneath the list of users on the right hand pane, or right click on the user and select *Edit*.
4. Enter the user details in the dialog box.
5. Press *Save*.



If using the Chrome browser it is advisable to disable the Auto-Fill feature for this website. If using Auto-Fill Chrome can auto populate the username/password fields of a created/edited user with those of the currently logged in user. If this happens an error will occur when saving the user because the username already exists.


8.2.2.8.5 Deleting Users

Overview

Deleting a user will not permanently delete the user but instead move them to the [Deleted Users Business Unit](#) so as to enable call history logs that have been assigned to this user to be retrieved. The associated agent IDs and extensions will be unlinked from the user to prevent any further calls been tagged, as will their [User Role](#) to remove their access to the Communication Service website.

Permanently Deleting Users.

Users can also be permanently deleted and this will remove all users settings and any historical information related to this user. This will not remove any call information only remove the link from this user to the calls.

 This is a one way process and the user cannot be retrieved once this has been done.

Active Directory Users

When using Active Directory [User Auto-Creation](#) if a user is deleted then it will not be recreated automatically by the Active Directory import as it will still exist in the [Deleted Users Business Unit](#). If the user is permanently deleted then it will be imported again with the next scheduled Active Directory import. By default this runs once an hour.


Configuration

To delete a user:

1. Access the [Features](#) -> [Users & Business Units](#) section.
2. [Search](#), [find](#) and select the user to delete.
3. Click *Delete* underneath the list of users on the right hand pane, or right click on the user and select *Delete*.
4. Press *Delete*.

To permanently delete a user:

1. Follow the procedure to delete a user above.
2. Access the [Features](#) -> [Users & Business Units](#) section.
3. Open the [Deleted Users Business Unit](#).
4. Find and select the user to delete.

 The *Find user* search cannot be used as this does not include deleted users.

5. Click *Delete* underneath the list of users on the right hand pane, or right click on the user and select *Delete*.
6. Press the *Delete* button to permanently remove this user.

8.2.2.9 Security

Overview

The security features of the system can be controlled through this section. This includes the password policies that are to be enforced so that they can match the local requirements that are in place. Access control to the system can be managed with [User Roles](#) that determine what a user can see and configure on the system.

Configuration

To configure the Security Policies:

- See the [Security Policy](#) section.

To configure the User Role:

- See the [User Roles](#) section.

8.2.2.9.1 Security Policy

Overview

The security policy controls the password policies that are to be enforced on the system. This is a global option for all users and if changed will enforce a user to meet these requirements when they next change their password.


Configuration


To configure the security policy settings:

1. Access the [Site Settings](#) -> [Security](#) -> [Security Policy](#) section.
2. Select the **Password strength**. There are 3 levels of policy that can be used:

Level	Description
Low Security	Password must be at least 6 characters long
Secure	Password must be at least 8 characters long and contain at least one lower case letter, one upper case letter and one digit
High Security	Password must be at least 10 characters long, contain at least one lower case letter, one upper case letter, one digit and one special character (#@?!£\$%^&*-=+)

3. **Enable password expiration**: This forces the user to change their password after a certain amount of time. Once enabled, the **Password expire after** setting is displayed.
4. **Passwords expire after**: This is the amount of time in days that a user will have to change their password.
5. **Prevent password reuse**: This enforces password history so that the same password cannot be used repeatedly. Once enabled, the **Passwords to compare** setting is displayed.
6. **Passwords to compare**: The number of previous passwords to store to prevent reuse.
7. **Enable account lockout**: This is the maximum number of failed logon attempts (i.e. wrong password entered) for a user until the account becomes locked out for a period of time. Once enabled, the **Max login attempts** and **Account lockout duration** settings are displayed.
8. **Max login attempts**: The maximum number of failed login attempts before a lockout is enforced.
9. **Account lockout duration**: The number of minutes that the account is locked.
10. **Reset All Password**: This causes all users to change their passwords when they next login.

 The number of failed login attempts is only reset back to 0 on a successful login.

 This does not apply to Active Directory users.

8.2.2.9.2 User Roles

Overview

User Roles are used to enforce security and access permissions for all Users that interact with the MCS. Roles are used whenever a user logs into the website in order to determine what rights they have within the user interface or to restrict the users to Phone Manager use only.

Configuration

To configure the security policy settings:

1. Access the [Site Settings](#) -> [Security](#) -> [User Roles](#) section.
2. Click on *New*.
3. Enter a short descriptive **Name** that is used to reference the role in other forms.
4. Enter a **Description** that provides more information on what this role is used for.
5. Select the **Security Profile** to use.
6. Click on *Save* to save the new role.

8.2.2.9.2.1 Security Profiles

Overview

A security profile contains a list of the areas on the system that a user can have access to and configure. There are four default profiles available but custom profiles can also be created if needed.

1. **Admin:** This is the profile associated with the engineer account. This profile cannot be edited. This profile should only be used to give permissions to trained engineers who need to configure the essential components of the system.
2. **Supervisor:** This profile is for supervisor level access and gives access to features required for every day management tasks.
3. **User:** This profile can be used to give general users access to the website to edit their password.
4. **Phone Manager Only:** This profile grants no access and prevents the user from being able to login to the website.
5. **Phone Manager with Playback:** This profile grants access to use Phone Manager and playback calls from the call history tab.
6. **Recording Only:** This profile grants the user access to the website and the recordings playback area.
7. **Reporting Only:** This profile grants the user access to the website and the reporting area.
8. **Wallboard Only:** This profile grants the user access to the website and the real-time wallboard.
9. **Dashboard Only:** This profile grants the user access to the website and the real-time dashboard.

Any user account can connect as a Phone Manager user as long as they have been assigned a [Client Profile](#).


Configuration

The default configurations for the built in security profiles are shown below.

Option	Description	Admin	Supervisor	User	PM Only	PM with Playback	Recording Only	Reporting Only	Wallboard Only	Dashboard Only
General										
Allow web access	Allows the user to log on to the MCS website.	✓	✓	✓	✗	✗	✓	✓	✓	✓
Create & modify tasks	For future use.	✓	✓	✗	✗	✗	✗	✗	✗	✗
View System Status	The user can view the system status area including alerts	✓	✓	✗	✗	✗	✗	✗	✗	✗
View Audit Trail	For future use.	✓	✓	✗	✗	✗	✗	✗	✗	✗
View System Business Units	The user can view the system Business Units for deleted and unassigned users.	✓	✓	✗	✗	✗	✗	✗	✗	✗
View shared filters	The user can view shared filters that have been created on the system.	✓	✓	✗	✗	✗	✓	✓	✓	✓
Modify shared filters	The user can create and manage shared filters.	✓	✓	✗	✗	✗	✓	✓	✓	✓
Recordings										
Play recorded calls	Allows the user to playback their own calls through Phone Manager if the system is linked to a call recording system.	✗	✓	✓	✗	✓	✓	✗	✗	✗
Save	The user is able to save call recordings locally.	✗	✓	✓	✗	✗	✓	✗	✗	✗
Email	The user is able to email out call recordings.	✗	✓	✓	✗	✗	✓	✗	✗	✗
Station Monitor	The user can listen in to live calls from the website.	✗	✓	✓	✗	✗	✓	✗	✗	✗
Delete Recordings	The user is able to delete recordings from the system. Until this option is enabled the Recording Deletion option will not be	✗	✗	✗	✗	✗	✗	✗	✗	✗

	visible in the user interface.									
Modify Call Details	The user is able to edit call details such as custom tags, notes and change the assigned user of a call.	✗	✓	✓	✗	✗	✗	✗	✗	✗
Live View	The user is able to configure their recordings page to automatically refresh.	✗	✓	✓	✗	✗	✓	✗	✗	✗
Reporting										
Run reports	The user has access to the reporting section to run and view reports.	✓	✓	✗	✗	✗	✗	✓	✗	✗
Schedule reports	The user has access to schedule automated reports.	✓	✓	✗	✗	✗	✗	✓	✗	✗
Real-Time Access	Controls real-time reporting access on the website.	✓	✓	✗	✗	✗	✗	✗	Wallboard	Dashboard
Phone Manager Outbound Settings										
Allow web access	Gives the user access to the Phone Manager Outbound website.	✓	✓	✗	✗	✗	✗	✗	✗	✗
Campaigns	Gives the user varying levels of access to view or edit Campaigns.	✓	✓ (full)	✗	✗	✗	✗	✗	✗	✗
Dispositions	Gives the user varying levels of access to view or edit Disposition codes.	✓	✓ (full)	✗	✗	✗	✗	✗	✗	✗
Imports	Gives the user access to view and edit import details.	✓	✓	✗	✗	✗	✗	✗	✗	✗
Exports	Gives the user access to view and edit export details.	✓	✓	✗	✗	✗	✗	✗	✗	✗
Reports	Gives the user access to view and edit reports.	✓	✓	✗	✗	✗	✗	✗	✗	✗
Schedules	Gives the user access to view and edit schedules.	✓	✓	✗	✗	✗	✗	✗	✗	✗
Barred Numbers	Gives the user access to view and edit barred number tables.	✓	✓	✗	✗	✗	✗	✗	✗	✗
Edit system settings	Gives the user access to view and edit system settings.	✓	✓	✗	✗	✗	✗	✗	✗	✗
Configuration Area Settings										
Contact Directories	Gives access to the Contact Directories configuration section.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Server Applications	Gives access to all areas under the Applications section of the MCS website.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Phone Manager configuration	Gives access to the Phone Manager configuration section.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Macros	Allows a user to manager published macros on the website.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Call Banner	Allows a user to edit	✓	✗	✗	✗	✗	✗	✗	✗	✗

Profiles	call banner profiles.									
Client Toolbars	Allows a user to edit client toolbars.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Call Categorization	For future use.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Phone Systems	Gives access to the Phone Systems configuration section.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Exclusion List	Gives access to the Exclusion list configuration section.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Inclusion List	Gives access to the Inclusion list configuration section.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Call Reporting	Gives access to the Call Reporting configuration section.	✓	✗	✗	✗	✗	✗	✓	✓	✓
Dial Plan	Gives access to the Dial Plan configuration section.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Custom Tags	Gives access to the Custom Tags configuration section.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Email	Gives access to the Email configuration section.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Database Maintenance	Gives access to the Database Maintenance configuration section.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Security	Gives access to the Security Policy and User Roles configuration sections.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Users & Business Units	Gives access to the Users & Business Units configuration section.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Compliance Muting	Gives access to the Compliance Muting configuration section.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Servers	Gives access to the Servers configuration section.	✓	✗	✗	✗	✗	✗	✗	✗	✗
Manage License	The user can activate, deactivate and update the system license.	✓	✗	✗	✗	✗	✗	✗	✗	✗

 To give users access to the Recordings section of the website, assign them an [Access Filter](#) or [Access Scope](#).

8.2.2.9.2.2 Access Scope

Overview

Every user belongs to a Business Unit, the Access Scope defines the calls the user has access to relative to their assigned Business Unit. Then if a user is moved between Business Units then their Access Scope will be changed automatically based upon their position.

The following options are available:

- **None:** The user does not have access to any calls.
- **Own calls:** The user only has access to their part or segment of each call they are associated with.
- **Business unit:** The user has access to any calls assigned to their Business Unit, but not any child Business Units.
- **Business unit master:** The user has access to any calls assigned to their Business Unit and any child Business Units.
- **Site:** The user has access to any calls within a specific site.
- **Organisation:** The user has access to any call from any site within a specific organisation.

The Access Scope is applied to an [Access Filters](#).



A user must have an Access Scope or [Access Filter](#) before they will be given access to the Recordings section of the website.

8.2.2.9.2.3 Access Filters

Overview

A user can be given access to or denied access to calls in addition to their [Access Scope](#) by assigning them to a configured Access Filter. Additional information associated with a call can then be used to create the Access Filter including adding additional Business Units.



Before using Access Filters consider if you can configure the [Business Units](#) to achieve the desired result more easily via the [Access Scope](#). The Access Filter should only be used for exception cases.

Configuration

To configure the Access Filter:

1. Access the [Site Settings](#) -> [Users & Business Units](#) -> [User Roles](#) -> [Access Filters](#) configuration section.
2. Click on *New* to open the Access Filters details.
3. Configure the filter, see the [Add and Edit Access Filter](#) section for details.
4. Click on *Save*.

The new access filter will then be displayed on the grid and can be used within the [User Roles](#) section.



A user must have an [Access Scope](#) or Access Filter before they will be given access to the Recordings section of the website.

8.2.2.9.2.4 Add and Edit Access Filter

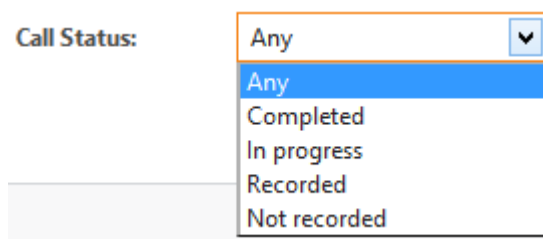
Overview

Use the following procedure to configure the Access Filters.

Configuration

To add or edit an access filter:

1. Access the [Site Settings](#) -> [Security](#) -> [User Roles](#) -> [Access Filters](#) -> [Add and Edit Access Filter](#) configuration section.
2. On the *General* tab configure the details.
 - **Name:** The descriptive name used to help identify this filter in other forms.
 - **Access mode:** Is this filter a grant (i.e. allow access to everything configured) or deny (restrict access to anything configured).
3. On the *Basic* tab configure the details.
 - **Outside number:** The outside number presented for this call. For inbound calls this is the caller ID and for outbound calls this is the dialled number. [Wildcards](#) can be used to generalise the search, for example *09%*, any calls that have an outside number starting with 09 would be matched.
 - **Extensions:** A specific extension or range of extensions. For multiple extensions separate each one with a comma and for a range use a dash. For example 1001,1002-1008,1010.
 - **Extension name:** The name configured against this extension.
 - **DDI:** The direct dial number.
 - **Trunk:** The trunk number that the call was connected on.
 - **Duration:** The duration of time that the call was connected for. Use the sliders provided to add a duration to the filter.
 - **Call type:** Was the call either inbound, outbound or internal.
 - **Call status:** Is this call completed, in progress, recorded, not recorded or any of these.

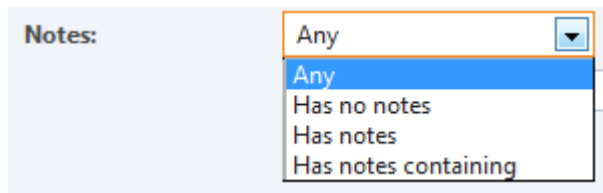


Call Status:

- Any
- Completed
- In progress
- Recorded
- Not recorded

4. On the *Advanced* tab configure the details.

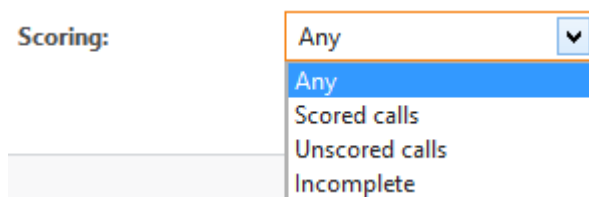
- **Agent IDs:** A specific agent id or range of agent ids. For multiple agents separate each one with a comma and for a range use a dash. For example 1001,1002-1008,1010.
- **Agent name:** The name configured against this agent id.
- **Hunt group name:** The name configured against this hunt group.
- **Hunt group number:** A specific hunt group or range of hunt groups. For multiple hunt groups separate each one with a comma and for a range use a dash. For example 2001,2003-1005,2013.
- **Speed dial name:** The speed dial name associated with the outside number.
- **Account code:** The account code entered against this call.
- **DNIS:** The name associated with the direct dial number.
- **Notes:** Selects records that have had notes attached or if the notes contain specific words.



Notes:

- Any
- Has no notes
- Has notes
- Has notes containing

- **Serial:** The unique serial number of a specific recording.
- **Scoring:** Selects records that have either been scored or un-scored.



Scoring:

- Any
- Scored calls
- Unscored calls
- Incomplete

5. On the *Customer Details* tab configure the details.

- **Field 1:** The value stored within custom tag field 1.
- **Field 2:** The value stored within custom tag field 2.
- **Field 3:** The value stored within custom tag field 3.
- **Field 4:** The value stored within custom tag field 4.
- **Field 5:** The value stored within custom tag field 5.

6. The *Business Units* tab allows the user to be selected who need to be applied to this access filter.

8.2.3 Phone Systems

Overview

The system integrates with a MiVoice Office 250 (PBX) phone system or network of phone systems to perform the features required. If the PBX is networked to other PBXs in a multi-node configuration then a Mitel CT Gateway is required.



As well as settings on the system there may be specific configuration and/or licenses that are required on the PBX such as CAT F licenses for the Phone Manager Softphone and OAI. See your phone system representative for details.

Configuration

To configure a new phone system:

1. Check the system is listed within the [PBX Supported Versions](#) section.
2. For multi-node environments decide on the most appropriate configuration, see the [Multi-Node Scenarios](#) section.
3. Configure the PBX with the details in [PBX OAI Configuration](#) section.
4. Follow the procedure in [Add and Edit Phone System](#).
5. Check the [Node Configuration](#) .
6. Configure the IP Address of any [MiVoice Border Gateways](#)

8.2.3.1 PBX Supported Versions

PBX Supported Versions

The following Mitel MiVoice Office 250 versions are currently supported:

- Call Processing Version 6.1.x
- Call Processing Version 6.2.x
- Call Processing Version 6.3.x

 If Mitel 6900 Handsets are being supported, the Call Processing Version must be 6.3 SP2 or higher.

The following Multi-Node configuration is supported:

- Multiple MiVoice Office 250 nodes via the use of a Mitel CT Gateway (Version 5.0.64 or higher is required).
- Individual connections to multiple Mitel MiVoice Offices are not supported.
- Unique numbering plan across all nodes is required (this includes Trunk devices).

The following pre-requisites must be met on the telephone system:

- System OAI Call Control & 3rd Party Event enabled
- IP Based OAI Connection

The following requirements must be met if using desktop or mobile Phone Manager Softphones:


- Cat F licenses are required for each connected softphone device.


The following requirements must be met if using Mitel 6900 Series Handsets:


- Cat F licenses are required for each connected 6900 handset.

The following requirements must be met if using the MCS Record-A-Call feature:


- SIP Voicemail licenses are required on the MiVO 250 to match the number of concurrent calls to be recorded (Maximum of 8).

 MCS will not connect to CT Gateway Versions below 5.0.64. If it detects the version is lower than this it will fail to start.

 MCS does not support ACD member hunt groups, only ACD Agent hunt groups.

 Only one SIP voicemail can be configured by default on the telephone system. If you are using NuPoint Messaging then the MCS will not be able to be added as a SIP Voicemail.

 If using Phone Manager Mobile Softphone then the relevant SIP extensions need to be configured to use G711

 If using Phone Manager Mobile Office Link features then an OfficeLink Assistant Extension needs creating on the telephone system. Also, any user wanting to make use of the feature needs to have at least one external number in their DEE configuration.

8.2.3.2 PBX OAI Configuration

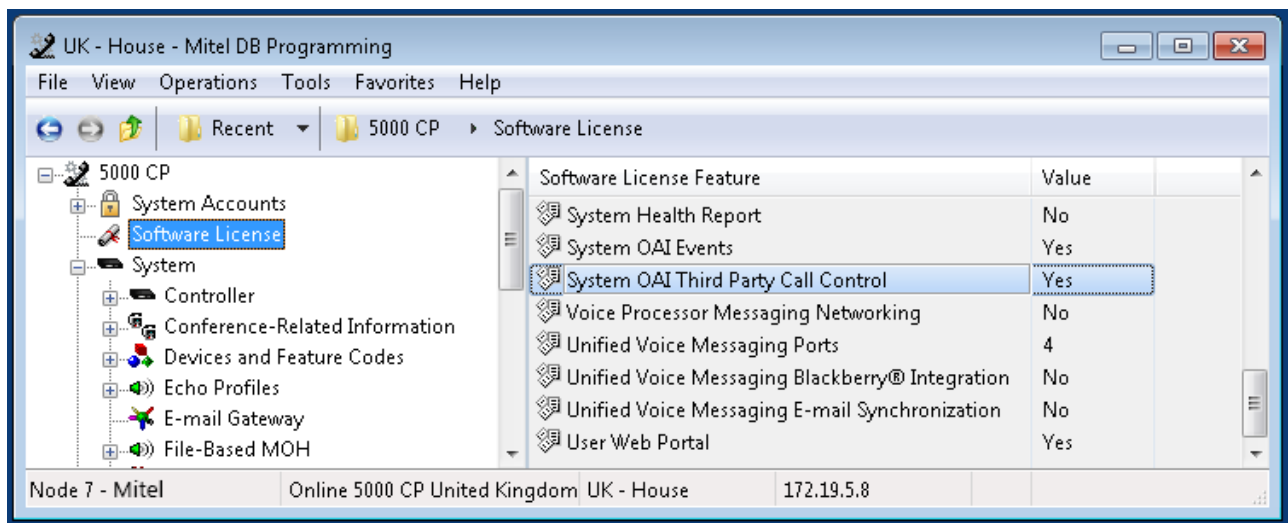
Overview

Configuration is required on the PBX to allow the Communication Service to connect.

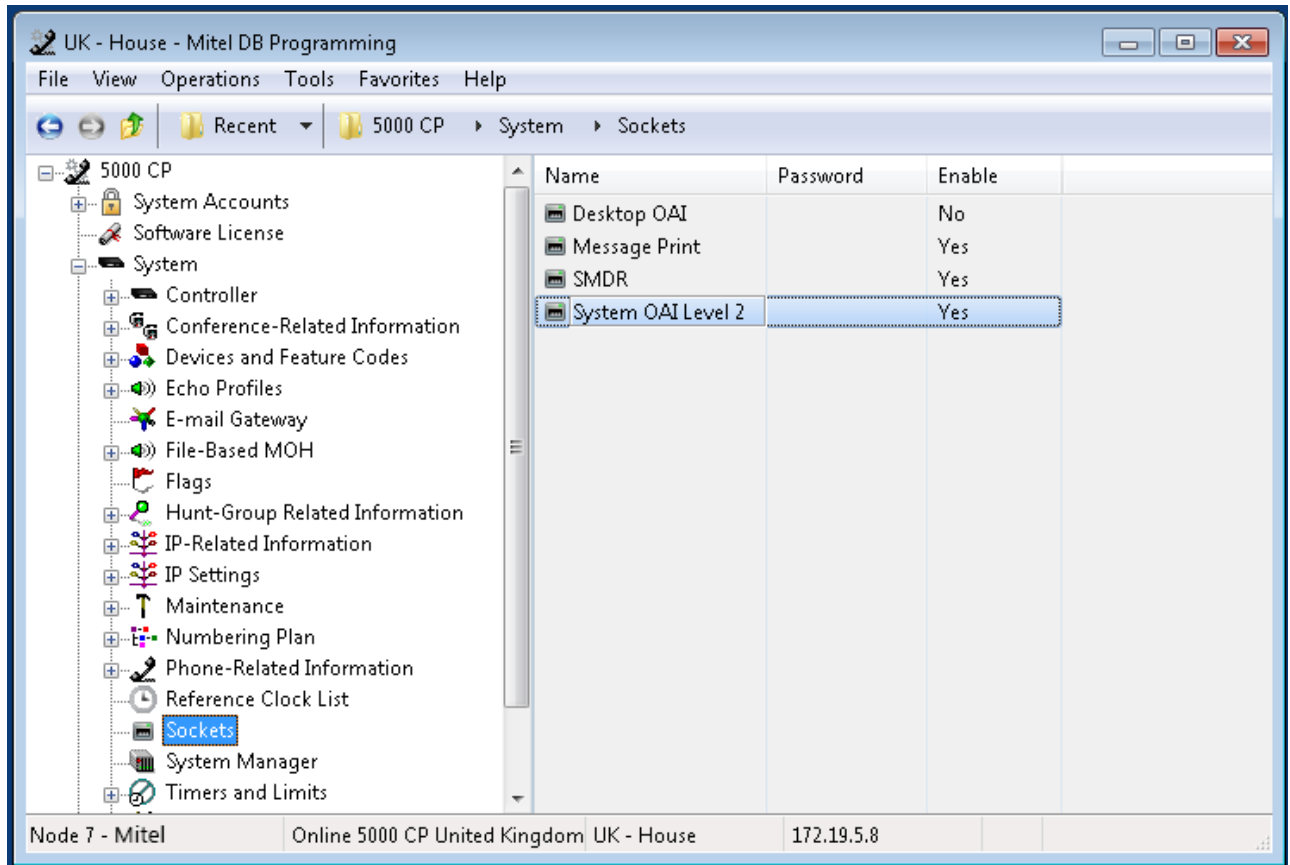
Configuration

To configure the PBX:

1. Open Mitel Database Programming
2. The connection to the PBX uses the *System OAI Level 2* socket on the PBX. This needs to be licensed on the PBX as *System OAI Third Party Call Control* as shown.



3. To enable the *System OAI Level 2* events open the *System -> Sockets* section.
4. Set the *Enable* property for *System OAI Level 2* to be *Yes*.



5. To enable the system to connect to the PBX the required connection port on the PBX also needs to be enabled, open the *System -> IP Settings* section.
6. Set the *Listening Port (Unsecured)* to 4000.
7. Set the *Listening Port (Unsecured) Enabled* to Yes.

UK - House - Mitel DB Programming

File View Operations Tools Favorites Help

Recent 5000 CP System IP Settings

5000 CP

- System Accounts
- Software License
- System
 - Controller
 - Conference-Related Information
 - Devices and Feature Codes
 - Echo Profiles
 - E-mail Gateway
 - File-Based MOH
 - Flags
 - Hunt-Group Related Information
 - IP-Related Information
 - IP Settings**
 - Maintenance
 - Numbering Plan
 - Phone-Related Information
 - Reference Clock List
 - Sockets
 - System Manager
 - Timers and Limits
 - Trunk-Related Information
- Users
- Voice Processor

Name	Value
Base Server/Processing Server Connection Settings	
Web/SSH Settings	
Advanced IP Settings	
NTP Server Configuration	
Remote Configuration Settings	
Current Processor Module IP Address	172.
Current Processor Module Subnet Mask	255.
Current Processor Module Gateway	172.
Processor Module DHCP Enabled	No
Static Processor Module IP Address	172.
Static Processor Module Subnet Mask	255.
Static Processor Module Gateway	172.
Base Server Hostname	CS5k_Mitel
Domain Name	mitel.net
DNS Server Primary IP Address	172.
DNS Server Secondary IP Address	172.
DNS Search List	mitel.net
Listening Port (Secured)	44000
Listening Port (Unsecured)	4000
Listening Port (Unsecured) Enabled	Yes
PPP IP Address	192.168.201.202
Enable On-Board TFTP Server	Yes
System NAT IP Address	78.
Maximum Simultaneous Fax Over IP (T.38)	0

Node 7 - Mitel Online 5000 CP United Kingdom UK - House 172.

8.2.3.3 Add and Edit Phone System

Overview

Follow this procedure to create a new connection to the PBX.

Configuration


To add a new phone system

1. Access the [Site Settings](#) -> [Phone Systems](#) section.
2. Click *Add / Edit* and then enter the requested information.
 - **Type:** This will always be MiVoice Office 250
 - **Name:** Give the Phone System entry a logical name
 - **Host:** Enter the IP address or hostname of the MiVoice Office 250 PBX or CT Gateway into the **Host** field.
 - **Port:** Configure the OAI connection **Port**, the default is 4000.
 - **Password:** Enter the OAI **Password** if one has been set, the default is with no password.
3. Click *Save*.
4. Click on *Yes* to import the devices from the PBX.

8.2.3.4 Device Configuration

Once the PBX configuration has been configured the devices will be automatically imported. It is not required to manually maintain the list of devices, this will be done automatically via the OAI connection to the PBX.

The list of devices imported into the system can be seen from the [Site Settings](#) -> [Phone Systems](#) -> PBX section. Clicking on the *Import* button under the *Devices* section will force an import, or additional devices can be manually added if required.

 If any extensions on the telephone system are numbers generally used for emergency services (e.g. 999, 112 or 911), they cannot be dialled using Phone Manager because these are hard-coded emergency numbers. If there are extensions on the telephone system that match these numbers then they should be renumbered.

CT Gateway

If the MCS is connected to a CT Gateway it will import devices from all nodes the CT gateway is connected to. The MCS will also download details about the nodes themselves, the node details can be configured from the Nodes section, see the [Node Configuration](#) section for more details.

Connecting the MCS to a CT Gateway will have an impact on the licenses required to run the system. Please refer to the [License Overview](#) section for more information.


Device Settings

Device Types

When the MCS imports information about all the devices on the telephone system, it imports the device number, description and type. This information is kept up to date by default so there is no need to edit it manually except for the following two types:

DDI Numbers

DDI numbers cannot be automatically imported from the telephone system. If required, they can be manually added here and kept up to date. Any DDI numbers added here can then be used in other parts of the application.

 Adding a description to a DDI number will override the DNIS name provided by the phone system when viewing reports.


Hot Desking

If a Hot Desk user is logged in when MCS starts up, the MCS will not know the device in question is a Hot Desk device until it first logs out. To manually update the database, find the device under the PBXs section and select 'Edit'. Select 'Phantom' from the 'Device Type' drop down and then check the 'Hot desk device' checkbox.

Once the system knows a device is a Hot Desk device it will present the user with a Hot Desk login/logout toggle within Phone Manager.

MAC Address / IP Address

This property is used in conjunction with the MiVoice Office Call Recorder features when using the IP/SIP Extension recording source. To match the audio on the network to a device on the telephone system, the MCS needs to know either the MAC address or IP Address of the extension.


 The MCS server should auto detect all MAC and IP addresses so this property will not need to be manually configured unless it fails to do so.

Disable (Not Used)

Each device the MCS has imported provides an option for disabling the monitoring of events. This option should not be used unless instructed by a Mitel engineer. This option cannot be used to avoid Call Logging licenses and will cause problems with the call modelling if used.

Third Party SIP Extension

This option is only visible when the device is a SIP device (and has not already been configured as a 6900 handset/SIP Hot Desk). This option should be enabled if the device connecting as this extension is a Mitel DECT/Wireless phone (612/622/632/650/5603/5604/5607/5610/5624) or a 3rd Party SIP Extension/Softphone. This will instruct Phone Manager not to start as a softphone and instead provide control (limited on SIP) over the phone.


 When controlling a 3rd Party SIP Extension from Phone Manager there are limitations. Please refer to the Phone Manager documentation for more information.

SIP Authorisation

The details entered on this tab are essential for the operation of Phone Manager Softphones (both Desktop and Mobile) and the 6900 handsets. The MCS passes these credentials to the softphones and 6900 handsets so that they can successfully register as SIP devices with the telephone system.

Authorisation Name / Password


These credentials are used by handsets/softphones connecting from the local network to the telephone system. They will also be used by remote handsets/softphones if the 'User remote authorisation credentials' option is not checked. When using a MiVoice Border Gateway, the internal authorisation name must match the extension number of the phone otherwise authentication with the telephone system will fail.


 Phone Manager Mobile softphones always use these credentials because the SIP connection is between the MCS and the telephone system.

Remote Authorisation Name / Password

If the 'User remote authorisation credentials' option is checked, these credentials will be used for remote softphones/handsets when registering with the MiVoice Border Gateway. By default, when the 'Use remote authorisation credentials' option is enabled, the name and password fields will be pre-configured with random complex entries.

If the Rest API for the MiVoice Border Gateway has been configured, enabling 'Use remote authorisation credentials' against a SIP extension cause the MCS to provision the SIP extension as a teleworker on the MBG. For more information, please refer to the [Remote Connections](#) engineering guidelines.

 It is important to configure complex usernames and passwords for SIP Authentication to reduce the risk of unauthorised access. It is advisable not to use the extension number as the authorisation name.


 When using a MiVoice Border Gateway, the internal authorisation name must match the extension number of the phone otherwise authentication with the telephone system will fail.

Call Statistics

The MCS system can model calls differently depending on the device type. The following three options are available to alter how the calls are modelled:

Reset call timers when a call rings this group

Enabling this setting will reset any call timers associated with a call that rings the hunt group. This provides a way to reset real-time statistics so that any time spent in call routing announcements can be ignored. Depending on the system-wide setting '[Reset Call timers Only Once per Call](#)', a call's timers will either be reset every time it starts ringing at a hunt group or only the first time it rings at a hunt group.


 The MCS will automatically enable this setting for all Hunt Groups when they are first imported.

Treat this device as not answering calls

Enabling this setting will cause any calls that are answered by this device to be treated as NOT answered. This should always be set for devices such as CRAs which play queuing announcements to calls waiting at a hunt group. This prevents calls showing as answered to a CRA when still ringing at the group.

Do not segment on this device

Calls will not be segmented at this device (unless it is the first segment of a call). All call time associated with the segment will be recorded against the call's previous segment.

 The MCS will automatically enable both of these settings for all CRA, STAR and AutoAttendant applications when they are first imported.

8.2.3.5 Node Configuration

Multiple MiVoice Office 250 PBXs can be networked together to allow calls to be routed from one node to another. This allows calls to be handled by devices (agent, extensions, voicemail etc) on other nodes to where the call originated from and allows calls to be made through trunks on remote nodes using ARS.

There are two reasons why node configuration needs to be entered into the MCS website:

- Provide connection details for Phone Manager Softphones
- Define the 'Default Node' when using MCS without additional node licenses.

Phone Manager Softphones & 6900 Phones

Each SIP device connected to the PBX has a specific node that they are programmed against and they connect to. Due to this, the MCS needs to now about these nodes and what their connection details are.

For example, when using a Mitel Phone Manager Softphone, a SIP connection would need to be made to the specific node that it has been programmed on. If connecting from the internal LAN network, the internal IP address of the node would be required. If connecting from a remote location, the external NAT IP address would be required.


The system will automatically import the node configuration during a device import but not all of the information can be retrieved this way and needs to be manually configured.

For more information on Softphone & 6900 SIP configuration, please refer to the [Softphone/6900 Support](#) section.

Default Node

If Mitel Communication Service has been connected to multiple MiVoice Office 250 systems using a CT Gateway but has no Multi-Node license then one of the nodes needs to be selected as the 'Default' node. This node will be the one that MCS will accept Phone Manager connections from and provide IP SMDR and Agent Hot Desking services to.

Configuration

To access the node configuration section, browse to the  -> [Site Settings](#) -> [Phone Systems](#) -> PBX section. Scroll down to the *Nodes* section under *Devices*. If MCS is already connected to the PBX network then the Nodes section should already be pre-populated.

The following settings can be configured against each node:

General

Node ID: The unique node number for this PBX node as programmed on the telephone system in Database Programming

Description: In the Description field enter a user friendly name to identify this node.

Local IP Address: Set the **Local IP address** to be the internal LAN IP address of this node.



If the system has a PS-1 attached then the Local IP Address should be the PS-1 address not the Base Server.

Local SIP port: Set the Local SIP port that will be used by the Softphone to use, by default this is 5060. This should match the configuration within Mitel Database Programming.

NAT IP Address: Set the NAT IP address to be the external IP address of this node. This will be used when the Softphone connects from a remote location.

NAT SIP port: Set the Nat SIP port that will be used by the Softphone to use on when connecting from a remote location.

Extension Programming Password: If there is an extension programming password configured on the node, it needs to be configured here so that the MCS can perform operations such as changing the Caller ID on an

extension.

Encryption Password: This password is used when querying SIP Authorisation Credentials from the telephone system for use with 6900 phones and Phone Manager Softphones. The password configured here must match the App Suite Encryption password configured on the node. For more information, please refer to the [Encryption Password](#) section.

Is default: The Is Default setting sets what the primary node connection is. This is to configure what extensions that Phone Manager clients can connect to when the system does not have a multi-node license. If a Phone Manager client tries to connect to an extension on a node other than the one that has the Default setting then the connection will be refused. With a multi-node license Phone Manager clients can be associated with any extension on any node. See the [Multi-Node Scenarios](#) section for more details.

Dialling

Voicemail DDI: An external DDI number to access the Voicemail Retrieval application on the telephone system. This is used by Phone Manager Mobile.

Auto Attendant: An external DDI number to access the auto attendant on the telephone system. This is used by Phone Manager Mobile

Wait time: The amount of time after a call is connected before any DTMF digits are dialled.

8.2.3.6 Multi-Node Scenarios

The Communication Service supports single and multi-node MiVoice Office 250 configurations. Depending on the requirements of the customer there are two different ways to implement the solution in a multi-node scenario:

- Multiple Communication Services with single-node licenses
- Single Communication Service with a multi-node license

The benefits and restrictions of each method are outlined below.



The scenarios outlined below only affect Phone Manager usage. From release 5.0, if using any of the Call Reporting or Call Recording features, a license for each node is required.

Multiple Communication Services with Single-Node Licenses

Out of the box Communication Service can be configured to connect to a Mitel CT Gateway and provide users with device status information across more than one node. It will however only provide Phone Manager capability for a single node. If the Communication Service is configured to connect to a CT Gateway without a multi-node license then one of the nodes needs to be configured to be the node Mitel Communication Server is going to support Phone Manager clients on.

In this scenario each Node can have it's own Communications Service to support it's own Phone Manager clients.

Example

A company has two MiVoice Office 250 systems. Each system has it's own Communication Service providing Phone Manager connections for a single node. Both Communication Services are connected to a CT Gateway.

Benefits & Restrictions

Configuring the Communication Service in this way has the following benefits and restrictions:

Benefits

- No Multi-site license needs to be purchased
- Each site can configure of their own Communication Service
- Minimal inter site traffic in a WAN environment

Restrictions

- Users cannot Chat between Communication Servers
- All configuration needs to be duplicated on each Communication Service, User & Business Units for example
- Non of the Call Reporting or Call Recording features could be used
- IP SMDR and Agent Hot Desking would only work for the default node

This configuration is usually recommended for scenarios where multiple nodes are installed at different physical locations.

Single Centralised Communication Service with a Multi-Node License

To work in the this configuration the Communication Server must have a Multi-Node license applied, this will allow the Communication Service to support Phone Manager connections from all the nodes available.

Example

A company has two MiVoice Office 250 systems. A single Communication Service connects to both systems via a CT Gateway and provides connectivity for Phone Managers users on both systems.

Benefits & Restrictions

Configuring the Communication Service in this way has the following benefits and restrictions:

Benefits

- Central point of administration
- Chat between all users of the system
- Call Reporting and Call Recording features can be used
- IP SMDR and Agent Hot Desking would work on all nodes

Restrictions

- Increased traffic in WAN environments
- Less resilience to WAN connection loss

This configuration is usually recommended for scenarios where multiple nodes are installed at the same physical location.

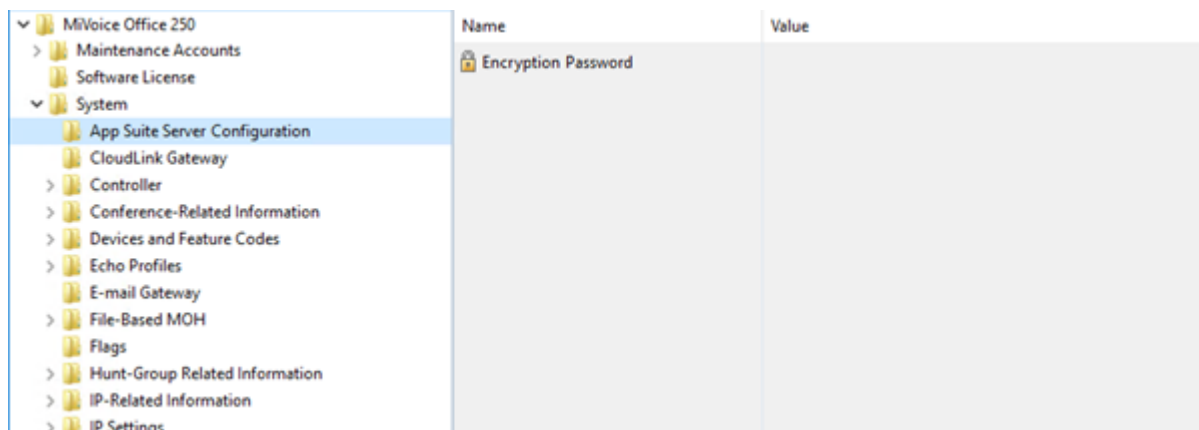
8.2.3.7 Softphone/6900 Support

The Softphone support within Phone Manager and the SIP connectivity of 6900 phones require some configuration to be performed within the PBX and with MiVoice Office Application Suite.

The configuration below applies to 6900 phones, SIP Hot Desk Devices, Phone Manager Desktop Softphone AND Phone Manager Mobile Softphone unless explicitly stated otherwise.

When using release 6.3 SP1 or higher of the MiVoice Office 250, MCS has the ability to query all SIP Authorisation Credentials from the telephone system to use with Phone Manager Softphones and 6900 phones. This integration simplifies the process of installing Softphones/6900 phones and minimises the risk of mis-configuration.

To support this feature, a new configuration section within MiVO 250 Database Programming has been created:




Encryption Password

On each node in the MiVO 250 network, an Encryption Password needs to be configured which will allow MCS to query and decrypt the SIP authorisation credentials.

If the password is not configured, MCS will not be able to query the credentials from the PBX and they will have to be configured manually. See the [Device Configuration](#) section for more information.

Once the encryption password has been configured on the telephone system(s), it must also be configured in the [Nodes](#) section of the MCS configuration website.

 In addition to using requiring 6.3 SP1 or higher, CT Gateway release 5.0.64 or higher is also required for the SIP authorisation credential query to work.

Node Configuration for SIP

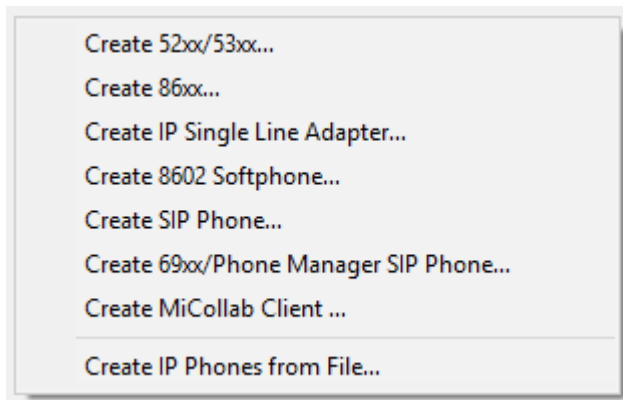
The MCS server needs to provide each 6900 phone and Phone Manager Softphone with the IP address of a SIP server to register with (the MiVoice Office 250). The IP address required will depend on which MiVoice Office 250 node the SIP extension is configured on and whether the phone is local or a teleworker.

For each node on the MiVoice Office 250 network that MCS is connected to, it is important to configure the IP address/port number to be used for SIP registrations.


For information on configuring the IP address(es)/Ports for each node, please refer to the [Node Configuration](#) section.


69xx SIP Phone


From release MiVO 250 6.3 onwards, a new SIP phone type called '69xx/Phone Manager SIP Phone' (renamed from '69xx SIP Phone' in 6.3 SP2) is available for creating SIP extensions on the telephone system for use with Phone Manager softphones & 6900 phones.



When SIP extensions are created using this type, the SIP Phone Groups created will automatically be configured with the required settings and will have a default inbound authentication applied with a randomly assigned password.

 If a user is using a 6900 handset and a softphone (on either or both of Phone Manager Desktop & Phone Manager Mobile) it is important to set them up with separate SIP Endpoints on the phone system.

 For release prior to 6.3, the generic SIP Phone type should be used for Phone Manager Softphones. Please review the Phone Group settings under [Manual SIP Configuration](#) to check the required configuration.

 Remember that when connecting any SIP device to the MiVoice Office 250, the 'SIP UDP Listening Port' must be enabled in the 'Advanced IP Settings' section. Currently a reboot of the phone system is required after enabling this.

If 6.3 SP1 is not installed on the MiVoice Office 250 or for some reason the configuration of a SIP device needs to be performed manually, the details of all the settings required for a 69xx or Phone Manager Softphone are shown below.

SIP Phone Group


For each SIP Phone Group for SIP phones that are to be used as either Phone Manager Softphones, 6900 phones or SIP Hot Desk phones, the following configuration needs to be performed:

- Maximum Number of Calls = 4
- Enable in-bound authentication = Yes
- Configure in-bound authentication username = Extension number
- DTMF Payload = 101
- Camp-Ons Allowed = Yes
- Supports Ad Hoc Conferencing = Yes
- Use Registered Username (only required when connecting through an MBG)
- NAT Address Type = Native (even when connecting through an MBG)

Remember to repeat this process for each SIP extension.

Manual Authentication Configuration

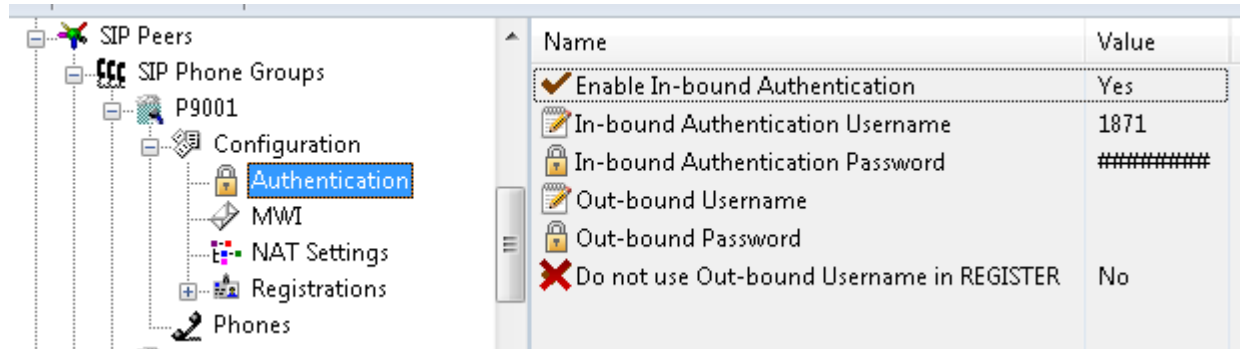
If a version prior to 6.3 SP1 is being used, the Inbound Authentication Credentials will need to be configured on both the telephone system and the MCS server.

 If release 6.3 SP1 or higher is being used, check the App Suite Server Configuration section below.

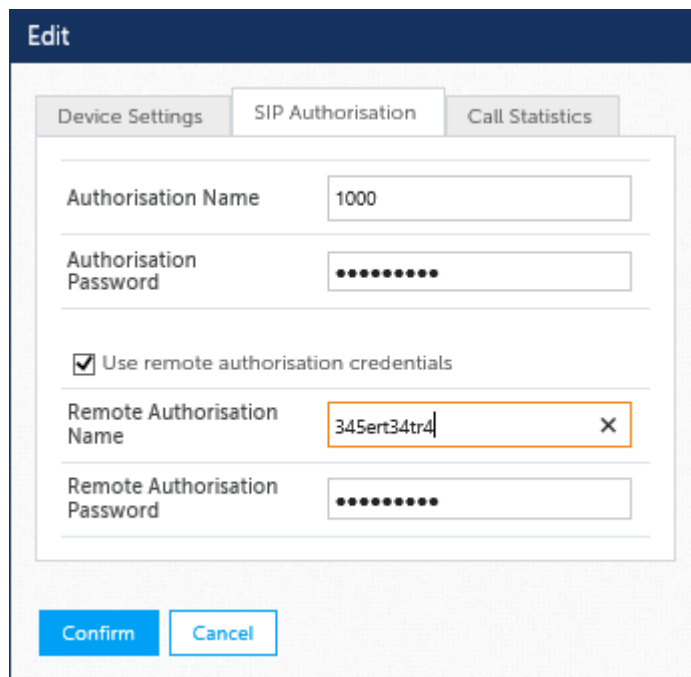
When using a SIP Softphone it is critical that authentication is used to help prevent unauthorized access to the PBX. To configure authentication a username and password need to be set on the PBX for the relevant

extension and on device configuration of the Communication Service.

To configure the authentication on the PBX follow Mitel's recommendations by enabling In-bound Authentication and setting a complex username and password combination on the associated *Sip Phone Group* for the extension.



This same username and password combination would then need to be set on the [device configuration](#) on the Communication Service for this extension.



For information on configuring Teleworker phones, please refer to the [Remote Connections](#) engineering guidelines.

It is recommended that a complex password is used when configuring the authentication, such as Mitel*Server1!. If using the MBG for external connections, a complex password is a requirement and the authorisation name must be the extension number.

Authorization username and passwords are stored encrypted in the MCS database.

Any changes made to the Authorization configuration of an extension within MCS or to the Node IP Addressing will be sent immediately to any 6900 handsets currently connected.

Call Configuration

In addition, the following changes need to be made to the SIP extension's Call Configuration:

- Audio Frame/IP Packet = 2
- DTMF Encoding = RFC 2833 DTMF
- Speech Encoding G.711* or G.729** (G.729 for Phone Manager Desktop Softphone or 6900 only, not Phone Manager Mobile Softphone)

* On some sites, a delay in answering calls has been noticed when using a-law. If you are experiencing this, switch to use mu-law.

** Using G.729 can affect the performance of the telephone system.



It is important to connect only one softphone to each extension number on the telephone systems. Registering more than one SIP extension with the same credentials at the same time is not supported by the telephone system and will cause problems.

If using the desktop and mobile versions of Phone Manager Softphone for a single user then ensure that each application uses different extension numbers.



Remember to configure the [IP Address](#) for each node on the system so Phone Manager knows where to send SIP traffic to.

8.2.3.8 MiVoice Border Gateways

If there are any MiVoice Border Gateways configured to support teleworker extensions on the telephone system, the MiVoice Office Application Suite needs to know about their internal IP Addresses.

The MiVoice Border Gateways have an effect on two aspects of MiVoice Office Application Suite operation:

- IP Extension call recording -> The internal address of the MiVoice Border Gateway is required so that system can correctly self-learn the IP addresses of IP Extensions and can filter out the duplicated traffic from the internal address of the gateway.
- 6900 Handsets -> The internal address of the gateway is used to identify when a 6900 handset is local to the system or remote.


Enter all internal addresses that are necessary. There may be more than one if there is more than one MiVoice Border Gateway or it has more than one internal address.

Rest API

MiVoice Office Application Suite supports the MiVoice Border Gateway's API for provisioning. This allows the MCS server to automatically provision SIP Users on the MBG to simplify the deployment of Teleworkers using:

- 6900 Phones
- Phone Manager Desktop Softphone
- Phone Manager Mobile Softphone


The settings for enabling and using the MBG's Rest API are listed below. For information on how the teleworker deployment works and how to enable the API on the MBG, please refer to the [Remote Connections](#) engineering guidelines.

 The MiVoice Office Application Suite supports the Rest API for one MBG only. If more than one IP address is configured for MBGs, the first address will be used for Rest API access.

 Teleworker licenses on the MiVoice Border Gateway are required for each SIP User provisioned.

Enable Rest API

This setting controls the MCS server's integration with the MiVoice Border Gateway (MBG). When enabled, the MCS will actively add/delete/update SIP Users on the MBG.

 Once the Rest API has been enabled and configured, MiVoice Office Application Suite will be able to provision all SIP Users on the MBG. Any SIP Users that are configured on the MBG for uses other than 6900 or Phone Manager Softphones will still need to be configured on the MiVoice Office Application Suite.

Name / Consumer ID / Shared Secret

These settings are required by the MCS to communicate with the MBG. They must match those configured on the MBG in order for the MCS to be able to request API access.

For information on configuring the API link to the MBG, please refer to the [Remote/Teleworker Connections](#) engineering guidelines.

Request Access Token

This process can be used to setup the connection between the MCS and the MBG so that the MCS can automatically provision teleworker phones.

For information on configuring the API link to the MBG, please refer to the [Remote/Teleworker Connections](#) engineering guidelines.

Provisioning Teleworker Phones


This process can be used to provision (or un-provision) any SIP phones as Teleworkers on the MBG. Pressing the button will display the SIP phone device picker which will show which phones have already been provisioned on the MBG and which phones have not.

8.2.4 Dial Plan

Overview

When calls come into the PBX the outside number may contain extra digits or not be complete, for example contain 141 to suppress caller ID, contain ARS (least cost routing) digits or a user could have dialled a number without the local area code. The system can be configured to "clean" the number before it is stored or used in Phone Manager to provide a consistent format for all numbers.

The dial plan is also used to format outbound dialling digits for Phone Manager users. It is necessary to configure the dial plan to match the configuration of the PBX.

 As a minimum the **Outside line** prefix should be configured.


Configuration

To configure the dial patterns:

1. Access the [Site Settings](#) -> [Dial Plan](#) section.
2. Enter the settings used to "clean" the number in the *Call history* section.
 - **DDI Prefix to add:** When an incoming call is received on a direct dial number the telephone network provider often only sends the last few digits of the DDI/DID number dialled. For example if the number 01617123456 is dialled the telephone system only receives 123456. In this case 123456 will be logged against the call. To add the DDI prefix you can enter in the preceding digits for the rest of the number dialled, 01617 value for this example.
 - **Outbound prefixes to remove:** When outbound calls are made, unwanted prefix digits can be removed by adding the prefixes into this section. Multiple entries can be entered by separating them with a comma. For example if the PBX was configured with 8 as the **Outgoing line** digit and users regularly dial 141 to suppress CLI, enter 8, 8141.
3. Enter the settings used for the dialling out rules into the *Outbound dial patterns* section.
 - **Country:** Select the country from the drop down menu that the PBX resides in and this will put the default settings in for the country that has been selected.
 - **Outside line:** Select the digit that is used to access an outside line on the PBX.
 - **Local area codes:** Enter the local area code for the area that the PBX provider's trunks are installed.
 - **Local override codes:** Enter the local area codes for local calls that are treated as long distance calls. This is required when there are certain numbers with a local area code that must be dialled as a long distance number.
 - **Max extension length:** Select the maximum length of an extension on the PBX; by default this is set to 4. If this is not set correctly then dialling an extension may result in an external call being made. This allows Phone Manager users to dial outside numbers without having to enter the outside number prefix.
 - **Service codes:** Enter the service codes that are dialled from the PBX. Any numbers here will be dialled as though they are an outside number, i.e. if 911 is dialled then 8911 will actually be dialled with the outside line digit prefixed.
 - **Toll digit:** Select the toll digit, in the UK the toll digit should be set to 0 and for the US this should be 1.
 - **National number length:** Enter the number of digits for a national telephone number in the country where the PBX is installed. This should include the local area code and the toll digit.
 - **International code:** Set the country code of where the PBX resides, for example: 1 for North America or 33 for France.
 - **International outbound code:** Set the international outbound code that is required to dial international numbers excluding the code to obtain an outside line, for example: 011 for North America and 00 for European countries.
 - **Dial toll on long distance calls:** Enable this if the toll digit should be added to long distance calls.
 - **Dial toll on local calls:** Enable this if a toll prefix should be added to all locally dialled calls.
 - **Dial hash:** A pound / hash (#) can be automatically added to the dial string to send the call to the PBX

immediately without waiting for the inter digit timeout.

- **Dial primary local area code:** Enable this option if local area codes should be dialled. If this is not enabled then when a number is dialled that has an area code it will be removed automatically unless the area code has been configured in the **Local override codes** section.

 MCS only supports a single dial plan for a single region. For installations where multiple dial plans are required, multiple MCS solutions will need to be installed.

8.2.5 SSL Certificate


The SSL certificate configuration section provides access to control the certificate used by Client Applications (Phone Manager Desktop/Mobile, Call Recorder Client) and the web site for HTTPS if required. By default, a self-signed certificate is created by the MCS when it is installed. This is used by clients to communicate back to the MCS. This means the data sent between Phone Manager and MCS is encrypted. Alternatively a certificate may be purchased from a trusted certificate authority and installed on the MCS. When doing this, the DNS name used for the server/certificate must be accessible both internally and externally by the Phone Manager clients.

Optionally, when adding a certificate from a trusted authority, it can also be applied to the website and real-time services so that access to the configuration, Real-Time Dashboard/Wallboard and Call Recorder are all over HTTPS.

Certificate Properties

The properties of the certificate currently in use by the system are displayed on the page.

- Status -> Self-Signed or Trusted
- Certificate Expiry -> The date the certificate will expire
- Hostnames -> The hostnames the certificate is currently supporting
- Usage -> Indicates whether the certificate is just being used for client applications or the website as well

 The hostnames used for the certificate need to match those configured in the [Client Locations](#) section. If using a self-signed certificate, the certificate will be regenerated automatically anytime these addresses get updated.

Requesting/Using a Trusted Certificate

To improve security and simplify Phone Manager Mobile client installations, a trusted certificate can be purchased and applied to the server.

Pressing the 'Start Certificate Request' button will start the process of creating a certificate request file. This must be populated with the following information:

Common name	<p>The fully-qualified external domain name of the MCS server.</p> <p>This should be the Client Location Remote 'NAT IP Address/Hostname' address configured on your MCS server</p> <p>If you are requesting a Wildcard certificate, add an asterisk (*) to the left of the common name where you want the wildcard, for example *.<mydomain>.com.</p>
Alternative names	<p>Enter any alternative hostnames or IP addresses that may be used to connect to the server, for example the internal DNS name.</p> <p>This must include the Client Location Local 'IP Address/Hostname' address configured on your MCS server</p>
Organisation	<p>The legally-registered name for your business. If you are enrolling as an individual, enter the certificate requestor's name.</p>
Organisation unit	<p>If applicable, enter the DBA (doing business as) name.</p>
State / region	<p>Name of the state or province where your organisation is located. Do not abbreviate.</p>
	<p>Name of the city where your organisation is registered/located. Do not</p>

City / locality	abbreviate.
Country	The country where your organisation is legally registered.


The 'Common Name' and 'Alternative Names' fields should match those that the clients are using to connect to the server. They will be pre-populated with the information from the [Client Locations](#) section.


Once the fields have been correctly populated, press the 'Download CSR file' button to generate the certificate request. You will be prompted for a location to store the file.

This CSR should be submitted to a certificate authority to request a certificate. Once the certificate has been obtained, it can be uploaded to the system using the 'Complete Certificate Request' button.

Any certificate uploaded will be used for client application connections. Optionally it can also be used for website connections by checking the relevant box.

For more information on enabling HTTPS on the website, please refer to the [Enabling HTTPS](#) section.

 A restart of the system is required for certificate changes to take effect.

 If using a trusted certificate, it must be updated any time the local or remote addresses in the [Client Locations](#) section are updated.

Unbinding

To revert back to a self-signed certificate and remove a certificate that has been applied to the solution, press the 'Unbind from website' option at the bottom of the current certificate's information:

If you have a CA-signed certificate you can also bind it to the website to allow website traffic to be encrypted.

Status	OK
Certificate Expiry	07/04/2021 13:39:52
Host Names	qa-uk-lab37.qa.test
Usage	Client applications Website connections Unbind from website

[View Certificate](#)
[Start Certificate Request](#)
[Complete Certificate Request](#)

Using this option will unbind the certificate from the website and update the bindings in IIS, disabling the enforced SSL usage on the website.

To stop the certificate being used for Phone Manager Client connections, follow these steps:

- Open MMC.exe
- Add the Certificates snap-in for the **Local Computer**
- In the snap-in, expand 'Personal -> Certificates'
- Find the certificate with the friendly name "MCS - Phone Manager client connections", edit this and change the friendly name to something else (put OLD at the end etc)
- Restart the MCS services
- New self-signed certificates will be generated

8.2.6 Client Locations


Overview

The addresses configured here are used by the various client applications to connect back to the Communication Service (i.e. the IP address or FQDN of the Communication Service).

Clients that use these addresses (locations) are:

- Phone Manager Desktop
- Call Recorder Client
- Phone Manager Mobile
- 6900 Handsets


There are two categories of address available, Local and Remote.

 Changing either of the Client Location addresses will cause the local certificate on the server to be recreated. This will mean all mobile clients will need to accept or install the new certificate before they can connect.

Local Location

The local location is for clients/phones that are running on the internal network or from the same network that the server is connected to and when there is no requirement for any NAT traversal.

The MCS will automatically populate the Local Location with the FQDN of the server if it is a member of a domain or the IP Address of the server if it is not. If the hostname or IP Address of the server changes, MCS will update the Local Location.

 When using 6900 handsets, the location must be an IP Address or FQDN, it cannot be a hostname.

6900 Syslog IP Address

6900 handsets will use the Local Location address for server connections but require an IP address for Syslog connections. This is because the handsets do not support FQDN for logging.

SIP Addresses

When a softphone/6900 is connected using this location, it will use this address for the server connection but will require the telephone system address for SIP connectivity. The addresses/ports for SIP connectivity need to be configured against each individual node (see the [Node Configuration](#) section for details).

Remote Location

The remote location is for client/phone connections external to the network where the server is connected. This is used for when the connection is via a public address and uses NAT traversal through a router or firewall and where the connection IP address or host name is different to the internal IP address or FQDN of the system.

6900 Syslog IP Address

6900 handsets will use the Remote Location address for server connections but require an IP address for Syslog connections. This is because the handsets do not support FQDN for logging.

SIP Addresses

When a softphone/6900 is connected using this location, it will use this address for the server connection but will require the telephone system address for NAT SIP connectivity. The addresses/ports for NAT SIP connectivity need to be configured

Configuration

To edit the client locations:

1. Access the '⚙️' -> Site Settings -> [Client Locations](#) section.
2. Enter the **Name** for this connection, this is what will be displayed to the users when they are selecting the connection to use in their client software settings.
3. Enter a **Description** to describe what this connection is for.
4. In the *Local* section set the **Local IP Address/Hostname** to be the IP address or hostname of the server.
5. In the *Remote* section set the **NAT IP Address/Hostname** to be the NAT'd IP address or hostname of the server.
6. Click on *Save*.



If using AD integrated login for Phone Manager clients it is essential that the Local Location is configured to be the DNS name of the server so that Kerberos is used for authentication not NTLM.

8.2.7 Custom Tags


In addition to all the standard data stored against each telephone call (DDI, CLI, Agent ID, Account Code etc), the MCS provides five custom fields that can be used to store extra customer specific information about a call. This information can be used in search filters to quickly find calls or added to reports. Examples of the type of information stored in these custom fields includes; customer reference numbers, order numbers, fault reference or ticket numbers.

Each of the custom tags can be given a custom name so that on the search and filter screens this description is displayed to the user. For example, Tag Field 1 could be renamed 'Customer Account No'.

Configuration

The custom tag descriptions can be changed at any time and the names on the filters will be immediately updated. To configure the custom tags:

1. Access the [Site Settings](#) -> [Custom Tags](#) configuration section
2. Enter the required description against each tag in the relevant area

 The Account Code tag is specifically for the account code received from the PBX, if this is supported.

The custom tags can be used to filter from within a [Filter Details](#) under the Customer Details tab, within [Additional Filters](#) and they can also be configured to be displayed onto the [Recording](#) grid or within [Reports](#).

Tagging Calls

The custom tag fields can be populated using one of three different methods:

- Using a Phone Manager Desktop Toolbar button or API
- Using the Call Recorder Client 'Tag' button
- Using the Call Recorder Client Web Service API

For more information about using any of the tagging methods, please refer to the relevant technical guide.

8.2.8 Email & SMTP

Overview

Email integration is essential for the correct operation of the system. There are several areas that require the email integration to be configured and working:

- When new user accounts are manually created for login to the website UI, the account details are sent out via email, without this users are unable to retrieve the password details to logon with.
- The Watchdog uses email to send out alerts when services are stopped or for critical notifications such as if the PBX link is lost.

For specific SMTP configurations see the How To's for:

- [SMTP Configuration for Gmail](#)
- [SMTP Configuration for Office365](#)

Configuration

To configure the Email SMTP settings:


1. Access the [Site Settings](#) -> [Email & SMTP](#) section.
2. Enter the details.
 - **System email address:** This is the email address that any alerts will be sent to. Typically the IT support or PBX support team might be configured here.
 - **Source email address:** This is used as the senders return address for any emails sent out.
 - **SMTP Server:** This is the IP address or hostname of a valid SMTP email server.
 - **Server requires authentication:** If the SMTP server requires authentication details to send emails then this should be checked and the Username and Password fields completed.
 - **Username:** If using SMTP authentication then this is the username to use.
 - **Password:** If using SMTP authentication then this is the password to use.
 - **Use SSL:** If the email connection requires an SSL connection then enable this. Note this is not always required when using authentication.
 - **Alternate Port:** Set this value to the SMTP port that the email server uses, by default this is 25.
 - **Email alarm interval:** This determines the frequency that repeat emails are sent out, for example if the PBX connection is lost then it will only send emails out every 60 minutes.

8.2.9 Database Maintenance

The system uses a Microsoft SQL Server database to store the details of the call history and the configuration of the system. Due to the amount of call data that is stored within the database it is necessary that regular maintenance occurs and reliable backups are performed. The system has built in support for performing these actions.

When maintenance runs the databases are backed up and then the call history database entries are moved into an archive database. This enables the current database to remain relatively small and maintains performance.


Database	Description
CallRecorder	The working database for the MCS solution. Used to store configuration information (User, PBX), chat history and the call data for the current day.
CallRecorderArchive_1	The first archive DB used by the system, stores historical audit and call data.
CallRecorderArchive_N	Additional archive database where N is a numeric value which increases over time. New archive databases are created if the time or record limit is reached of the current archive database.

 When using the MiVoice Office Call Recorder features of the solution, audio files are not archived until the associated call data record has been archived using the database maintenance process. For more information please refer to the [Call Archiving](#) section.

Configuration

To configure the maintenance settings:

1. Access the [Site Settings](#) -> [Database Maintenance](#) section.
2. Enter the details in the relevant areas.
 - **Backup database daily:** This enables or disables the daily automatic backup of the database.
 - **Backup path:** This defines the path where the backup file (.bak file) will be stored relative to the server.

 Ideally this should be changed to a different server to ensure that a backup is available in case of server hardware failure.
 - **Backup time:** This sets the time to perform the backup in 24 hour format.
 - **Database archiving enabled:** This enables the movement of the call logging data from the main database to the Archive databases.
 - **Archiving period:** This defines the period of time that each archive database should store. This value should only be changed under high call volumes when the Microsoft® SQL Server limits are being exceeded or where performance is affected by high volume. By default, the system will automatically create a new archive database once the limit of 1 million call records per archive database has been reached or 12 months has passed.

Manually Archiving

It is possible to request an archive of the call information in the database manually. This can be done by using

the 'Archive Now' feature. Once the archive has been request, check the Event tab on the dashboard and filter for the 'Mitel MCS DB Service' to check the status.

Requesting a manual archive also performs a database backup.

8.2.10 Network Shares

Network shares can be used by the following features of the system:

- Scheduling Reports
- Importing/Exporting Campaign Data in Phone Manager Outbound
- Archiving Call Recordings

A share must already have been created on a target server before it can be added here. The grid displayed on the 'Network Shares' section of the website shows all the shares that the system has been told about.

Adding/Editing a Share

To add the details of a network share, press the 'New' button then add the following information:

Description

A unique reference for the share

Server

The IP address or the FQDN/hostname of the server hosting the share.

Share Name

The name of the share on the server hosting it

Sub Folder

Enter a sub folder (or folders) of the share that will be accessed. Alternatively, a sub folder can be set when configuring the usage of the share from a specific feature such as Phone Manager Outbound or Call Archiving.

Requires Authentication


If the system is required to authenticate with the target server when accessing the share, check this box and then enter the username, password and domain which has the necessary read/write permissions.

The 'Test' button can be used to check whether the details provided are correct.

Once a share has been successfully added, review the content of the relevant features on how they can then be used (e.g. [Call Archiving](#), [Report Scheduling](#)).


8.2.11 API Keys


The 'API Key' controls access to the MiVoice Office Application Suite's Web Service API. The features of the API are not available until an API key has been configured. Once configured, the API key can be used by any application to connect to the Web Service.

 Features of the Web Service are controlled by Phone Manager API licences.

Generate an API Key

By default, no API key should be present. To create one, press the 'Generate' button and then press 'Save' to commit this key.

 Generating a new key when there is already one present will cause existing API connections to fail until they have been updated with the shared key.

 For more information on the API, please contact your Mitel Sales Representative.

8.3 Servers Settings

Overview

A site can have multiple servers that work together and perform specific roles within the site, for example running the database or hosting the website:

- **WCF Server:** This is a required role for each server and provides core service processes
- **Database:** This role is for the server that hosts the Microsoft SQL Server database. There can only be a single server with this role
- **Licensing:** This role performs the license management and activation process for site. There can only be a single server with this role
- **Website:** This role is for servers that will host the website. There can be multiple servers with this role
- **Communications Gateway:** This role provides integration services for client applications
- **CTI Host Service:** This handles the CTI connection to the PBX for Phone Manager clients
- **Call Logging / Reporting:** These roles handle call logging information and historical reporting
- **Real-Time Reporting:** This role enables the services and features to support MiVoice Office Real-time Wallboard & Dashboard
- **Phone Manager Outbound:** If the Phone Manager Outbound dialler is to be run on this server, this role needs to be enabled.
- **Server Applications:** If Phone Manager or any of the Server applications such as Agent Hot Desking or IP SMDR are used, this role needs to be enabled.
- **Mobile Gateway:** If Phone Manager Mobile Softphones are being used, this role needs to be enabled.
- **Call Archiving / Recording:** These roles handle the MiVoice Office Call Recorder features. (Call Logging must also be enabled)
- **Mitel Handset Support:** This role enables the services that support the Mitel 6900 Series Handsets

It may be necessary to *Add* a server if you wish to split roles across more than one server.



Some roles will require specific requirements, additional hardware and/or licensing.

Configuration

To create a new server:

1. Access the '⚙️' -> [Servers Settings](#) section.
2. Click on the *Add* button.
3. Enter a **Server ID** numeric value. This needs to be a value between 1-99 and each server within a site needs to have a unique value.
4. Enter a **Name** to identify this server. This can be a short descriptive name and does not have to be the host name.
5. Enter the **Host name / IP address** for this server.



The server must have a static IP address and **NOT** DHCP.

6. Select the roles the new server will have.
7. Click *Save*.

8.3.1 General


8.3.1.1 License

Overview

The Communication Service is licensed with a software key. To activate the license you will need one of the following combinations:

- Voucher number
- Site ID / Serial Number


The default format is the Site ID / Serial number combination. In certain circumstances you may be sent a Voucher Number combination to license the MCS server.


 MCS servers are no longer licensed using the Application Record ID and Reseller ID method. If you are not provided with a certificate for either a Site ID/Serial or a Voucher code for your MCS system then please contact Mitel Order Processing.

Configuration

Licensing is activated and updated from the Server License page for the server performing the Licensing role. Follow the relevant procedure below to administer the licensing:

- To activate a new server license see [Activating a new license](#)
- To upgrade an existing server license see [Upgrade an existing license](#)
- Adding new licenses using voucher codes.


 In future releases there will be support for multiple servers per site to spread load

 If the server is installed in a Virtualised environment then it must have a static MAC address assigned. If the MAC address changes after activation then the license will become invalid and the system will stop functioning.


Activating a new license

To activate a new server license using a provided Site ID and Serial Number (or voucher code), either online or offline process for the first time:

1. Make sure you have the license certificate containing the Site ID and Serial number (or voucher code) on hand.
2. Navigate to the Server Licensing section
3. Click on the **Activate** button to display the activation form.
4. Enter the **Site ID/Serial Number** (or voucher code) from the license certificate.
5. Enter the **Application Record ID (ARID)** for the telephone system the MCS will be connecting to. (If in a multi-node network, just pick one of the nodes)
6. Enter a **Site name**, this is passed back through during the activation process and should be used to easily identify this specific server for the support group.
7. Select the **MAC Address** to associate this license with.

 It is recommended to use the MAC address that is the main IP address for the server for LAN use. If the MAC address changes or is removed after activation for any reason then the license will become invalid and the system will stop working.

8. Click on *Activate* to start the process.
9. If the process was successful then a confirmation will be displayed. If it fails then a relevant message will be displayed in red.
10. If the server cannot contact the licensing portal then offline activation can be performed.

 The connection to the Licensing Portal requires HTTPS/SSL access on TCP port 443 from the server that has the license role in order to activate the license.


11. For *Offline* registration you will need to *Download* and save the *LicenseFile.xc2v* to your desktop.
12. Copy the license file to a computer that has internet access.
13. Browse to the licensing portal (www.mitelcommunicationservice.com) from the computer you have copied the license file to.
14. Follow the instructions on the portal.
15. Download the license key file, *LicenseFile.xv2c*, and copy back to the server MCS is installed on.
16. Navigate to the Server Licensing section.
17. Click on the *Process file* button.
18. Browse to the *LicenseFile.xv2c* click on *Process license file*.
19. If the process was successful then a confirmation will be displayed. If it fails then a relevant message will be displayed in red

Once licensed you will need to set up the connection to the PBX see the [Phone Systems](#) section for details.

Adding licenses using voucher codes

To upgrade an existing server license using online activation:

1. Access the [Servers Settings](#) -> SERVERNAME -> General -> [License](#) section.
2. Click on the *Add Licenses* button to start the process. A new form will be loaded on the screen.
3. Add one or more vouchers into the grid by entering them in the UI or uploading a file.
4. Once all the vouchers to be applied have been entered (do not forget to press *Add Voucher*), press the *Apply* button.
5. If the server cannot contact the Licensing portal then offline activation can be performed as above. Follow from Step 10 in the [Activate a new license](#) section.


 If the online update fails an offline license update can be performed in the same manner as the license activation in the previous section.

Upgrading an existing license

If new licenses (including SWAS contracts) or version updates have been applied on the license server then they can be downloaded to the MCS server using the Update process.

To upgrade an existing server license using online activation:

1. Access the [Servers Settings](#) -> SERVERNAME -> General -> [License](#) section.
2. Click on the *Update* button to start the process. The system will then connect back to the Licensing portal to retrieve any new or updated license feature information.
3. If any changes are found then they will be shown in green in the *New Value* section. To apply the license changes click on the *Update* button. Any new features will then be available but may require a restart to take affect.
4. If the server cannot contact the Licensing portal then offline activation can be performed as above. Follow from Step 10 in the [Activate a new license](#) section.

 If the online update fails an offline license update can be performed in the same manner as the license activation in the previous section.

Deactivating/moving a license

Sometimes it may be necessary to move the MCS to a new server. This may be to move to better hardware, virtualize the software or because the server running MCS has failed.

If the MCS software is still running and is accessible then its license must first be deactivated before it can be used again on another server. To deactivate MCS, navigate to the [Servers Settings](#) -> SERVERNAME -> General -> [License](#) section and press the 'Deactivate' button.

When pressed, you will be asked to confirm your name and the reason for deactivation. You may also be asked to provide a deactivation code. If asked for a deactivation code, please contact Mitel Support who will be able to provide the information required.

If the MCS software is not still running or the server running the software is out of service then you will need to contact Mitel Support to have the license reset before it can be installed on a new server.



To re-register MCS on a new machine you will need your original certificate which displays your Site ID and Serial number. If you do not have this information then please contact Mitel Support for help.


8.3.1.2 Logging

The system supports the creation of diagnostic logging to aid technical support for fault resolution. The retention limits on the amount of files generated and the size of the log files can be controlled. Automated maintenance can be scheduled to zip the logs to reduce the disk space used. The system will generate log files for all the different services that are running and store them in separate folders within the log files folder for each of the services.

Configuration

To configure the logging settings:

1. Access the [Servers Settings](#) -> SERVERNAME -> General -> [Logging](#) section.
2. Configure each of the settings.
 - **Log files folder:** The folder location to store the system logs files.
 - **Max log file size:** Once log files reach this size, they will be archived and a new file created (Maximum 30MB).
 - **Event logging:** Enables basic logging information to be generated.
 - **Advanced logging:** This enables extended logging information and can generate a significant amount of information and consume high levels of disk space.

 Only enable this under instruction from a trained engineer.
3. Configure the log archiving settings. The log archiving process is controlled by the Watchdog service on each server. The contents of the log files folder will be compressed into a single zip file and then moved to the archive folder location on a daily basis. The contents of the log files folder are then deleted. Each of the zip files has the date and time within the file name, for example the file **cslogs_20130428010035.zip** will contain the logs as of the 28th April 2013 at 01:00.
 - **Number of zip files to keep:** The number of archive zip files to keep.
 - **Archive folder:** The location to keep the archive zip files.
 - **Archive time:** The time in hh:mm to perform the daily archive of the logs files.

Download Server Logs

This option can be used to download a ZIP file containing the current day's log files without having to access the server running the MiVoice Office Application Suite directly. The zipped file can be saved locally and then sent to Mitel support as required.

8.3.1.3 Watchdog

The Watchdog is responsible for the start-up of the system. It controls which services should be running (based on role selection), when they should start and proactively monitors them to ensure that are running. If any of the monitored services are stopped, the Watchdog will try and restart them and raise alerts when this occurs.

The Watchdog also provides disk management services to check for low disk space and if using call recording, will check the database to ensure that call records have been added to the database in normal business hours to monitor for potential issues.

To configure which services the Watchdog monitors, edit the roles that have been assigned to the system under [Server Settings](#).

Watchdog Configuration

The following settings provide control over how the Watchdog operates (To access these settings, navigate to 'Configuration -> [Servers Settings](#) -> SERVERNAME -> General -> [Watchdog](#)' in the configuration area of the MCS website).

Drive space warning threshold

This controls the percentage of free drive space that remains before alerts are raised. The local drives on each server are checked for free space and the Watchdog will raise alerts when the amount of free space drops below this threshold. The current status of each drive is shown on each server's status page in the [Dashboard](#) menu.

Check SMTP Settings

When this is enabled and there is an SMTP server configured in the [Email](#) configuration, each of the **system admin email addresses** will be used for email alarms. If this fails then an **Alert** in the site dashboard will be raised with the relevant details. No email will actually be sent out. Only a connection attempt tried and only if this fails will an alert be raised.



If the SMTP connection requires SSL then this option has no effect.

Check database activity

When enabled, the Watchdog will check the call records in the database to ensure that calls are being logged during normal business hours. If no calls are detected when there should be, it could be there is a problem with the system which the Watchdog will raise an alert for.

- **Inactivity warning threshold** -> The time in seconds that needs to elapse between calls before an alert is raised
- **Working hours** -> The alerts will only be raised if no calls have been logged between these times
- **Work days** -> The alerts will only be raised if no calls have been logged on the selected days

8.3.2 Recording

Overview

The Recording section enables the recording configuration for this server to be set.

Configuration	Description
General	This configures the recording file paths, the volume adjustment levels and encryption details.
Recording Sources	This configures what devices are to be recorded and any PBX specific options that need to set for these devices.
Call Archiving	This configures when and how any recordings get moved to archive storage. This can be on server or on a Network Share

8.3.2.1 General


Overview

The General section is used to configure how calls are recorded, i.e. are they encrypted, the volume levels and where they are stored. The devices that are to be recorded need to be configured and enabled here for them to be recorded.

Configuration

To configure the recording settings:

1. Access the [Servers Settings](#) -> SERVERNAME -> [Recording](#) -> [General](#) configuration section.
 - **Recording path:** This sets the location to store the call recordings before they are archived. This is in UNC format and maps to a local share called *Recordings* on the call recording server. This is automatically configured and cannot be manually changed. If the server hostname and/or IP address changes then this will automatically changed to reflect this.
 - **Data volume:** This sets the local drive on the call recorder where the recordings and index files are saved.
 - **Encrypt recordings:** This enables encryption of the call recording files, see the [Encryption & Authentication](#) section for more details.
 - **Create DAT files:** If this is enabled then a DAT file will be created along with each recording.

 The data within the DAT file may change based on PBX, recording device and version.

```
[CallId:X22*07]
[CLI:08453736880]
[DDI:7864350]
[Extension:1001]
[ExtensionName:Reception 1]
[Direction:Inbound]
[HuntGroup:2001]
[Encrypted:True]
[HuntGroupName:Reception]
[AurixIndexed:False]
[NetworkRecordingPath:\\server\Recordings\97201\]
[LocalRecordingPath:D:\Recordings\97201\]
[AgentId:1101]
[AgentName:Jane Doe]
[Trunk:97201]
[Serial:97201201304261235046280]
[StartTime:26/04/2013 12:35:04]
[AnswerTime:26/04/2013 12:35:04]
[EndEvent:CallCleared]
[EventCause:Answered]
[Segment:2]
[LogicCallId:X22*07-20130426-XAR]
[CurrentGlobalCallId:X22*07D20130426-XAR]
[PrimaryGlobalCallId:X22*07-20130426-XAR]
[CallerNumber:08453736880]
[CallerDeviceType:Trunk]
[CallerDeviceNumber:97201]
[CalledNumber:7864350]
[CalledDeviceType:Extension]
[CalledDeviceNumber:1001]
```

Changing the Recording Data Volume

If required, the data volume can be changed so that recordings/index files are stored on an alternate local drive. If archiving is enabled, ensure all the current recordings have been archived before switching the data volume. If archiving is disabled, the existing recordings must be manually moved to the new drive.

Forcing an Archive

Recording file archiving occurs once the call records have been moved to an archive database. To start archiving of all recording files immediately, press the 'Archive Now' button in the [Database Maintenance](#) section.

Update the Data Volume

To change the data volume, select a new volume and then reboot the server. Once the server has restarted, the necessary folder structure for recording will be created on the new data volume and the recordings share will be mapped to the new location. All new recordings will now be stored on the new data volume.

If archiving was disabled, the recordings from the old data volume should now be manually moved to the new data volume, ensuring that the file structure is retained.



Once the data volume has been updated, the server needs to be rebooted **twice** for the changes to take effect.



If the FQDN has changed for the server then the 'Recording Path' may not detect this and will require modification. Please contact Mitel support for further information.

8.3.2.1.1 Recording File Formats

Voice Files

The Call Recorder currently only supports a single **Audio Codec** for saving the recordings.

GSM Format: This is the default format. Often called GSM-FR or GSM 06.10 this uses a bit rate of 13.2 kb/s, in mono format with a sampling rate of 8 kHz.

Format	Bit Rate (kb/s)	Sample Rate (kHz)	Mono/Stereo	Size of Audio file (approx)		Quality
				1 Minute (kB)	1 Hour (MB)	
GSM	13.2	8	Mono	100	5.9	Good

8.3.2.1.2 Encryption & Authentication

Overview

The system has the ability to be able to encrypt and digitally sign the call recordings to prevent unauthorised access and to provide an authentication check that the file has not been tampered or altered since it was generated.

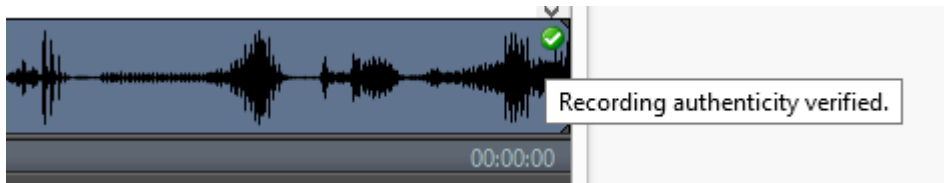
Encryption

The call recording files are encrypted once a call has completed using AES 256 bit industry standard techniques. The files are written to disk with a standard WAV file header but the audio contents of the recording are encrypted. Any attempts to play a recording back directly without it being unencrypted will fail. Access to the recording WAV files is then only permitted through the supported interfaces (i.e. using the website or API components) and they all adhere to the security model enforced on the system.

Encryption is enabled on all systems by default but can be disabled if required from the [Servers Settings](#) -> SERVERNAME -> [Recording](#) -> [General](#) configuration section.

Authentication

The call recording files each have their own authentication header written to the database that is generated once a call has been written to disc. This is a digital signature of the original recording that can be used to verify that a file has not been changed since it was recorded. When a user plays back a recording a digital signature is generated again on the current file and compared against the original signature stored within the database. If they match then the file has not changed since it was recorded. This can be seen on the playback page as a green tick on the top right hand corner of the timeline.



8.3.2.2 Recording Sources

Overview

Recording sources controls what devices are recorded and how the audio from the calls is captured by the system. Depending on the type of recording to be used the recording source will be different.

To enable a device to be selected to be recorded then it must have been configured in the [Device Configuration](#) section. The following types of recording sources are supported:

Type	Description
Record-A-Call Configuration	This is for recording of extensions via the Record-A-Call feature on the telephone system
RTP/SIP Interfaces	This is for IP/SIP RTP extensions using Port Mirroring



Peer-to-Peer Audio must be disabled on the telephone system when using Record-A-Call or RTP/SIP call recording.

8.3.2.2.1 Recorded Devices

Overview

The recorded devices section is where the list of devices to be recorded are configured, if the device is not listed here then it will not be recorded. Each device needs to have an entry in here and to be configured with the required information to be able to identify this device correctly.

Each different type of recorded device requires different information, for example:

- **Record-A-Call:** These devices will be recorded through a SIP Voicemail Record-A-Call stream directly from the telephone system.
- **RTP devices:** These are recorded via a network passive tap or mirror port connection, and to be able to identify the correct device the IP address or MAC address is required.

Configuration

To configure a device to be recorded:

1. Access the [Servers Settings](#) -> SERVERNAME -> [Recording](#) -> [Recording Sources](#) -> [Recorded Devices](#) configuration section.
2. This grid shows what devices are to be recorded and what recording method is to be used.
3. To add a new device or devices to be recorded, click on the *Add* button.
 - Select the recording method for this device(s), click *Next*.
 - Select the device(s) from the list shown and click *Save*.
4. To edit an existing device, select the device and click on *Edit*.
5. Depending on the type of device there will be different configuration options that need to be entered.

Record-A-Call

No additional information is required.


IP/SIP RTP Extension

When adding IP/SIP extensions to be recorded, the system needs to know either the MAC or IP address of the extension so that it can match the extension's audio with the data coming from the telephone system. Where possible, the MCS will auto-learn the MAC/IP address of the extensions so that no configuration is necessary here.

Device number: Enter the relevant device number.

MAC Address: Enter the devices MAC address.

IP Address: Enter the devices IP address that will be received by the recorder.

 If the IP device is on the same subnet as the PBX that it is connected to then the MAC address can be used, otherwise the IP device will need to have a static IP address. If the device is behind any kind of NAT device, for example a remote worker, then their NAT'd/public IP address needs to be used. With IP extension method only a single device can be configured against an IP address, so each device needs to have its own NAT'd/public IP address. With the SIP method multiple devices behind one IP address can be recorded.

8.3.2.2.2 Record-A-Call Configuration

The following settings apply to any devices that have been configured to record using the Record-A-Call [recording source](#).

For information on configuring the telephone system for this method of call recording, refer to the [Features Section](#).

Play Pre-Record-A-Call Message

At the beginning of a recording, the MCS can play a message to the parties in the call to inform them that the call is going to be recorded. If this feature is enabled on the MCS, it must also be [enabled](#) on the telephone system.

Once enabled, a drop down list will appear from which you can choose which Audio file to use for the message.

The default message that is provided with the system is:

"This call is being recorded for training or monitoring purposes"

A default message for A-Law and Mu-Law is provided, ensure the correct one is used to match the [Call Configuration](#) setting for the SIP voicemail on the telephone system.

To change the message, copy a new file to the following location on the MCS server:

`'C:\ProgramData\Mitel\Mitel Communication Service\Net Store\Audio files\RecordACall\'`

The recordings are required in the following format: *16 bit, 8K, Mono (A-Law or Mu-Law)*.

Restrict by IP Address

As part of the Record-A-Call recording source, the MCS server is accepting inbound SIP traffic from the telephone system. In order to stop the recording ports being used by unauthorised devices it is recommended to enter the address(es) of the telephone system here to allow the MCS to ignore IP traffic from other sources.

To add multiple address into the list box, press the 'Enter' key after each address entered to move to a new line.



If the telephone system is configured with an expansion card or PS-1, enter the Base IP address, Expansion card IP Address and the PS-1 address here.



A restart of the Call Logging service is required after changing these settings.



Peer-to-Peer Audio must be disabled on the telephone system when using Record-A-Call or RTP/SIP call recording.

8.3.2.2.3 RTP/SIP Interfaces

Overview

The system supports the recording of IP devices that use standard RTP protocol for the audio by using port mirroring to send a copy of the RTP network traffic to the server. This is a software only solution that requires no physical voice card hardware.



The RTP/SIP interface recording source must be used when recording Phone Manager Desktop and Mobile softphones.



Peer-to-Peer Audio must be disabled on the telephone system when using RTP/SIP call recording.



Only RTP traffic using the G.711 codec is supported.

To be able to capture the RTP traffic the system needs to know the port mirroring network adapters that it needs to listen on and what IP port ranges that the RTP traffic is using.

To configure the port mirroring network adapters:

1. See the [Mirror Ports](#) section for details.

To configure the IP port ranges:

1. See the [Packet Filters](#) section for details.


8.3.2.2.3.1 Mirror Ports

Overview

The port mirroring network adapters that the system needs to use to receive the RTP traffic on for recording IP devices is configured from this section. The list of available network adapters is shown and allows the administrator to select the required one.

The system needs to be able to receive all the RTP traffic that is sent and received from each device that is to be recorded. The easiest way to do this is to have the network connection that the PBX is connected to mirrored and any peer-to-peer media disabled as this will then ensure that all the RTP traffic flows through this connection.


As the network topology of each site can be different this may not be possible. It may be necessary to mirror multiple sources into one mirror port for connection to the MCS server mirror port for complete coverage of the RTP traffic.


 Not all network hardware, i.e. switches, supports configuring a mirror port. Check your hardware manufacturers specifications to ensure they are compatible.


Configuration

To configure a mirror port:

1. Access the [Servers Settings](#) -> SERVERNAME -> [Recording](#) -> [Recording Sources](#) -> [RTP/SIP Interfaces](#) -> [Mirror Ports](#) configuration section.
2. From the list of adapters displayed check the one that needs to be used. The **Name**, **IP Address**, **MAC Address** and **Interface** name are provided for each adapter to help identify the correct one to use.
3. Click **Save**.
4. Restart the Call Logging service.

 Ensure that IPv4 & IPv6 protocols are removed from the interface selected for port mirroring. This will stop it getting an IP address and effecting other services on the system.

 For more information on setting up a mirror port on a Hyper-V VM, please refer to <https://blogs.technet.microsoft.com/networking/2015/10/16/setting-up-port-mirroring-to-capture-mirrored-traffic-on-a-hyper-v-virtual-machine/>

 A restart of the Call Logging service is required after changing these settings.

8.3.2.2.3.2 Packet Filters

Overview

When using port mirroring for RTP recording the system needs to know the range of UDP ports that the RTP traffic will be using. Depending on the PBX the range of ports will be different. There are some pre-configured ranges provided that the administrator can select depending on the PBX that the devices are connected to.

If the ranges are not contained with the preset then manual ranges can be configured.

Configuration

To configure the port ranges:

1. Access the [Servers Settings](#) -> SERVERNAME -> [Recording](#) -> [Recording Sources](#) -> [RTP/SIP Interfaces](#) -> [Packet Filters](#) configuration section.
2. From the preset list select the required entry from the list.
3. Click on *Load preset* to populate the range list.
4. Modify the list of ranges as required.
5. Click on *Save*.



A restart of the Call Logging service is required after changing these settings.

8.3.2.2.3.3 Addresses

The IP address of the telephone system should be configured here. The MCS uses this information to identify the direction of call traffic when monitoring IP based extensions.

Addresses to add:

- All PBX IP Addresses (including base servers, PS-1 servers and PEC cards)
- Addresses for each node the system is monitoring IP extensions on

These addresses should be populated any time IP/SIP Extension recording is being used.


To add multiple address into the list box, press the 'Enter' key after each address entered to move to a new line.



A restart of the Call Logging service is required after changing these settings.

8.3.2.3 Call Archiving

The system records all calls to the default recording path (configured under a server's [General](#) recording settings) which should be on the local server. As the server may only have a limited amount of storage available, archiving is essential to ensure that it does not run out of disk space. Call recordings can be archived to network based storage devices (for example a SAN or NAS) to stop the system running out of storage space.

 If the server does run out of disk space then it will STOP recording any further calls until free space is made available. It is important to ensure that calls are archived or [retention policies](#) are used to stop this happening.

Call archiving moves the original recording files and DAT files to the configured destination(s) and then removes the original files. This minimises the risk of the system running out of disk space and allows for an unlimited amount of storage to be made available as additional storage can be added as and when required. Files can be copied to multiple destinations so that multiple copies can be kept. Limits can also be configured so as to allow only calls older than a specific date to be archived.

The call archiving works in combination with the [Database Maintenance](#), calls will not be archived until they been through this process and the data associated with the call has been added to an archive database. If call archiving has not been used for some time then when this is started it will begin to archive the calls as long as they have been through the database maintenance. For large volumes of calls this can take a significant amount of time and resources whilst in progress, typically this is why archiving should always be running.

Configuration

To enable call archiving:

1. Access the [Servers Settings](#) -> Call Archiving configuration section.
2. Check the **Enable call archiving** option.
3. The archiving will not start without at least one archive location being set. See the [Archive Locations](#) section.
4. To prevent calls from being archived for a specific period of time set the **Archive delay** option. This will only archive calls that are older than what has been configured. If this is set to 0 then all completed calls will be archived.
5. [Network Shares](#) to archive to must first be configured before Archive Locations can be added.
6. Any changes made to the call archiving require a restart of the call archiving service.

8.3.2.3.1 Archive Locations

Call recording archive locations are a group of destinations that are used to copy files to. Multiple locations can be configured for archiving, files are duplicated across each of the destinations configured. A maximum of 5 separate destinations can be configured.

The archive locations are monitored to ensure that there is enough drive space available and that the correct permissions have been set. If the archive locations are not accessible or low on space then an alert will be raised.

The amount of space available is also shown on the Drive Information section on the [Dashboard](#).

Configuration

To add an archive location:

1. Access the [Servers Settings](#) -> SERVERNAME -> [Call Archiving](#) configuration section.
2. Click on the *Add* button.
3. Select the [Network Share](#) from the list or click 'New Network Share' to add the details for a new one.
4. Click *Add*.

To remove an archive location:

1. Access the [Servers Settings](#) -> SERVERNAME -> [Call Archiving](#) configuration section.
2. Click on the location to remove and select *Delete*.

8.3.3 Website


Overview

The website configuration may need to be modified from the standard configuration depending on the environment that this is used in.


Configuration

To configure the website settings:

1. Access the [Servers Settings](#) -> SERVERNAME -> [Website](#) section.
2. Configure the settings.
 - **Use Windows Authentication:** This enables the website User Interface (UI) to be accessed using the current user's Active Directory Windows domain login profile. This requires each user to have their [Windows Username](#) configured against their User settings. When a user connects to the website and if they have a valid Windows login then they can access the website UI directly without needing to enter their login credentials.
 - **Website URL:** This is the URL that is to be used to access the server. If this field is left blank, the server hostname will be used instead.

 If the server is to be accessible over the Internet and ports have been forwarded through to the server, this needs to be set to the fully qualified domain name for the external IP address, for example <https://server.domainname.com>. This field is used if the system ever sends an email to a users containing a link to the server website.

- **Domain redirect:** If this is enabled then the website will redirect/forward any visitors to the configured *Website URL*.
- **Default language:** This sets the default language that is shown on the logon page before a user logs in. A user can then override this once they are logged in via [My Settings](#).
- **Session timeout:** This is the number of minutes before a session times out due to inactivity after which the user have to log back in to continue. When the session timer is about to expire then the user will be prompted with a warning.

 The session timeout has no affect when using Windows Authentication.

- Click on .

9 My Settings

Overview

Each user that is logged in has access to change their details, including first name, last name, password and email address. This is accessed by clicking on the Users name from the top right hand corner of the webpage page once they are logged in.

Once any changes have been made click on *Save* to save the changes. This will also prompt to enter your password as an additional security check. If you need to remove any changes that you have made click on the *Reset* button.

Preferred Language

By default this is not set, the website will use the browsers default language. If set, the website will be presented in the language selected.

Recordings - LiveView Refresh Rate

If the user has enabled the live view refresh on the recordings grid then this setting controls how quickly the grid automatically refreshes.

10 How To's

10.1 Backup the SQL Server Databases

Overview

The Microsoft SQL Server databases are critical as they contain all of the configuration details of the system and all of the call information for every call that has been recorded. If these are lost or corrupted then without a reliable backup you will not be able to search and playback calls using any of the meta data associated with those calls.

Having a reliable and up to date backup of these database enables the system to be recovered in a short period of time without any loss of historical information (up to the point of the last backup).

The system does have built in processes to maintain and backup the databases - see the [Database Maintenance](#) section for details.

How To

To backup all of the databases follow this procedure:

1. Log on to the server with the database role.
2. From the Start Menu open *Microsoft SQL Server 2008 R2 -> SQL Server Management Studio*
3. Set the *Server type* to *Database Engine*.
4. Set the *Server name* to "(local)\MCS".
5. Enter valid *Authentication* details.
6. Click on *Connect*.
6. Select *File -> New -> Query with Current Connection*. This will open a new query window within SSMS.
7. Copy this script into the new query window. This script is configured to backup all the database to the default destination of "c:\Backup\".



Before running this script ensure that there is enough free disk space on the relevant backup drive location.

```
DECLARE @name VARCHAR(50) -- database name
DECLARE @path VARCHAR(256) -- path for backup files
DECLARE @fileName VARCHAR(256) -- filename for backup
DECLARE @fileDate VARCHAR(20) -- used for file name

-- specify database backup directory
SET @path = 'C:\Backup\'

-- specify filename format
SELECT @fileDate = CONVERT(VARCHAR(20), GETDATE(), 112)

DECLARE db_cursor CURSOR FOR
SELECT name
FROM master.dbo.sysdatabases
WHERE name NOT IN ('master', 'model', 'msdb', 'tempdb') -- exclude these
databases

OPEN db_cursor
FETCH NEXT FROM db_cursor INTO @name

WHILE @@FETCH_STATUS = 0
BEGIN
    SET @fileName = @path + @name + '_' + @fileDate + '.BAK'
    BACKUP DATABASE @name TO DISK = @fileName
```

```
        FETCH NEXT FROM db_cursor INTO @name
    END

    CLOSE db_cursor
    DEALLOCATE db_cursor
```

8. Click on the *Execute* button to start the backup. The time to run the backup will vary considerably depending on the size of the databases, the speed of the destination backup location and the performance of the server that this is running on.
9. Once complete the results window underneath the query window will show if the backup was a success.
10. Ensure that the backups are copied onto a reliable external storage device.

10.2 SMTP Configuration for Gmail

Overview

The Communication Service can integrate into Google's Gmail system for email.

How To

MCS Configuration

Use the following settings in the [Email & SMTP](#) section replacing any place holders with the user specific information:

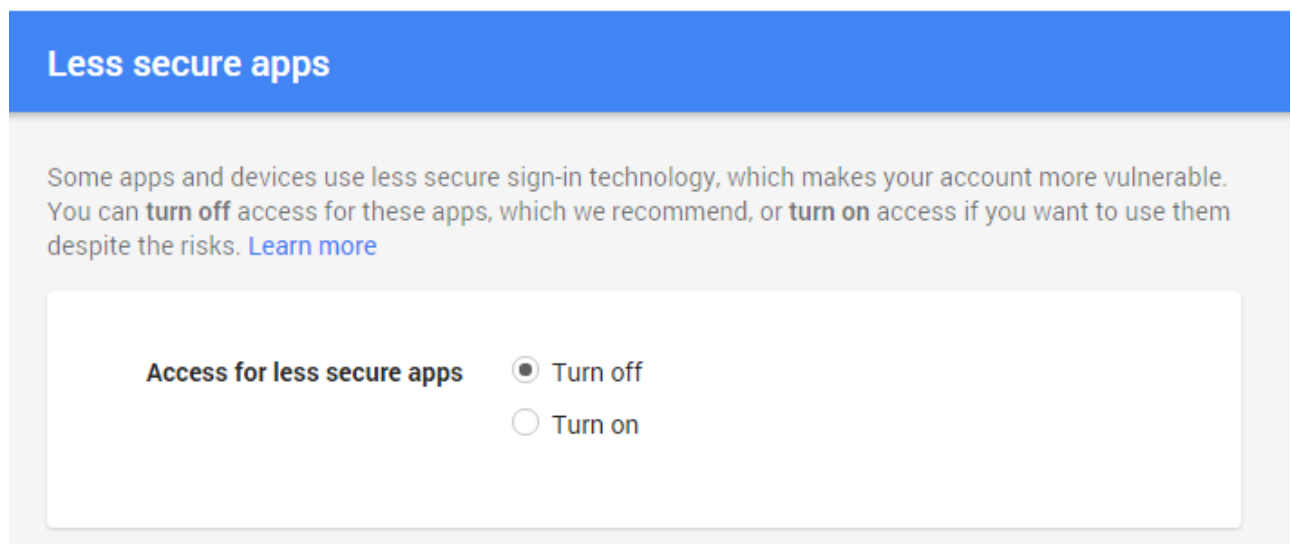
- **System admin email address:** <username>@gmail.com
- **Source email address:** <username>@gmail.com
- **SMTP server:** smtp.gmail.com
- **Server require authentication:** Yes
- **Username:** <username>@gmail.com
- **Password:** <password>
- **Use SSL/TLS:** Yes
- **Alternate Port:** 587

Gmail Configuration

Gmail now requires that a 'less secure' option be enabled for allowing access using SMTP authentication over SSL. You will need to browse to the following URL and 'Turn On' access:

<https://www.google.com/settings/security/lesssecureapps>

Example Image:



10.3 SMTP Configuration for Office365

Overview

The Communication Service can integrate into Microsoft's Office365 system for email.

How To

Use the following settings in the [Email & SMTP](#) section replacing any place holders with the user specific information:

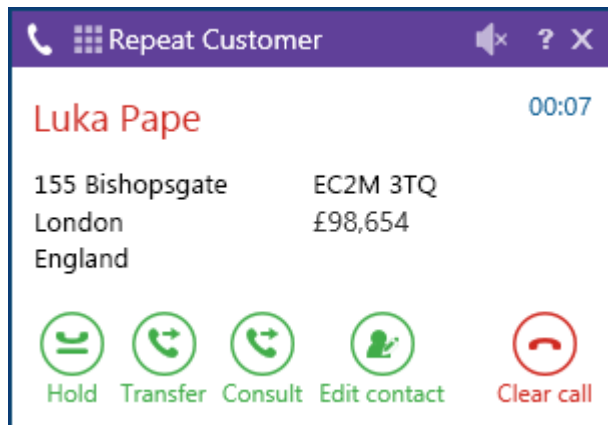
- **System admin email address:** <username>@office365.com
- **Source email address:** <username>@office365.com
- **SMTP server:** smtp.office365.com
- **Server require authentication:** Yes
- **Username:** <username>@office365.com
- **Password:** <password>
- **Use SSL/TLS:** Yes
- **Alternate Port:** 587

10.4 Banner Profiles VIP

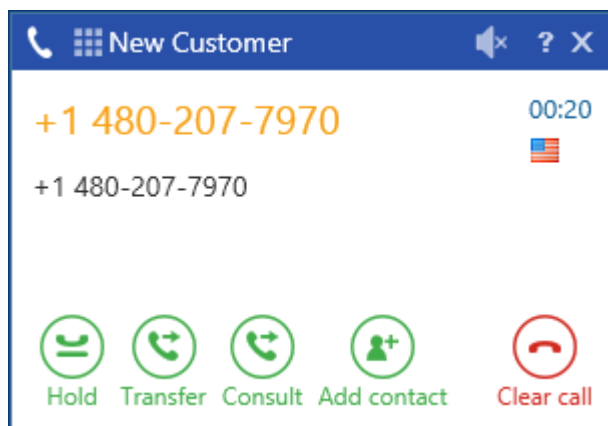
Overview

This example shows how to create call banner profiles that will highlight differently when either a repeat customer or a new customer calls in on a specific DDI/DID number. This will use check VIP text field of a contact that has been imported into a global directory that is set to "Repeat Customer".

When a repeat customer is matched this banner will be shown. As the customer is already known then their details can be shown on the banner, i.e. their name, address and account balance.



When a new customer is matched, i.e. they don't have the VIP text set then this will be shown. As the customer is new then they only information that is available is their telephone number and location.



How To

To create the configuration start from the Call Banner Profiles section:

'⚙️' -> [Features](#) -> [Phone Manager Desktop](#) -> [Call Banner Profiles](#) section.

There will need to be two new call banner profiles created, one for the repeat customers and the other for new customers. To create the repeat customer profile:

1. Click on *New* then configure the profile settings as shown so that the import contact information will be displayed:

Edit Call Banner Profile

Settings Conditions

Name: Repeat Customers

Set fields:

<input checked="" type="checkbox"/>	Contact field 1	✗	+
<input type="checkbox"/>	Contact field 2	✗	
<input type="checkbox"/>	Contact field 3	✗	
<input type="checkbox"/>	Contact field 4	✗	
<input type="checkbox"/>	Contact field 5	✗	

Set title bar text: ☒ Repeat Customer

Set title bar colour: ☒ [Color palette]

Set header text colour: ☒ [Color palette]

Save Cancel

2. Click on the *Conditions* tab and then we are going to add a condition to only show this banner when the call has come in on a specific DDI/DID number. Right click on the *All* option and select *Add Condition*.

Edit Call Banner Profile

Settings Conditions

Define when this banner profile should be displayed. Click on the control below to build up a filter to match against the call details. You can group conditions together if required. [Click here for more information](#)

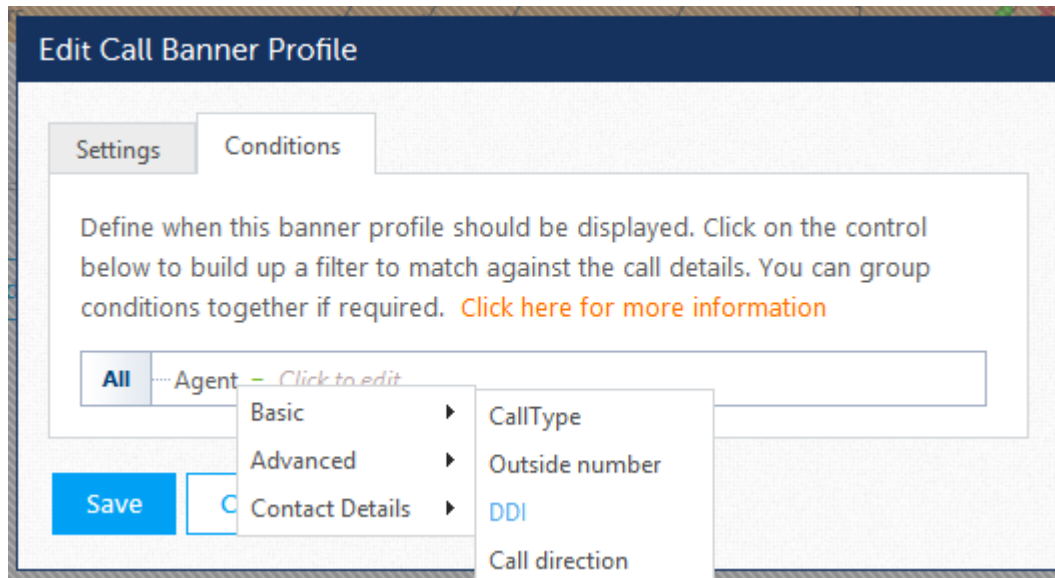
Add Condition

Operator

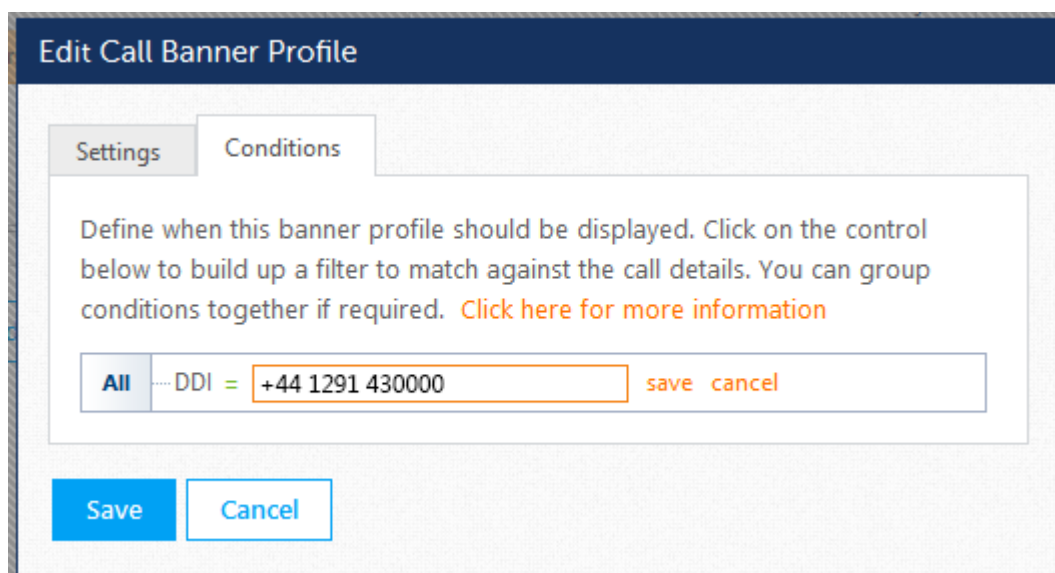
Copy

Delete Group

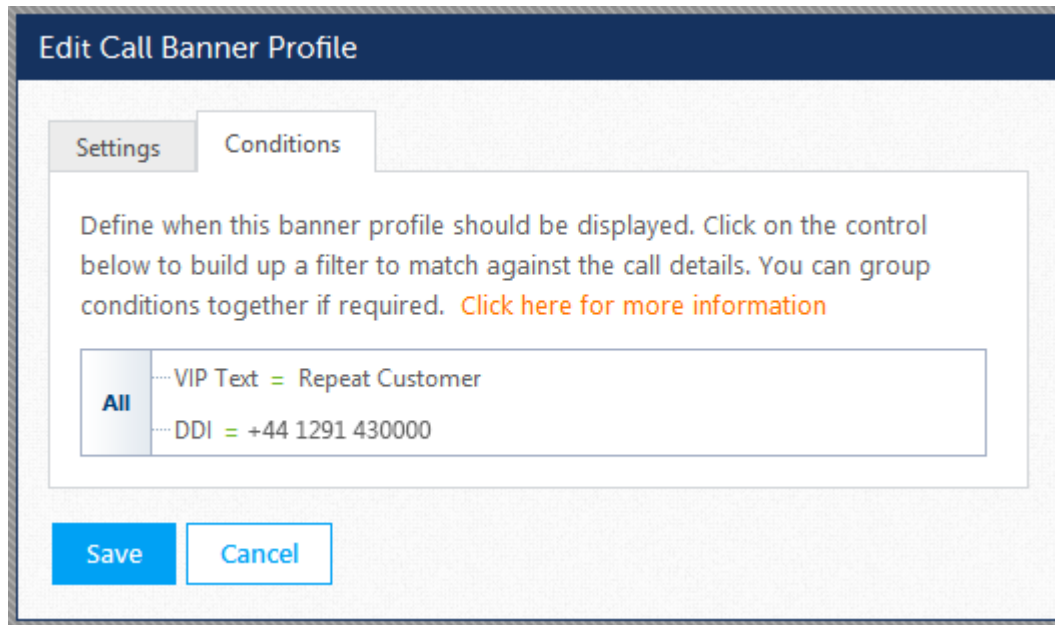
3. This will add a new condition for *Agent*, and we need to change this to *DDI* so left click on *Agent* and select *Basic -> DDI* from the drop down menu.



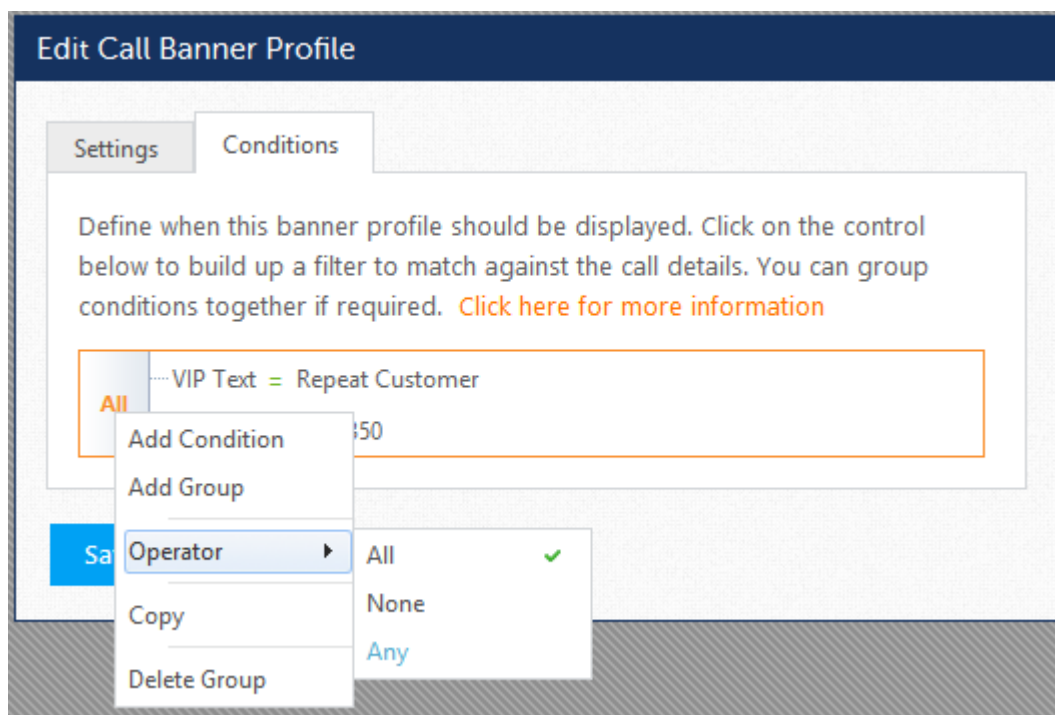
4. To enter the DDI/DID number to filter this on click on the *Click to edit* field and enter the number then click on **save**.



5. Repeat the process from step 2 to add the condition for VIP Text. After you have done this it should look like this.



- For this condition to be true both the *VIP Text* and *DDI* conditions need to be met. If only one of these conditions needs to be met then the grouping could be changed from **All** to **Any**.



To create the "New Customer" profile follow the same steps as for the "Repeat Customer", except do not add the *VIP Text* condition.

- This is how the *Settings* tab should look.

Edit Call Banner Profile

Settings

Conditions

Name:

New Customer

Set fields:

☒ Outside number ✗
☒ CLI location ✗
+

Set title bar text:

☒ New Customer

Set title bar colour:

☒
■
■
■
■
■
■
■
■

Set header text colour:

☒
■
■
■
■
■
■
■
■

Save

Cancel

2. This is how the *Conditions* tab should look.

Edit Call Banner Profile

Settings

Conditions

Define when this banner profile should be displayed. Click on the control below to build up a filter to match against the call details. You can group conditions together if required. [Click here for more information](#)

All

DDI = +44 1291 430000

Save

Cancel

Now we have the banner profiles configured we need to set the *Priority* of these so that the correct ones are applied. From the [Call Banner Profiles](#) section using the mouse drag each line around until they are in this order.

Name	Fields	Title	Title Colour	Header Colour	Priority		
Repeat Customers	✓	✓	✓	✓	1		
New Customer	✓	✓	✓	✓	2		
Default	✓	-	-	-	3		

Page 1 of 1 (3 items)

The client banner configuration is now complete. Import some contact records into a Global Directory with the VIP Text set to "Repeat Customer" and make an inbound call to the configured DDI/DID number to test.

10.5 Importing Phone Manager v3 Personal Contacts

Overview

If the user has upgraded from Phone Manager v3 then their existing personal contacts can be imported. This is only supported if the users personal contacts have been stored locally (either in the %PROGRAMFILES% folder on the computer they are on, or in their "My Documents" folder and NOT centrally. If they are stored centrally then they will need to be migrated before upgrading. If these files are present then Phone Manager will prompt the user automatically when started to import.

Considerations before upgrade

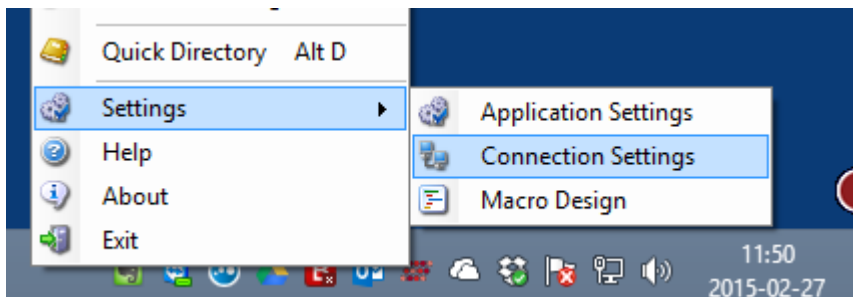
If the user already has version Phone Manager v3 installed on the PC then they had 3 places to save their personal contacts

1. C:\Users\[Username]\Documents\Application Data\Xarios\Phone Manager.
2. C:\Program Files\Xarios\Xarios Phone Manager\Phone Manager\ConfigFiles
3. On the Xarios Application Server.

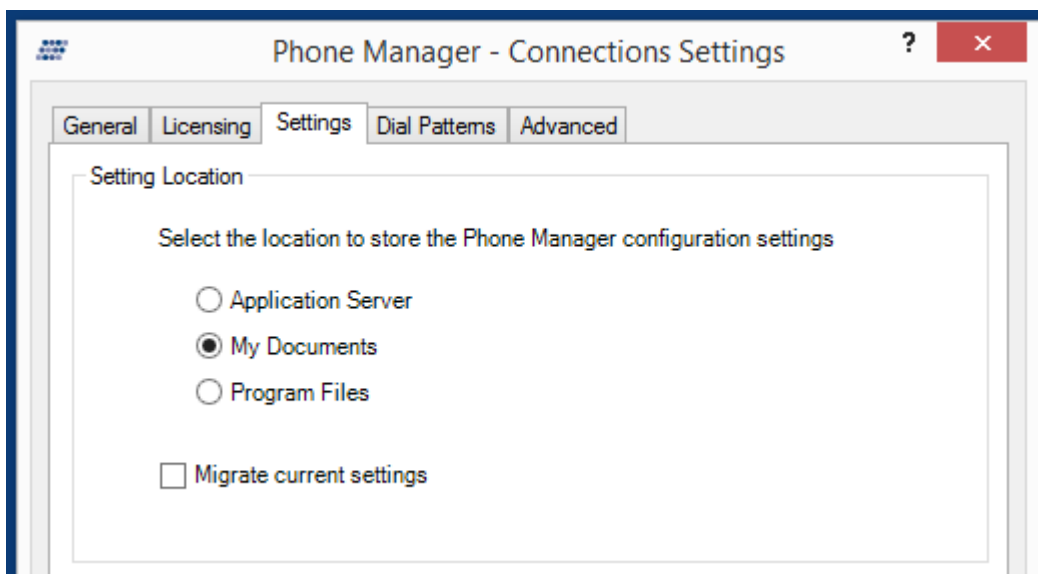
To be able to use the migration tool to import to your v4 and above client you need to make sure that the v3 client has personal contacts stored in either of the local locations i.e. options 1 and 2 above.

You can check where the client's directory is currently located in the v3 client by:

1. Right clicking on the Phone Manager Icon in the systray and select *Settings -> Connection Settings*.



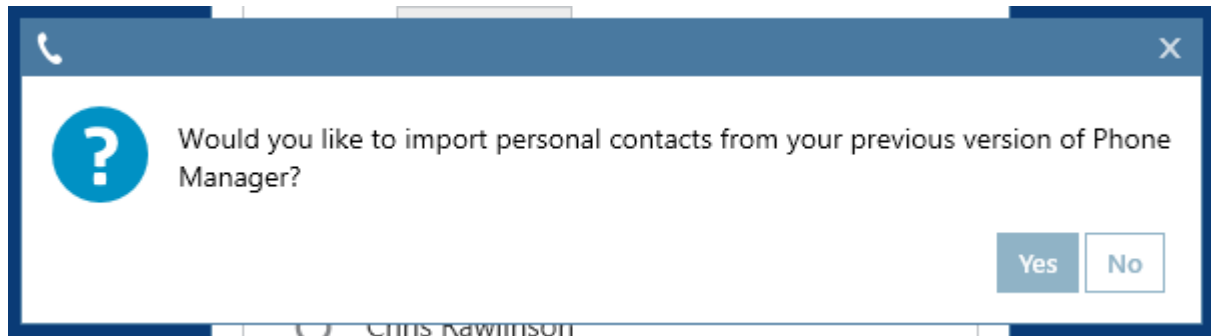
2. Select the *Settings* tab from the *Connection Settings* window.



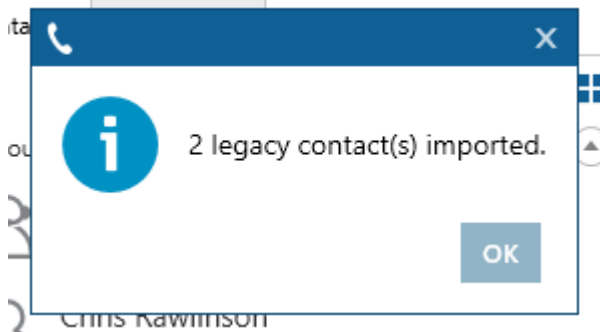
From here will be able to tell where the contacts are located and if needed you can then migrate them to a


local location. Once you have confirmed that the v3 personal contacts are stored locally you then need to install your v4 client.

Once installed open the v4 client and note the pop up box.



Click *Yes* and this will import all previously stored personal contacts. Click *No* and it will not import or prompt when next opened. Once complete you will get another pop up box to advise the number of contacts imported.



 Whilst the import is taking place you do not get a progress bar but this allows you to carry on using your client.

10.6 Enabling HTTPS

To improve security it is recommended to switch access to the MiVoice Office Application Suite website from HTTP (default) to HTTPS.

The website is hosted by IIS server which is part of the host operating system. The following steps explain the process involved in enabling HTTPS for the website.

Enabling HTTPS Steps

1. Create a CSR (Certificate Signing Request) for the server
2. Obtain a certificate from your provider
3. Install the certificate on the server



If a certificate has already been installed for [Phone Manager Mobile](#), the same certificate can be used for enabling HTTPS on the website.

Creating a CSR & Obtaining a Certificate

A CSR (certificate signing request) must be generated on the host server before a certificate can be purchased and installed. The '[SSL Certificate](#)' configuration section can be used for generating a CSR.



Ensure the [Client Location](#) addresses have been correctly configured with the servername/FQDN for local and remote connections before creating a CSR.

The method for doing this manually on the server will differ depending on the version of IIS installed. A good reference on how to generate the CSR can be found on the Digicert website: <https://www.digicert.com/csr-creation.htm>

Once you have a CSR, a certificate must be obtained from your Certificate Authority.

Installing a Certificate

Once a certificate has been purchased/generated, it must be installed on the host server. This can be done from the '[SSL Certificates](#)' configuration section, ensure that the relevant checkbox is checked to apply the certificate to the website.



A restart of the system is required for certificate changes to take effect.

10.7 Restart MCS Services

MiVoice Office Application Suite comprises of multiple Windows Services, each providing different features.

To restart the system, the services must be stopped and started in a specific order. Ideally, to ensure services are started in the correct order, the server hosting MiVoice Office Application Suite should be restarted.

If this is not possible, please follow the steps below when restarting services (waiting for each stop operation to complete before moving to the next):

Stopping MiVoice Office Application Suite Services

1. Stop the 'Mitel MCS Watchdog Service' service
2. Stop the 'Mitel MCS Handset' service
3. With the exception of 'Mitel MCS WCF Service', Stop all other services labelled 'Mitel MCS....'
4. Stop the 'Mitel MCS WCF Service' service

All MCS services should now be stopped.

Starting MiVoice Office Application Suite Services

1. Start the 'Mitel MCS Watchdog Service' service

The watchdog will now start all other services in the correct order.

11 Statistics Overview

The reporting engine provides a range of information fields that show details of calls, status events and configuration. The fields available to add to a report will depend on the template the report is using.

- [Call List Data Fields](#)
- [Status List Data Fields](#)
- [Grouped Call/Status Data Fields](#)
- [Configuration Data Fields](#)
- [Real-Time Data Fields](#)

11.1 Call List Report Data

A call list report is a report that lists each call individually (and segments), rather than grouping calls together to get aggregated figures.

There are three templates that provide call list data:

- Call Data - Call List
- Call Data - Call List (Segmented)
- Call Data - Unreturned Lost Calls

For information about the data that these templates provide, refer to the [Templates](#) sections.

Each row in a call list report is an individual call or call [segment](#) and each column available contains a specific piece of information about that call or segment.

All of the data columns available on call list reports have been split up into the following categories:

[Advanced](#) - Information about a call not normally used.

[Call Info](#) - Standard information about a call; CLI, DDI, Account Code etc.

[Call Times](#) - Time and duration information about a call; Start Time, End Time, Ring Duration etc.

[Devices / Agents](#) - Device or Agent information about a call, who answered or where did it ring?

[Tag Fields](#) - Specific customer related information that has been tagged to the call by the user.

11.1.1 Call Statistics - Advanced

The following call list fields are designed for engineering use and are not required for normal reporting purposes.

(All columns below are available on the following templates: Call List, Call List (Segmented) and Unreturned Lost Calls).

Call ID

The telephone system call id of the call. This can be used to trace calls back to the telephone system data or to match calls in other applications.

End Event

This columns contains the event code provided by the telephone system when the call ended. This is for engineering use only.

Logical Call ID

This column refers to the call id assigned to the call by the software. The logical call id is used to link call segments and announced transfer segments together as being part of the same call.

Rec ID

This column contains a unique id assigned to each call segment by the software.

11.1.2 Call Statistics - Call Info

Account Code

The last account code that was entered on this call. If no account was entered on the call then this will be empty. On segmented call list this will be the last account code entered on the segment, on a non-segmented report this will be the last account code entered on the call.

Call Answered

Was this call answered or not? On a segmented call list this will show the answered state or each segment. On a non-segmented call it will show whether the entire call is being treated as answered.

Call Direction

The direction of this call segment, either (In)bound or (Out)bound for external calls and n/a for internal calls.

Call Matched

Was the CLI associated with this call matched to a [Contact Directory](#) record?

Call State

What is the current state of the call (ringing, connected, on hold etc).

Call Type

The type of call, either (Int)ernal or (Ext)ernal.

CLI

The caller ID associated with this call for external calls. The will be the received number for inbound calls and the dialled number for outbound calls. On internal calls this property is empty.

CLI Received

Was the inbound call received with a Caller ID? This applies only to inbound external calls.

Contact Name

The contact information associated with this call segment. This may be populated from a [Contact Directory](#).



Personal contacts do not show on reports by design as the matching happens centrally. System Speed Dials only match on Inbound Calls - the same way as the PBX handles it. Speed Dial matches will be shown in the Contacts fields in reports. If you have a System Speed Dial and Global Contact with the same number the Global Contact name will take precedence.

DDI Digits

The significant DDI digits received from the network provider to identify a call originated via a particular DDI number. This applies to inbound external calls only and will be empty for all other call types.

DDI Received

Was the inbound call received with DDI digits? This is a Yes/No property that relates to inbound external calls only. For all other calls this will be displayed as n/a.

DNIS

A description against the DDI that the inbound call originated on. This is the description programmed against the DDI on the telephone system. This applies to inbound external calls only and will be empty for other call types.

Segment No *

The segment number of the call segment. Use the Logical CallID to link multiple segments together. This property is only available on segmented call list reports.

Segment Count **

The total number of segments for the call. This property is only available for non-segmented call list reports.

Short Call

A call is designated Short if the talk time (plus hold time) is less than the configured [Short Call](#) value. This property will be displayed as Yes/No.

Speed Dial Name

Any speed dial match from the telephone system for external calls. This property will be empty for other call types.

Telephone Number

The telephone number associated with this call segment. For external calls this will contain the CLI information, for internal calls this will contain extension number of the device making the call.

 * This column is only available on segmented call lists.

 ** This column is only available on un-segmented call lists.

11.1.3 Call Statistics - Call Times

Answer Time

The time of day that this call or call segment was answered. If the call was not answered this will be empty.

Call Duration

The total duration for this call or call segment including ring, hold and talk durations.

End Time

The time of day that this call segment ended.

Hold Duration

The duration this call segment spent on hold.

Ring Duration

The duration this call segment spent ringing.

Start Time

The time the call or call segment started ringing.

Talk Duration

The duration this call segment was in the answered state.



Each of the time and duration columns can be configured to display using different formats. For more information refer to the [Report Creation](#) section.



If '#ERROR' appears in any column, this is an indication of missing data. this can happen if the reporting service is stopped or loses connection to the telephone system.

11.1.4 Call Statistics - Devices / Agents

Agent / Agent Name **

The details of any agents associated with this call segment. On internal and conference calls there may be more than one agent associated with the call. For an agent to be associated with a call, the call doesn't need to have been passed from a hunt group, the agent just needs to be logged into the telephone associated with the call.

Answering Agent / Answering Agent Name *

The agent the call was first answered at.

Answering Extension / Answering Extension Name *

The extension the call was first answered at.

Extension / Extension Name **

The details of any extensions that were involved in this call segment. On internal and conference calls there may be more than one extension. This can be any device on the telephone system so can include voicemail applications etc.

First Rang Agent / First Rang Agent Name *

The first agent the call rang at.

First Rang Extension / First Rang Extension Name *

The first extension the call rang at.

Hunt Group / Hunt Group Name

The details of the hunt group the current call/call segment was presented from. On non-segmented calls this will be the first hunt group the call was presented to if there was more than one. If the call was not delivered through a hunt group this will be empty.

Last Rang Agent / Last Rang Agent Name *

The last agent the call rang at.

Last Rang Extension / Last Rang Extension Name *

The last extension the call rang at.

Transferred From / Transferred Agent From

The source device/agent if the call was transferred from another location. On non-segmented calls this will be the first device/agent that transferred the call if the call was transferred more than once.

Transferred To / Transferred Agent To

The destination device/agent if the call was transferred to another location. On non-segmented calls this will be the first device/agent that the call was transferred to if the call was transferred more than once.

Trunk Number / Trunk Description

If the call is external, this will contain the information about the trunk line used for the call. On internal calls this will be empty.

Username **

The name of any users associated with the call. On internal calls there may be more than one.



* This column is only available on the un-segmented call lists.



** This column is only available on the segmented call lists.

11.1.5 Call Statistics - Tag Fields

Tag Field 1 to 5

There are 5 custom fields for each call that can be populated with information by the user. This is most commonly used to attach customer specific information to calls such as account numbers or reference numbers. These number can then be added to reports or used to search and find recordings. Selecting one of the 5 fields here will add them to a call list reports.



For more information on tagging calls with custom information, please refer to the Phone Manager user guide.



For more information on naming each custom field, please refer to the [Default Report Settings](#) section.

11.2 Grouped Report Data

Grouped reports provide aggregated call information (totals, averages, percentages etc.) for devices on the telephone system. For more information on grouped reports, see the [Reporting](#) section.

The data columns listed below are available when selecting any of the grouped call templates:

- Call Data - Calls by Account Code
- Call Data - Calls by Agent
- Call Data - Calls by DDI
- Call Data - Calls by Extension
- Call Data - Calls by Hunt Group
- Call Data - Calls by Start Time
- Call Data - Calls by Telephone Number
- Call Data - Calls by Trunk
- Call Data - Calls by User

For information about the data that these templates provide, refer to the [Templates](#) sections.

All of the data columns available have been split up into the following categories:

[Account Codes](#) - There are 10 account code fields that can be added to grouped reports.

[ACD Times](#) - Average, Percentage, Total time on duty etc

[Call Times \(%\)](#) - Time spent in ringing/talk, number of calls answered/lost with ring durations.

[Call Times \(Average\)](#) - Average talk time, ring time, hold time per call etc.

[Call Times \(Min/Max\)](#) - Longest ringing, shortest ringing, first call at etc.

[Call Times \(Total\)](#) - Total time spent ringing, total time spent talking etc

[Call Totals](#) - Total number of calls in, calls out, calls answered, calls lost etc.

[Call Totals \(%\)](#) - Percentage of calls in, calls out, calls answered calls lost etc.

[DND Times \(%\)](#) - Percentage of time spent in the available DND states.

[DND Times \(Average\)](#) - Average time spent in the available DND states.


[DND Times \(Max\)](#) - Maximum time spent in the available DND states.


[DND Times \(Total\)](#) - Total time spent in the available DND states.


[DND Totals](#) - The number of times an extension/agent used a DND state.

[Report's Call Totals \(%\)](#) - Breakdown of total statistics across a report.

[Report's Call Times \(%\)](#) - Breakdown of time statistics across a report.

 When viewing daily historic statistics (statistics which are not [Active Call](#)) on a real-time Wallboard/Dashboard, the statistics will update when the call has ended.

 There are 20 different DND states for users to choose from. The current name for each DND state on the telephone system is displayed in brackets where applicable. This can be changed on the telephone system and may not have been the name of the DND state when the user selected it.

 Not all columns are available in all grouped report templates.

11.2.1 Grouped Statistics - Account Codes

Account codes can be entered on external calls made on the telephone system. The MCS will store any account code entered against a call segment, if more than one code is entered on a call segment then the last account code will be used for calculating grouped report data.

Up to 10 account codes can be added to grouped reports. Each of the 10 codes can be given a user definable name (see the [Reporting Settings](#) section for more information).

Code 1 to 10

Each of the codes will appear with either the default name (Code 1 to 10) or the user defined name (Sale, Complaint etc). These columns show the total number of calls that this account code was entered on.

(Available on the following templates: Calls by DDI, Calls by Extension, Calls by Hunt Group, Calls by Start Time, Calls by Telephone Number, Calls by Trunk and Calls by User).

11.2.2 Grouped Statistics - ACD Times

% Time In Busy

The [Time In Busy](#) as a percentage of [Time On Duty](#).

License Required: ACD Reporter

% Time In Busy N/A

The [Time In Busy N/A](#) as a percentage of [Time On Duty](#).

License Required: ACD Reporter

% Time In Free

The [Time In Free](#) as a percentage of [Time On Duty](#).

License Required: ACD Reporter

% Time In Wrapup

The [Time In Wrapup](#) as a percentage of [Time On Duty](#).

License Required: ACD Reporter

Avg Time Busy

The average time an agent spends in the busy state. [Time In Busy](#) divided by [Times In Busy](#)

License Required: ACD Reporter

Avg Time Busy N/A

The average time an agent spends in the busy not available state (DND). [Time In Busy N/A](#) divided by [Times In Busy N/A](#)

License Required: ACD Reporter

Avg Time Free

The average time an agent spends in the free state. [Time In Free](#) divided by [Times In Free](#)

License Required: ACD Reporter

Avg Time In Wrapup

The average time an agent spends in the wrapup state. [Time In Wrapup](#) divided by [Times In Wrapup](#)

License Required: ACD Reporter

Avg Time On Duty

The average time an agent spends logged into the telephone system. [Time On Duty](#) divided by [Times Logged In](#)

License Required: ACD Reporter

First Logon Time

The first time that an agent logged onto the telephone system.

License Required: ACD Reporter

Last Logoff Time

The last time that an agent logged out the telephone system.

License Required: ACD Reporter

Last Logon Time

The last time that an agent logged onto the telephone system.

License Required: ACD Reporter

Time In Busy

The total time an agent has spent in the busy state.

License Required: ACD Reporter

Time In Busy N/A

The total time an agent has spent in the busy not available state (this is the same as DND).

License Required: ACD Reporter

Time In Free

The total time an agent has spent in the free state.

License Required: ACD Reporter

Time In Wrapup

The total time an agent has spent in the wrapup state.

License Required: ACD Reporter

Time On Duty

The total time an agent has spent logged into the telephone system.

License Required: ACD Reporter

Times In Busy

The number of times the [ACD Status](#) of the agent went into the busy state.

License Required: ACD Reporter

Times In Busy N/A

The number of times the [ACD Status](#) of the agent went into the busy not available state (this is the same as DND).

License Required: ACD Reporter

Times In Free

The number of times the [ACD Status](#) of the agent went into the free state.

License Required: ACD Reporter

Times In Wrapup

The number of times the [ACD Status](#) of the agent went into the wrapup state.

License Required: ACD Reporter

Times Logged In

The number of times the the agent transitioned from being logged out to being logged in.

License Required: ACD Reporter

Unlicensed Agents

The number of agents currently logged in that don't have an ACD Reporting User licence.

11.2.3 Grouped Statistics - Call Times (%)

% Answered <= Xs or % Answered > Xs *

The number of [Calls Answered](#) within a specific service level as a percentage of [Calls Inbound](#).

% Lost <= Xs or % Lost > Xs *

The number of [Calls Lost](#) within a specific service level as a percentage of [Calls Inbound](#).

% Total Hold Time


The [Total Hold Time](#) as a percentage of [Total Call Time](#).

% Total Ring Time

The [Total Ring Time](#) as a percentage of [Total Call Time](#).

% Total Talk Time

The [Total Talk Time](#) as a percentage of [Total Call Time](#).

 * The 6 different call duration values are configured on [Default Report Settings](#) section.

11.2.4 Grouped Statistics - Call Times (Average)

Avg Answer Time (In)

The average [ring duration](#) for all inbound answered calls. This is calculated by taking the total ring duration on answered calls and dividing by [Calls In Answered](#).

Avg Answer Time (Out)

The average [ring duration](#) for all outbound answered calls. This is calculated by taking the total ring duration on answered calls and dividing by [Calls Out Answered](#).

Avg Call Time

The average [call duration](#) for all calls. This is calculated by dividing [Total Call Time](#) by [Calls Handled](#).

Avg Call Time (In)

The average [call duration](#) for all inbound calls. This is calculated by dividing [Total Call Time \(In\)](#) by [Calls Inbound](#).

Avg Call Time (Out)

The average [call duration](#) for all outbound calls. This is calculated by dividing [Total Call Time \(Out\)](#) by [Calls Outbound](#).

Avg Lost Call Time

The average amount of time lost calls spend ringing. This is calculated by dividing the [Total Ring Time \(Lost\)](#) by [Calls Lost](#).

Avg Ring Time

The average amount of time calls spend ringing. This is calculated by dividing [Total Ring Time](#) by [Calls Handled](#).

Avg Ring Time (In)

The average amount of ring time on inbound calls. This is calculated by dividing [Total Ring Time \(In\)](#) by [Calls Inbound](#).

Avg Ring Time (Out)

The average amount of ring time on outbound calls. This is calculated by dividing [Total Ring Time \(Out\)](#) by [Calls Outbound](#).

Avg Talk Time

The average talk time for all calls. This is calculated by dividing [Total Talk Time](#) by [Calls Handled](#).

Avg Talk Time (In)

The average talk time for all inbound calls. This is calculated by dividing [Total Talk Time \(In\)](#) by [Calls Inbound](#).

Avg Talk Time (Out)

The average talk time for all outbound calls. This is calculated by dividing [Total Talk Time \(Out\)](#) by [Calls Outbound](#).



Statistics with a direction (In/Out) behave differently depending on where they are used:

- On a Real-Time Tile, they will only include external calls
- On a Real-Time Agent/Extension Grid or on a Calls by Extension/User report, they will include internal and external calls

11.2.5 Grouped Statistics - Call Times (Min/Max)

First Call At

The time the first call started ringing.

Last Call At

The time the last call started ringing.

Last Call Answered At

The time of day the last call was answered.

Last Call Ended At

The time of day of the last call that ended.

Max Answer Time (In)

The longest time a single inbound answered call spent in the ringing state.

Max Answer Time (Out)

The longest time a single outbound answered call spent in the ringing state.

Max Call Time

The longest duration for a single call.

Max Call Time (In)

The longest duration of any inbound call.

Max Call Time (Out)

The longest duration of any outbound call.

Max Hold Time

The longest a call was on hold.

Max Hold Time (In)

The longest any inbound call was on hold.

Max Hold Time (Out)

The longest any outbound call was on hold.

Max Ring Time

The longest any call was ringing.

Max Ring Time (Lost)

The longest any lost call was ringing.

Max Ring Time (In)

The longest time an inbound call spent ringing.

Max Ring Time (Out)

The maximum time an outbound call spent ringing.

Max Talk Time

The longest time a single call spent in the talking state.

Max Talk Time (In)

The longest time a single inbound call spent in the talking state.

Max Talk Time (Out)

The longest time a single outbound call spent in the talking state.

Min Answer Time (In)

The shortest time an answered inbound call spent in the ringing state.

Min Answer Time (Out)

The shortest time an answered outbound call spent in the ringing state.

Min Call Time

The shortest duration for a single call.

Min Call Time (In)

The shortest duration for a single inbound call.

Min Call Time (Out)

The shortest duration for a single outbound call.

Min Hold Time

The shortest hold time for a single call.

Min Hold Time (In)

The shortest hold time for a single inbound call.

Min Hold Time (Out)

The shortest hold time for a single outbound call.

Min Ring Time

The shortest ring time for a single call.

Min Ring Time (Lost)

The shortest ring time for any lost call.

Min Ring Time (In)

The shortest ring time for any inbound call.

Min Ring Time (Out)

The shortest ring time of all outbound calls.

Min Talk Time

The shortest time a single call spent in the talking state.

Min Talk Time (In)

The shortest time a single inbound call spent in the talking state.

Min Talk Time (Out)

The shortest time a single outbound call spent in the talking state.



Statistics with a direction (In/Out) behave differently depending on where they are used:

- On a Real-Time Tile, they will only include external calls
- On a Real-Time Agent/Extension Grid or on a Calls by Extension/User report, they will include internal and external calls

11.2.6 Grouped Statistics - Call Times (Total)

Answered \leq Xs or Answered $>$ Xs

The total number of inbound calls answered inside each of the 6 service levels.

Lost \leq Xs or Lost $>$ Xs

The total number of inbound calls lost inside each of the 6 service levels.

Total Answer Time (In)

The total amount of ring time for all inbound answered calls.

Total Answer Time (Out)

The total amount of ring time for all outbound answered calls.

Total Call Time

The total duration for all calls including ring, hold and talk time.

Total Call Time (In)

The total duration for all inbound calls including ring, hold and talk time.

Total Call Time (Out)

The total duration for all outbound calls including ring, hold and talk time.

Total Hold Time

The total hold duration for all calls.

Total Hold Time (In)

The total hold duration for all inbound calls.

Total Hold Time (Out)

The total hold duration for all outbound calls.

Total Ring Time

The total ring duration for all calls.

Total Ring Time (Lost)

The total ring duration for all lost calls.

Total Ring Time (In)

The total amount of ring time on inbound calls.

Total Ring Time (Out)

The total amount of ring time on outbound calls.

Total Talk Time

The total amount of talk time for all calls.

Total Talk Time (In)

The total amount of talk time for all inbound calls.

Total Talk Time (Out)

The total amount of talk time for all outbound calls.



Statistics with a direction (In/Out) behave differently depending on where they are used:

- On a Real-Time Tile, they will only include external calls
- On a Real-Time Agent/Extension Grid or on a Calls by Extension/User report, they will include internal and external calls

11.2.7 Grouped Statistics - Call Totals

Calls Answered

The total number of calls answered (inbound and outbound).

Calls Completed

The total number of calls completed (inbound and outbound).

Calls External

The total number of external calls.

Calls Handled

The total number of calls handled (internal and external).

Calls In Ans

The total number of inbound calls that were answered (internal and external).

Calls In Ans External

The total number of inbound calls that were answered (external only).

Calls In Ans Internal

The total number of inbound calls that were answered (internal only).

Calls Inbound

The total number of calls inbound (external only)

Calls In Completed

The total number of inbound calls completed (internal and external).

Calls In External

The total number inbound, external calls.

Calls In Internal

The total number of inbound, internal calls.

Calls In Refused

The total number of inbound calls that alerted but were not answered.

Calls Internal

The total number of internal calls.

Calls Lost

The total number of external inbound calls that weren't answered.

Calls Matched

The total number of external calls matched to a Contact Directory.

Calls Not Matched

The total number of external calls that did not match a Contact Directory record.

Calls Out Ans

The total number of outbound calls that were answered (internal and external).

Calls Out Ans External

The total number of outbound calls that were answered (external only).

Calls Out Ans Internal

The total number of outbound calls that were answered (internal only).

Calls Outbound

The total number of outbound calls (internal and external).

Calls Out Completed

The total number of outbound calls completed (internal and external).

Calls Out External

The total number outbound, external calls.

Calls Out Internal

The total number of outbound, internal calls.

Calls Overflowed In

The total number of inbound calls that overflowed from another device.

Calls Overflowed Out

The total number of inbound calls that overflowed to another device.

Calls Transferred In

The total number of calls transferred to this device

Calls Transferred Out

The total number of calls transferred from this device

Calls With CLI

The total number of inbound external calls received with a Caller ID.

DDI Calls

The total number of external inbound calls that were presented with a DDI.

Max Lines Busy

The total number of trunks that were simultaneously busy during the selected time period.

Recoverable Calls

The total number of Lost calls that presented a CLI.

Short Calls

The total number of calls that were classified as a Short Call, the talk time (plus hold time) was less than the configured [Short Call](#) value.

Unreturned Lost Calls

The total number of calls that were Lost Calls and not subsequently answered on either an inbound or outbound call.

11.2.8 Grouped Statistics - Call Totals (%)

% Calls In Ans

The number of Calls In Answered as a percentage of Calls In.

% Calls In Ans Ext

The number of Calls In External Answered as a percentage of Calls In External.

% Calls In Ans Int

The number of Calls In Answered Internal as a percentage of Calls In Internal.

% Calls In Completed

The number of Calls In Completed as a percentage of Calls In.

% Calls In Ext

The number of Calls In External as a percentage of Calls In.

% Calls In Int

The number of Calls In Internal as a percentage of Calls In.

% Calls In Refused

The number of Calls Refused as a percentage of Calls In.

% Calls Inbound

The number of Calls Inbound as a percentage of Calls Handled.

% Calls Internal

The number of Calls Internal as a percentage of Calls Handled.

% Calls Lost

The number of Lost Calls as a percentage of Calls In External.

% Calls Matched

The number of Calls Matched as a percentage of Calls External.

% Calls Not Matched

The number of Calls Not Matched as a percentage of Calls External.

% Calls Out Ans

The number of Calls Out Answered as a percentage of Calls Out.

% Calls Out Ans Ext

The number of Calls Out External Answered as a percentage of Calls Out External.

% Calls Out Ans Int

The number of Calls Out Internal Answered as a percentage of Calls Out Internal.

% Calls Out Completed

The number of Calls Out Completed as a percentage of Calls Out.

% Calls Out Ext

The number of Calls Out External as a percentage of Calls Out.

% Calls Out Int

The number of Calls Out Internal as a percentage of Calls Out.

% Calls Outbound

The number of Calls Outbound as a percentage of Calls Handled.

% Calls Overflowed In

The number of Calls Overflowed In as a percentage of the Calls In.

% Calls Overflowed Out

The number of Calls Overflowed Out as a percentage of the Calls Out.

% Calls Transferred In

The number of Calls Transferred In as a percentage of Calls In

% Calls Transferred Out

The number of Calls Transferred Out as a percentage of Calls In

% Calls With CLI


The number of Calls With CLI as a percentage of Calls In External.

% DDI Calls

The number of DDI Calls as a percentage of Calls In External.

% Peak Used

The number of Max Busy Lines as a percentage of the total number of trunks configured on the system.

 The number of trunks on the system is calculated at runtime and is not stored historically.

% Short Calls

The number of Short Calls as a percentage of Calls Answered.

% Unreturned Lost Calls

The number of Unreturned Lost Calls as a percentage of Calls In External.

11.2.9 Grouped Statistics - DND Times (%)

% Time In DND 1 to 20

The amount of time spent in a specific DND message state as a percentage of total time for the report.

License Required: DND Reporter

% Time In DND

The amount of time spent in any DND message state as a percentage of total time for the report.

License Required: DND Reporter

11.2.10 Grouped Statistics - DND Times (Average)

Avg Time In DND 1 to 20

The average amount of time the extension spent in each of the 20 available DND states.

License Required: DND Reporter

Avg Time In DND

The average amount of time the extension spent in any of the DND states.

License Required: DND Reporter

11.2.11 Grouped Statistics - DND Times (Maximum)

Longest Time In DND 1 to 20

The longest time an extension spent in each of the DND states.

License Required: DND Reporter

Longest Time In DND

The longest time an extension spent in any of the DND states.

License Required: DND Reporter

11.2.12 Grouped Statistics - DND Times (Total)

Time In DND 1 to 20

The total time an extension spent in each of the available DND states.

Time In DND

The combined total time an extension spent in any of the DND states.

11.2.13 Grouped Statistics - DND Totals

Times In DND 1 to 20

The number of times an extension entered a specific DND state. There are 20 DND states to select from.

Times In DND

The total number of times an extension went into any of the 20 DND states.

11.2.14 Grouped Statistics - Report's Call Totals (%)

% Of All Calls Answered

The number of [Calls Answered](#) as a percentage of all Calls Answered for the report.

% Of All Calls External

The number of [Calls External](#) as a percentage of all Calls External for the report.

% Of All Calls Handled

The number of [Calls Handled](#) as a percentage of all Calls Handled for the report.

% Of All Calls In

The number of [Calls In](#) as a percentage of all Calls In for the report.

% Of All Calls In Ans

The number of [Calls In Answered](#) as a percentage of all Calls In Answered for the report.

% Of All Calls In Ans Ext

The number of [Calls In Answered External](#) as a percentage of all Calls In Answered External for the report.

% Of All Calls In Ans Int

The number of [Calls In Answered Internal](#) as a percentage of all Calls In Answered Internal for the report.

% Of All Calls In Completed

The number of [Calls In Completed](#) as a percentage of all Calls In Completed for the report.

% Of All Calls In Ext

The number of [Calls In External](#) as a percentage of all Calls In External for the report.

% Of All Calls In Int

The number of [Calls In Internal](#) as a percentage of all Calls In Internal for the report.

% Of All Calls In Refused

The number of [Calls Refused](#) as a percentage of all Calls Refused for the report.

% Of All Calls Internal

The number of [Calls Internal](#) as a percentage of all Calls Internal for the report.

% Of All Calls Lost

The number of [Lost Calls](#) as a percentage of all Lost Calls for the report.

% Of All Calls Matched

The number of [Calls Matched](#) as a percentage of all Calls Matched for the report.

% Of All Calls Not Matched

The number of [Calls Not Matched](#) as a percentage of all Calls Not Matched for the report.

% Of All Calls Out

The number of [Calls Out](#) as a percentage of all Calls Out for the report.

% Of All Calls Out Ans

The number of [Calls Out Answered](#) as a percentage of all Calls Out Answered for the report.

% Of All Calls Out Ans Ext

The number of [Calls Out Ans External](#) as a percentage of all Calls Out Ans External for the report.

% Of All Calls Out Ans Int

The number of [Calls Out Ans Internal](#) as a percentage of all Calls Out Ans Internal for the report.

% Of All Calls Out Completed

The number of [Calls Out Completed](#) as a percentage of all Calls Out Completed for the report.

% Of All Calls Out Ext

The number of [Calls Out External](#) as a percentage of all Calls Out External for the report.

% Of All Calls Out Int

The number of [Calls Out Internal](#) as a percentage of all Calls Out Internal for the report.

% Of All Calls Overflowed In

The number of [Calls Overflowed In](#) as a percentage of all Calls Overflowed In for the report.

% Of All Calls Overflowed Out

The number of [Calls Overflowed Out](#) as a percentage of all Calls Overflowed Out for the report.

% Of All Calls Transferred In

The number of [Calls Transferred In](#) as a percentage of all Calls Transferred In for the report.

% Of All Calls Transferred Out

The number of [Calls Transferred Out](#) as a percentage of all Calls Transferred Out for the report.

% Of All Calls With CLI

The number of [Calls With CLI](#) as a percentage of all Calls With CLI for the report.

% Of All DDI Calls

The number of [DDI Calls](#) as a percentage of all DDI Calls for the report.

% Of All Short Calls

The number of [Short Calls](#) as a percentage of all Short Calls for the report.

% Of All Unreturned Lost Calls

The number of [Unreturned Lost Calls](#) as a percentage of all Unreturned Lost Calls for the report.

11.2.15 Grouped Statistics - Report's Call Times (%)

% Of All Ans <= Xs or % Of All Ans > Xs

The number of calls answered with one of the 6 service levels as a percentage of all of the calls answered in the same service level for the report.

% Of All Lost <= Xs or % Of All Lost > Xs

The number of calls lost within one of the 6 service levels as a percentage of all call lost in the same service level for the report.

% Of All Total Call Time

The [Total Call Time](#) as a percentage of the entire Total Call Time for the report.

% Of All Total Hold Time

The [Total Hold Time](#) as a percentage of the entire Total Hold Time for the report.

% Of All Total Ring Time

The [Total Ring Time](#) as a percentage of the entire Total Ring Time for the report.

% Of All Total Talk Time

The [Total Talk Time](#) as a percentage of the entire Total Talk Time for the report.

11.3 Configuration Data - Device Info

The following information fields are available in the Config Data report [templates](#).

Device Number

The number of the device. This could be the trunk, agent ID, extension number or DDI depending on the report run.

Description

The description given to the device on the telephone system.

Node ID

The node number of the telephone system on which the device resides.

11.4 Status List Data

A status list report is a report that lists each status change individually, rather than grouping changes together to get aggregated figures.

There are two templates that provide call list data:

- ACD Data - ACD Status List
- DND Data - DND Status List

For information about the data that these templates provide, refer to the [Templates](#) sections.

All of the data columns available on call list reports have been split up into the following categories:

[ACD](#) - Information about ACD status changes.

[DND](#) - Information about do-not-disturb status changes.

11.4.1 Status List Data - ACD

(All columns below are available on the following templates: ACD Data.)

ACD Status

The ACD status of the agent (Logged on, Free, Busy, Wrap, DND on/off, Logged out).

Agent

The agent ID the event occurred to.

Agent Name

The description of the agent the event occurred to.

DND Message

When the ACD Status is 'DND on', the DND message associated with the event will be displayed.

DND Text

When the ACD Status is 'DND on', the DND text will be displayed if there was any additional information entered by the agent.

Event Time

The time the ACD status event occurred.

Extension

The extension number the ACD status event occurred on.

Hunt Group

When the ACD Status is 'Logged on/Logged off', the hunt group the agent logged into or out of will be displayed.

Hunt Group Name

When the ACD Status is 'Logged on/Logged off', the name of the hunt group the agent logged into or out of will be displayed.

11.4.2 Status List Data - DND

(All columns below are available on the following templates: DND Data.)

DND Status

The DND status of the extension(DND on/off).

DND Message

The DND message associated with the event.

DND Text

The DND text associated to the event. This is optional and will only show if there was any additional information entered by the user.

Event Time

The time the DND status event occurred.

Extension

The extension number the DND status event occurred on.

Extension Name

The description of the extension the event occurred on.

11.5 Real Time Data

The following data fields are only available on [Real-Time Views](#), not in any of the [Historical Report Templates](#).

[Active Call Statistics](#) - Data relating to calls that are currently active on the telephone system etc

[Miscellaneous](#) - Current Date, Time etc

11.5.1 Active Call Statistics

Call Rate

The number of external calls in the current call rate period.

Calls Active

The total number of active calls (any call whether ringing, hold or in progress)

Calls Busy

The total number of calls in the ringing or connected state

Calls Busy External

The total number of external calls in the ringing or connected state

Calls Busy External In

The total number of external inbound calls in the ringing or connected state

Calls Busy External Out

The total number of external outbound calls in the ringing or connected state

Calls Busy Internal

The total number of internal calls in the ringing or connected state

Calls In Progress

The total number of calls currently in a connected state.

Calls In Progress External

The total number of external calls in the connected state.

Calls In Progress External In

The total number of external inbound calls in the connected state

Calls In Progress External Out

The total number of external outbound calls in the connected state

Calls In Progress Internal

The total number of internal calls in the connected state

Calls On Hold

The total number of calls in the hold state.

Calls On Hold External

The total number of external calls in the hold state.

Calls On Hold External In

The total number of external inbound calls in the hold state.

Calls On Hold External Out

The total number of external outbound calls in the hold state.

Calls On Hold Internal

The total number of internal calls in the hold state.

Calls Ringing

The total number of calls in the ringing state.

Calls Ringing External

Total number of external calls in the ringing state.

Calls Ringing External In

The total number of external inbound calls in the ringing state.

Calls Ringing External Out

The total number of external outbound calls in the ringing state.

Calls Ringing Internal

The total number of internal calls in the ringing state.

Inbound Call Rate

The number of inbound external calls in the last [Call Rate](#) period.

Longest Call by Call Time

The longest call time of any active call on the telephone system.

Longest Call by Ring Time (Inc. Ans)


The longest ring time of any active call on the telephone system, this includes connected calls that rang.

Longest Call by Talk Time

The longest talk time of any active call on the telephone system. The call may not currently be in the talking state.

Longest Waiting

The longest ring time of a call in the ringing state.

 The longest waiting statistic applies to external calls only.

Lost Call Rate

The number of lost calls in the last [Call Rate](#) period.

Outbound Call Rate

The number of outbound external calls in the last [Call Rate](#) period.

11.5.2 Miscellaneous

Current Date

The current date.

Current Date / Time

The current date and time.

Current Time

The current time.

Current Year

The current year.

Day of Month

The current day of the month.

Day of Week

The current day of the week.



All dates and times shown relate to the current time on the server running the solution.

12 User Guides

The following section provides user guides on various aspects of the solution:

- [6900 User Guide](#)
- [Call Reporter User Guide](#)
- [Call Recorder Client User Guide](#)

12.1 6900 User Guide

This user guide is designed to complement the 69xx Quick Reference Guides and User Guides which are available for the Mitel 69xx Series of phones. It provides information on the softkeys and dialogue screens that are available to a user when 69xx phones are being used on a MiVoice Office 250 telephone system.



For information on any of the following operations, please refer to the Quick Reference Guide for your model of phone:

- Call Handling (Dialling, Hold/Retrieve, Transferring, Conferencing etc.)
- Call History
- Directory Access



For information on phone configuration options and technical information, please refer to the User/Admin Guides for your model of phone.

Unsupported 69xx Features

The following features of the 69xx series of phones running SIP firmware are not supported when implemented on a MiVoice Office 250 call manager.

- Audio Hi-Q / G.722
- BLF List
- Shared Call Appearance (SCA) Call Bridging
- Centralized Conferencing (Platform Based Conferencing)
- CSV External Data Sources (These are used for System Speed Dial & Internal Directories and are not available for user use. LDAP directories are supported.)

69xx Feature Differences

The following features of the 69xx series of phones running SIP firmware are supported via the MiVoice Office Application Suite. The features/softkeys may differ to those directly provided by the phone. Please refer to MiVoice Office Application Suite softkey documentation (not the 69xx Admin/User Guides) when using any of the following features:

- ACD Login/Out
- BLF
- Do-Not-Disturb
- Forwarding

User Keymaps

All users of 6900 phones on MiVoice Office 250 have their own personal keymap which they can customize as required. Any softkey that has not been centrally configured by an administrator is available for user to configuration.

Speed Dial Softkeys

Speed dial softkeys can be configured directly through the phone's interface. To configure a speed dial softkey, press and hold any unprogrammed key on the phone and wait for the following screen to appear:



The 'Speed Dial Edit' dialog box has a dark blue header. Below it, 'Top Softkey 6' is displayed in blue. To the right is a 'Label' field with a light gray background. Below the label is a white text input box with a blue border. Underneath the input box is a 'Line: 1' field with a light gray background. At the bottom, there is a row of six buttons: 'Save', 'Backspace', '123 >', an empty button, 'Pause', and 'Cancel'.

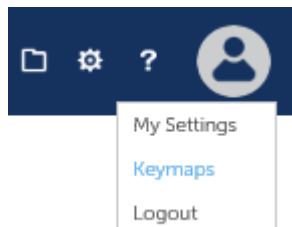
Using the on screen keyboard, populate the Label property with the name of the contact and then enter the telephone number to dial in the box below. Press 'Save' to assign the speed dial to the softkey.

 The speed dial can be edited by repeating the 'press & hold' process on an existing speed dial softkey.

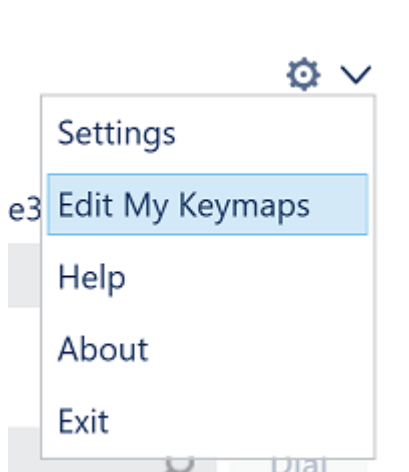
All Other Softkey Types

All other softkey types must be configured through the web user interface for user keymaps on the MiVoice Office Application Suite. There are two ways to access your user keymap configuration, directly through the MCS website or by using the hyper link from within the Phone Manager Desktop client:

Access via MCS and login in with your user credentials (browse to the MiVoice Office Application Suite website):



Access via Phone Manager Desktop:



If a Phone Manager Desktop user is remotely connected to the MCS, they will not be able to access the User Keymaps page if the website port has not been forwarded through the firewall. User Keymap editing should be performed when on a local connection or through a VPN.

Editing User Keymaps

Once on the User Keymaps webpage, a list of 6900 phones assigned to the user will be displayed in the grid. If there are no phones displayed there are no 6900 phones associated with your user account, please contact a system administrator for more information.

To edit a keymap, press the edit icon (✎) next to an extension. The keymap for that extension will be displayed. Any softkeys that have been configured centrally by an administrator will be displayed on the keymap but will be read-only (greyed out). Any softkey that has not been configured centrally can be configured by the user.

The image below shows an example user keymap:

	Type	Label	Value
1	Line		1
2	Line		2
3	Presence Profile		
4	ACD Toggle	ACD	
5	Do Not Disturb	DND	User Choice
6	None		
7	Handsfree On/Off	Handsfree	
8	BLF - User	Peter F	Peter Farrant
9	BLF - User	Steven L	Steven Lawton
10	BLF - User	Hasan K	Hasan Khan

The 'TopSoftkeys' and 'Softkeys' tabs provide access to configure the base softkeys available on the phone. The 'PKM' tabs can be used to configure softkeys on 'Programmable Key Modules' if they have been connected to the phone. In the image above, topsoftkey 6 is available to configure by the user, the other softkeys are not as they have already been configured centrally by an administrator.

Status Messages & Icons

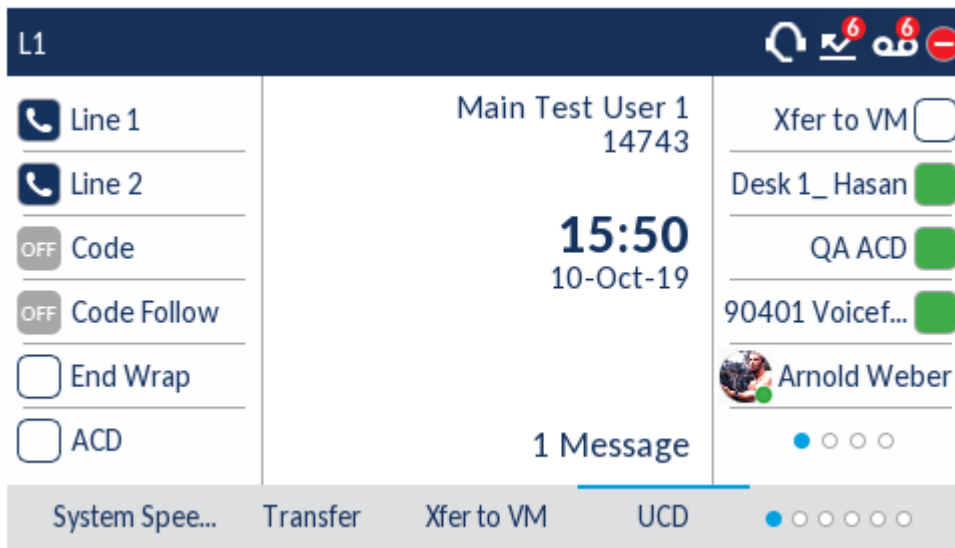
To provide information on the status of the extension and its various features, status messages and status icons are used.

Notification icons are visible all the time in the top right side of the phone's screen:



Depending on the type, the icon may be supplemented with a quantity indication (voicemails, missed calls etc).

Status messages appear on the idle screen. In the image below, the message '1 Message' is displaying to indicate a station message has been left on the phone:



If there is more than one message, the message will cycle so that the user can see all of them.

The table below outlines the different status messages and icons that can be displayed on the phone.

Icon	Status Message
	Alarm - Displays on Administrator phones when there is an alarm on the phone system. Alarms can be cleared with the 'Clear Alarm' softkey. Alarm status messages appear in red.
N/A	Chat - If the user associated with the phone has an unread chat(s), a status message will show on the idle screen. This notification has no status icon.
	Do Not Disturb - If the extension is in a do-not-disturb state the selected DND message and text will show as a message.
	Forward (Manual) - Any manual forward that has been applied to the phone will display as a message.
	Missed Calls - If there are any missed calls on the extension, the count will be displayed against the missed call icon as well as in a status message.
N/A	Night Mode - Displays on Administrator phones when the local node has night mode enabled.
	Station Messages - Any station messages left at the local extension are displayed. Station messages also alert to the phones voicemail status icon.
	Voicemail Messages - Any voicemails alerting the extension will be displayed against the status icon and as a message.



Other status icons driven locally by the phone are also provided such as the headset icon (). Please refer to the specific model's User Guide for more information on these icons.

Live Dialpad

By default, 'Live Dialpad' is enabled to speed up the dialling process. As a number is dialled on the keypad, the phone will try to match the number dialled. If the number is recognised it will be dialled immediately, if not recognised the number will not be dialled until the user presses 'Dial', the 'SIP Digit Timeout' expires or the user presses '#'.

Live Dial Pad & Transfer/Conference

By default, 'Conference/Transfer In Live Dial Mode' is set to 'Live Dial Mode (With Dial Plan Matching)'. This means that when the 'Xfer' or 'Conf' button is pressed while on a call, the phone will live dial any number entered, the same way as if the phone is idle.

This assumes that an 'Announced Transfer' is required for all transfer attempts because the phone will automatically dial the target number. To complete the transfer, press the 'Xfer' button again. This can be done before the remote end answers to immediately transfer the call.


To perform immediate transfers without setting up an announcement call first, use one of the following methods:






- Use the BLF Context screen to 'Transfer Immediate'
- Use the 'Transfer Immediate' softkey
- Set 'Conference/Transfer In Live Dial Mode' to 'Pre-dial' mode. This will allow the Xfer button to be pressed before the announcement call attempt is made.














12.1.1 6900 Softkey Features





















The following table lists all the different softkeys that are available to add to a 6900 handset. The features behind each softkey are either provided by the phone itself or by the MCS server.


For information about the user interaction with on screen dialogues associated to softkeys, please refer to the [Softkey Feature Screens](#) section.







 Phone based softkey features are processed locally on the phone, Server based softkey features are processed by the MCS server and will communicate with the server when pressed.









 Softkeys configured along the bottom of the phone show status with a blue outline   instead of the  /  displayed on the top softkeys.










Softkey Type	Feature Description	Softkey Examples	Phone or Server
Account Code	Used to set optional accounts on any external call that is in progress at the handset. Parameter: Enter an account code or leave blank to prompt the user when pressed. Enter a comma separated list to give the user a choice when pressed.	 No call, no account code or account code does not match call  Call in progress, the account code matches the parameter	Server
Account Code Following	Used to set account codes on all external calls made from the handset until the feature is toggled off. Parameter: Enter an account code or leave blank to prompt the user when pressed. Enter a comma separated list to give the user a choice when pressed.	 No account code following or account code following set does not match parameter  Account code will be associated with every valid call until disabled	Server
ACD End Wrap	If there is an Agent ID logged in to the handset, this softkey will allow the user to end wrap-up status early if required. No parameters.	 Not in Wrap-up state  Agent in Wrap-up state	Server
ACD Toggle	Provides support to log ACD agents into and out of the handset. Parameter: Enter a hunt group or comma separated list of hunt groups. Leave blank to provide the user a list of hunt groups the agent is a member of when pressed. Use * as the parameter to log in/out of all hunt groups without prompting the user. <div>  If an Agent ID has been assigned to the MCS user the phone is associated with, it will be pre-populated into the Agent ID dialog when the user presses the ACD Toggle key. </div>	 Logged Out  Logged In/Free  Busy  Wrap-up	Server
Agent Help	Allows the user to invoke the Agent Help feature on the telephone system. No parameters.	 Agent help not in progress  Agent help in progress	Server










BLF - Extension	<p>Shows the status of an extension on the telephone system and provides one-click dialling.</p> <p>Parameter: Select an extension from the telephone system.</p>	 Idle  Busy  Do-not-disturb  Wrap-up  Offline	Server
BLF - Hunt Group	<p>Shows the status of a hunt group on the telephone system and provides one-click dialling.</p> <p>Parameter: Select a hunt group from the telephone system.</p>	 Idle/Calls Ringing  Calls Queuing  No free agents  Offline	Server
BLF - Trunk	<p>Shows the status of a trunk on the telephone system and provides one-click access.</p> <p>Parameter: Select a trunk from the telephone system.</p> <p> when using the BLF - Trunk key to dial will not seize the trunk until the outgoing number has been dialled.</p>	 Idle  Busy  Offline	Server
BLF - User	<p>Shows the unified status of a Phone Manager User based on all their associated devices. User BLF softkeys will display a user's avatar image where possible, if not it will show the user's initials.</p> <p>  Maria Garcia  David Cole  Paul Clerk </p> <p>Parameter: Select a MCS user.</p>	 Idle  Busy  Wrap-up  Do-not-disturb	Server






 If the 'Display Voicemail Notification on User BLF Softkeys' settings is enabled, the number of unread voicemail messages the user has will be displayed in the top right of the







		icon.	
Call History	Provides access to the Call History page on the local handset. No parameters.	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Caller's List	Provides access to the inbound page of the phone's call history screen. No parameters.	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
CLI Change	Provides the ability to change the calling party number programmed against the handset on the telephone system. Parameter: Enter a CLI or comma separated list of CLIs for the user to choose from when pressed. Leave blank to allow the user to type in the CLI manually.  This softkey type requires an enhanced 6900 license for the phone.  If using the CPN Substitution feature, changing the CLI via a softkey will only affect calls made via the handset.	 Caller ID on the phone does not match the parameter  Caller ID on the phone matches the parameter	Server
Conference	Start a conference using the built in features of the handset. No parameters.	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
DEE On/Off	Toggles the Dynamic Extension Express feature of the extension in the telephone system No parameters.	 Dynamic Extension Express is disabled  Dynamic Extension Express is enabled	Server
Directory	Provides access to the built in directory features of the handset. This includes accessing the System Speed Dials & Intercom directory from the telephone system. No parameters.	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Discreet Ringing	Enables discreet ringing on the local handset. No parameters.	Refer to the 6900 User Guide/Quick Reference Guide.	Phone











Do-not-disturb	<p>Shows status and provides access to control the DND status of the handset.</p> <p>Parameters: Select a DND message from the list or let the user select when pressed. If no DND Text is provided, the user will be prompted when pressed.</p> <p> If enabled, it is advised that DND is controlled using Presence Profiles.</p>	 Do-not-disturb is disabled  Do-not-disturb is enabled	Server
Door Relay	<p>Activate the door relay on the telephone system.</p> <p>No parameters.</p>	<input type="checkbox"/> No status displayed	Server
Empty	<p>Programs an empty key on the keymap. This is useful when the configuration option for collapsing the keys is enabled.</p> <p>No parameters.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Feature Code	<p>Provides the ability to enter supported feature codes on the telephone system</p> <p>Parameter: Select the feature code to apply when the key is pressed. Only a limited number of feature codes are supported at this time.</p> <p> Please refer to the MiVoice Office 250 Features & Programming Guide for a supported list.</p>	<input type="checkbox"/> No status displayed	Server
Flash	<p>Provides access to invoke a flash on an active SIP call.</p> <p>No parameters.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Forward	<p>Provides control of manual forwarding on the telephone system</p> <p>Parameter: Select a manual forward type or let the user select when pressed. If no destination is provided, the user will be prompted when pressed.</p>	 or  Manual forward is disabled or does not match the softkey parameters  or  Manual forward is enabled and matches the softkey parameters	Server
Group Mailbox	<p>Shows the status of a mailbox on the telephone system.</p>	<input type="checkbox"/> No messages	Server


	<p>Parameter: Select a valid mailbox on the telephone system</p> <ul style="list-style-type: none"> The mailbox must be configured with a notification station Available from release 5.1.13 	 <p>Messages waiting (Button will show yellow on non-touch screen phones)</p>	
Group Pickup	<p>Shows the status of a hunt group on the telephone system and provides one-click pickup.</p> <p>Parameter: Select a hunt group from the telephone system.</p>	 Idle (When LED flashes, calls are ringing at the group)  Calls Queuing  No agents free  Offline	Server
Hand Off/Pull	<p>When using Dynamic Extension Express (DEE), this softkey can be used to push active calls from an internal extension and pull back calls currently active on an external DEE device. Calls that have been 'Pushed/Pulled' will divert back to alert the primary DEE device so that they can be answered again.</p> <p>No parameters.</p> <ul style="list-style-type: none"> This feature requires the handset to be associated to an MCS user, either as a primary, secondary or DEE device. 'No User' will appear on the label of the button if the phone is not associated to a user. Available from release 5.1.13 	 Feature Inactive  Call is available to push/pull to the primary DEE extension	Server
Handsfree	<p>Provides access to toggle on/off the handsfree for intercom calls (called SIP Allow Auto Answer in the phone configuration).</p> <p>No parameters.</p> <ul style="list-style-type: none"> Handsfree Intercom calls will not work if 'DEE On/Off' is in the 'On' state. Handsfree Intercom calls will not 	 Handsfree Disabled  Handsfree Enabled	Server



	<p>work if the SIP device was created on the PBX as a generic SIP device - only if it was created as a 69xx SIP Device</p> <p> Available from release 5.1.15</p>		
Hot Desk	<p>Provides access to SIP hot desking features and the ability to log into or log out off a handset.</p> <p>No parameters.</p>	<p> No hot desk user logged in</p> <p> Hot desk user is logged in</p>	Server
Line	<p>Displays call activity on the handset and provides outgoing access.</p> <p>Parameter: Enter a line number from 1 to 24.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Mobile	<p>Displays mobile call activity for any mobile phone connected via Bluetooth to the handset.</p> <p>No parameters.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Night Mode	<p>Toggle night mode on or off on the selected node(s).</p> <p>Parameter: Select a telephone system node from the list or select 'All Nodes'.</p>	<p> or  Night mode is off for the configured node</p> <p> or  Night mode is on for the configured node</p> <p> If 'All Nodes' has been selected, the Night mode softkey will only display 'On' if all nodes are in night mode. If only some of the nodes are in night mode, it will display 'Off'.</p>	Server
Outgoing Access	<p>Dials the outgoing access digit on the keypad to initiate an outgoing call.</p> <p>Parameter: Leave blank to dial the outgoing access digit or enter the number of a trunk/trunk group number.</p> <p> When using the Outgoing key to dial it will not seize the trunk until the outgoing number has been dialled.</p>	<input type="checkbox"/> No status displayed	Server
Paging (PBX)	<p>Provides access to the page zones on the telephone system to page non-6900 handsets.</p>	<input type="checkbox"/> No status displayed	Server


	Parameter: Select a specific page zone ID or 'User Choice' to allow page zone select when the softkey is pressed.		
Paging (Phone)	<p>Provides access to the SIP paging features of the handset to page other 6900 handsets.</p> <p>Parameter: Select a SIP Page Zone from the list or select 'User Choice' to allow page zone selection when the softkey is pressed</p>	<input type="checkbox"/> No status displayed	Phone
Park/Pickup	<p>Park or pickup calls from designated hunt groups or phantoms on the telephone system.</p> <p>Parameter: Enter the number of a hunt group or phantom on the telephone system.</p> <p> If using a hunt group, ensure it has members configured and has camp-ons enabled.</p> <p> The 'Park Recall' timer does not work for calls parked at a phantom using a 6900 phone. Use the 'Transfer Available Timer', 'Transfer Attendant Timer' or 'Transfer Vice Processor Timer' instead. Calls parked at a hunt group will follow the hunt group's 'Recall Timer' & 'Recall Destination'.</p>	<div>  No call parked </div> <div>  Call parked </div>	Server
Phone Lock	<p>Lock or unlock the phone. To unlock the phone, the user will need to know the PIN that has been locally configured.</p> <p>No parameters.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Presence Profile	<p>Shows the current active profile for the user and provides the ability to switch between profiles.</p> <p>No parameters.</p> <p> This feature requires the handset to be associated to an MCS user, either as a primary, secondary or DEE device. 'No User' will appear on the label of the button if the</p>	Label will display current profile selected.	Server

	phone is not associated to a user.		
Queue	<p>Toggle queue requests on and off. Queue requests can be requested when dialling someone. Once in place they can be cancelled at any time.</p> <p>No parameters.</p>	<div> <input type="checkbox"/> No queue requested </div> <div> <input checked="" type="checkbox"/> Queue requested </div>	Server
Record-A-Call	<p>This softkey can be used to Record-A-Call feature of the telephone system by invoking a local conference on the phone.</p> <p>Parameter: Select the Record A Call application to use.</p> <div> <p> An associated mailbox is required for this feature to work. The recorded part of the call will appear as a second call at the extension in both Phone Manager and any call reports.</p> <p> This feature cannot be used as a MiVoice Office Call Recorder method.</p> </div>	No status is shown. To disable the recording, the user must hang up the conference leg to the Record-A-Call application.	Phone
Recording Pause / Resume	<p>Pause or resume an a call recording that is in progress on a MiVoice Office Call Recorder or linked Xarios Call Recorder.</p> <p>No parameters.</p> <div> <p> This softkey type requires an enhanced 6900 license on the MCS server.</p> </div>	<div> <input type="radio"/> No call </div> <div> <input checked="" type="radio"/> Active call, not recorded </div> <div> <input type="radio"/> Active call, recording paused </div> <div> <input type="radio"/> Active call, recorded </div>	Server
Remote Forward	<p>Provides remote control of manual forwarding of a different extension on the telephone system</p> <p>Parameter: Select the extension on which to control the manual forwarding. Select a manual forward type or let the user select when pressed. If no destination is provided, the user will be prompted when pressed.</p> <div> <p> To use this softkey, the extension must be an Administrator on the telephone system.</p> </div>	<div>  or <input type="button" value="OFF"/> Manual forward on remote extension is disabled or does not match the softkey parameters </div> <div>  or <input type="button" value="ON"/> Manual forward on remote extension is enabled and matches the softkey parameters </div>	Server

Reverse Transfer	<p>When pressed, this softkey dials the 'Reverse Transfer' feature code. The user can then enter an extension number to pickup from or press a configured BLF key.</p> <p>No parameters.</p>	 No status displayed	Server
Ring Intercom Always	<p>Toggle the ring intercom always feature on the telephone system for the handset. When 'Off', any internal calls will go through handsfree if the dialled extension has the 'Handsfree' feature enabled.</p> <p>No parameters.</p> <p> Available from release 5.1.15</p> <p> Requires MiVoice Office 250 6.3 SP2 or Higher</p>	<p> Outgoing internal calls will be handsfree if the dialled extension supports it.</p> <p> Outgoing internal calls will always ring.</p>	Server
Secondary Extension	<p>Provides status and secondary extension audible alerts for an extension or hunt group on the telephone system.</p> <p>Parameter: Enter an extension or hunt group</p> <p>Ring When: Set the threshold for the number of calls ringing/queuing which will cause the Secondary Extension to generate an alert. If set to 0 the Secondary Extension softkey will never generate an alert.</p> <p> Available from release 5.1.13</p>	See 'BLF - Extension' or 'BLF - Hunt Group' for softkey status information.	Server
Station Message	<p>Provides the ability to leave a station message with another extension when they are busy. The button can be pressed on an outgoing call to another extension.</p> <p>No parameters</p> <p> Available from release 5.2.12</p>	 No status displayed	Server
Station Monitor	<p>Provides the ability to initiate a station monitor session of another phone. If a station monitor is in progress, this key can also be used to perform barge-in and steal operations.</p> <p>Parameter: Enter an extension to</p>	<p> Not currently station monitoring</p> <p> station monitor is in progress</p>	Server

	monitor		
Speed Dial	<p>Dial a number pre-programmed on a button.</p> <p>Parameter: Enter the number to be dialled by the handset when the key is pressed. A # can be used to indicate the end of the number to dial, commas and digits can then be used to dial DTMF on the call after it has connected.</p> <p>For example, 1300#,,1000# could be used to dial the conference bridge on extension 1300, pause and then enter 1000# as DTMF to log directly into a specific conference.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Speed Dial Conference	<p>When on a call, conference in another number directly.</p> <p>Parameter: Enter the number to be dialled by the handset when the key is pressed.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Speed Dial Transfer	<p>Transfer a call straight to another number</p> <p>Parameter: Enter the number to be dialled by the handset when the key is pressed.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
System Speed Dial	<p>Dials a speed dial bin configured on the telephone system.</p> <p>Parameter: Enter a speed dial bin number or leave blank to let the user choose when pressed.</p> <div>  This softkey can also be used to deflect ringing calls to a specific destination. For example, Send to Voicemail can be implemented using this key and entering the voicemail application as the parameter. </div>	<input type="checkbox"/> No status displayed	Server
Transfer	<p>Places a local call on hold to begin a transfer.</p> <p>No parameters.</p>	Refer to the 6900 User Guide/Quick Reference Guide.	Phone
Transfer Immediate	<p>Transfers a currently active call at the extension to a specific device on the telephone system.</p> <p>Parameter: Enter a target device or</p>	<input type="checkbox"/> No status displayed	Server

	<p>leave blank to be prompted for a device when pressed.</p> <p> Available from release 5.2.12</p>		
Transfer to Voicemail	<p>Transfers a currently active call at the extension to a specific mailbox on the telephone system.</p> <p>Parameter: Enter a target mailbox or leave blank to be prompted for a mailbox when pressed.</p> <p> Available from release 5.1.13</p>	<input type="checkbox"/> No status displayed	Server
UCD	<p>Toggle the handset's availability in any UCD hunt groups on the telephone system.</p> <p>No parameters.</p>	<div> <div>OFF</div> <div>UCD calls disabled</div> </div> <div> <div>ON</div> <div>UCD calls enabled</div> </div>	Server

 Any softkey implemented by the phone will continue to operate if the link to the MCS server is down. Any softkey implemented by the server will only work when the MCS server is online.

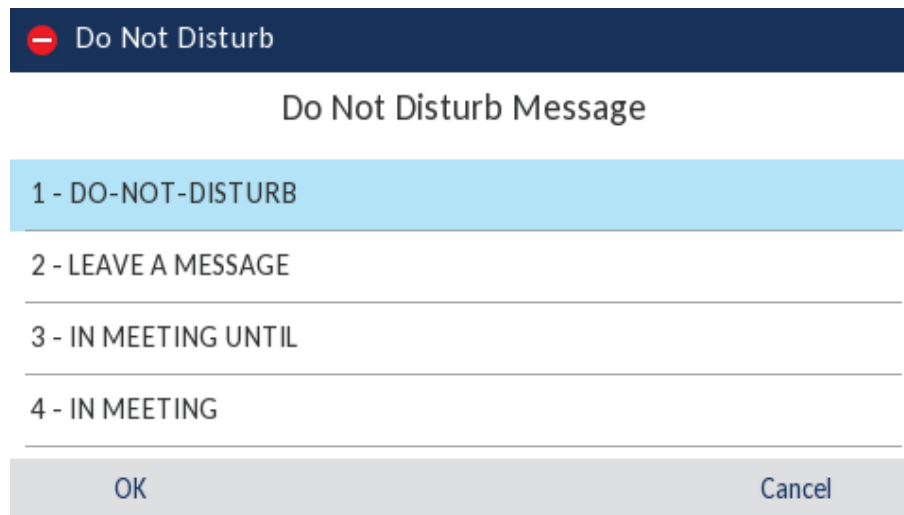
12.1.2 6900 Softkey Feature Screens

The following section outlines the behaviour of softkeys which present screens to the user. All softkeys listed in this section interact with the user through a series of screens and responses. If a softkey is not listed here, it does not require additional information from the user to perform its action.

Softkey Selection Screens

Many of the softkeys available provide a 'Selection Screen' as part of the feature interaction. When a selection screen is displayed, one of the available options must be selected.

The image below shows an example of the do-not-disturb selection screen:



There are multiple ways in which select the required option:

- Use the D-Pad/Cursor to highlight and select the required option
- Press a keypad digit corresponding with the required option (e.g. pressing '2' on the key pad would select 'Leave a message')
- Use the touch screen (6940 model) to scroll/select the required option.

When using the keypad to select the required option, 0 selects the 10th item in the list. Any options beyond 10 cannot be selected in this manner and one of the other selection methods must be used.

Selection screens are presented on the following softkey screens:

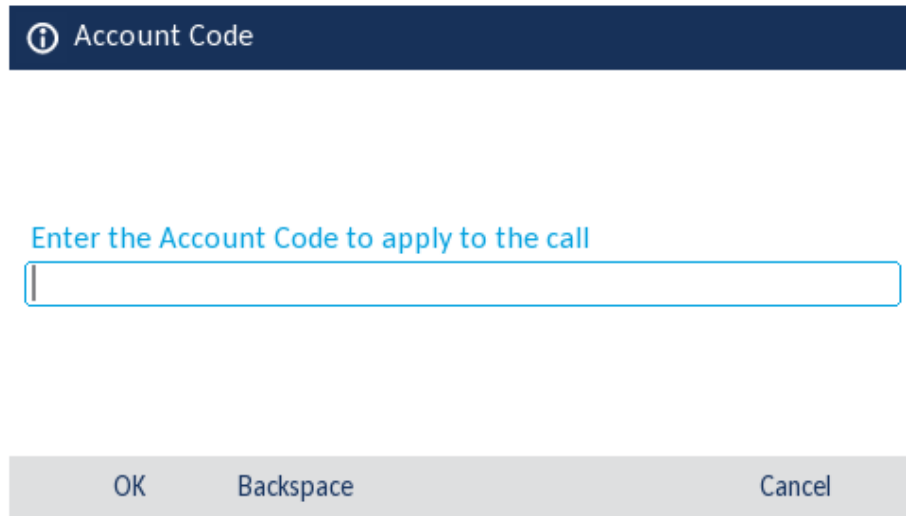
- [Account Code/Account Code Following](#) (Multiple Parameter Selection)
- [ACD Toggle](#) (Hunt Group Selection)
- [BLF Softkeys](#)
- [Caller ID Change](#)
- [Do-Not-Disturb](#)
- [Forwarding](#)
- [Paging](#) (Page Zone selection)
- [Presence](#)
- [Silent Monitor](#)
- [System Speed Dial](#)
- [Voicemail](#)

Account Code

The 'Account Code' softkey can be used to enter an account code on a call which is in progress at the phone.


No Code

If no codes have been provided in the softkey's parameter, the following dialogue will display prompting for an account code to be entered:



The dialog box has a dark blue header bar with a white information icon and the text "Account Code". Below the header, the text "Enter the Account Code to apply to the call" is displayed in blue. Underneath is a white text input field with a blue border. At the bottom, there is a light gray bar containing three buttons: "OK", "Backspace", and "Cancel".

Codes of up to 12 digits in length are supported*.

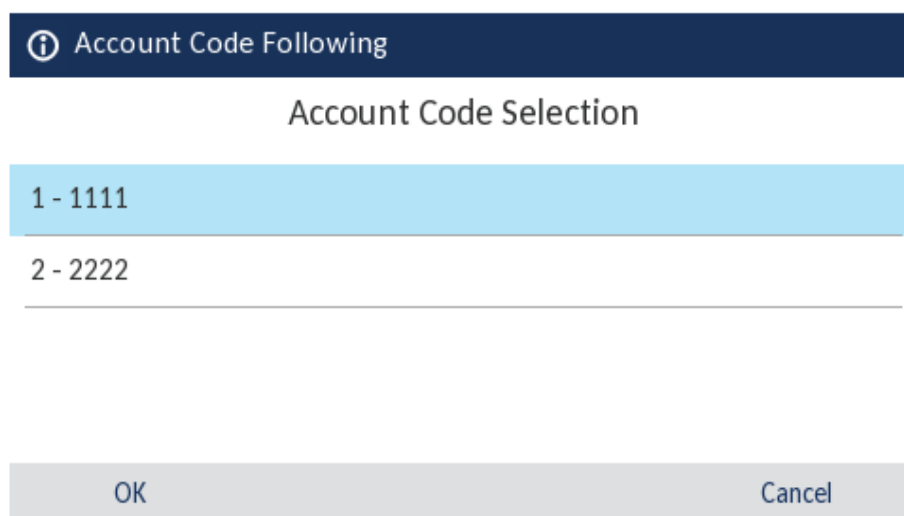
 * Check with your administrator

Single Code

If a single code has been added as a parameter to the softkey, no dialogue will show when the key is pressed. The code defined in the parameter will be immediately applied to the call.

Multiple Codes

Multiple codes can be added to the softkey's parameter by using a comma separated list (e.g. 5,12,100). When multiple codes are configured against a softkey, the following dialogue will be displayed when the key is pressed, prompting for one to be selected:



The dialog box has a dark blue header bar with a white information icon and the text "Account Code Following". Below the header, the text "Account Code Selection" is displayed in gray. Underneath, there is a list of two options: "1 - 1111" and "2 - 2222". The first option is highlighted with a light blue background. At the bottom, there is a light gray bar containing two buttons: "OK" and "Cancel".

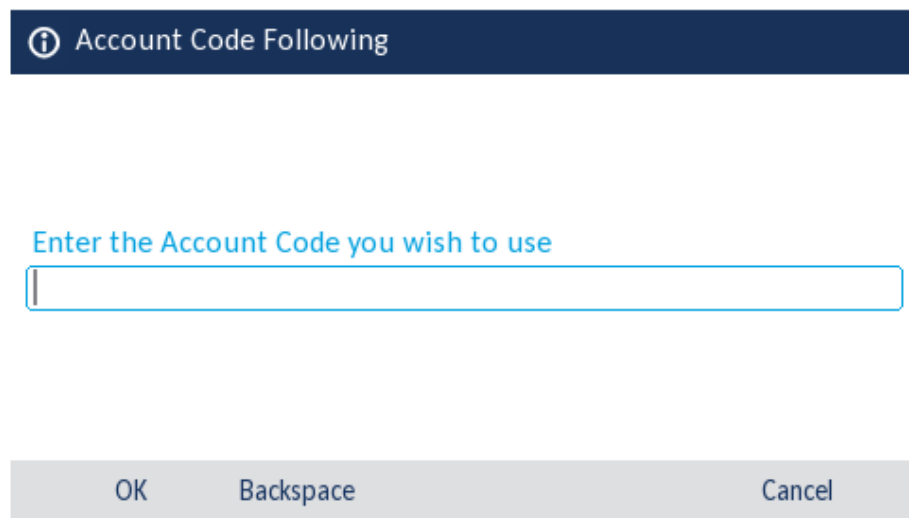
To select and apply a code, use the '>' chevron or select a code then press the 'OK' button.

Account Code Following

The 'Account Code Following' softkey can be used to enter an account code on all the following calls made from the phone. The sections below outline the user interaction when pressing an account code following softkey when in the 'Off' position. When 'On', pressing the key will turn off the account code following feature for the phone.

No Code

If no codes have been provided in the softkey's parameter, the following dialogue will display prompting for an account code to be entered:



Account Code Following

Enter the Account Code you wish to use

OK Backspace Cancel


Codes of up to 12 digits in length are supported.

Single Code

If a single code has been added as a parameter to the softkey, no dialogue will show when the key is pressed. The code defined in the parameter will be immediately applied to the call.

Multiple Codes

Multiple codes can be added to the softkey's parameter by using a comma separated list (e.g. 5,12,100). When multiple codes are configured against a softkey, the following dialogue will be displayed when the key is pressed, prompting for one to be selected:

 Account Code Following

Account Code Selection

1 - 1111

2 - 2222

OK

Cancel


To select and apply a code, use the '>' chevron or select a code then press the 'OK' button.

ACD Toggle

The 'ACD Toggle' softkey can be used to log an ACD agent in or out of the phone. The sections below outline the user interaction when pressing the key in the 'logged out' state. Pressing the softkey when logged in will result in an immediate logout of the agent ID.

Agent ID Prompt

When the ACD toggle softkey is pressed, the dialogue below will appear prompting for an Agent ID to be entered. If the user associated with the phone has an agent ID assigned then the dialogue will be pre-populated with that agent ID to save the user time.

 ACD Login

Agent ID

Please enter the Agent ID you wish to log in with

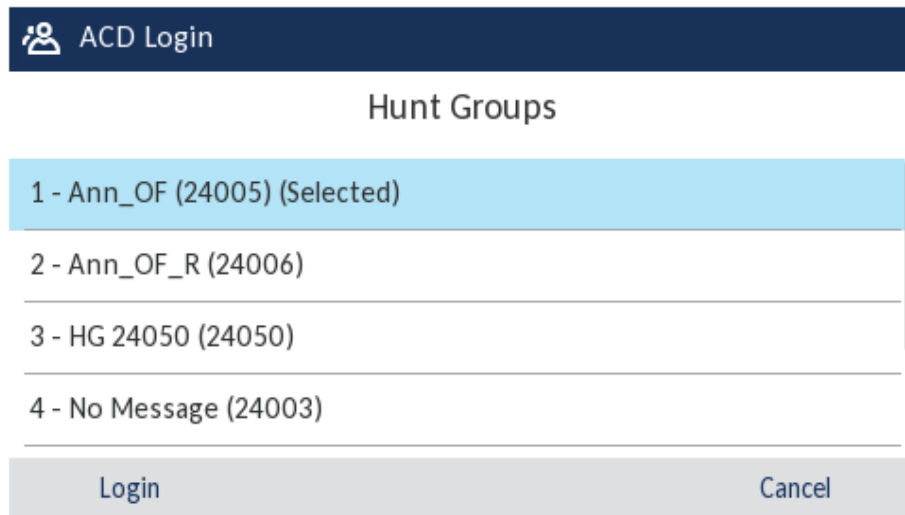
OK

Backspace

Cancel

No Hunt Group

If no hunt group is configured against the parameter of the softkey, the following dialogue will appear prompting the user to select which hunt group(s) to log into (the system will query which hunt groups the provided agent ID is a member of and will only display these):



ACD Login

Hunt Groups

- 1 - Ann_OF (24005) (Selected)
- 2 - Ann_OF_R (24006)
- 3 - HG 24050 (24050)
- 4 - No Message (24003)

Login Cancel

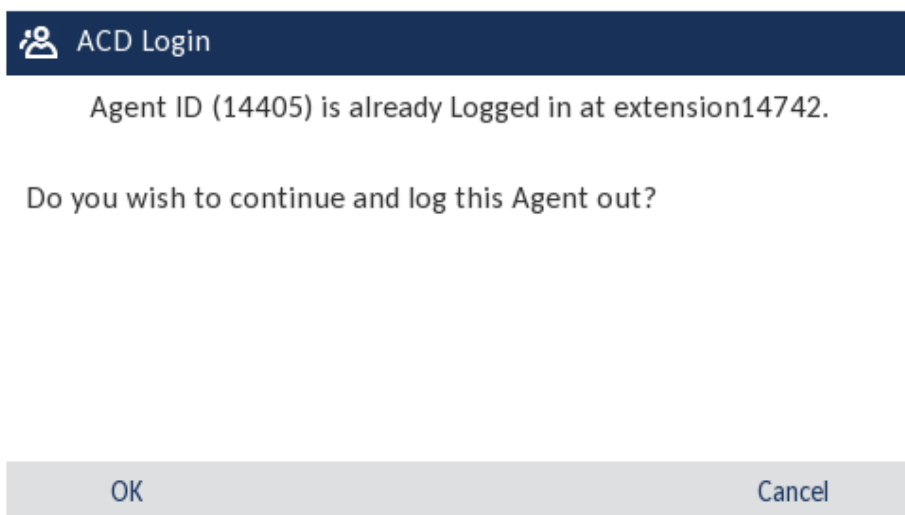
Pressing the 'Login All' button will log the agent into all hunt groups listed. To select specific hunt groups to log into, press the '>' chevron next to each group to log into then press the 'Login' button.

One or More Hunt Groups

If one or more hunt groups have been configured against the softkey's parameter (e.g. 2000, 2001, 2002), when the key is pressed the hunt groups selection dialogue will not be displayed. Instead, the agent will be immediately logged into or out of the configured hunt groups.

Forced Logout

If when logging in the agent ID provided is already logged into another phone, the dialogue below will be displayed prompting whether to continue and force a logout of the agent from the other extension first before completing the login operation.



ACD Login


Agent ID (14405) is already Logged in at extension14742.

Do you wish to continue and log this Agent out?

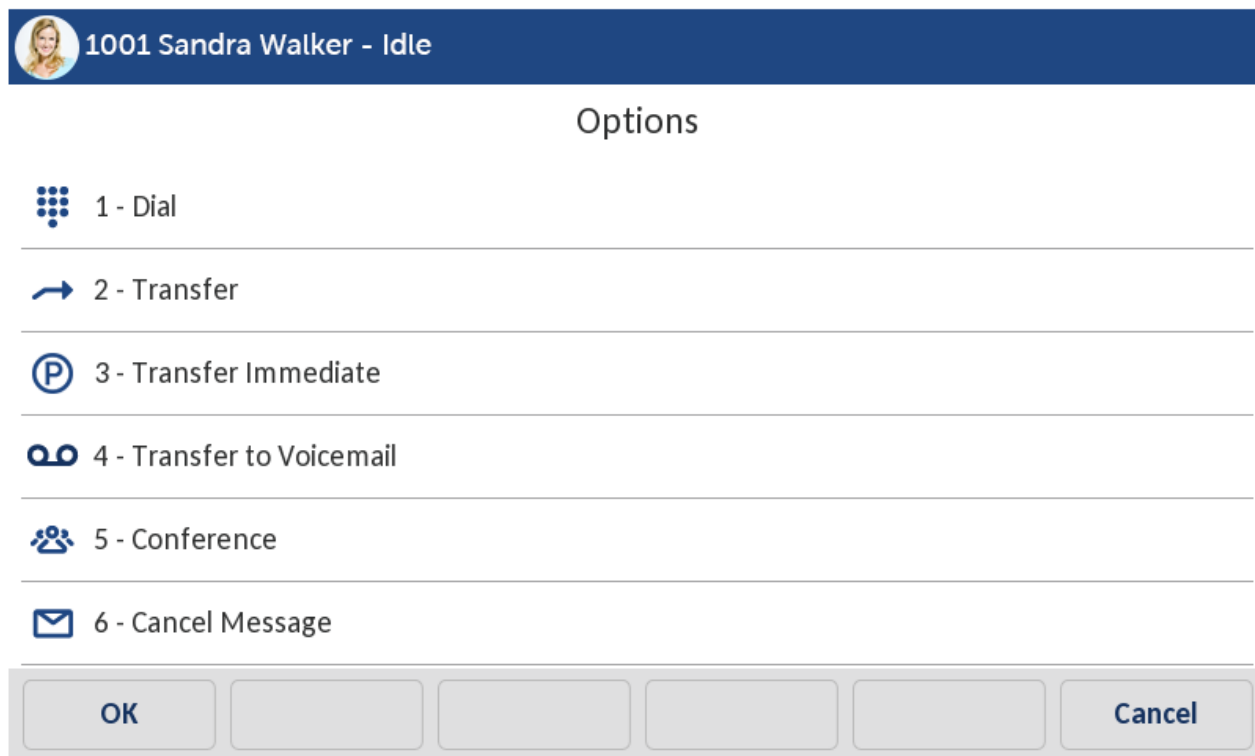
OK Cancel










BLF Softkeys


By default, when pressing a BLF softkey (Extension, Hunt Group or User, not Trunk) a call will be made to the target device. If however the local extension is on a call or the target device is not idle (in do-not-disturb, on a call or has a call on hold/ringing) a context sensitive selection screen will display offering various options. The options offer will depend on the status of the local extension as well as the status of the extension/user/trunk of the BLF softkey.

 The 'Enhanced Context BLF' softkey screen can be disabled if required. When disabled, pressing a BLF softkey will result in a call being immediately dialled to the target device without the BLF screen showing.

The image below shows an example of the BLF softkey screen. The target device's avatar is displayed top left along with the device's description and current status.





Icon	Action
	Dial - Make a call to the target device. If the local extension is on a call, this call will be put on hold.
	Transfer Announced - Setup a announced transfer to the target device.
	Transfer Immediate - Send the current call immediately to the target device with no announcement.
	Transfer to Voicemail - Send the current call immediately to the target devices mailbox*.
	Conference - Initiate a conference with the target device. Note: The current call will be put on hold, to complete the conference the 'Conf' button will need to be pressed again after the target device has answered.
	Pickup - Attempts to pick up (reverse transfer) a call that is on hold or ringing at the target device. Detail of the call will be provided if available.
	Queue - Book a queue with the target extension. When the target extension becomes free, the Queue screen will be show prompting a call. Note: If a queue is already booked with the target extension, an option to cancel the queue will be provided.
	Leave a Station Message - Leave a station message with the target extension. Note: If a station message is already in place with the target extension, the option to cancel the message will be provided.
	Leave a Voicemail - Leave a voicemail message with the target extension*.

 * When transferring calls to off node mailboxes, the off node Voicemail application must have been added to the transferring phone's node. There is not import/export option for this, is must be added manually.

CLI Change

The 'CLI Change' softkey can be used to change the caller ID presented from a phone when making external calls. The sections below outline the user interaction when pressing the key when it is not lit (matching caller ID is not currently applied). If pressed when the softkey is lit, the caller ID configured will be removed from the phone and the default caller ID for the trunk will be used.

 This softkey type requires an enhanced 6900 license for the phone.

 If using the [CPN Substitution](#) feature, changing the CLI via a softkey will only affect calls made via the handset.

No Caller ID

If no caller ID is configured against the softkey's parameter, the following dialogue will display prompting for one to be entered:

A screenshot of a dialog box titled "Caller ID" in a dark blue header bar. Below the header is a text input field with the placeholder text "Enter the Caller ID to present". At the bottom of the dialog is a row of buttons: "OK", "Backspace", and three empty square buttons, followed by a "Cancel" button.

One Caller ID

If a single caller ID is configured against the softkey's parameter, no dialogue will be displayed and the caller ID will immediately be applied to the phone.

Multiple Caller IDs


If multiple caller IDs are configured against the softkey's parameter (e.g. 01234567890,12345), the following dialogue will be displayed prompting for one to be selected:

A screenshot of a dialog box titled "Caller ID" in a dark blue header bar. Below the header, the title "Caller ID Selection" is centered. The main area contains two list items: "1 - (555) 159-357" and "2 - (554) 258-369". The first item is highlighted with a light blue background. At the bottom of the dialog is a row of two buttons: "OK" and "Cancel".

To select and apply a code, use the '>' chevron or select a code then press the 'OK' button.

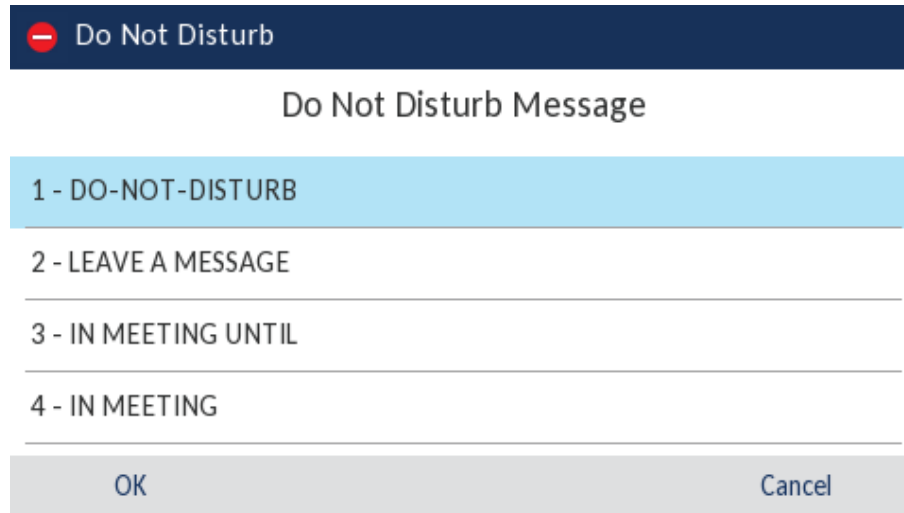
Do Not Disturb

The 'Do Not Disturb' softkey can be used to toggle the phone in and out of do-not-disturb. The sections below outline the user interaction when the softkey is pressed when not in the do-not-disturb state. If in the do-not-disturb state, pressing the softkey will toggle do-not-disturb off.

 When using Presence Profiles, the Do Not Disturb key is not required. DND should be enabled using the appropriate profile.

User Choice

If the DND message parameter against the softkey has been set to 'User Choice', the following dialogue will appear when the softkey is pressed:



Do Not Disturb

Do Not Disturb Message

1 - DO-NOT-DISTURB

2 - LEAVE A MESSAGE

3 - IN MEETING UNTIL

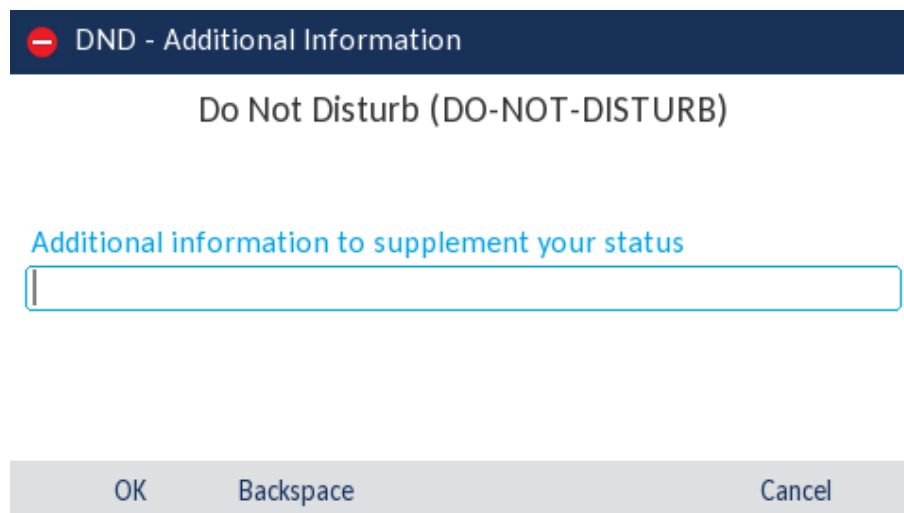
4 - IN MEETING

OK Cancel

To enable do-not-disturb, select the required message from the list provided by pressing the '>' chevron or selecting a message and pressing 'OK'. The message selected will be visible to other user's when calling and on reporting software. Once a message has been selected, the 'Additional Information' dialogue will be presented as outlined below.

DND Text Empty

If the 'DND Text' parameter has been configured against the softkey, the do-not-disturb state will immediately be applied to the phone once a DND Message has been selected. If the 'DND Text' parameter has not been configured, the following dialogue will appear prompting for up to 12 characters of additional information (e.g. In a Meeting - Until 4pm).



DND - Additional Information

Do Not Disturb (DO-NOT-DISTURB)

Additional information to supplement your status

OK Backspace Cancel

DND Message & DND Text Provided

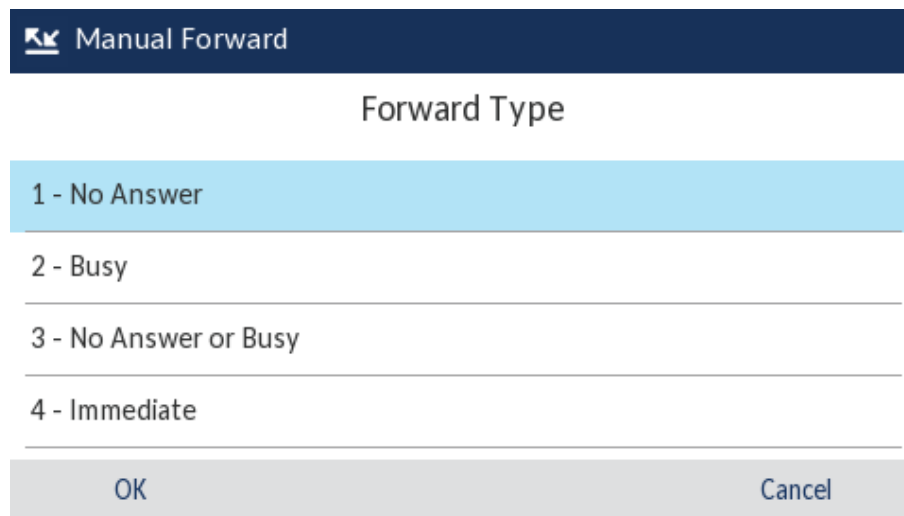
If both the 'DND Message' and 'DND Text' parameters have been configured against the softkey, pressing the softkey will immediately apply the do-not-disturb state with no further user interaction required.

Forward

The forward softkey can be used to apply or remove a manual forward to send calls to an alternate location (internal or external). If the softkey is pressed while a manual forward is in place on the phone, the manual forward will be removed. The sections below outline the user interaction if the key is pressed when no manual forward is in place on the phone.

User Choice

If 'User Choice' is selected as the forward type parameter, the following dialogue will be displayed prompting for the forward type to be selected:



Manual Forward

Forward Type

1 - No Answer

2 - Busy

3 - No Answer or Busy

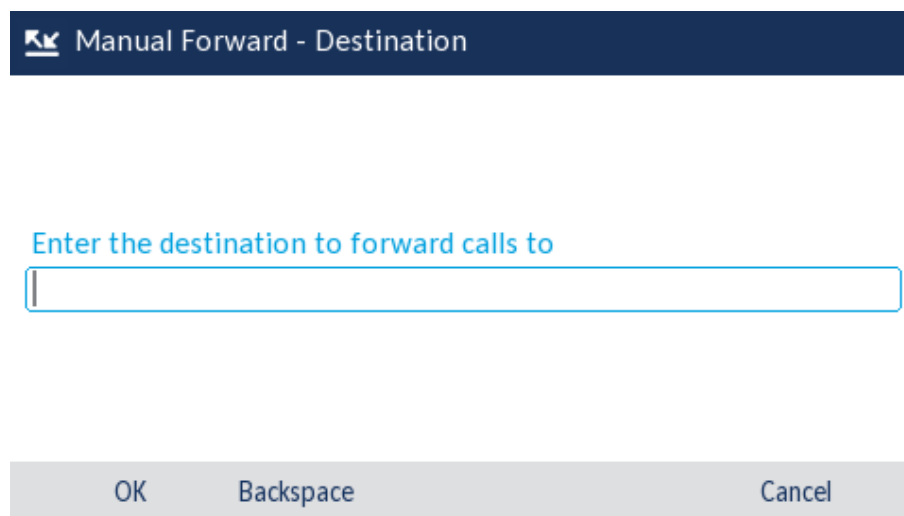
4 - Immediate

OK Cancel

The forward type can be selected by pressing the '>' chevron or by selecting a type then pressing the 'OK' button. Once the forward type has been selected, the destination dialogue will then be displayed.

Forward Destination

If the 'Destination' parameter has not be configured against the softkey, the following dialogue will appear prompting for the destination to be entered:



Manual Forward - Destination

Enter the destination to forward calls to

OK Backspace Cancel

An internal extension number or external phone number can be entered (there is no need to enter the Outgoing prefix, just enter the external number).

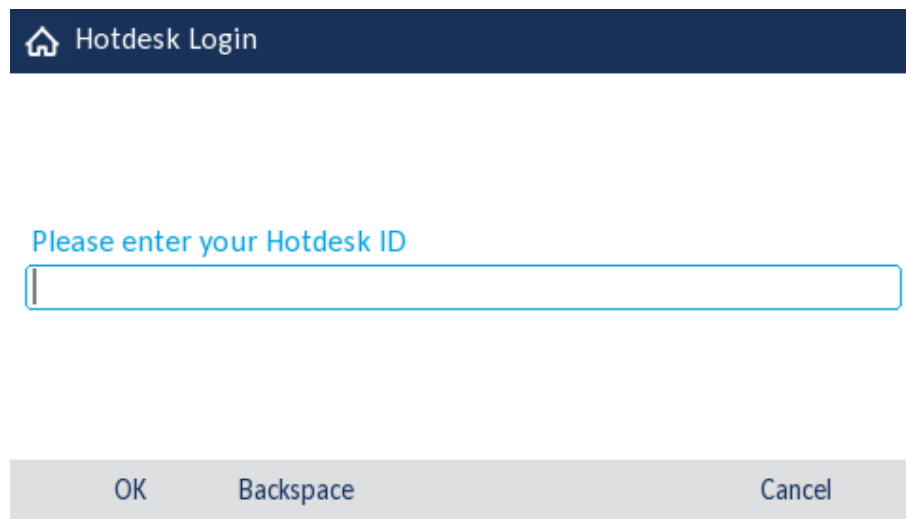
Once the destination has been correctly entered, pressing the 'OK' button will apply the manual forward to the phone.

Hot Desk

The 'Hot Desk' softkey is used to log in or out a SIP Hot Desk from the phone. The sections below outline the user interaction when pressing the hot desk softkey.

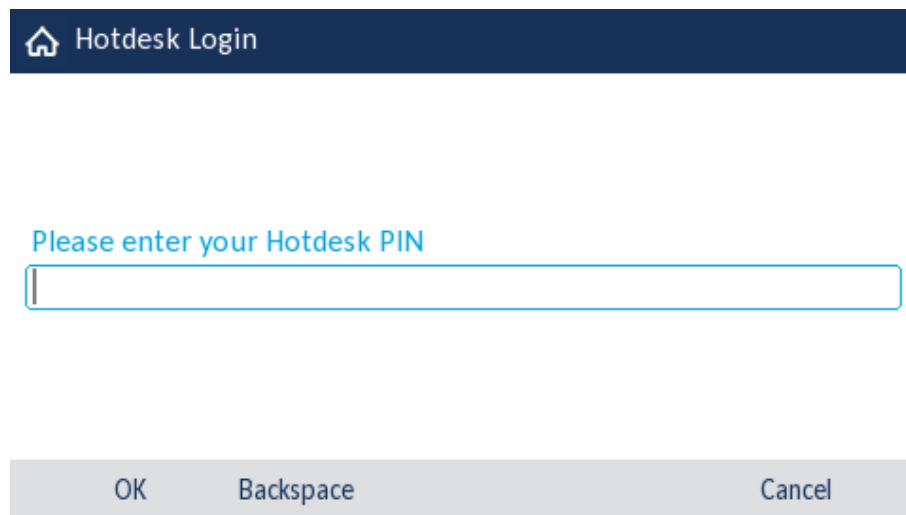
Logging In

Pressing the hot desk softkey when logged out will start the log in process. The dialogue below will be displayed prompting for a Hot Desk ID to be entered:



The dialog box has a dark blue header bar with a white house icon and the text 'Hotdesk Login'. Below the header is a light blue prompt 'Please enter your Hotdesk ID' followed by a white text input field with a blue border. At the bottom is a light gray bar containing three buttons: 'OK', 'Backspace', and 'Cancel'.

Once a Hot Desk ID has been entered, pressing the 'OK' button will display the Hot Desk PIN request dialogue:

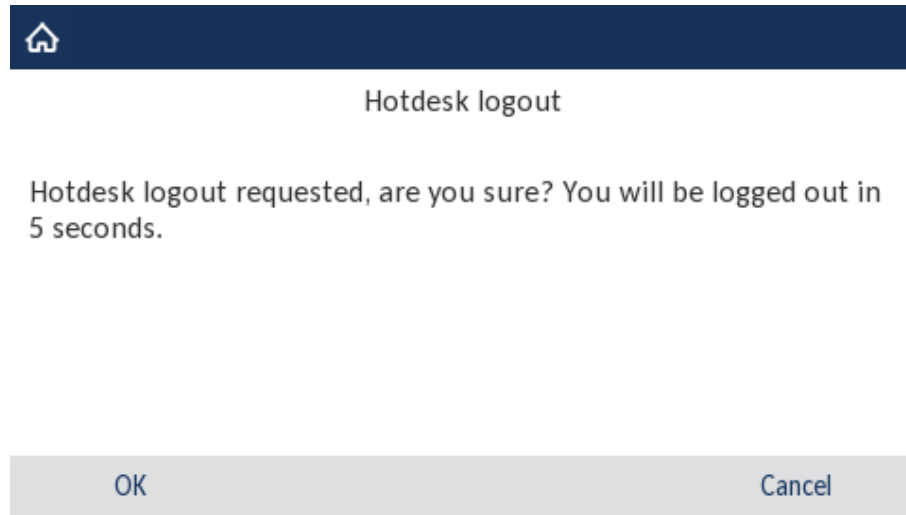


The dialog box has a dark blue header bar with a white house icon and the text 'Hotdesk Login'. Below the header is a light blue prompt 'Please enter your Hotdesk PIN' followed by a white text input field with a blue border. At the bottom is a light gray bar containing three buttons: 'OK', 'Backspace', and 'Cancel'.

Once the Hot Desk PIN has been entered, press the 'OK' button to complete the log in.

Logging Out

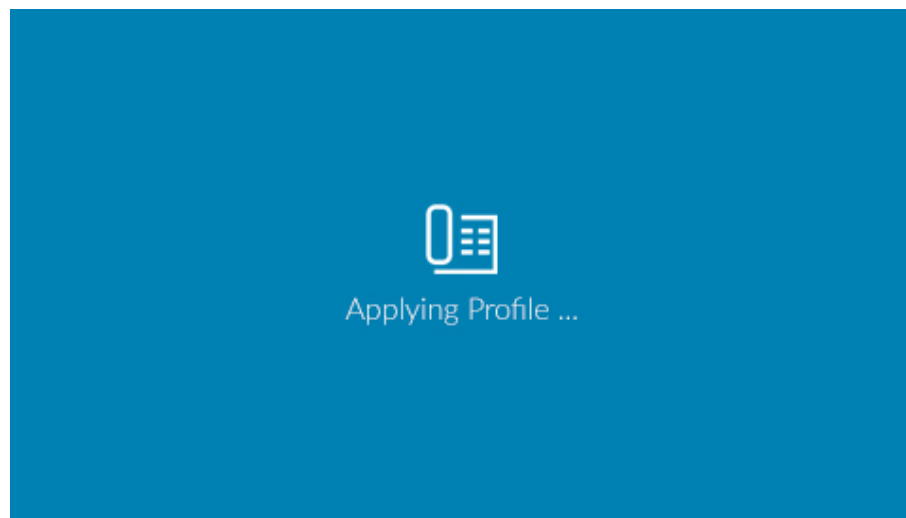
Pressing the hot desk softkey when logged in will start the logout process. The dialogue below will display prompting the user to confirm that a log out is required, this is to handle scenarios where the softkey is accidentally pressed. Pressing the 'Cancel' button within 5 seconds will stop the logout process from continuing.



If the 'OK' button is pressed or the 5 second timer expires, the logout process will be initiated.


Applying Profile

Whenever a hot desk login or logout operation is in progress, the 'Applying Profile' screen will display on the phone. The screen will display while the softkeys for the hot desk device are being added or removed. For remote phones, the softkey configuration can take longer and the applying profile screen will display for a longer period of time.



E911 Notification

The E911 screen is displayed every time a remote user hot desks into a phone.

 The E911 screen also appears the first time a phone connects to the MiVoice Office Application and on an ongoing monthly basis for remote phones.



WARNING - E911 service is not guaranteed to teleworkers


WARNING - E911 service is not guaranteed to teleworkers. This phone may be geographically located away from the main office. Emergency calls made from this device may report an incorrect CESID or may be outside the coverage area of the public service access point (PSAP).

OK

Before the phone can be used, the content of the warning must be read and accepted by the user by pressing the 'OK' button.

Paging (PBX)

The Paging (PBX) softkey provides the user access to the page zones configured on the telephone system for paging 5300 and/or digital phones (not 6900 phones). The sections below outline the user interaction when the paging (PBX) softkey is pressed.

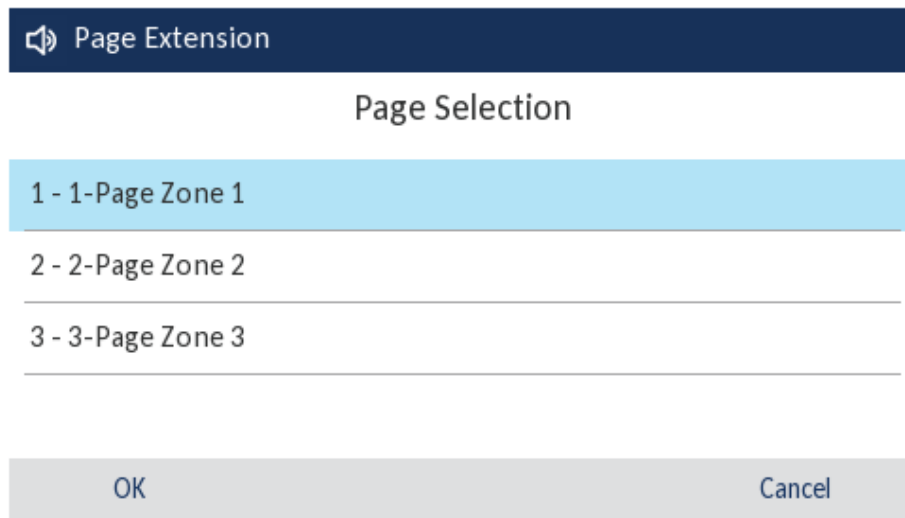
 To page other 6900 phones, use the Page (Phone) softkey.

Specific Page Zone

If a specific page zone ID has been selected in the parameters for the softkey, the page zone will be dialed when the softkey is pressed with no further interaction from the user required.

User Choice


If no specific page zone ID has been selected in the parameters for the softkey, the following dialogue will be displayed showing the page zones available to the user:



A page zone can be select by pressing the '>' chevron or by selecting a page zone and then pressing the 'OK' button.

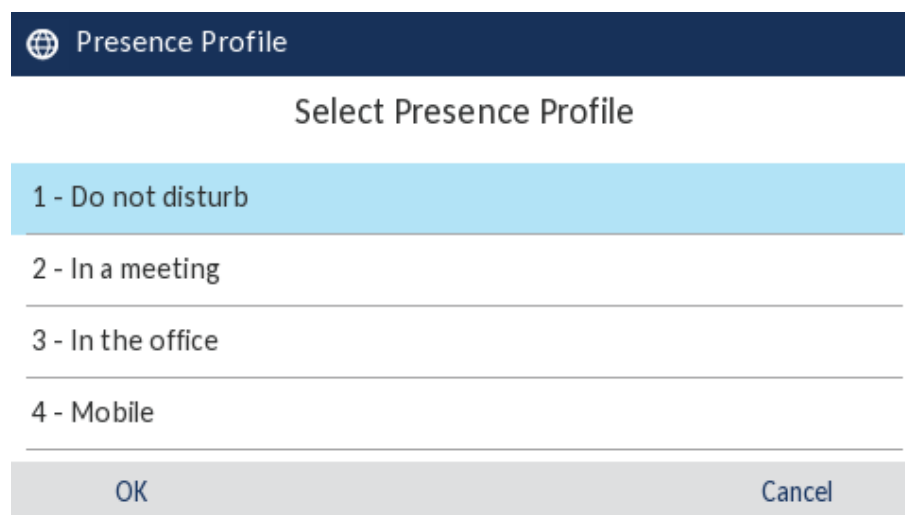
Presence Profile

The presence profile softkey can be used to a change a user's currently selected [Presence Profile](#). The name of the currently selected profile will be displayed in the label of the softkey.

 For the Presence Profile softkey to operate, the phone must be assigned to a [user's](#) Primary, Secondary or DEE device.

Changing Profile

Pressing the presence profile softkey will cause the following dialogue to be displayed listing all the user's presence profiles.




To change the current profile, press the '>' chevron or select a profile and then press the 'OK' button.

Depending on the configuration of the profile selected, the dialogues associated with the Do Not Disturb and/or Forward softkeys may be displayed prompting the user for additional information.

Station Monitor

The station monitor feature can be used to listen in on a call in progress at another extension on the phone system. Once the monitor is in progress, the monitoring party can barge in or steal the call if required.

 For station monitor to work, permission must have been granted on the telephone system. If a 'Call Failed' message is received, check that the correct permissions have been applied.

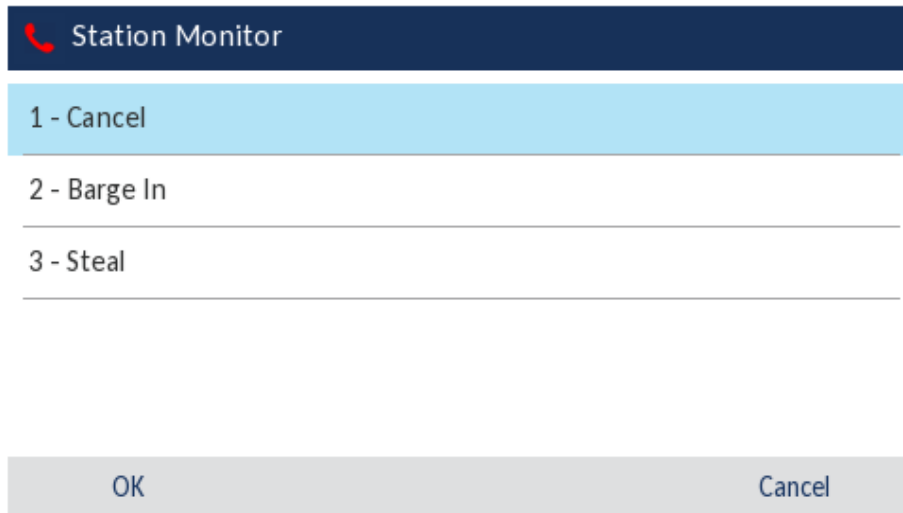
Monitoring

Pressing the monitor key will cause the monitor feature code to be dialled on the telephone. To complete the monitoring process, enter the number of the extension you wish to monitor or press one of the BLF keys configured on the phone.

The monitor can be cancelled by terminating the call.

Barge In / Steal

If a station monitor is in progress, pressing the station monitor key will load the options menu:




The image shows a mobile phone screen with a dark blue header bar containing a red telephone handset icon and the text "Station Monitor". Below the header is a light blue bar with the text "1 - Cancel". Underneath this is a white area with the text "2 - Barge In" and "3 - Steal", each followed by a horizontal line. At the bottom of the screen are two grey buttons: "OK" on the left and "Cancel" on the right.

To toggle the barge in status or steal the call, press the '>' chevron next to the entry or select an entry and press the 'OK' button.

System Speed Dial

The system speed dial softkey can be used to make a call to one of the speed dials configured on the telephone system. The sections below outline the user interaction when pressing the system speed dial softkey.

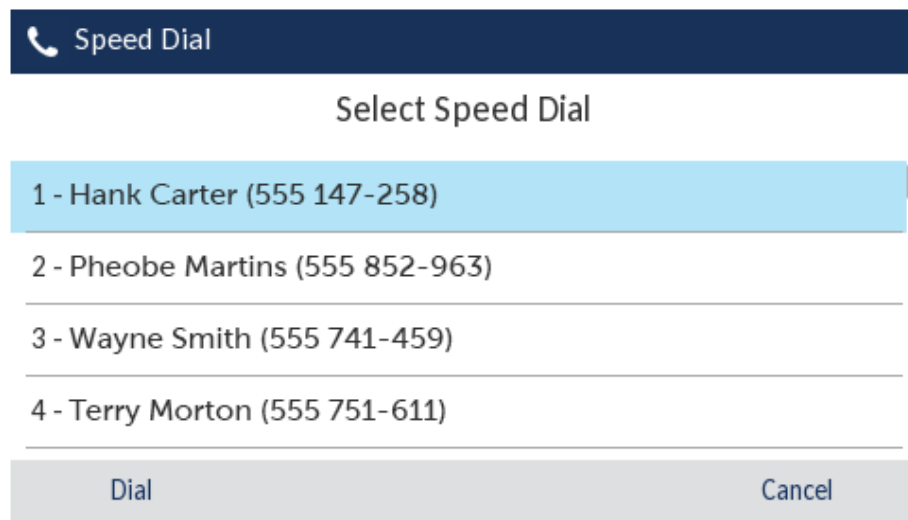
 Currently there is no way to dial system speed dials set to private from a 6900 phone.

Specific Speed Dial

If a specific speed dial has been selected in the parameters of the softkey, the number will be dialled as soon as the button is pressed.

User Choice

If no specific speed dial has been configured in the parameters of the softkey, a list of speed dials available will be presented on the screen:



To dial a speed dial entry, press the '>' chevron next to the entry or select an entry and press the 'dial' button.



The system speed dial can be searched more easily by using the directory built into the phone. Pressing the ' ' button on the phone will access the directory search screen.



Transfer Immediate


The 'Transfer Immediate' softkey can be used to transfer a connected call directly to another device with no enquiry call. The sections below outline the user interaction when the softkey is pressed.

Target Device

If the target device parameter is configured against the softkey, the call will immediately be transferred to the device with no further user interaction required.

No Target Device


If no target device is configured against the softkey, the following dialogue will appear prompting for the device to be entered:

 Immediate Transfer Destination

Enter the destination to transfer to

OK Backspace Cancel

Once the required device number has been entered, pressing the 'OK' button will transfer the call.

 If using an Expansion Module (PKM), a BLF key can be pressed instead of entering a target device number when the dialogue is displayed.

Transfer to Voicemail


The 'Transfer to Voicemail' softkey can be used to transfer a connected call directly into someone else's mailbox. The sections below outline the user interaction when the softkey is pressed.

Mailbox

If the mailbox parameter is configured against the softkey, the call will immediately be transferred to the mailbox with no further user interaction required.

No Mailbox

If no mailbox is configured against the softkey, the following dialogue will appear prompting for the mailbox to be entered:

 Mailbox

Enter the mailbox to transfer to

OK Backspace Cancel

Once the required mailbox has been entered, pressing the 'OK' button will transfer the call.




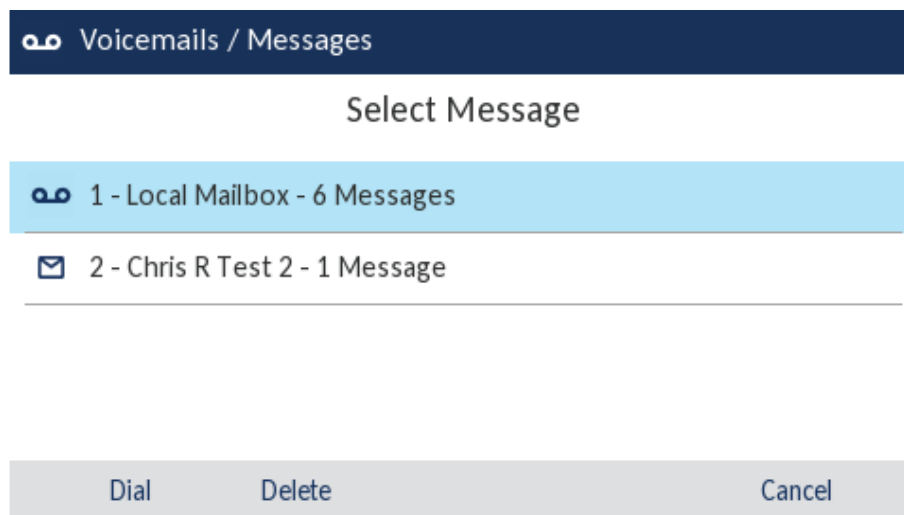
When transferring calls to off node mailboxes, the off node Voicemail application must have been added to the transferring phone's node. There is not import/export option for this, it must be added manually.



If using an Expansion Module (PKM), a BLF key can be pressed instead of entering a mailbox number when the dialogue is displayed.

Voicemail


The voicemail screen appears when the physical 'Voicemail' button () is pressed on the phone. Depending on the current voicemail and message status of the phone, the button will perform different actions.



Status	Action
No voicemails/messages and the phone is idle	The phone will dial into the associated mailbox for admin access.
Voicemails (local mailbox only) and the phone is idle	The phone will dial into the associated mailbox to retrieve voicemails.
Voicemails (no local mailboxes) and the phone is idle	The 'Voicemail / Messages' screen will display showing details of any voicemails or messages left.
Station Messages	
Outbound Ringing Call	The phone will leave a station message with the target extension and hang-up
Connected Call	The phone will display the Transfer to Voicemail screen.


The sections below outline how voicemails and station messages appear on the voicemail screen.

Voicemails

Any voicemail messages will be listed in the selection screen with the voicemail icon () next to them and a description of the mailbox the message is in. To listen to the message, select the mailbox and press the 'Dial' key.

Station Messages


Station messages are direct messages that have been left from another user on the system. Any station messages


will be listed in the selection screen with the message icon (). To return a message (call the sending extension back), select the message on the screen and press the 'Dial' key. The message will automatically be removed from the phone when the returned call is answered.

To delete the message without returning the call, press the 'Delete' key.

12.1.3 6900 Directories

Each 6900 phone provides the user with a number of directories they can use to access internal and external contacts. The phone will automatically match calls against numbers it has in its contact directory.

Directory	Description	Source
Local	This is a directory which is local to the phone. Any contacts added here are stored only on the phone and are not accessible anywhere else or backed up.	Locally Update
Phone System	This directory contains contact information for other users on the telephone system and additional items, including: <ul style="list-style-type: none"> • Extensions • Hunt Groups • System Speed Dials* 	CSV Download
Personal	These are contacts from the user's Phone Manager Personal directory. Any contact added by the user through Phone Manager will be accessible here. <div>  This does not include Outlook contacts that are accessible through the Phone Manager Desktop interface. </div>	CSV Download
Server	Contacts added to the one or more of the server based directories, including directories linked to CRM databases or imported.	LDAP Query
Mobile Contacts	This directory contains the contacts that have been synced from a mobile device which has been paired locally with the phone. This feature is available on 6930 & 6940 models.	Bluetooth Sync

 * Private system speed dials are not available through this directory.


Directory Updates

The phone system, personal & server directories are provided to the phone when it first boots. Directory updates are requested by the phone every 24 hours. Updates to the directory can take up to 24 hours to appear on all phones.

Directory Limitations

Each contact in each directory is download locally to the phone. It is recommended that no more than 5,000 contact records are provided to the phone to ensure that there are no performance issues when access the directories or contact matching on calls.

If there is a requirement to access directories which contain more than 5,000 records, an asynchronous LDAP lookup can be used for searching (but no contact matching on calls).

 For more information on asynchronous lookups, please refer to the [General Settings](#) section of the server documentation.

12.2 Call Analytics

MiVoice Office Application Suite provides an advanced call analytics platform in the form of 'MiVoice Office Call Reporter'. This solution provides a range of tools to analyse the call experience of your customers and to monitor the performance of staff, both historically and in real-time.

MiVoice Office Call Reporter stores as much information as it can about telephone calls, it tracks where calls have routed to (including Call Routing Announcements/Auto Attendants) and stores DDI, contact information and internal information such as agent IDs and account codes.

Historical Reporting vs Real-Time Reporting


There are two interfaces provided by the system to access call information:

Historical Reporting

The historical reporting interface (Reports option on the main menu) provides a way to view call data over a specific period of time. This can be for the current day or over a large period of time like a week or month. Historical reports are designed to be used to locate specific calls or to monitor customer experience/user performance over time to ensure that service levels are being met.

Call data can be viewed as a list if searching for a specific telephone call or grouped together which allows call traffic to be analysed in more detail.

Once configured, historical reports can be scheduled to be delivered via email or to a network share on a regular basis.

 Calls only appear in the historical reports once complete.

For more information, please refer to the [Historical Reporting](#) section.

Real-Time Wallboard/Dashboard

The real-time interface provides a view of daily call data (including calls that are in progress) and allows users/supervisors to track performance and customer experience as it is happening. Being able to track performance in real-time allows immediate responses to be made to improve performance.

The real-time interface provides a range of tiles which can be customized and filtered as required. Alarms can then be used to alert users to areas of analysis that need attention.


For more information, please refer to the [Real-Time Reporting](#) section.

Using Call Analytics

The historical and real-time elements of MiVoice Office Call Reporter allow analysis of many aspects of call and status information. The sections below outline the most common reports and real-time tiles that can be used to get started when analysing customer experience and user performance.

Analysing Customer Experience

Ensuring that customer enquiries are answered quickly and dealt with in a prompt manner is important to all businesses. The following reports and statistic tiles will help to analyse how long your customers are waiting and how long they spend on the phone to you.

 To improve customer experience reporting, [Account Codes](#) can be used to categorise calls so you can see more easily what customers are calling about.

Reports


- Calls by DDI Report -> This shows call data grouped by the external number your customer dialled. The

default columns show how many calls came in and details of both talk time and ring time (longest and average).

- Call List -> Identify a specific customer's call and trace it through the telephone system.
- Unreturned Lost Calls -> Provides a list of callers into your business where the call was not answered before the external caller hung up. Calls are removed from this list when they have been called or they have called back in and have been answered.

Real-Time Statistics

- Longest Waiting (Active Call Statistics) -> Displays the longest time any call has been waiting
- Calls Ringing External In (Active Call Statistics) -> the total number of external inbound calls in the ringing state.
- Calls Lost (Call Totals) -> Displays many callers hung up before being answered

 Use [Alarms](#) on your statistics tiles to notify when customers have exceeded your predefined threshold/SLAs

Analysing User Performance

It is important to monitor users within the business to ensure they are handling calls correctly. This can mean answering calls in a timely manner but also not spending too much time with one customer at the expense of another.

User performance can be analysed at extension or agent level.

 To analyse DND (do-not-disturb) activity, [DND Reporting](#) licence is required.


 To analyse ACD agent activity, [ACD Reporting](#) licences are required.

Reports

- Calls by Agent/Extension -> Look at call performance on a user level.
- Calls by Hunt Group -> Look at the service level, lost calls and performance at team level.
- DND Status by Agent/Extension -> Displays long have users been spending in do-not-disturb.

Real-Time Statistics

- Agents Free -> Is there anyone available to take calls.
- Avg Time Busy/Avg Talk Time -> What is the average amount of time spent on a call.
- Avg Time Busy N/A -> What is the average time spent in wrap up.
- Longest Time In DND for an Agent -> How long was the longest time an agent spent in do-not-disturb.

 A [Personal Wallboard](#) toolbar can be used to help agents (increased licensing may be required).

12.2.1 Reporting Concepts

Call Reporting Concepts

The following concepts apply to call reporting and have an effect on how call data can be analysed.

Internal & External Calls

All telephone calls that take place are logged for call reporting. This includes all external calls (calls involving a trunk line) and internal calls (calls between internal extensions of the business).

When analysing call data, it is important to know that internal calls are included in some statistics and they can skew figures if the wrong statistics are used.

For example, if looking at 'Calls Handled' for the telephone system, this would include all internal and external calls. Additional fields are provided to break this number down for different call types:

- Calls External
- Calls Internal

Ensure that when choosing fields for reports and real-time tiles, the field containing the required information is selected.

For more information on the fields available, please refer to the [Statistics](#) section.

Call Direction (Inbound & Outbound)

The direction indicates which party initiated the telephone call (which party dialled the number). All calls modelled by the system have a direction but depending on the tile/report being run, the direction may not be relevant.

External calls always have a direction no matter what tile or report is displayed the data.

Internal calls only have a direction when the tile/report is showing data which has been grouped by a device (Agent ID, Extension, Hunt Group) on the telephone system. For more information, refer to the [Report Grouping](#) section.

Transferred Calls

Transferred calls are connected calls which have been moved by the user to another device. This includes calls transferred by any of the following methods:

- Announced/Blind Transfer
- Reverse Transfer/Pickup*


For example, if extension 1001 transfers a call to extension 1002, the call will be classed as Transferred Out for extension 1001 and Transferred In for extension 1002.

Overflowed Calls

Overflowed calls are ringing calls which have moved from one device to another. This can be because the call was deflected by the user or the call was moved automatically due to one of the following reasons:

- Manual or System Forward
- Hunt Group Recall Timer
- Reverse Transfer/Pickup*

For example, a call that rings extension 1001 and follows a 'Forward - No Answer' timer to extension 1002 will appear as Overflowed Out against extension 1001 and Overflowed In against extension 1002.

 * Calls reverse transferred from a hunt group are included in Calls Answered statistics not Overflowed Out or Transferred Out statistics.

Call Segmentation

Call segmentation refers to how data about calls is modelled and stored for reporting. Understanding call segmentation is an important step in being able to analyse call data correctly.

For more information on how call segmentation affects statistics, please refer to the [Call Segmentation](#) and [Call Segmentation & Analytics](#) sections.

Grouping & Aggregated Data

On reports that show grouped data (Calls by Hunt Group etc) or on reports that show non-segmented data, individual call segments are grouped and data from each segment is aggregated.

The [Aggregated Data](#) section provides information on how this data grouping affects the data displayed.

Lost Calls

A lost call is any external call that has not been answered. Lost call statistics can be added to real-time tiles and historical reports. Lost call statistics differ slightly depending on whether segmented or non-segmented call data is being used:

- Segmented: Any call where the last segment is not answered will be classed as a lost call, even if it has been answered on a previous segment (internal calls are not included in lost call statistics).
- Non-segmented: Any call that has never been answered.

For example, if a call was answered at reception (extension 1000) and then transferred to a hunt group and hung up before being answered would not class as a lost call on a Non-Segmented report (or unfiltered real-time tile) but would show as a lost call against the hunt group on a Calls by Hunt Group report (or real-time group grid).

Service Level Statistics

Service Level

The service level is a target of how quickly inbound calls should be answered. The service level statistic uses the service level to display what percentage of calls were answered within the desired time. This can be viewed in historical reports and real-time tiles.

When viewing the service level on an ungrouped real-time tile, the ring time used to calculate the service level will be the ring time of the entire call. To remove the time spent by the caller in call routing announcements, use the 'Reset call timers when a call rings this group' setting against hunt groups (make this change in the [Phone System](#) configuration area).

When viewing the service level on a tile showing segmented data or a grouped report, the ring time used to display the service level will be the ring time for that call segment. In this scenario, the 'Reset call timers when a call rings this group' setting will have no effect.

Short Calls

Short calls are calls which are answered but have an extremely short call duration. This could be for a number of reasons, but is mainly caused by people hanging up just as a call has been answered. To flag up these types of calls, the '[Short Call Threshold](#)' can be set. Once a call has been flagged as short, it can be removed from reports using a filter to prevent it from skewing statistics.

Please refer to the [Call Reporting Settings](#) section for information on changing the Short Call Threshold.

Abandoned Calls

These are calls that have not been answered and have an extremely short ring duration (default set to less than 10 seconds). Calls that are classed as abandoned can be removed from service level calculations and all historical reports so as not to skew statistics.

Please refer to the [Call Reporting Settings](#) section for information on changing the Abandoned Call Threshold

Correct Hunt Group Telephone System Configuration

MiVoice Office Call Reporter relies on the events from the telephone system to model exactly what happens to each telephone call. In some circumstances the telephone system can be incorrectly programmed which in turn will cause incorrect events or bad modelling of call data. The following configurations are examples of this and should be avoided to ensure that reports show useful and correct information.

Recall Timer Clash

Each hunt group has three timers used to control what happens to calls. The 'Announcement' & 'Overflow' timers play messages to the callers as a welcome or to specify the callers place in the queue. The 'Recall' timer controls when the call is overflowed to another hunt group or device on the telephone system.

Although it is possible to configure a hunt group in this way, it is not good practice because the caller will be cut off half way through listening to a message. For this reason, ensure that the recall timer will not interrupt either the announcement or overflow messages.

Recall Loops

The 'Recall' timer for the hunt group provides a way to move the call if everyone in the hunt group is busy. It is possible (either directly or through a chain) to route a call back to a hunt group that it has already rung at.

If a call rings the same hunt group multiple times, when viewed on a report which groups by hunt groups it will only appear as a single call with the combined call data (call durations and times) aggregated.

Although it is possible to configure the telephone system in this way, it is not good programming because callers will lose their place in the queue to new calls ringing at the hunt group and will end up waiting longer to be answered which completely defeats the point of the recall.



The overflow timer will repeat so you will need to take this into consideration when you calculate the recall timer.

12.2.2 Call Segmentation

Call segmentation is the name given to how the system models telephone calls. The way calls are modelled affects the call recording and call reporting areas of the solution. The following section explains how the system models calls and what users need to be aware of when using different features within the solution.

The section below explains the difference between single and multi-segment calls. For information on how call segmentation affects different aspects of the solution, please refer to the following sections:

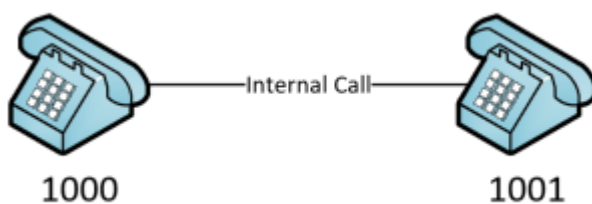
- [Call Segmentation & Recording](#)
- [Call Segmentation & Analytics](#)

Single Segment Calls

A single segment telephone call is a call that involves only two devices on the telephone system. Valid devices on the telephone system include:

- Internal Extensions
- Trunks (for making external calls)
- Voicemail Applications (for announcements or leaving/retrieving voicemail messages)
- Hunt Groups

The image below shows a single segment call between two internal extensions:

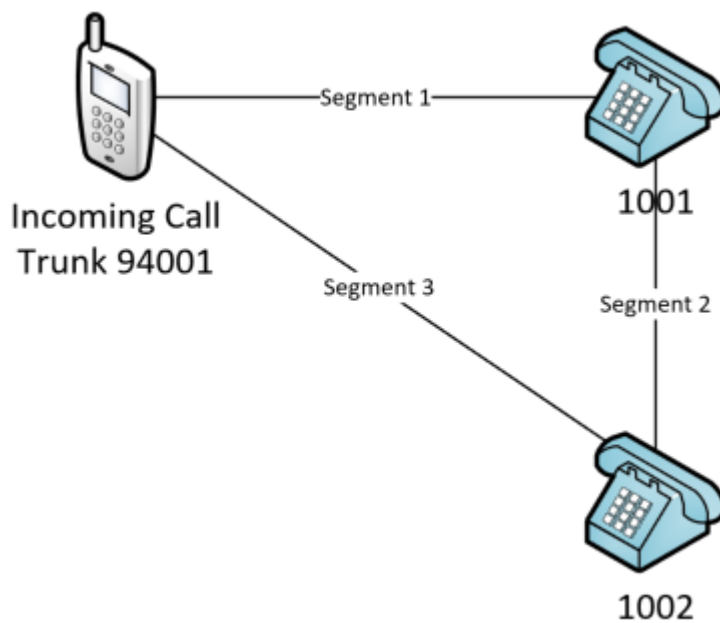


As soon as another device becomes involved in the call (e.g. through a conference or transfer), the call becomes multi-segment.

Multiple Segment Calls

A multi-segment call is a telephone call that has involved three or more devices, either at the same time as a conference or at different times when the call was transferred between devices.


The image below shows a multi-segment call:



The call starts out as an external call between extension 1001 and an external caller through trunk 94001 (segment 1). Extension 1001 performs an announced transfer to extension 1002 (segment 2), once they have finished introducing the caller, extension 1001 completes the transfer leaving the external caller connected to extension 1002 (segment 3).

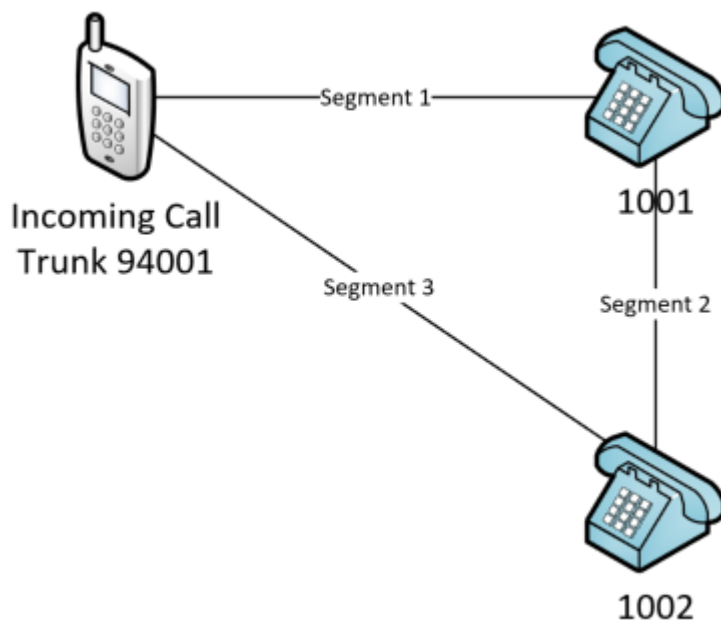
The call is modelled as three separate segments to ensure that all the information about the life of the call is stored and it can be easily identified by searching for any device that interacted with the call.

The sections below outline how call segmentation works in some common call scenarios.

 Each call scenario does not happen in isolation and can apply to a single call one or more times. For example, a call can be transferred multiple times before being routed through a hunt group and then conferenced.

Transferred Calls

Transferred calls occur any time a call is moved from one device from another. Calls can be transferred between extensions or to other devices such as Call Routing Announcements (CRA) or hunt groups.



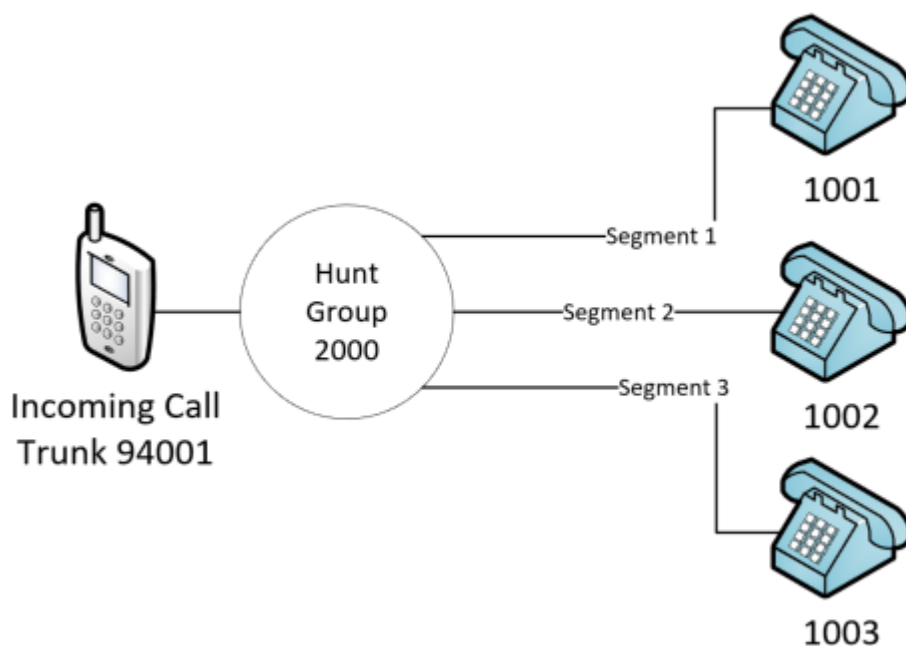
Every time a call is transferred to a new device a new segment will be generated. A call that goes through several announcements, gets answered by an attendant and then gets transferred to another extension will have at least four segments.

Hunt Group Calls (Linear, Distributed, Balanced Call Count, Longest Idle)

Hunt groups are used to distribute calls between a number of users on the telephone system, ensuring that calls are answered by someone who is available and has the skill set to handle the request.

When a hunt group is configured to ring one device at a time (using any of the modes listed above), the call will be segmented each time it rings a new extension/agent within the group.

The image below shows a telephone call that has alerted hunt group 2001:



The call is presented to extension 1001, then extension 1002, then finally gets answered on extension 1003.

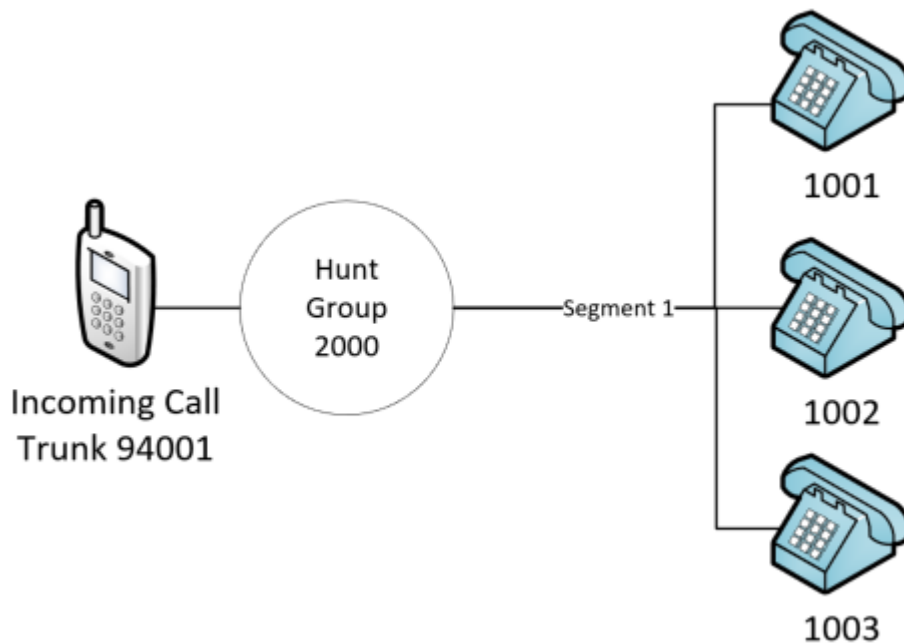
This call consists of three segments.

Hunt Group Calls (All-Ring)


Hunt groups are used to distribute calls between a number of users on the telephone system, ensuring that calls are answered by someone who is available and has the skill set to handle the request.

When a hunt group is configured to offer calls to all member extensions/agents at the same time (all-ring), only a single segment will be created within the software.

The image below shows an example of a telephone call alerting a hunt group configured to ring all extensions:



Even though the call has alerted three different extension (1001, 1002, 1003), it will only be modelled with a single segment. the call segment will be logged against the extension which answers the call.

 This is not best practice when trying to analyse individuals' performance.

Conference Calls

A conference call is a call that involves more than two devices at a time. When calls with more than two devices are active, conference resources on the telephone system are used to merge the audio streams from each device.

A new segment is created each time the number of devices in the conference changes.

Example call flow:

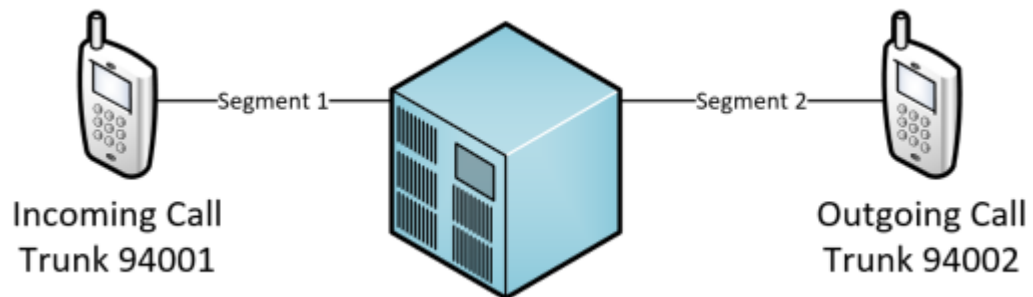
- Extension 1001 dials extension 1002 (segment 1)
- Extension 1001 press 5 then dials extension 1003 (segment 2)
- Extension 1001 connects the conference (segment 3)

Each time a new party is added or leaves the conference a new segment is created.

Trunk to Trunk Calls

Trunk to trunk calls are calls between two trunks on the telephone system that do not involve any internal extensions.

The image below shows a trunk to trunk call:



12.2.3 Call Segmentation & Analytics

Segmentation & Historical Reporting

When viewing reports, it is important to understand how call segments will affect the data being displayed. Some reports will count individual call segments while others will only count calls (refer to the [Report Templates](#) section to see which reports show call segments and which show calls).

For example, a 'Calls By DDI' report will only count complete calls and will ignore call segments. This is because the report is designed to show how many actual calls came in on a DDI. A 'Calls By Hunt Group' report will count individual call segments. This is because a call may get presented to more than one hunt group (or agent/device within that group) and so needs to be counted against each.

Examples of how segmentation affects historical reports:

Statistic	Report Template	Description of Data
Max Ring Time (In)	Calls by DDI/Trunk	Will display details of the call with the longest ring time until first answered for each DDI/Trunk.
	Calls by Hunt Group	Will display details of the call with the longest ring time for calls that have rung at the hunt group, not including any time spent ringing at other devices in previous or subsequent segments.
	Calls by Agent/Extension	Will display details of the call with the longest ring time for calls that have rung at the hunt group, not including any time spent ringing at other devices in previous or subsequent segments.
Total Ring Time (In)	Calls by DDI/Trunk	Will display the accumulated ring time until first answered for all calls that have rung at the DDI/Trunk.
	Calls by Hunt Group	Will display the accumulated ring time for all calls that have rung at the hunt group, not including any time spent ringing at other devices in previous or subsequent segments.
	Calls by Agent/Extension	Will display the accumulated ring time for all calls that have rung at the agent/hunt group, not including any time spent ringing at other devices in previous or subsequent segments.
Calls Overflowed Out	Calls by DDI/Trunk	Not relevant on a non-segmented report.
	Calls by Hunt Group	Will display the number of calls that recalled to another destination.
	Calls by Agent/Extension	Will display the number of calls that recalled to another destination.
Calls Transferred Out	Calls by DDI/Trunk	Not relevant on a non-segmented report.
	Calls by Hunt Group	Will display the number of calls answered by Agents/Extensions within the group and then transferred somewhere else.
	Calls by Agent/Extension	Will display the number of calls that were answered at the agent/extension and then transferred to another device.
Lost Calls	Calls by DDI/Trunk	Will display the number of calls where the last segment of the call was not answered.


	Calls by Hunt Group	Will display the number of calls where the caller hung up without being answered while ringing at the hunt group.
	Calls by Agent/Extension	Will display the number of calls where the caller hung up without being answered while ringing at the agent\extension.
Calls In Answered	Calls by DDI/Trunk	Will display the number of calls on the DDI/Trunk that were answered.
	Calls by Hunt Group	Will display the number of calls that were answered by a device in the hunt group.
	Calls by Agent/Extension	Will display the number of calls that were answered by the agent/extension. A call could be answered multiple times if transferred between extensions.
Calls In Refused	Calls by DDI/Trunk	Not relevant, refused calls are only calculated for agent or extension.
	Calls by Hunt Group	
	Calls by Agent/Extension	Will display the number of calls that were refused (not answered) by an agent/extension that was in the free state and moved to the next device in the hunt group.



Segmentation & Real-Time Reporting Tiles

Tiles (Including Single Stat, Multi-Stat & Ticker)

When viewing real-time data using tiles or grids, it is important to understand how call segmentation will affect the data being displayed. By default, all tile based statistics will display non-segmented call data, with data aggregated between multiple call segments. However, if the statistic has been filtered by one or more devices (agent or extension), it will switch to displaying segmented call data which matches the device(s) on the filter.

Examples of how filtering and segmentation affect tile statistics:

Statistic	Filter	Description of Data
Max Ring Time (In)	No Filter	Will display the call with the longest ring time until it was first answered.  This statistic is not affected by the ' Reset Call Timers when a call rings this group ' flag. It will show max ring time including Call Routing Announcements (CRA).
	Hunt Group 2000	Will display the call that spent the longest time ringing at hunt group 2000. It will not include any time spent ringing in previous or subsequent call segments.
Longest Waiting	No Filter	Will display the active ringing call with the longest ring time, this is the current ring time accumulated across multiple segments and will include calls that have been answered but then transferred to another device and have started ringing again.

		 This statistic is affected by the ' Reset Call Timers when a call rings this group ' flag. It will show max ring time including Call Routing Announcements (CRA).
	Hunt Group 2000	Will display the active call with the longest ring time currently queuing at hunt group 2000.
Total Ring Time (In)	No Filter	Will display the accumulated ring time for all calls until they were first answered.  This statistic is not affected by the ' Reset Call Timers when a call rings this group ' flag. It will show all ring time including Call Routing Announcements (CRA).
	Hunt Group 2000	Will display the total accumulate ring time for call segments that have rung hunt group 2000. It will not include any ring time from previous or subsequent call segments.

Segmentation & Real-Time Dashboard Grids

There are five real-time dashboard grids:

- Agent, Extension & Hunt Group Grids, Shows segmented call data grouped by device (Agent/Extension/Hunt Group)
- Trunk & Call Grid, Shows non-segmented call data grouped by trunk or callid

Agent & Extension Grid Tiles

Agent and extension based grid tiles show segmented call data, looking at calls that relate to the device in the grid and ignoring any previous segments. The same concepts apply when running a Calls by Agent or Calls by Extension report.

Statistic	Grid Type	Description of Data
Max Ring Time (In)	Agent/Extension	Will display details of the call with the longest ring time for calls that have rung at the agent/extension, not including any time spent ringing at other devices in previous segments.
Total Ring Time (In)	Agent/Extension	Will display the accumulated ring time for calls that have rung at the agent/extension, not including any time spent ringing at other devices in previous segments.

Call & Trunk Grid Tiles

Call and trunk based grid tiles show non-segmented data, looking at the complete call and not the current segment. The same concepts apply when looking at a Calls by Trunk or Calls by Telephone Number report.

Statistic	Grid Type	Description of Data
Max Ring Time (In)	Trunk/Call	Will display details of the call with the longest aggregated ring time across all the call's segments.

Total Ring Time (In)	Trunk/Call	Will display the accumulated ring time for all segments of all calls.
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12.2.4 Aggregated Data

Many of the statistics available within the reporting and real-time interfaces are 'Aggregated Statistics', these statistics are based on data from multiple call segments which have been grouped together.

Call Lists

There are two types of call list available; 'Segmented and Non-Segmented'. Segment call lists show data directly from the database with the addition of some computed columns like call duration. No data aggregation occurs on these reports.

Non-segmented call list show a single row per call, no matter how many segments make up the call. This means that the call data from each call segment is aggregated to create the data for the whole call.

Grouped Reports

In addition to showing segmented or non-segmented data, some reports group data by a specific column to allow the data to be analysed. Once data has been grouped, a whole new set of summarised statistics become available like; Totals, Averages, Minimum and Maximum values.

Some grouped reports use segmented call data and some use non-segmented data. Grouped reports that use non-segmented data merge the call segments together first before grouping the data.

The historical reporting system provides templates which group data by the following call data columns:

- Account Code
- Agent
- DDI
- Extension
- Hunt Group
- Start Time
- Trunk
- User

Grouped reports are really useful for assessing performance and getting an overall view of the number and types of calls being processed. For example, a report grouped by extension can be used to see how many calls each extension handled and what their total talk time was.



Refer to the [Templates](#) section to see more information on which reports use grouped data and/or non-segmented call data.


Aggregated Non-Segmented Call Data

Report that use non-segmented data, merge all segments of a call together (by grouping Trunk + CallID) before any other grouping (if there is any) is applied to the report.

When grouping by trunk line occurs, the segmented call data needs to be aggregated. The following section outlines the effect aggregation has on a report's available columns.

Column Name	Aggregation Effect
Account Code	The last account code entered, on any segment.
Agent / Agent Name	If the call was answered, this will contain the details of the agent logged in if available. Other wise it will contain the agent details where the call first rang. If no agent was logged at all, these fields will be blank.

Answer Time	The time the call was first answered.
Call Answered	If any segment of the call was answered.
Call Duration	The cumulative call time of all segments.
Call Type	The call type of the first segment.
CallID	The call id of the first segment.
End Event	The end event of the last segment.
End Time	The end time of the last segment.
Extension / Extension Name	If the call was answered, this will contain the details of the extension that answered the call. Otherwise it will contain the details of the extension where the call first rang.
Hold Duration	The cumulative hold duration for all segments.
Hunt Group / Hunt Group Name	The details of the first hunt group the call passed through if applicable.
Lost Call	Was the last segment of the call answered.
Rec ID	The database Record ID of the first segment.
Ring Duration	The ring duration until the call was first answered.
Start Time	The start time of the initial segment.
Tag Fields 1 to 5	The last valid entry in each field. For example, if field 1 was tagged on segment 1 and field 2 was tagged on segment 3 then both tag fields 1 and 2 would show on the report unless overridden with a valid tag in subsequent segments.
Talk Duration	The cumulative talk duration for all segments includes any ring time after the call was first answered.
Transferred Agent From	Contains the transferring agent's details the first time the calls was transferred if applicable.
Transferred Agent To	Contains the transferred to agent's details the first time the calls was transferred if applicable.
Transferred From	Contains the transferring extension's details the first time the calls was transferred if applicable.
Transferred To	Contains the transferred to extension's details the first time the calls was transferred if applicable.
Username	If the call was answered, this will contain the details of the username of the MiVoice Office Application Suite user that answered the call. Otherwise it will contain the username where the call first rang.

 If a Call List column is not listed here then the aggregation will have no effect on it.

Making Sense of Summarised Data


When analysing a summarised (grouped) report, it is important to understand what has happened to each call. This is done by evaluating similar summarised columns to make sure they add up to the total number of calls (e.g. Total Calls Handled = Total Calls In + Total Calls Out).

Depending on how the report is grouped or whether the report is using segmented call data or not, the way the summarised data adds up is different.

Grouping Segmented Data (Agent, Extension, User or Hunt Group)

The follow table shows how call totals and durations can be analysed in the context of a grouped report using segmented data.

Call Totals	Calls Handled	= Calls Inbound + Calls Outbound
		= Calls Internal + Calls External
		= Calls Answered + Calls Lost + Calls Refused + Calls Overflowed Out
	Calls Answered	= Calls Completed + Calls Transferred Out
Call Durations	Total Call Time	= Total Ring Time + Total Talk Time + Total Hold Time
	Total Call Time (In)	= Total Ring Time (In) + Total Talk Time (In) + Total Hold Time (In)
	Total Call Time (Out)	= Total Ring Time (Out) + Total Talk Time (Out) + Total Hold Time (Out)


 Reports that group segmented call data by hunt group vary slightly to ones grouped by other devices because hunt groups cannot answer calls. Due to this fact, Calls Transferred Out or Calls Refused are not relevant on this report.

 Wrap duration is an agent statistic not a call statistic and so does not feature as part of the call duration.

Grouping Non-Segmented Data (DDI, Trunk, Phone Number, Start Time or Account Code)

The follow table shows how call totals and durations can be analysed in the context of a grouped report using non-segmented data.

Call Totals	Calls Handled	= Calls Inbound + Calls Outbound + Calls Internal*
		= Calls Internal + Calls External
		= Calls Answered + Calls Lost
Call Durations	Total Call Time	= Total Ring Time + Total Talk Time + Total Hold Time
	Total Call Time (In)	= Total Ring Time (In) + Total Talk Time (In) + Total Hold Time (In)
	Total Call Time (Out)	= Total Ring Time (Out) + Total Talk Time (Out) + Total Hold Time (Out)

 * When a report is not grouped by an internal device on the telephone system, internal calls have no direction and so are not included in Calls Inbound or Calls Outbound statistics.

12.2.5 Trunk to Trunk, Conference Calls & Dynamic Extension Express

Certain call scenarios can cause confusion when interpreting historical and real-time statistics. In general, these are calls that either include more than one trunk or there are more than two participants in the call.

- Trunk to Trunk Calls, calls that link two trunks together and are no longer connected to any internal extension
- Conference Calls, calls where there are more than two participants. This can be a mixture of internal and external participants
- Dynamic Extension Express Calls (DEE), these are personal routing calls where the phone system hunts around more than one of a user's extensions/external numbers to find them

The following sections outline how each of the call scenarios listed above affects the various aspects of historical and real-time reporting.

Trunk to Trunk

These are calls that connect to external parties together, with no internal device involved in the call.

Historical

Trunk to trunk calls have the following effect on historical reports:

Template Type	Description
Call List	When viewed in a call list, trunk to trunk calls will appear only once, but with details of both trunk numbers and outside numbers involved in the call.
Calls by Trunk	When viewed on a Calls by Trunk report, the call will be summarized against each trunk that was involved in the call.

Real-Time

Trunk to trunk calls have the following effect on real-time tiles & grids:

Statistic Type	Description
Active Call Statistics	<ul style="list-style-type: none"> • Calls In Progress External: Trunk to trunk calls will count twice in active external calls, once for the inbound leg and once for the outbound leg.
Call Totals	<ul style="list-style-type: none"> • Calls Inbound/Outbound: The call is accounted for in both the Calls Inbound and Calls Outbound statistics. This logic applies to all statistics that are calculated from these, such as % Calls Inbound/Outbound. • Calls External/Calls Handled: Trunk to trunk calls are counted twice, once for the inbound leg and once for the outbound leg.

Trunk Grid	Trunk to trunk calls will display twice on a Trunk Grid, once for each trunk involved in the call.
Call Grid	Trunk to trunk calls display as a single call on the Call Grid

Conference

Conference calls are calls which include 3 or more devices. These can be a mix of extension and trunks (external calls).

Historical

Conference calls have the following effect on historical reports:

Template Type	Description
Call List	When viewed in a call list, conference calls will appear only once, but with details of both trunk numbers and outside numbers involved in the call.
Calls by Trunk	When viewed on a Calls by Trunk report, the call will be summarized against each trunk that was involved in the conference. The trunks may be involved as inbound or outbound calls depending on how the conference was set up.
Calls by Extension	When viewed on a Calls by Extension report, conference calls will be counted against each extension that is involved in the conference.

Real-Time

Conference calls have the following effect on real-time statistics and grids:

Statistic Type	Description
Active Call Statistics	<ul style="list-style-type: none"> • Calls In Progress: Each participant of a conference will be counted within the active call statistics. External parties will be counted under 'Calls In Progress External' for example.
Call Totals	Each party of a conference will be counted within the call totals statistics.
Trunk Grid	Any external participants in conference calls will be displayed as a normal incoming or outgoing call on the trunk grid.
Extension Grid	Any internal participants in conference calls will be displayed as a normal incoming or outgoing call on the extension grid (and agent grid if an ACD agent is logged into one of the extensions).
Call Grid	A conference will show as a single entry on the call grid, no matter how many participants are involved in the conference.

Dynamic Extension Express

DEE calls have a large impact on both historical and real-time data. When a user receives a DEE call, it is effectively a hunt group call which can be answered on any of the user's device. To make matters more complicated, DEE calls can be answered on external number such as a home or mobile number.

Historical

DEE calls have the following effect on historical reports:

Template Type	Description
Call List Segmented	<p>When viewed on a segmented call list, each device which is alerted as part of a DEE call will be displayed. The hunt group parameter is populated with DEE to indicate why the extension was called.</p> <p>Lost Calls: On call list reports, unanswered DEE calls that have alerted an external device will appear twice as a lost call, once for the unanswered inbound leg, and once for the unanswered outbound leg.</p>
Calls by Trunk	When viewed on a Calls by Trunk report, the call will be summarized against each trunk that was involved in the call. If the DEE call originated externally, it will be counted against the incoming trunk. If the call alerted or was answered externally, it will be counted against the outgoing trunk.
Calls by Extension	When viewed on a Calls by Extension report, DEE calls will be counted against each extension that the calls rang at and will be classed as answered on the extension it was answered on and missed/lost on all other extensions it rang at.
Calls by User	When viewed on a Calls by User report, DEE calls will appear once no matter how many of the user's devices rang. The call will be classed as answered if it was answered at any of the user's devices.

Real-Time

DEE calls have the following effect on real-time statistics and grids:

Statistic Type	Description
Active Call Statistics	<ul style="list-style-type: none"> • Calls In Progress External: External DEE calls will be displayed in active call statistics. If the DEE call originated externally, it will display as a trunk to trunk call would. If it originated internally, the external leg will appear as an external outbound call.
Call Totals	Calls Outbound/Outbound (DEE)/Calls External/Calls Handled: Externally

	answered DEE calls are excluded from the normal Call Total statistics. They are not calculated as part of the Calls Outbound/External or Handled statistics. Instead, a dedicated statistic named Calls Outbound (DEE) is provided for these externally answered calls.
Trunk Grid	Externally ringing/answered DEE calls will display as a normal outgoing call on the trunk grid.
Call Grid	DEE calls will display as a single call on the call grid, event when ringing multiple numbers

12.2.6 Historical Reporting

The reporting section of the MCS solution provides access to run and manage call and configuration based reports. For information on using the reporting features of the solution, please refer to the following sections:

- [Report Templates](#)
- [Report Creation](#)
- [Running Reports](#)
- [Exporting Reports](#)
- [Shared Reports](#)
- [Report Scheduling](#)
- [Call Segmentation Information](#)

For information on licensing and permissions, please refer to the [Reporting Overview](#) section.

12.2.6.1 Call Reporter Quick Reference Guide

The following guide is designed to provide an introduction to the call reporting features of the MiVoice Office Application Suite solution.

Reports

The Reports page provides access to run reports on any internal or external calls. Depending on the license applied to the system, the following report types can be accessed:

- Call Lists
- Status Lists (DND & ACD)
- Grouped Reports (by Extension, User, Agent, Hunt Group, Trunk, DDI & Start Time)
- Configuration Lists (Extensions, Agents, Trunks & DDIs)

My Reports
Each user has a list of pre-configured reports to use

Shared Reports
See reports that have been shared by users

Schedules
Set up schedules to run reports automatically and deliver by email or network share

Date Range
Control the Date range over which the current report is run

Filter
Change the filter to restrict the reports to specific calls

Apply Button
Use this button to apply date range, or to re-run the report

Categories
Reports are grouped into categories to make them easier to find

New Report Button
Use this button to create a new report

Edit Menu
Pressing the more button displays all options for a report

Play Button
Play back a call when using MiVoice Office Call Recorder (License and permissions dependant)

Page Control
Use to navigate through the records returned by the report

Save / Print
Save or print the report that is open

Call List General (Segmented)
(24/04/2017 00:00:00 - 24/04/2017 11:14:59)

Start	Ans	Contact	Tel No	Group	Ext	Ext Name	Dir	Dur	Seg	Code
24/04/2017 00:05:07	Yes	Craig Walsh	0161 11223344		9073	Sales 41	In	00:00:02	1	
04/2017 00:05:09	Yes	Craig Walsh	0161 11223344		9057	Sales 65	In	00:00:28	2	
04/2017 08:31:40	Yes	Toni Parker	9045		9064, 9070	Support 49	In	00:00:06	1	
04/2017 08:34:48	Yes	Kerry Baker	9033		9010, 9049	Support 19	In	00:00:54	1	
04/2017 08:45:54	Yes	Martin Prince	0161 99 88 776		9001	Sales 11	Out	00:01:50	1	
04/2017 08:49:01	No	Brian Smith	9012	9012	9056, 9095	Admin 03	In	00:00:44	1	
04/2017 09:07:15	Yes	Becky Jones	0161 445667		9099	Sales 22	Out	00:00:12	1	
24/04/2017 09:08:05	Yes	Carrie Davidson	0161 1597532		9061	Support 17	Out	00:00:10	1	
24/04/2017 09:18:01	No	Lecia Willis	07212 745 6789		9064	Sales 13	In	00:00:13	1	
24/04/2017 09:18:23	No	Carl Cox	9081	9081	9017, 9066	Admin 01	In	00:00:01	1	
24/04/2017 09:19:04	No	Winnie Gray	07798 765 4321		9039	Sales 01	In	00:01:57	2	
24/04/2017 09:19:57	No	Ben Carter	016 987 6543		9048	Sales 03	Out	00:00:18	1	
24/04/2017 09:26:03	No	Ben Carter	016 567 89101		9055	Sales 12	Out	00:00:16	1	
24/04/2017 09:29:11	No	Ahmed Ali	9065		9007, 9085	Admin 07	In	00:00:07	1	
24/04/2017 09:29:11	Yes	Ahmed Ali	9065		9052, 9083	Support 11	In	00:00:12	2	
24/04/2017 09:29:50	Yes	David Dawson	902		9097, 9063	Support 15	In	00:00:14	1	
24/04/2017 09:31:28	No	Jack Crystal	902		9013, 9075	Sales 25	In	00:00:05	1	

Any report or column that is not licensed for use will be indicated with a padlock symbol.

Running Reports

Each user has their own copy of the default reports to run. These can be modified, added to, or deleted without affecting other users on the system. The reports are grouped together in categories on the left side of the screen. To run a report, press the play icon to the right of the report in the list. The report will appear on the right side of the page using the default filter and date range that were saved against the report.

A report may be presented across multiple pages, when this happens the page navigation buttons can be used to move through the report. If the report is a grouped report, the last row will show the totals of each column where applicable. Reports can be saved in Excel, PDF or Word format or they can be printed directly from the page.

Segmented Reports

When a call is logged to the database, a new call segment is created each time the call rings or is answered by a different device on the telephone system. A single external call can have many call segments. It is important to understand this when looking at call reports and evaluating call totals. For example, if looking at a Segmented Call List, a call will appear multiple times, once for each destination it was delivered to.


For more information on call segmentation and how it applies to different Reports/Templates, please refer to the product help document.


Report Types (Lists / Grouped)

There are two different types of reports that can be run; lists or grouped reports. Lists can provide details of individual calls or call segments. Grouped reports provide aggregate columns that include totals, averages and minimum/maximum values. These reports provide a way of analysing call traffic and how quickly calls are being answered.

Date Range & Filtering


The date range and filter can be used to select which calls are included in the reports. Any changes to a filter or date range require the report to be re-run using the 'Apply' button. The system will cache reports that have been run before, if the report has not been edited and the date range/filter has not changed, a cached version of the report will be loaded to improve performance.

 The more data that is being included in the report, the longer the report will take to run and display on the right of the screen. It is beneficial to limit the data by using filters and date ranges so that it only includes the data required. A maximum of 5000 records will be displayed.

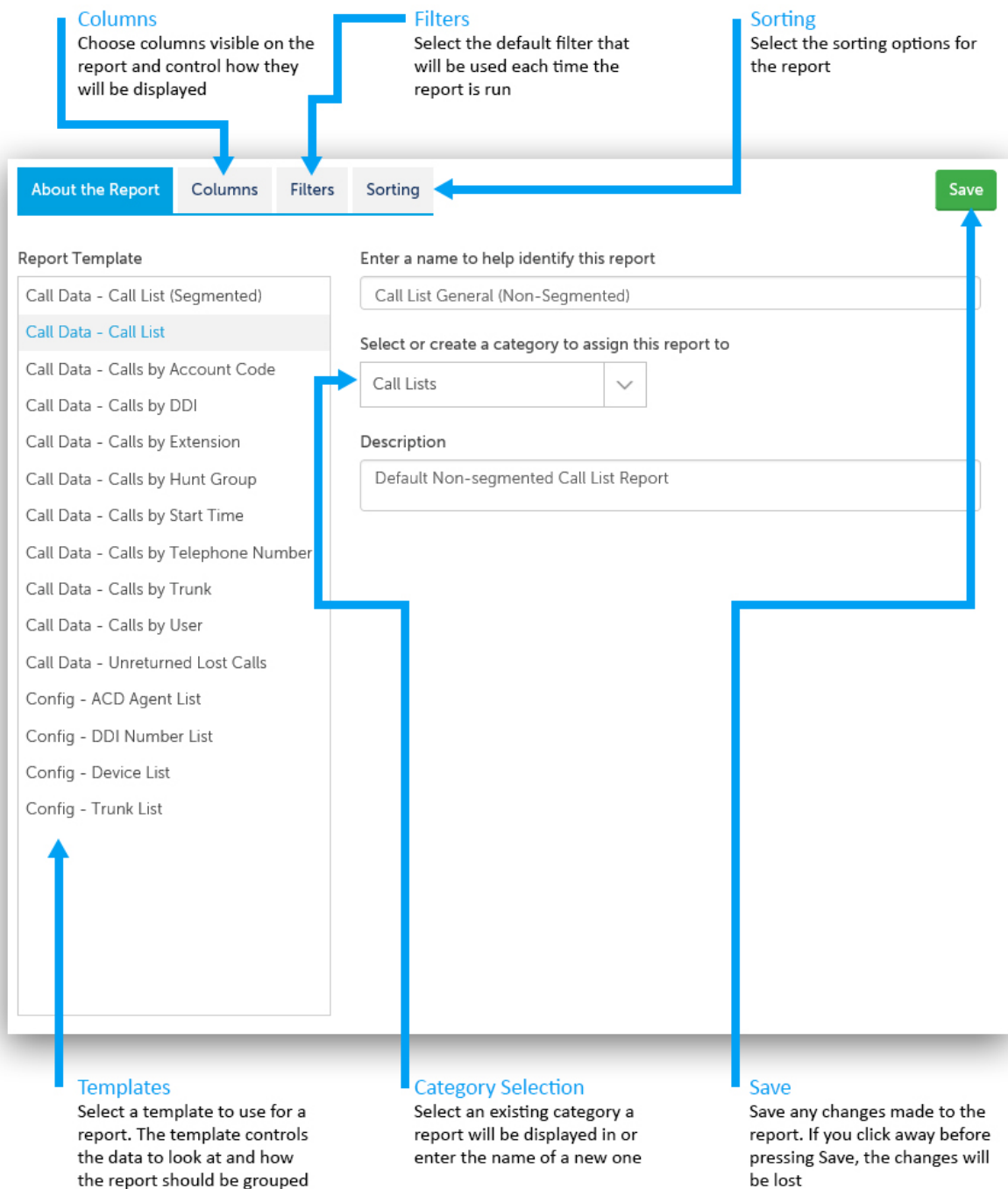
 If the number of rows in the report exceeds 1000, the export option will not be available. To export more records than this you must use [Scheduling](#).

Shared Reports

Reports can be shared so that other users can see and modify them. When a report is shared, a shared copy of the report is created, leaving the original in the 'My Reports' section. Shared reports can be modified by any users with permission to access them.

 For a report to be used in a schedule, it must first be shared.

Every report in the 'My Reports' section is specific to the user logged in and can be added to, edited, or deleted as required without affecting other users. When editing a report, the form pictured below will be displayed.

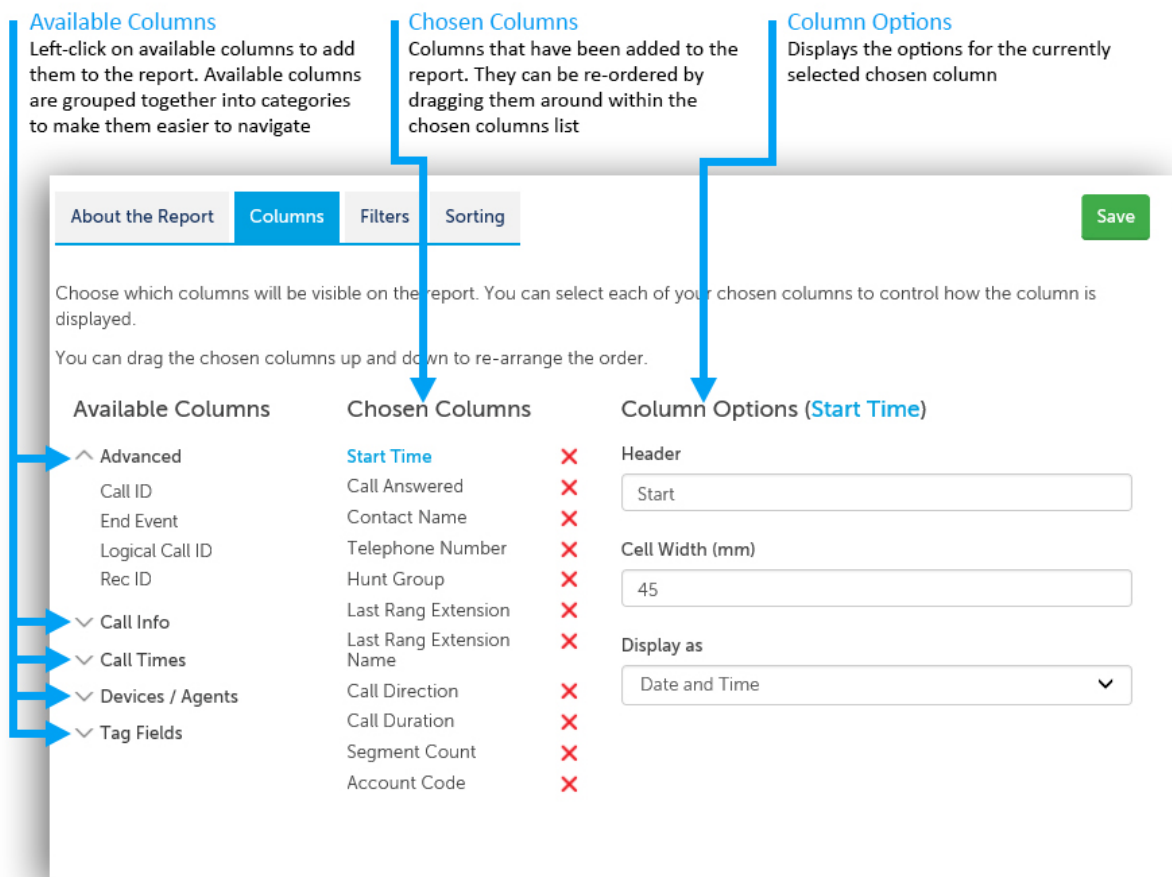


Report Templates

Each report is based on a report template. A report template defines what data is being reported on (call or configuration), how the data is to be grouped (By Extension, By Agent, Not Grouped etc..) and which columns are available to choose from. Changing the template of an existing report will change the available columns, this in turn will set the chosen columns back to default.

Report Categories

Reports are saved into different categories to make them easier to find in the user interface and to group together similar reports. The category a report is saved in can be selected from the list or a new category name can be entered.



Adding / Removing Columns

Each report comes with default columns added. A list of the available columns to add to the report appears on the left side of the 'Columns' tab, split up into categories to help locate the required column. To add a column to a report, left click on it. Chosen columns can be re-ordered by drag and drop or removed using the cross icon.

If the report is grouped, the column the report is grouped by will appear in blue. Grouped by columns cannot be removed from a report.

Please refer to the product help file for detailed information of each column.

Column Options

The options available to configure will be different depending on the column type. The 'Header' is the name that will be displayed for this column in the report. These are defaulted to a shortened variant of the column name but can be overridden by the user (the column name appears as a tooltip if you hover over it in an open report).

Where applicable, the 'Display as' option controls the format of the data shown in the report.

Changing the format of a grouped column can change the way the report is grouped. For example, if a report is grouped by 'Start Time' changing the format from 'Date and Time' to 'Time Only' will group multiple days calls into a single row based on time of day.

Filters

Select the default filter and date range to be assigned to a report when it is opened. This can then be overridden once the report is run using the date range and filter dropdown boxes on the report viewing page.

Sorting

Select the sort order for the report. Reports can be sorted by more than one column if required, but the sort direction (ascending or descending) will need to be the same for all sorted columns.

The optional scheduler can be used to automatically run reports on a regular basis and either deliver them by email or save them to a network share.

List Of Configured Schedules
See a list of configured schedules for all users on the system

Edit Menu
Edit, delete or run a schedule using the associated menu

History
A history of scheduled tasks that have run, how long they took and whether they were successful

The screenshot shows the Mtel MiVoice Office Application Suite interface. The top navigation bar includes 'Mtel', 'MiVoice Office Application Suite', 'Wallboard', 'Recordings', 'Reports', and 'Outbound'. Below this, there are tabs for 'My Reports', 'Shared Reports', and 'Schedules'. The 'Schedules' tab is active, showing a list of schedules on the left and a 'Scheduled Task History' table on the right. The 'Schedules' list includes 'Weekly Sales 1', 'Weekly Sales 2', 'Monthly Sales 1', 'Monthly Sales 2', 'Support Weekly', 'Support Monthly', 'Company Overview', and 'Lost Calls'. The 'Scheduled Task History' table has columns for 'Name', 'Started', 'Time Taken', and 'Result'. The table shows a history of tasks, including 'Weekly Sales 1', 'Weekly Sales 2', 'Monthly Sales 1', 'Monthly Sales 2', 'Support Weekly', 'Support Monthly', 'Company Overview', and 'Lost Calls', all of which were completed successfully. A 'New' button is located above the 'Schedules' list, and an 'Edit' menu is shown for 'Weekly Sales 1' with options 'Edit', 'Run Now', and 'Delete'.

Name	Started	Time Taken	Result
Weekly Sales 1	21/04/2017 15:54	3 Minutes	Completed successfully
Weekly Sales 2	20/04/2017 15:54	3 Minutes	Completed successfully
Lost Calls	19/04/2017 15:54	3 Minutes	Completed successfully
Company Overview	18/04/2017 15:54	3 Minutes	Completed successfully
Weekly Sales 2	17/04/2017 15:54	3 Minutes	Completed successfully
Monthly Sales 1	14/04/2017 15:54	3 Minutes	Completed successfully
Monthly Sales 2	13/04/2017 15:54	3 Minutes	Completed successfully
Support Monthly	12/04/2017 15:54	3 Minutes	Completed successfully
Support Weekly	11/04/2017 15:54	3 Minutes	Completed successfully
Weekly Sales 1	10/04/2017 15:54	3 Minutes	Completed successfully

1 - 10 of 50 items

Using Schedules

The 'Schedules' page shows all schedules that have been configured on the system, regardless of the user that configured them. Any user with permission can add, edit or delete a schedule. The 'Scheduled Task History' table shows when the schedules have run and whether they were successful or not. Schedules can be run manually as a 'one-off' irrespective of the recurrence settings, by selecting the 'Run Now' option from the menu.

Shared Reports & Filters

Only shared reports and shared filters can be used in a schedule. This is because schedules are a system-wide concept that can be edited by anyone. Therefore the reports and filters being added to a schedule need to be visible to everyone.

Start Date / Time

Controls when the schedule first runs. Subsequent running will be calculated from this start date/time using the recurrence settings

Reports

Configure which report(s) should be run as part of the schedule and what filters should be used when running them

Details **Schedule** **Reports** **Action** Save

Start Date 24/04/2017 **Start Time** 14:54

Specifies when the task will first run. Subsequent recurrences will be calculated from this date.

Recurrence Day

On the following days:

- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☐ Saturday
- ☐ Sunday

End Date (Optional) **End Time (Optional)**

Recurrence Controls how often and when a schedule will run

End Date / Time Controls whether the schedule should ever stop

Recurrence

The 'Start Date' and 'Start Time' for a schedule is used to work out when a schedule will first be run. After this, the configured 'Recurrence' will be used to work out when the next schedule should be run. The table below shows the different options available for recurrence:

Recurrence	Description
Minute	Run every 'x' minutes (minimum 15 minutes). Select the days of the week to run and between what times.
Hour	Run every 'x' hours. Select the days of the week to run and between what times.
Day	Once a day at the time configured in 'Start Time'. Select the days of the week to run.
Week	Run event 'x' weeks at the time configured in 'Start Time'.
Month	Run every 'x' months at the time configured in 'Start Time'. Select the day of the month on which to run the schedule.

The 'End Date' and 'End Time' can be used if required to stop the schedule automatically.

Reports & Filters

Select the report(s) that will be run by the schedule and filter/date range to use for each one. When applying the date range it is advisable to use a contextual date range (this week, last week etc..). If a 'Custom' date range is selected, the date range will be fixed every time the report is run by the scheduler.

Action Specific Information
Enter the information needed for the schedule to email or save the report

Action Type
Control whether the schedule should email the report(s) or save them to a network share

Format
Controls the format the scheduler should use when saving the report(s)

Details Schedule Reports **Action** Save

Action Type
Email

Format
Microsoft Excel Spreadsheet (.xls)

To
terry.benadict@company.com

CC
Multiple email address delimited by ,

BCC
Multiple email address delimited by ,

Subject
Weekly Sales Call Report 1

Body
The attached (.xls) spreadsheet contains the scheduled report for Sales team 1. You can open this in Microsoft Excel.

Action Type & Format

Reports can either be saved to a network share or emailed. In addition, the format of the report can be selected. Supported formats are Microsoft Word, Microsoft Excel and PDF.

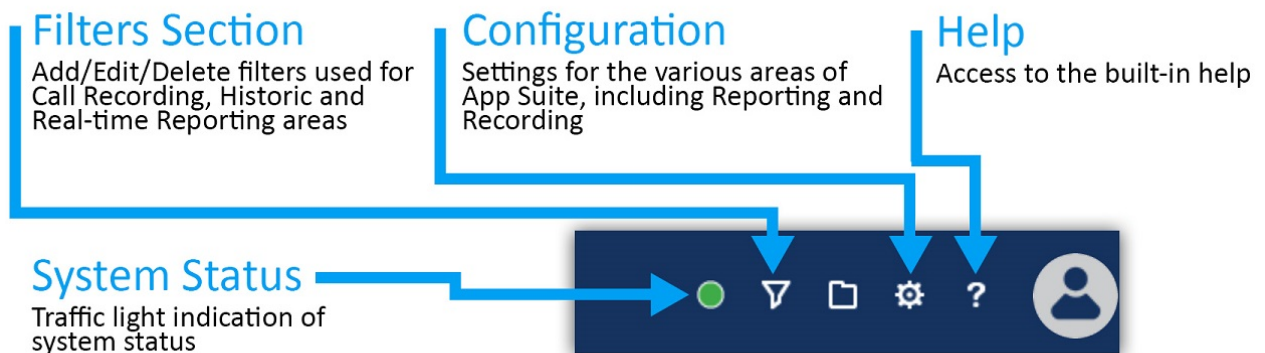
Emailing Reports

Reports can be emailed to one or more users of the system. Multiple email addresses can be added to any of the address fields (To, CC & BCC) using a comma separated list.

Saving Reports

To save the export to a network share, the details for the network share must first have been configured by the administrator of the system.

The title bar provides access to areas of the App Suite. The image below outlines each of the navigation icons:

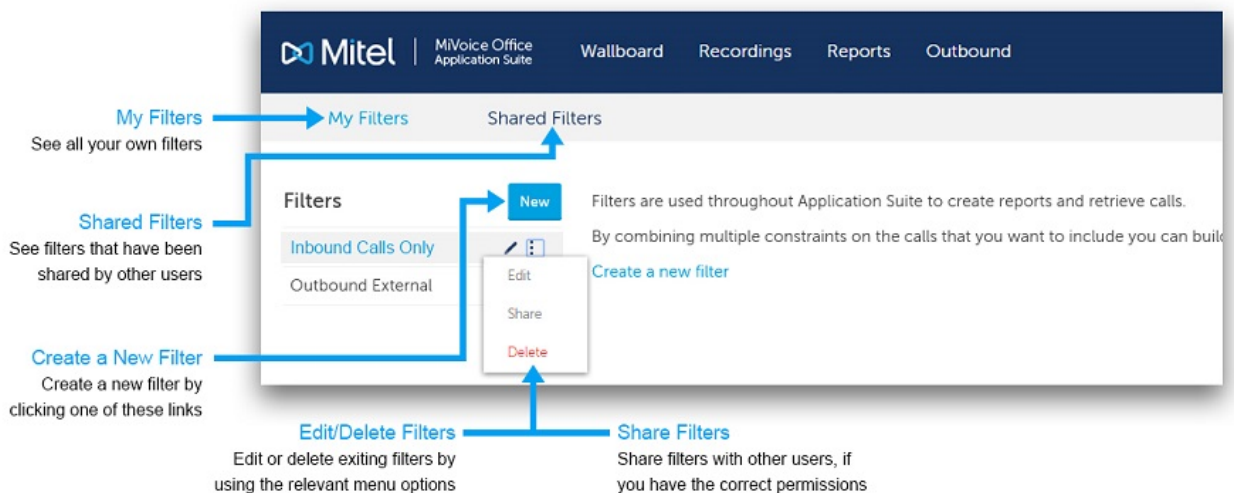


The configuration section and system status will only be visible with the correct permissions.

Filters

The 'Filters' section of the website is used to manage all the saved filters on the system. Filters can be used with reports or recordings.

Each user has their own 'My Filters' section that provides a list of all filters they have created.



Shared Filters (Permission dependant)

Filters can be shared between users to avoid duplicating work and to allow administrative staff to set up filters that can be used by everyone.

Adding / Editing Filters

Each filter provides the ability to search on one or more details about a call. The details are grouped into tabs. The tabs are displayed with descriptions in the image below:

Details
Give the filter a relevant name

Devices
Search for calls made from or received at different devices on the system (See pattern matching options for more information)

Call Details
Search using specific call details such as Outside Number, Direction, Status, DID/DDI..)

Duration
Search for calls using call, ring or talk time duration

Customer Details
Search for calls using contact name, speed dial name and custom tags

Advanced
Search for specific notes on calls, by call Id or using specific properties such as Trunk to Trunk or Service Codes

Fields in the filter form: Extension, Extension Name, Agent ID, Agent Name, Hunt Group, Hunt Group Name, Trunk. A green 'Save' button is in the top right corner.

The use of special characters within the text boxes for a **Filter** enables the use of complex filter strings.

All Fields

The following characters are supported:

Special Characters	Description
Exclamation mark (!)	Not equal to
Percent (%)	Fuzzy matching (equivalent to a SQL LIKE %)
Underscore (_)	Fuzzy matching of a single character
Comma (,)	Can be used to search for multiple values at the same time

Device Fields


In addition to the special characters above, the following characters are supported when searching using a device based field (Extension, Agent, Trunk, Hunt Group):

Special Characters	Description
Plus sign (+)	Greater than or equal (e.g. 1000+ for extensions greater than or equal to 1000)
Hyphen (-)	Delimits a range of values to match (e.g. 1000-2000 for all extensions between 1000 and 2000 inclusive) or less than or equal to (e.g. -1000 for extensions less than or equal to 1000)

The example below shows what would be matched when entering combining multiple special characters using a comma:

- 1000-1005,!1003,1040,18%5,2000+

Matching endpoints: 1000, 1001, 1002, 1004, 1005, 1040, any that start with 18 and end with a 5, any with a value greater or equal to 2000.

 Device numbers are stored as text so when using greater than or less than, it is compared on an alphabetic level not a numeric level

12.2.6.2 Report Templates

Overview

The MCS has a series of report templates that can be used to create and run reports. Each report template contains the following information:

Data source (Call or configuration data for example)

This outlines when to get the data for the report from. Currently the two data sources available to the templates are

- Call Data
- Status Data (DND/ACD)
- Configuration Data


Columns

This outlines what columns are available to add to a report. Depending on the data source and grouping, the columns which are available to add to the report will change.

Grouping

This defines how the data in the report should be grouped (if at all). For example, a list of call records would usually have no grouping, each call and its associated properties can be viewed. If however the data is grouped by Telephone Number, aggregate columns become available such as Total Calls and Total Ring Time etc.

When creating a new report, a template must first be chosen before columns can be selected. Each template has a set of default columns which will automatically be visible, but can be added or removed by the user. When editing a report, if the template is changed, the selected columns will automatically be changed to the template's defaults.

 Refer to the [Aggregated Data](#) section for more information on grouped and call list reports.

Available Templates

The following templates are available for creating reports:

Template Name	License	Description	Segmented Data
ACD Data - ACD Status List	Call Logging	A list of ACD state changes for all licensed agents. This template requires the ACD Reporter License.	N/A
Call Data - Call List	Call Logging	A list of call data records (not segmented*).	No
Call Data - Call List (Segmented)	Call Logging	A list of call data records which is segmented*.	Yes
Call Data - Invalid Dialed Numbers	Call Logging	A list of call data records containing invalid dialed numbers only.	No
Call Data - Lost Calls	Call Logging	A list of call data records containing lost calls only.	No
Call Data - Trunk to Trunk Calls	Call Logging	A list of call data records containing trunk to trunk calls only.	No

Call Data - Calls by Account Code	Call Reporter	Call data grouped by Account Code, external calls only.	No
Call Data - Calls by Agent	ACD Reporting	Call data grouped by Agent, internal and external calls. This template requires the ACD Reporter License.	Yes
Call Data - Calls by DDI	Call Reporter	Call data grouped by DDI number, inbound external calls only.	No
Call Data - Calls by Extension	Call Reporter	Call data grouped by Extension, internal and external calls.	Yes
Call Data - Calls by Hunt Group	Call Reporter	Call data grouped by Hunt Group, inbound calls only.	Yes
Call Data - Calls by Start Time	Call Reporter	Call data grouped by Start Time, external calls only.	No
Call Data - Calls by Start Time (Hunt Group Segmented)	Call Reporter	Hunt Group segmented call data grouped by Start Time, external hunt group calls only.	Yes
Call Data - Calls by Telephone Number	Call Reporter	Call data grouped by Telephone Number, external calls only.	No
Call Data - Calls by Trunk	Call Reporter	Call data grouped by Trunk, external calls only.	No
Call Data - Calls by User	Call Reporter	Call data grouped by User. This includes calls made on any extensions associated with a user.	Yes
Call Data - Unreturned Lost Calls	Call Logging	A list of call data records (not segmented*), filtered to show unreturned lost calls only. External calls only.	No
Call Data - Inbound Call Summary **	Call Logging	Inbound call summary for external calls.	No
Config - ACD Agent List ***	Call Logging	Configuration data, a list of all ACD Agents MCS has imported from the telephone system.	N/A
Config - DDI Number List	Call Logging	Configuration data, a list of all DDI Numbers configured on MCS.	N/A
Config - Device List	Call Logging	Configuration data, a list of all Extensions MCS has imported from the telephone system.	N/A
Config - Trunk List	Call Logging	Configuration data, a list of all Trunks MCS has imported from the telephone system.	N/A
DND Data - DND Status List	DND Reporting	A list of DND state changes. This template requires the DND Reporter license.	N/A

* Refer to the [Call Segmentation](#) section for more information.

** The Inbound Call Summary template is not user selectable, it is fixed to the Inbound Call Summary Report.

*** MCS does not support ACD member hunt groups, only ACD Agent hunt groups.

 If '#ERROR' appears in any column, this is an indication of missing data. This can happen if the reporting


— service is stopped or loses connection to the telephone system.

Call List Limits

Each of the call list report templates (Call List, Call List (Segmented) & Unreturned Lost Calls) has a fixed limit of 5,000 rows of call data. If the date range for a report is configured and the resulting data would generate more than 5,000 rows, only the first 5,000 rows will get returned. When this happens, a warning message will appear on the screen alerting to this fact. To remove the warning, reduce the date range the report is being run for or apply a [filter](#) to restrict the result set. Alternatively schedule the report to return all records.

Recording Playback



The Call List reports provide a 'Play' option against answered calls which allows the user to playback the recording if they have the necessary MiVoice Office Call Recorder features configured. Clicking the play link will open up the normal playback window. If a call has not been recorded due to it being made on an unrecorded device or because it has been excluded, the play link will still appear but the user will be informed that the call was not recorded after pressing it.

 The prefix to each template ('Call Data', 'Config') refers to the data source the template is using.

 Refer to the [Reporting](#) section for information on licensing.

12.2.6.3 Report Creation


The following section describes the properties that can be configured against a report. The properties discussed here are displayed when creating a new report or editing an existing report.


To create a new report, press the 'New Report' button above the reports accordionlist on the reporting page. To edit a report, hover over a report and press the edit icon () or press the more icon () and select Edit from the menu.


About the Report

Each report that is configured on the system requires a template to be selected. This template tells the report about the type of data that is being returned, the available columns for the report and whether the data is grouped or not. Once a template has been selected, the name and category properties must be configured before navigating to the columns section:

- **Name** - User definable name that will be used to identify the report for running or adding to schedules.
- **Category** - Defines where the report will appear on the website. Categories are used to group similar reports together to aid user access to them. Either select an existing category or type in the name of a new one.
- **Description** - User definable description, this can be used to store more detailed information about the report and what it is for.

 Changing the template of an existing report will cause the selected columns to change to the default ones for the selected report.

 To cancel the changes being made to a report simply navigate away from the current page without pressing the 'Save' button.

 Refer to the [Report Templates](#) section for information about each of the different templates available.


Columns

The column selection screen is split into three sections:

Available Columns

This section outlines each of the available columns for a specific report template. To add a column to the report, simply click on the column. Each of the columns available is displayed in a different category to group similar columns together and aid user navigation. Clicking on a category name will display the columns in that category. For a brief outline of what the data in the column represents, hover over the column with the mouse to get a tooltip.

Any columns that have already been added to the report will show greyed out and in italics.

 A maximum of 50 columns can be added to a report.

Chosen Columns

This section shows all the columns that will currently be displayed on a report. Columns will be displayed in the order in which they are visible in this list. To change the order of the chosen columns, simply left click on the column and drag it to a new location in the list.

If the data returned by the report template is grouped in any way, the columns the report will be grouped on will be displayed in blue in the chosen columns list. These columns can be re-ordered but cannot be removed from the report. To remove other columns from the report simply press the red cross next to the column name.

To change the column on which the report is grouped, a different template must be selected.

Column Options

Each column has settings that can be configured including Header, Cell Width and in some cases Display As (display format).

The header setting is the name that will be displayed as the column header when the report is run. All columns have a default header name configured which is generally much shorter than the column's full name so that it will fit better within the report header.

The cell width option outlines the width the column should have within the report. All columns have been given a default width that suits the data type however these may need to be changed, especially if trying to fit a large number of columns onto a single report for exporting.


If a column contains a date or duration of some kind then the display format option will appear. The following date formats are available:


Call Time (Start Time, Answer Time, End Time etc..)

- Date and Time -> dd/MM/yyyy HH:mm:ss
- Date Only -> dd/MM/yyyy
- Time Only -> HH:mm:ss
- Week -> dd/MM/yyyy (Mon) (The date rounded to the previous Monday)
- Month -> MMM, yyyy

Duration (Call Time, Talk Time, Hold Time etc..)

- Hours, Minutes and Seconds -> HH:mm:ss
- Total Seconds

 Refer to the [Report Grouping](#) section for more information on these display formats and how they affect grouped reports.

 Refer to the [Statistics](#) section for more information on the columns available for each template.

Filters

The filters page provides a way to configure the initial filter and date range that will be used when the report is first run. These properties can be changed after the report is run using the ad-hoc date range and filter drop downs on the report viewer.

In addition, the time range on a day by day basis can be configured so that data outside this range is ignored. This is very useful for ignoring calls outside of working hours. For example, if a report is configured to run a display data over a week, the time range could be limited to between 9am and 5pm so any calls outside of these hours on any day of the week included in the report would not be shown.

Sorting

The sorting page provides a way to control which column(s) within the report are used to sort by when displaying the data. By default a sort column and direction will be defined in the template but this can be changed as required.

Reports can be sorted by more than one column by adding another column from the available columns list.

Saving a Report

Once all the properties have been configured, press the 'Save' button to implement the changes. If a new category has been entered for the report it will be created at this time.

If the report saves successfully it will be run immediately and display on screen. If there are any problems when saving the report, a message box will appear in red outlining the problem and suggesting changes that

need to be made.

12.2.6.4 Using Reporting

The following section outlines the reporting user interface and how reports can be run, filtered and exported.

Default Reports & Report Categories

Each user with permission to run reports is automatically configured with a default set of reports. These reports are individual to the logged in user and can be edited/deleted as required.


These default reports are displayed in different categories to help navigate between different types of reports:

Category	Report Name	License	Description
Call Lists	Call List General	Call Logging	A list of all calls on the system (segmented, internal and external calls).
	Invalid Dialed Numbers	Call Logging	A list of outbound external calls that failed to complete.
	Lost Calls	Call Logging	A list of calls that were not answered (external calls only)
	Trunk to Trunk Calls	Call Logging	A list of trunk to trunk calls (inbound calls that were diverted or transferred externally).
	Unreturned Lost Calls	Call Logging	A list of lost calls that have not been returned or subsequently answered.
Call Performance	Call Performance By Day	Call Reporter	Overview of lost calls on a day by day basis.
	Service Level By Half Hour	Call Reporter	In depth breakdown of answered calls by half hour (call rate period).
	Service Level By Half Hour & Day	Call Reporter	In depth breakdown of answered calls by half hour and day (call rate period).
Calls By Device	Calls By Account Code	Call Reporter	Breakdown of external calls by account codes entered.
	Calls By DDI	Call Reporter	Breakdown of inbound external calls by DDI number.
	Calls By Extension	Call Reporter	Breakdown of all calls by extension number.
	Calls By Hunt Group	Call Reporter	Breakdown of inbound calls by hunt group.
	Calls By Trunk	Call Reporter	Breakdown of external calls by trunk line.
	Calls By User	Call Reporter	Breakdown of all calls by user.
	Detailed DND Status List	DND Reporting	List of DND state changes.
	DND Status By Extension	DND Reporting	Breakdown of DND status by extension.

	Unmatched Calls By Extension	Call Reporter	Breakdown of unmatched calls by extension.
	Unmatched Calls By User	Call Reporter	Breakdown of unmatched calls by user.
Calls By Number	Calls By Telephone Number	Call Reporter	Breakdown of calls by the number dialled/received.
	Calls For Service Codes	Call Reporter	Breakdown of calls made to service code numbers (see dial plans for more information).
	Top Dialed Numbers	Call Reporter	Breakdown of calls made by telephone number.
	Top Received Numbers	Call Reporter	Breakdown of calls received by telephone number.
Calls By Time	Call Summary By Day	Call Reporter	Breakdown of external calls by day.
	Call Summary By Month	Call Reporter	Breakdown of external calls by month.
	Call Summary By Week	Call Reporter	Breakdown of external calls by week.
	Calls By Half Hour	Call Reporter	Breakdown of external calls by half hour.
	Calls By Half Hour & Day	Call Reporter	Breakdown of external calls by half hour and day.
	Hunt Group Calls By Half Hour	Call Reporter	Breakdown of external hunt group calls by half hour.
	Hunt Group Calls By Half Hour & Day	Call Reporter	Breakdown of external hunt group calls by half hour and day.
	Hunt Group Calls By Day	Call Reporter	Breakdown of external hunt group calls by day.
	Line Usage By Half Hour & Day	Call Reporter	Breakdown of external calls by half hour and day including details of trunk utilisation.
Calls/Status By Agent	ACD Status By Agent	ACD Reporting	Breakdown of ACD status by agent.
	Calls By Agent	ACD Reporting	Breakdown of calls made/received by agents.
	Detailed ACD Status List	ACD Reporting	List of ACD state changes for every licensed agent on the system.
	DND Status By Agent	ACD Reporting	Breakdown of DND state changes by agent.
	Unmatched Calls By Agent	ACD Reporting	Breakdown of unmatched calls by agent.
Other - Configuration	ACD Agent List	Call Logging	A list of ACD Agents imported from the telephone system(s).

	Device List	Call Logging	A list of extensions imported from the telephone system(s).
	DDI Number List	Call Logging	A list of DDI numbers configured on the MCS.
	Trunk List	Call Logging	A list of trunks imported from the telephone system(s).

These default reports can be deleted as required. The categories can be used to add additional reports or deleted as required.


 Reports that are not licensed will be identified with a padlock symbol. In addition, some columns within reports may require an additional license, these will also be identified with a padlock symbol.

Inbound Call Summary

The inbound call summary report is a read-only report that gives a system overview of inbound external calls. This is the first report that is run every time a user browses to the reporting section of the MCS website.

This summary screen can be viewed on any system with a Call Logging license. It shows un-segmented call data for external calls coming into the telephone system. This screen is designed to provide a quick overview of system performance, for more information use one of the Call Performance reports.


Running Reports


Any existing report can be run by hovering over the report name with the mouse and pressing the play icon (). Each report has a default filter and date range which will be used when first running a report.

Filtering & Date Ranges

Once a report is on screen the date range and filter options above the report can be used to change, expand or restrict the data the report is displaying. When changing the date range or filter that is applied to a report, the 'Apply' button needs to be pressed to refresh the report.

The date range drop down offers a range of predefined date ranges (Today, Yesterday, This Month, Last Month etc..) that can be used to quickly change the call data being used to produce the report. If a specific date or date range is required then the 'Custom' option can be used to select the dates required. Refer to the [Date Ranges](#) section for more information.

 The larger the date range the report is being run over, the longer the report will take to run. If a report is taking a long time to run, try reducing the date range. In addition, the UI is limited to displaying a maximum of 5000 rows of data.

 If the number of rows in the report exceeds 1000, the export option will not be available. To export more records than this you must use [Scheduling](#).

The filter drop down can be used to restrict the data to only contain records that are specifically required (Caller ID, Extension etc..). The filter drop down will display all of a user's own filters along with any shared or built-in filters on the system. Refer to the [Filters](#) section for more information on creating and using filters.

Paging & Totals


Due to the fact that the reports are in a webpage, it is not feasible that all the rows returned from a report are displayed all at once on the screen. Instead, rows are displayed in pages which can be navigated using the following control:



The icons either side of the page number information can be used to navigate through the pages of the report. Clicking the far right icon takes you straight to the final page of the report.

If the report is **grouped**, there will be a total row at the end of the reports which shows totals of all columns where it is appropriate.

Cloning Reports

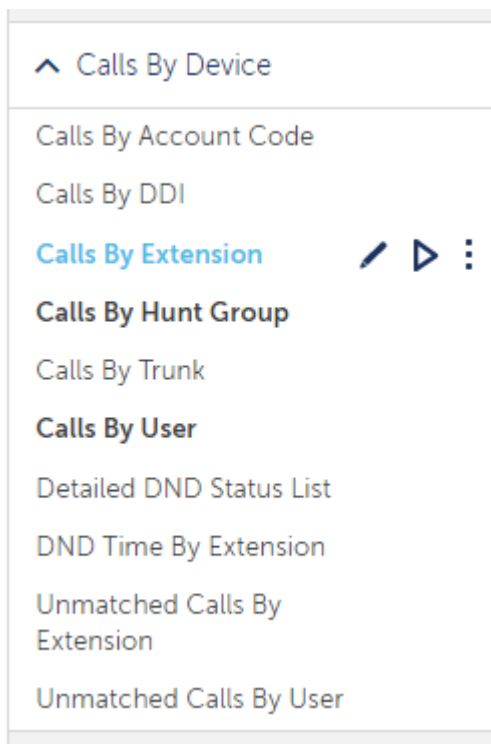
Copies of a report can quickly be made using the 'Clone' feature. To make a clone of an existing report, press the more icon () next to the report and select 'Clone' from the menu. A form will appear prompting for a new name for the report and the name of the category to store the report in.

Cached Reports

Due to the time it can take to run reports (especially when large date ranges are involved), the system will cache reports so that they can be re-used in the future without having to request the data again from the database.

If a report has previously been run with the same filter and date range then the system will use a cached version to speed up the running of the report.

The image below shows a list of reports in the 'Calls By Device' category:





If a report has previously been run and a cached copy is available, the report's name will be displayed with a bold font (in the image the Calls By Extension, Calls By Hunt Group and Calls By User reports all have cached versions available). To view the cached copy of the report, simply click anywhere on the report's name. To run the report again, press the play icon which will appear when the mouse hovers over the report in the list.


When viewing a cached report, the following warning may appear:


 You are viewing a cached report - the data may not reflect your current filter settings.

This usually means that the filter used on the report includes calls from the current day and so the data contained within the report maybe out of date. Pressing the 'Apply' button will re-run the report and include any calls made since the report was cached.

 Reports that include large amounts of data should be run out of working hours to reduce the risk of resource contention with other users or other features of the system. Use [Report Scheduling](#) to run reports at times when the system is not in use.

 Cached reports are deleted at the time specified by the '[Daily Statistics Reset Time](#)' setting.

 Refer to the [Report Creation](#) section for information on creating and editing reports.

 Refer to the [Statistics](#) section for information on the columns available in each report.

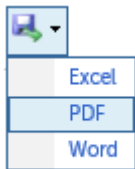
 Refer to the [Exporting](#) section for more information on exporting reports from the screen.

12.2.6.5 Exporting Reports

Any report viewed on the MCS website can be exported directly from screen. By default, all exported reports are in landscape format to maximise the page space available for columns.

Exporting

To export a report, run the report and then press the save button at the top of the report:



From the menu that displays, select one of the available export formats:

- Excel
- PDF
- Word

As soon as the export format has been chosen, the report will be exported in the required format and a standard browser download prompt will appear asking where to save the file to. The type of prompt received will differ from browser to browser.


- 📄 Applications that support Excel, Word and PDF formats are not required for exporting but will be required to open the exported files.
- 📄 If the number of rows in the report exceeds 1000, the export option will not be available. To export more records than this you must use [Scheduling](#).

12.2.6.6 Shared Reports

A shared report is visible to all users on the system that have access to reports. Shared reports can be run, edited and deleted by any user on the system. Shared reports are also the only type of report that can be added to a [schedule](#).

Creating a Shared Report

Shared reports can be created directly from the Shared Reports section of the website or can be created by sharing an existing personal report.

To share an existing personal report, press the more icon () next to the report and select 'Share' from the menu. A form will appear prompting for the following information:

- **New Name** -> This will be the name given to the shared report.
- **Category** -> Choose a category for the shared report to reside in or enter the name of a new one.

Pressing the 'Copy Report' button will then accept this information and create the shared report. The shared report is effectively a copy of the existing report, the original will still be visible under 'My Reports' and any changes to the new report made by other users will not affect the original.

Shared reports have their own category structure which is system wide, any new category created in shared reports will be visible to all users.

Filters & Scheduling

Shared reports can be run directly on the website in the same way personal reports can. When running the shared reports in this way, personal or [shared filters](#) can be applied to the report.

Only shared reports can be added to a [schedule](#) to be run on a regular basis. When running a shared report through a schedule, only shared filters can be applied to it.

12.2.6.7 Scheduling

Scheduling provides a way to automatically run reports on regular basis. Access to the scheduling features of the solution is controlled by a single site-wide license. Once a system is licensed, any number of schedules and reports can be created.

A single schedule can be configured to run multiple reports using different [filters](#) and [date ranges](#). When a schedule has run the reports configured, it can deliver them by email to one or more people or save the reports to a share on the network.

Permissions

Users can be given access to schedule reports through the [security profile](#) that has been assigned to their user account.

Once a user has been given access to schedules, they can create their own schedules as well as managing any other schedules created on the system.

Shared Filters & Reports


Only shared filters and reports can be added to a schedule. This is because schedules are a system wide entity and so to make sure that any user with permissions can access and edit schedules, they are restricted to using only filters and reports that are also accessible by all users.


If a filter or report that is currently being used in a schedule is deleted by a user, the user will first be alerted to the fact the filter/report is in use and will be given the opportunity to cancel the delete operation. If the filter or report is deleted, it will be removed from the schedule.


Schedule History

The schedule history is visible from the main schedule page on the website. It gives a list of schedules that have run with information on how long they took and whether they completed successfully or not. If the schedule fails, a guide to what caused the problem (Share access / email server connection failure etc..) should be visible.


Running Now

If required, a schedule can be executed immediately by selecting the more icon () and selecting 'Run Now' from the menu. Running a schedule in this manner will not change the automated schedule.

 Schedule history is kept for three months.

 Refer to the [Schedule Creation](#) section for information on configuring schedules.

12.2.6.7.1 Schedule Creation

To create a new schedule, navigate to the schedules section of the website (sub menu below Reporting) and press the 'New' button. The schedule management form will appear to guide the user through configuring the schedules. The same form can be accessed to edit an existing schedule by hovering over the schedule in question and pressing the edit icon ().

Details

The details section request a name and description for the schedule. The name will be used to identify the schedule and must be unique. The description is not required, but can be used to store information about what the schedule is for.

Schedule

Schedule section outlines when the schedule should be run:

Start

The time at which the report will first be run, subsequent recurrences will then be calculated from this initial time.

End Date & Time (Optional)

If the schedule does not need to be permanent then an end date for the schedule can be entered here.

Recurrence - Minute & Hour

Selecting a recurrence of minutes or hours provides an additional option to enter the interval number (15 minutes, 2 hours etc). If required, the recurrence can then be limited to run between certain hours of the day and on certain day/days of the week.

For example: Run every 15 minutes between 9am and 5pm Monday to Friday only, this allows a small interval between the schedule running but restricting reports out of working hours.



The minimum recurrence value that can be entered is 15 minutes.

Recurrence - Day


Selecting a recurrence of day allows you to have a schedule that runs once a day at a certain time. As with the Minute & Hour options specific days of the week can be select so that reports don't run at weekends for example

Recurrence - Week

Selecting a weekly recurrence allows schedules to run once a week or less frequently.

Recurrence - Month

A monthly recurrence allows schedules to be run once a month or less frequently. In addition to selecting the number of months between running, the frequency options allows a specific day number (e.g. 1st) of the month to be selected or a contextual day like the first Monday of the month for example.

 If a contextual day of the month is selected for the frequency, this will occur in partial weeks. So if the first Friday of the month is selected and the 1st of the month is a Friday, the schedule will run on this day.

Reports

The reports section allows one or more reports to be added to the schedule. To add a report, press the 'Add' button and populate the form that appears.

Select a report from the drop down and then configure the following properties:

- Filter -> Select a shared filter from the list is required
- Date Range -> Select a date range the report should be run for

The filter and date range selected will be used instead of the report's default filter and date range. It is important to use contextual date ranges when running reports although a custom date range is configurable if required. Contextual date ranges are needed because the schedule will be running repeatedly so setting a specific custom date range will mean the same report is run each time.


If more than one report is added to a schedule it will run the reports one by one and then move onto the action to deliver all reports in one go.

 Only [shared filters](#) and [shared reports](#) can be added to schedules.

Action


The action section outlines what happens to the reports once they have been run by the scheduler. Reports can either be exported to a network share or emailed to one or more people. Select an action type using the drop down and then complete the necessary properties.

Whichever action type is selected, the same [format](#) options of .xls, .doc or .pdf are available.

 When exporting to '.xls', there is a limit of 65,536 rows enforced.

Email

All the standard email options are available. Multiple email addresses can be entered into each of the address properties (To, CC, BCC) using a comma (,).

 For schedules to be sent out by email, an [SMTP](#) server must be configured. The source email address configured for the MCS server will be used for scheduled emails.

Export

Reports can be exported to any of the [network shares](#) that the MCS server has been configured for. If no network shares are available to select from the drop down list then they must first be added in the configuration section (⚙️) of the MCS website.

After a share is selected, a sub folder path can be entered. The scheduler will attempt to create the sub folder if it does not already exist. If a sub folder has already been added on the [network share](#) configuration then any sub folder entered here will be appended to that sub folder.

 Refer to the [Network Shares](#) section for more information.

12.2.7 Real-Time Reporting

Real-Time Reporting provides users with real-time visibility of calls and status of various different aspects of the telephone system.

This system provides two levels of real-time access for users:

- [Wallboard](#), up to 5 real-time views restricted to single statistic tiles, media tiles and a ticker.
- [Dashboard](#), a supervisor real-time UI with up to 10 real-time views and additional tile support.

Users can be assigned permission to access either the Wallboard or the Dashboard. This is done using a [Security Profile](#).

For information on how to use the Real-Time Wallboard, please refer to the [Quick Start Guide](#).

The following sections provide a breakdown of all aspects of Real-Time Reporting use:

- [Tiles](#)
- [Statistics](#)
- [Tile Alarms](#)
- [Real-Time Filtering](#)
- [Full Screen Views](#)
- [Global Variables](#)

For information on how call segmentation, dynamic extension express, conferencing & trunk to trunk calls affect the data display on different tile types, please refer to the following sections:

- [Call Segmentation](#)
- [Dynamic Extension Express \(Personal Call Routing\)](#)

12.2.7.1 Real-Time Wallboard Quick Reference Guide

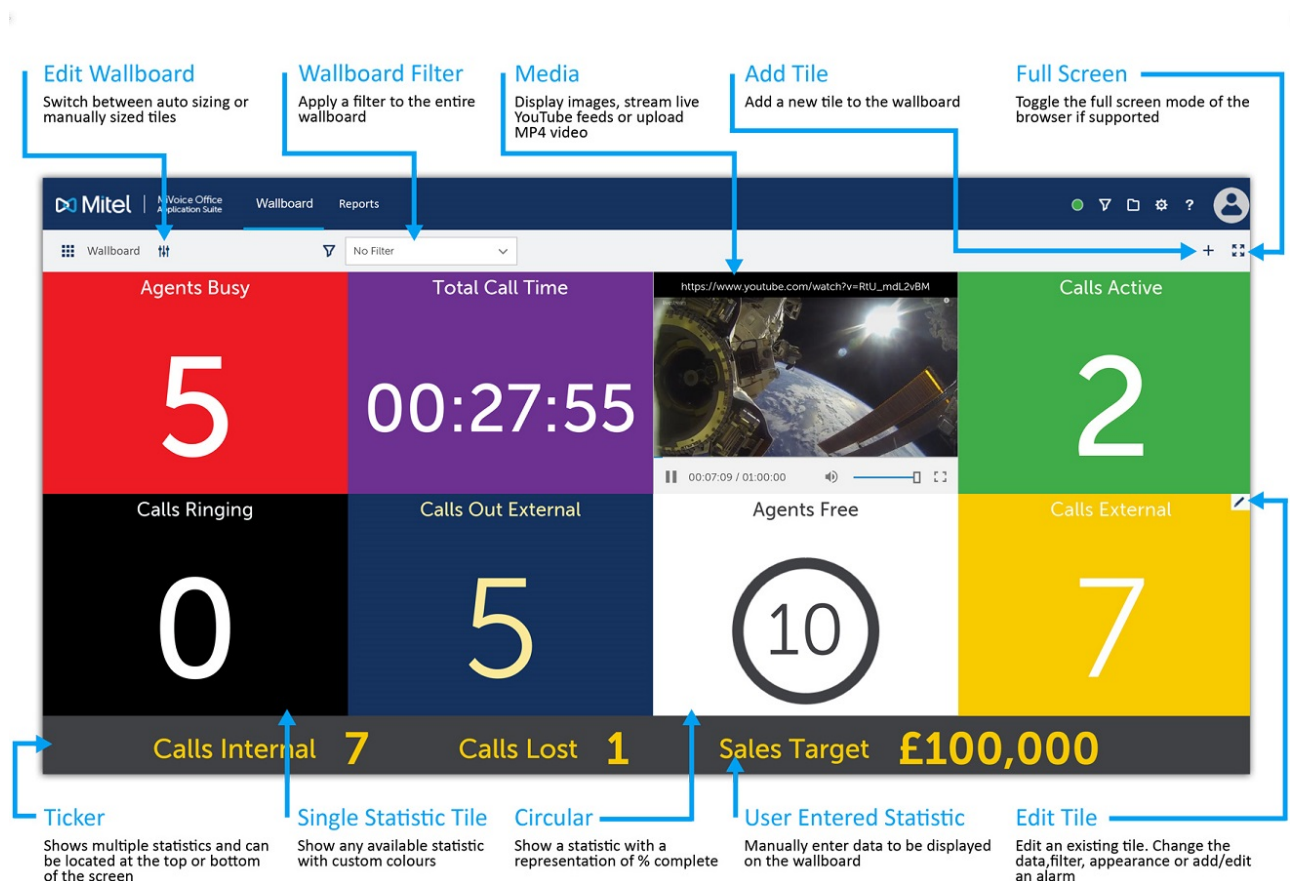
The following guide is designed to provide an introduction to the core features of the Real-Time Wallboard.

Wallboard UI

The webpage provides real-time visibility of calls, do-not-disturb status* and agent status* on the telephone system. By default, a standard view containing some commonly used statistics are added on first login to the wallboard. This view can then be customized with a variety of tiles which can be filtered as required. The wallboard provides the following types:

- Single Statistic
- Multi-Statistic 'Cycling'
- Media (Video/Images)
- Ticker

* Agent & DND visibility require additional licensing.



Single & Circular Statistic Tiles

Choose a single statistic from the call, DND & agent field options. The foreground & background colours of the tiles will be selected randomly by the wallboard (dependant on the default option chosen) but can be changed as required. Optionally, the appearance of a single statistic tile can be changed to show a circular gauge displaying the % of a target value.

Cycling Multi-Statistic Tiles

These tiles display similar information as single statistics tiles but can cycle through multiple statistics. Each statistic added can have a different appearance to help distinguish between them.

Media Tiles

These tiles can display images, live streaming video from live feeds or display an uploaded video file on a loop. Audio from videos can be turned on or off.

Ticker

The ticker can be used to show up to 20 different statistics that loop round the screen. As with the multi-statistic tiles, each statistic added to the ticker can be given a different appearance to help distinguish between them.



Only one ticker can be added to a Real-Time Wallboard view. It can either be located at the top or bottom of the view and has various options for size and speed.

Full Screen

The full screen mode can be toggled* using the icon provided. When enabled, the browser frame/toolbar and the website title bar are removed so that the the wallboard fills as much of the screen as possible.

** Full Screen mode is not supported in all browsers*

Manual/External Statistics

If required, manually added data (Global Variables) or data from external databases can be displayed on any of the tiles. This is useful for displaying general information to users such as sales targets, promotions, support information etc.



Global Variables are edited in the configuration section (⚙️) of the website. This will only be available with the correct permissions.



There is an additional licence for enabling external data sources.

The wallboard view has two settings which can be changed by pressing the edit icon (✎) in the top-left of the Wallboard.

Edit View Cancel Save

Name
Default Wallboard

Display Mode

☒ Uniform Grid (fill available space)
☐ Manual Sizing

Display Mode
Switch between automatically sized tiles or manually sized tiles.
Note: size and location information is lost when switching between modes


Colour Mode

☒ Coloured Background
☐ Coloured Text
☐ No Colour

Colour Mode
Select the default colour mode when adding new tiles to the wallboard


Display Mode

The display mode can be set to either 'Uniform Grid' (default) or 'Manual Sizing'. When uniform grid is enabled, the tiles on the wallboard will automatically resize as tiles are added or removed, simplifying the setup of the wallboard. When manual sizing is enabled, each tile must be individually located and sized. The benefit of manual sizing is that tiles can be different sizes if required.



 Switching between display modes will cause the tile location and sizing to be lost.

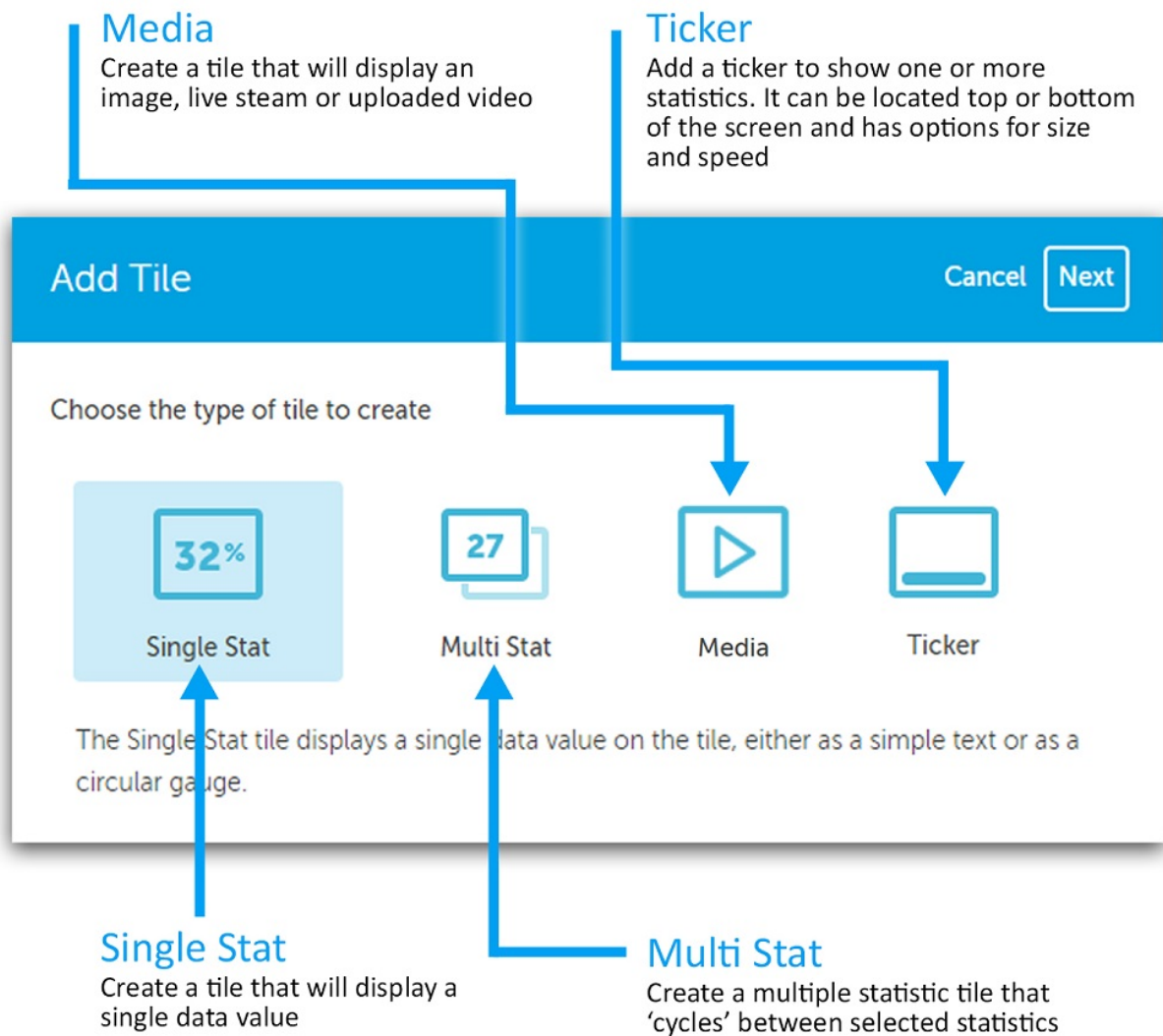
Colour Mode

The colour mode can be set to either 'Coloured Background' (default), 'Coloured Text' or 'No Colour' (black and white). When coloured background is selected, each new tile added will be given a randomly selected background colour with white text (recommended for viewing from a distance). When coloured text is selected, each new tile added is given a randomly selected foreground colour with a white background (recommended for viewing close up). When 'No Colour' is selected, each new tile added is given a white background with black text.


 The colour mode only affects new tiles that are added to the view. Existing tiles' background/foreground colour must be changed manually.

Edit Mode

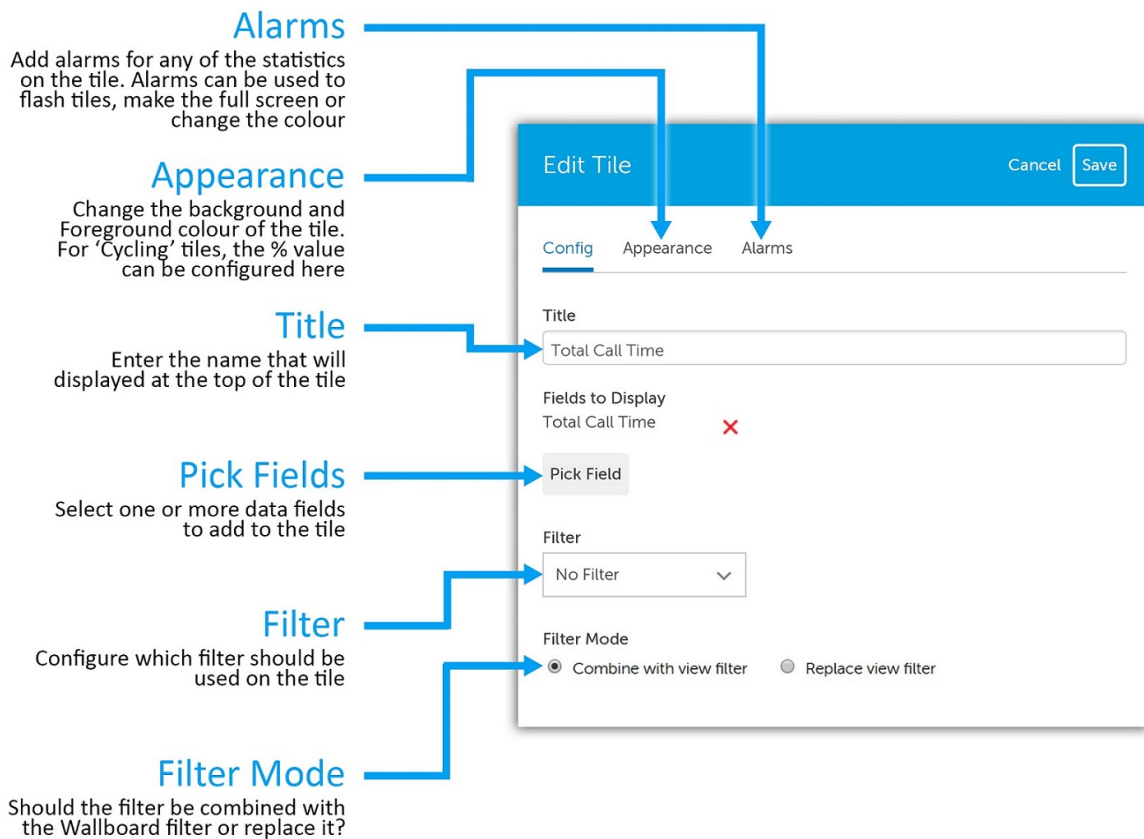
To add new tiles or move/resize existing tiles, edit mode must be enabled. Press the edit () icon on the top right-hand side of the view to enter edit mode. Once enabled the plus (+) icon can be used to add new tiles to the view. When pressed, the 'Add Tile' form is displayed, providing a choice between the different types of tiles available. Additionally, while in edit mode any existing tiles can be moved or resized (when using manual display mode). Press the tick () icon to exit edit mode.



Once the tile type has been selected, press the 'Next' button to view the tile properties form.


 Only one ticker is allowed per Wallboard. If there is already a ticker added, the ticker tile will not appear when adding new tiles.

Each tile has a set of properties so that it can be customised. The properties available will differ depending on the type of tile being edited/added. The image below shows the property form based on a single statistic tile.




Title & Fields

The title will be displayed at the top of the tile. By default, this will be set to the name of the data field selected, but can be changed. To add fields to a tile, press the 'Pick Field' button and then select the required field from the context menu. To aid selection, the fields have been grouped together into categories.

 For more information on the fields available and how they are calculated, please refer to the help file.

Filter & Filter Mode

The data on each tile can be filtered if required. By default no filter is applied. The filter mode is used to select whether the overall Wallboard view filter is applied or not. When set to 'Combined with view filter' (default), any filter set on the Wallboard view will be combined with any filter set on the tile. If set to 'Replace view filter' any filter set on the Wallboard view will be ignored.

 To ensure a tile never has a filter set, leave the filter set to 'No Filter' and select 'Replace view filter' as the filter mode.

Appearance

The appearance section provides access to change the foreground/background colour of the tile and also any other display options (such as 'Circular Gauge').

Alarms

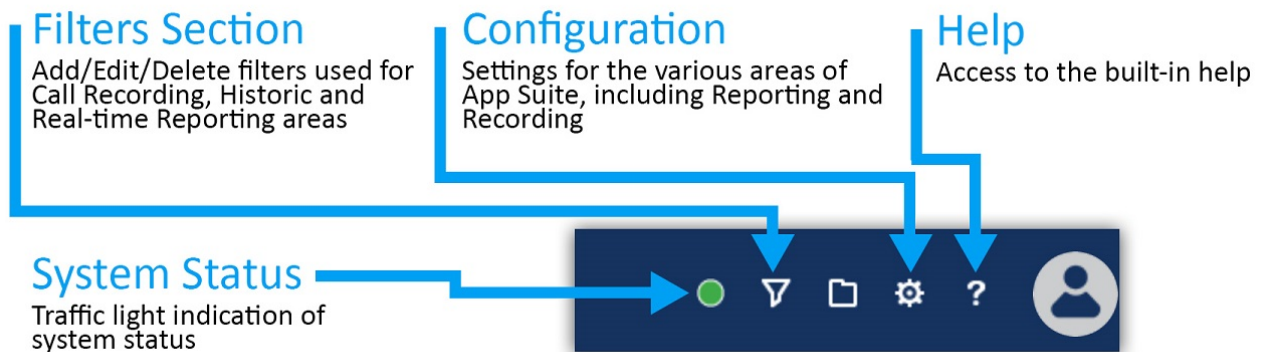
Each tile can have one or more alarms configured. Alarms can be used to bring attention to tiles when thresholds are reached or breached. Alarms can be set to do the following:

- Flash the tile
- Make the tile full screen (double-click the tile to revert it back)
- Override the foreground/background colour
- Play a sound file

- Send an email
- Send a tile snap-shot to a 6900 phone

Overriding a tile's foreground and/or background colour is very useful for creating traffic light style tiles. For example, thresholds can be set to change a tiles colour from green to amber to red based on the data field's value. This can be used to help bring attention to specific performance targets.

The title bar provides access to areas of the App Suite. The image below outlines each of the navigation icons:

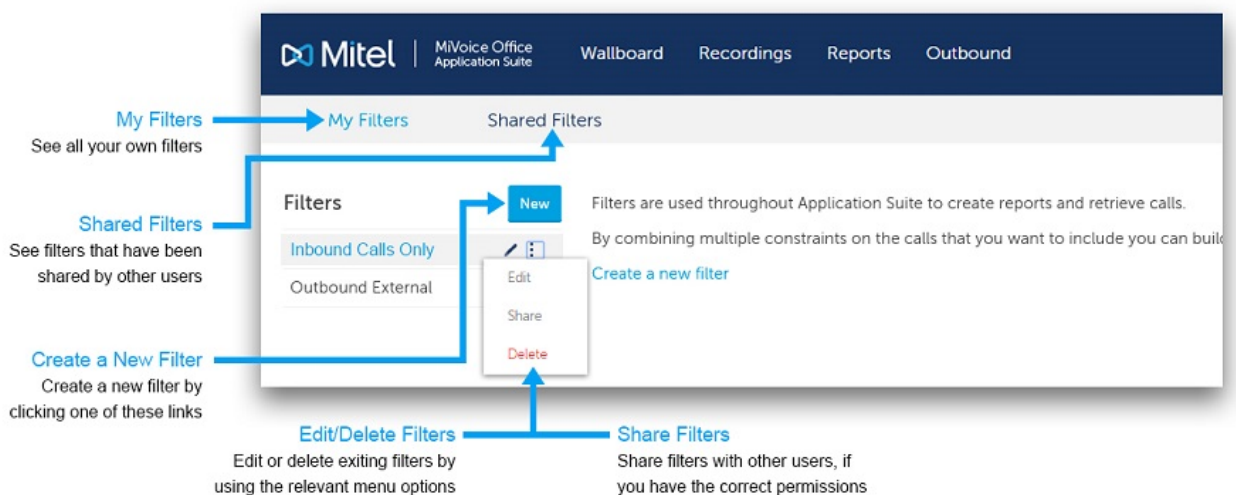


The configuration section and system status will only be visible with the correct permissions.

Filters

The 'Filters' section of the website is used to manage all the saved filters on the system. Filters can be used with reports or recordings.

Each user has their own 'My Filters' section that provides a list of all filters they have created.



Shared Filters (Permission dependant)

Filters can be shared between users to avoid duplicating work and to allow administrative staff to set up filters that can be used by everyone.

Adding / Editing Filters

Each filter provides the ability to search on one or more details about a call. The details are grouped into tabs. The tabs are displayed with descriptions in the image below:

The diagram shows a filter interface with six tabs: Details, Devices, Call Details, Duration, Customer Details, and Advanced. Each tab has a corresponding description and a list of search fields.

- Details**: Give the filter a relevant name
- Devices**: Search for calls made from or received at different devices on the system (See pattern matching options for more information)
 - Extension
 - Extension Name
- Call Details**: Search using specific call details such as Outside Number, Direction, Status, DID/DDI..)
 - Agent ID
 - Agent Name
- Duration**: Search for calls using call, ring or talk time duration
 - Hunt Group
 - Hunt Group Name
- Customer Details**: Search for calls using contact name, speed dial name and custom tags
 - Trunk
- Advanced**: Search for specific notes on calls, by call Id or using specific properties such as Trunk to Trunk or Service Codes

A 'Save' button is located in the top right corner of the filter interface.

The use of special characters within the text boxes for a [Filter](#) enables the use of complex filter strings.

All Fields

The following characters are supported:

Special Characters	Description
Exclamation mark (!)	Not equal to
Percent (%)	Fuzzy matching (equivalent to a SQL LIKE %)
Underscore (_)	Fuzzy matching of a single character
Comma (,)	Can be used to search for multiple values at the same time

Device Fields

In addition to the special characters above, the following characters are supported when searching using a device based field (Extension, Agent, Trunk, Hunt Group):

Special Characters	Description
Plus sign (+)	Greater than or equal (e.g. 1000+ for extensions greater than or equal to 1000)
Hyphen (-)	Delimits a range of values to match (e.g. 1000-2000 for all extensions between 1000 and 2000 inclusive) or less than or equal to (e.g. -1000 for extensions less than or equal to 1000)

The example below shows what would be matched when entering combining multiple special characters using a comma:

- 1000-1005,!1003,1040,18%5,2000+

Matching endpoints: 1000, 1001, 1002, 1004, 1005, 1040, any that start with 18 and end with a 5, any with a value greater or equal to 2000.



Device numbers are stored as text so when using greater than or less than, it is compared on an alphabetic level not a numeric level

12.2.7.2 Real-Time Dashboard Quick Reference Guide

The following guide is designed to provide an introduction to the core features of the Real-Time Dashboard.

Dashboard UI

The webpage provides real-time visibility of calls, do-not-disturb status* and agent status* on the telephone system. By default, a standard view containing some commonly used statistics are added on first login to the dashboard. This view can then be customized with a variety of tiles which can be filtered as required. The dashboard provides the following types:

- Single Statistic
- Multi-Statistic
- Media (Video/Images)
- Ticker
- Grid (Agent, Call, Extension & Trunk)

* Agent & DND visibility require additional licensing.

A Dashboard can have multiple views configured by the user, they can then switch between the views via the dropdown box.

The screenshot shows the Mitel Real-Time Dashboard interface. Annotations point to various features:

- Edit Dashboard:** Edit/Switch Dashboard: Switch between views, create new views or edit existing ones.
- Dashboard Filter:** Apply a filter to the entire Dashboard.
- Agent Grid:** See grids of Agents/Extensions /Calls. Perform call & status control operations.
- Edit Tile:** Edit an existing tile. Change the data, filter, appearance or add/edit an alarm.
- Edit Mode:** Enable edit mode to add new tiles or move/resize existing tiles.
- Ticker:** Shows multiple statistics and can be located at the top or bottom of the screen.
- Single Statistic Tile:** Show any available statistic with custom colours.
- Circular:** Show a statistic with a representation of % complete.
- Manual/External Statistics:** Manually enter data to be displayed or query data to be displayed from an external source.

The dashboard displays the following statistics:

- 5** Calls Ringing
- 00:27:55** Total Call Time
- 0** Calls Internal
- 5** Calls Out External
- 10** Agents Free
- 7** Calls External
- 7** Calls Internal
- 1** Calls Lost
- £100,000** Sales Target

Single & Circular Statistic Tiles

Choose a single statistic from the call, DND & agent field options. The foreground & background colours of the tiles will be selected randomly by the wallboard (dependant on the default option chosen) but can be changed as required. Optionally, the appearance of a single statistic tile can be changed to show a circular gauge displaying

the % of a target value.

Multi-Statistic Tiles


These tiles display similar information as single statistics tiles but can display multiple statistics at once, or cycle through multiple statistics. Each statistic added can have a different appearance to help distinguish between them.

Media Tiles

These tiles can display images, live streaming video from live feeds or display an uploaded video file on a loop. Audio from videos can be turned on or off.

Ticker

The ticker can be used to show up to 20 different statistics that loop round the screen. As with the multi-statistic tiles, each statistic added to the ticker can be given a different appearance to help distinguish between them.

 Only one ticker can be added to a Real-Time Dashboard view. It can either be located at the top or bottom of the view and has various options for size and speed.

Grid

Grid tiles provide real-time information about specific devices/calls rather than system wide. Grids are provided for agents, calls, extensions & trunks. In addition to summarised and current status information, grids provide third party control over other calls/device. Change an agent's ACD or DND status or move/steal telephone calls. To access the call/status control menu, left-click on the status icon at the far left of a row or the more icon (⋮) at the far right.


Full Screen


The full screen mode can be toggled* using the icon provided. When enabled, the browser frame/toolbar and the website title bar are removed so that the dashboard fills as much of the screen as possible.

** Full Screen mode is not supported in all browsers*

Manual/External Statistics

If required, manually added data (Global Variables) or data from external databases can be displayed on any of the tiles. This is useful for displaying general information to users such as sales targets, promotions, support information etc.

 Global Variables are edited in the configuration section (⚙️) of the website. This will only be available with the correct permissions.

 There is an additional licence for enabling external data sources.

The following guide is designed to provide an introduction to the core features of the Real-Time Dashboard.

View Settings

The dashboard provides real-time visibility of calls, extensions* and agents* on the telephone system. Each user can customise multiple views with a variety of tiles which can be filtered as required.

Edit View Cancel Save

Name
Default Wallboard

Display Mode

☒ Uniform Grid (fill available space)
☐ Manual Sizing

Display Mode
Switch between automatically sized tiles or manually sized tiles.
Note: size and location information is lost when switching between modes


Colour Mode

☒ Coloured Background
☐ Coloured Text
☐ No Colour

Colour Mode
Select the default colour mode when adding new tiles to the wallboard


Display Mode

The display mode can be set to either 'Uniform Grid' (default) or 'Manual Sizing'. When uniform grid is enabled, the tiles on the wallboard will automatically resize as tiles are added or removed, simplifying the setup of the wallboard. When manual sizing is enabled, each tile must be individually located and sized. The benefit of manual sizing is that tiles can be different sizes if required.



 Switching between display modes will cause the tile location and sizing to be lost.

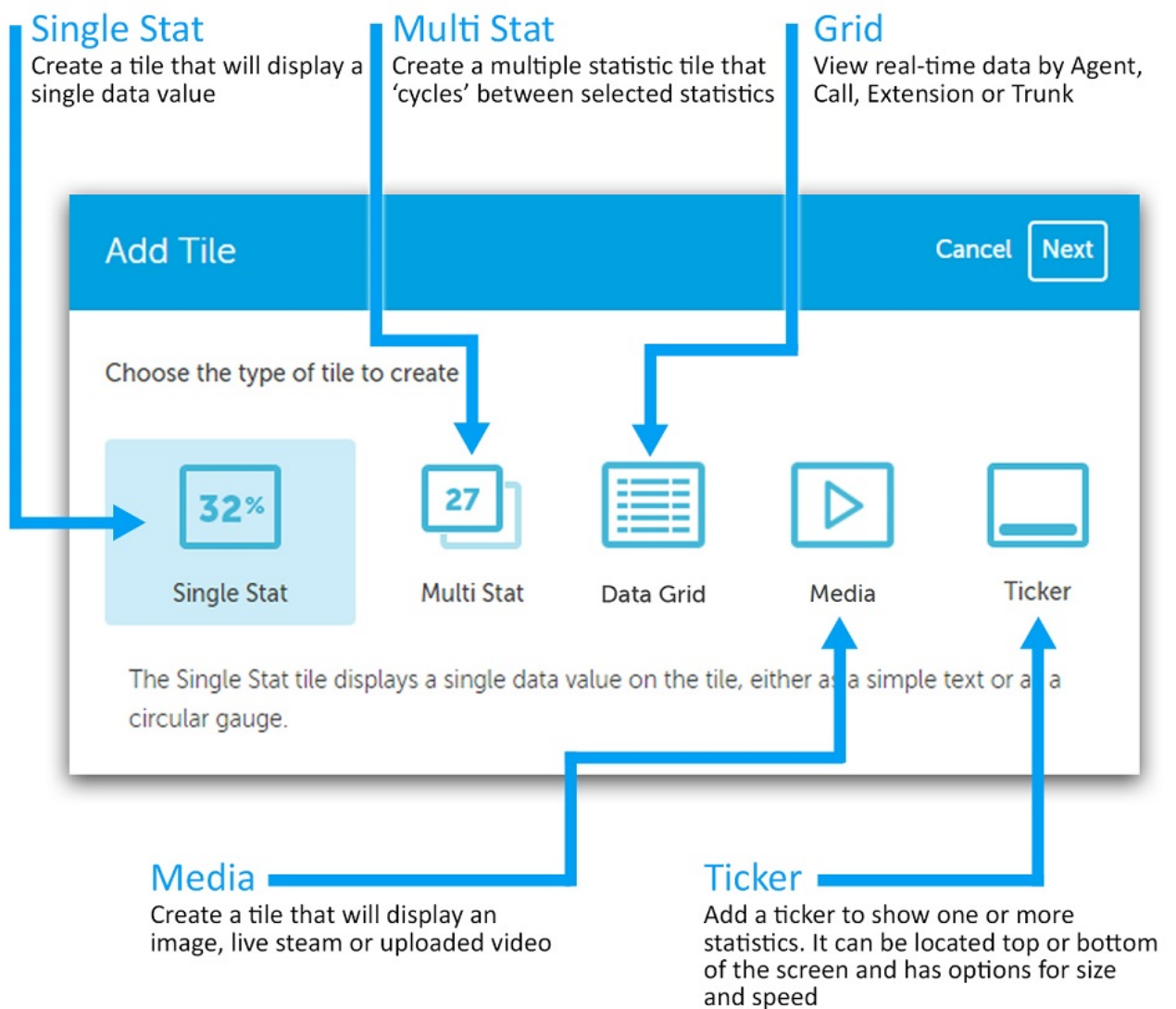
Colour Mode

The colour mode can be set to either 'Coloured Background' (default), 'Coloured Text' or 'No Colour' (black and white). When coloured background is selected, each new tile added will be given a randomly selected background colour with white text (recommended for viewing from a distance). When coloured text is selected, each new tile added is given a randomly selected foreground colour with a white background (recommended for viewing close up). When 'No Colour' is selected, each new tile added is given a white background with black text.


 The colour mode only affects new tiles that are added to the view. Existing tiles' background/foreground colour must be changed manually.

Edit Mode

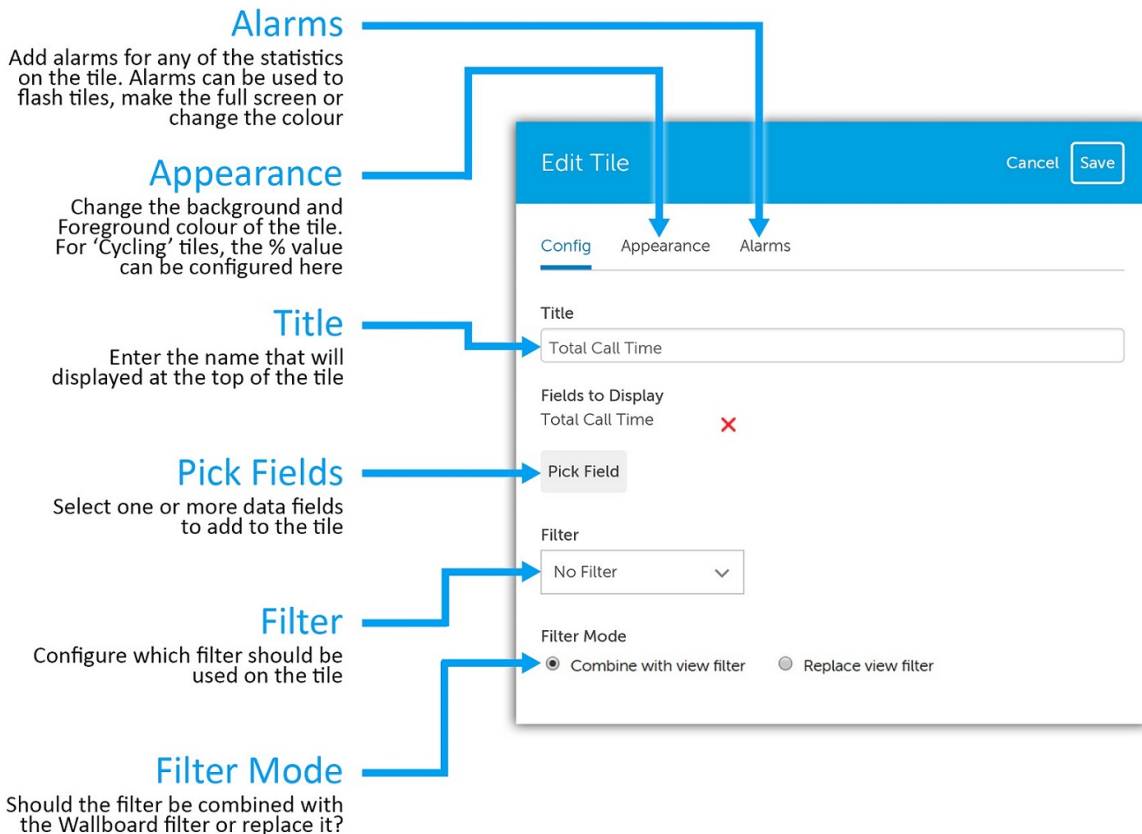
To add new tiles or move/resize existing tiles, edit mode must be enabled. Press the edit () icon on the top right-hand side of the view to enter edit mode. Once enabled the plus (+) icon can be used to add new tiles to the view. When pressed, the 'Add Tile' form is displayed, providing a choice between the different types of tiles available. Additionally, while in edit mode any existing tiles can be moved or resized (when using manual display mode). Press the tick () icon to exit edit mode.



Once the tile type has been selected, press the 'Next' button to view the tile properties form.

 Only one ticker is allowed per Dashboard view. If there is already a ticker added, the ticker tile will not appear when adding new tiles.

Each tile has a set of properties so that it can be customised. The properties available will differ depending on the type of tile being edited/added. The image below shows the property form based on a single statistic tile.



Alarms
Add alarms for any of the statistics on the tile. Alarms can be used to flash tiles, make the full screen or change the colour

Appearance
Change the background and Foreground colour of the tile. For 'Cycling' tiles, the % value can be configured here

Title
Enter the name that will be displayed at the top of the tile

Pick Fields
Select one or more data fields to add to the tile

Filter
Configure which filter should be used on the tile


Filter Mode
Should the filter be combined with the Wallboard filter or replace it?

The 'Edit Tile' form includes the following fields and options:

- Title:** A text input field containing 'Total Call Time'.
- Fields to Display:** A section showing 'Total Call Time' with a red 'X' icon and a 'Pick Field' button.
- Filter:** A dropdown menu set to 'No Filter'.
- Filter Mode:** Two radio buttons: 'Combine with view filter' (selected) and 'Replace view filter'.


Title & Fields

The title will be displayed at the top of the tile. By default, this will be set to the name of the data field selected, but can be changed. To add fields to a tile, press the 'Pick Field' button and then select the required field from the context menu. To aid selection, the fields have been grouped together into categories.

 For more information on the fields available and how they are calculated, please refer to the help file.

Filter & Filter Mode

The data on each tile can be filtered if required. By default no filter is applied. The filter mode is used to select whether the overall Wallboard view filter is applied or not. When set to 'Combined with view filter' (default), any filter set on the Wallboard view will be combined with any filter set on the tile. If set to 'Replace view filter' any filter set on the Wallboard view will be ignored.

 To ensure a tile never has a filter set, leave the filter set to 'No Filter' and select 'Replace view filter' as the filter mode.

Appearance

The appearance section provides access to change the foreground/background colour of the tile and also any other display options (such as 'Circular Gauge').

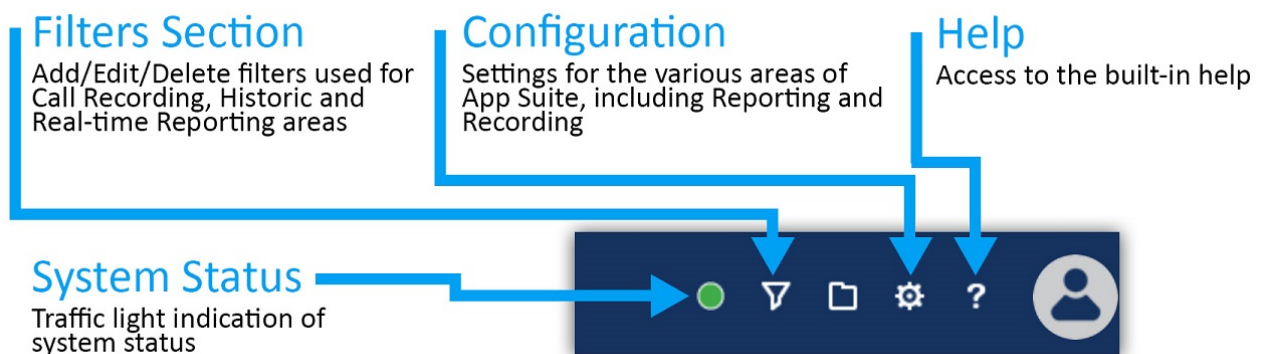
Alarms

Each tile can have one or more alarms configured. Alarms can be used to bring attention to tiles when thresholds are reached or breached. Alarms can be set to do the following:

- Flash the tile
- Make the tile full screen (double-click the tile to revert it back)
- Override the foreground/background colour
- Play a sound file
- Send an email
- Send a tile snap-shot to a 6900 phone

Overriding a tile's foreground and/or background colour is very useful for creating traffic light style tiles. For example, thresholds can be set to change a tiles colour from green to amber to red based on the data field's value. This can be used to help bring attention to specific performance targets.

The title bar provides access to areas of the App Suite. The image below outlines each of the navigation icons:

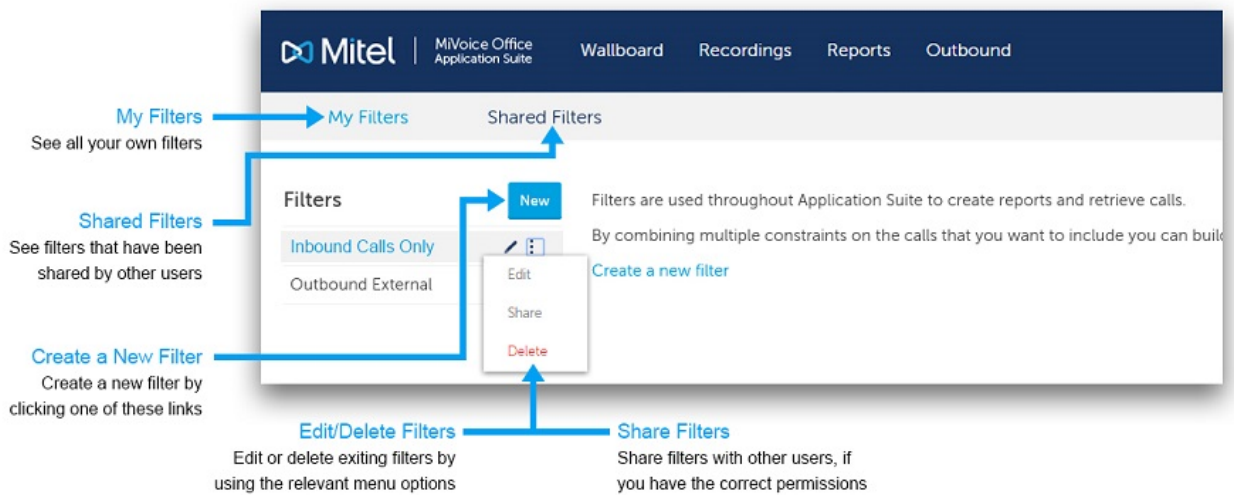


The configuration section and system status will only be visible with the correct permissions.

Filters

The 'Filters' section of the website is used to manage all the saved filters on the system. Filters can be used with reports or recordings.

Each user has their own 'My Filters' section that provides a list of all filters they have created.

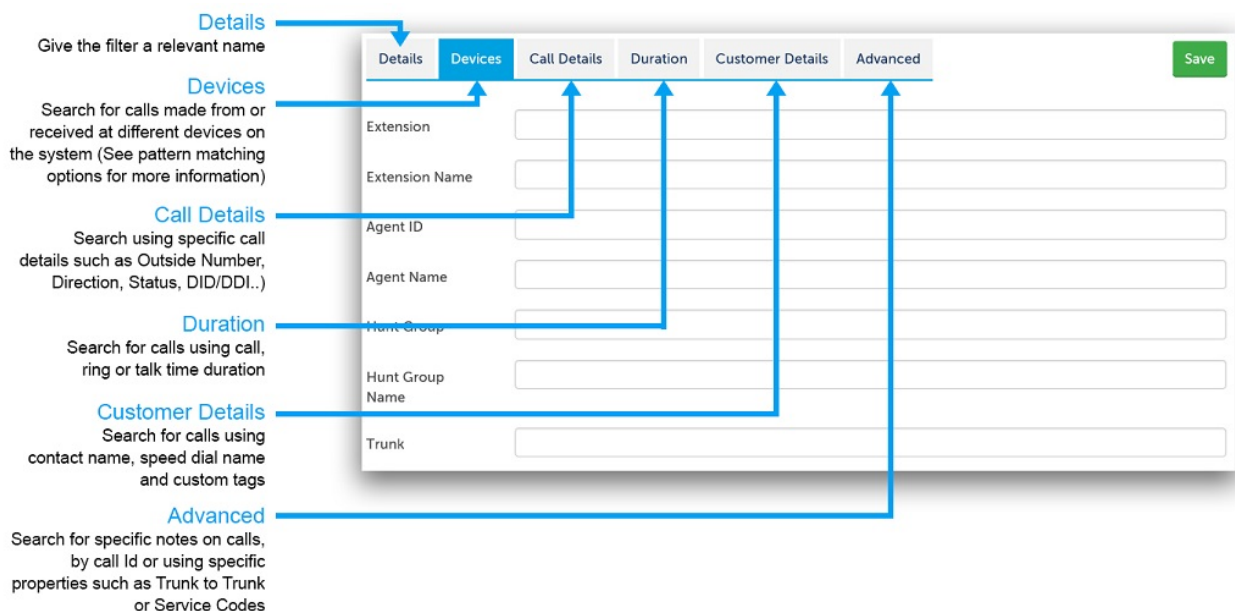


Shared Filters (Permission dependant)

Filters can be shared between users to avoid duplicating work and to allow administrative staff to set up filters that can be used by everyone.

Adding / Editing Filters

Each filter provides the ability to search on one or more details about a call. The details are grouped into tabs. The tabs are displayed with descriptions in the image below:



The use of special characters within the text boxes for a **Filter** enables the use of complex filter strings.

All Fields

The following characters are supported:

Special Characters	Description
--------------------	-------------

Exclamation mark (!)	Not equal to
Percent (%)	Fuzzy matching (equivalent to a SQL LIKE %)
Underscore (_)	Fuzzy matching of a single character
Comma (,)	Can be used to search for multiple values at the same time

Device Fields

In addition to the special characters above, the following characters are supported when searching using a device based field (Extension, Agent, Trunk, Hunt Group):

Special Characters	Description
Plus sign (+)	Greater than or equal (e.g. 1000+ for extensions greater than or equal to 1000)
Hyphen (-)	Delimits a range of values to match (e.g. 1000-2000 for all extensions between 1000 and 2000 inclusive) or less than or equal to (e.g. -1000 for extensions less than or equal to 1000)

The example below shows what would be matched when entering combining multiple special characters using a comma:

- 1000-1005,!1003,1040,18%5,2000+

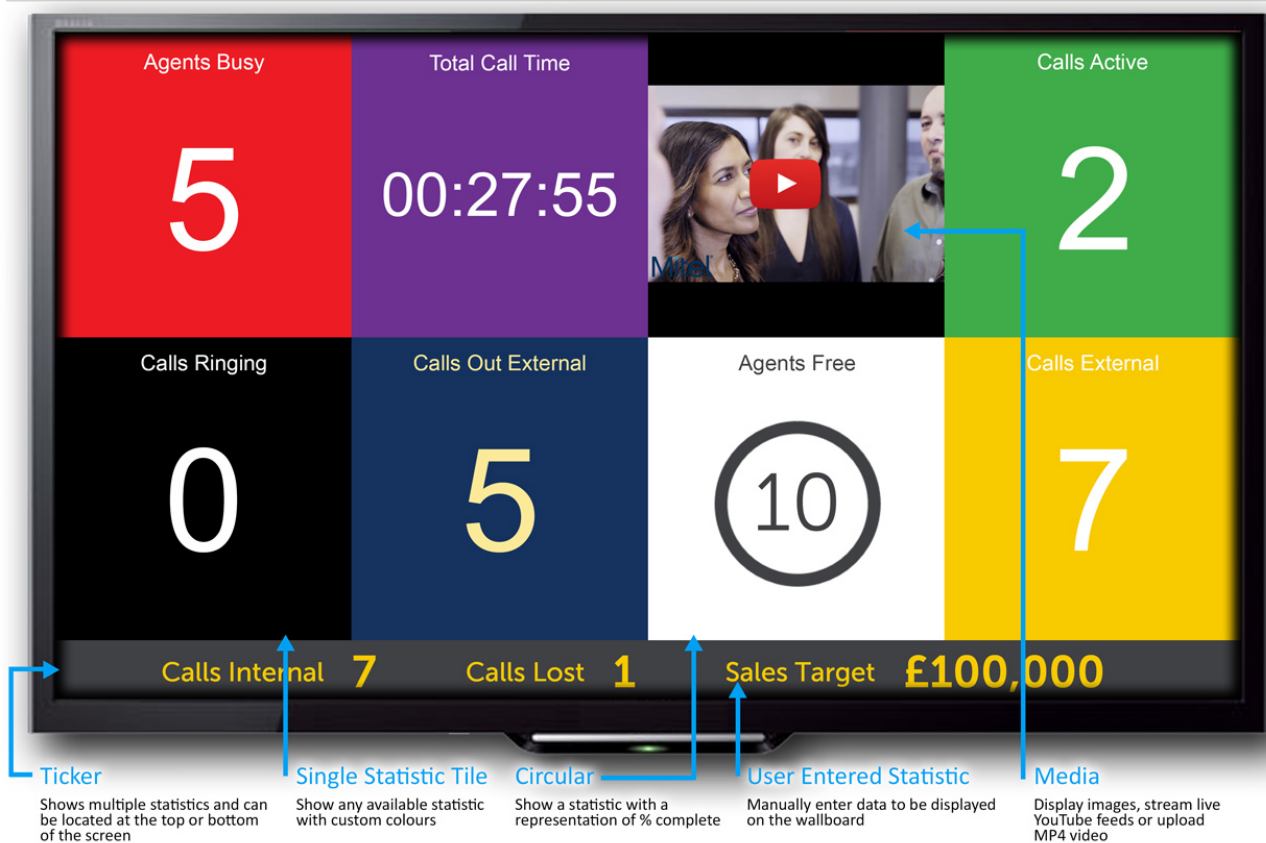
Matching endpoints: 1000, 1001, 1002, 1004, 1005, 1040, any that start with 18 and end with a 5, any with a value greater or equal to 2000.



Device numbers are stored as text so when using greater than or less than, it is compared on an alphabetic level not a numeric level

12.2.7.3 Real-Time Wallboard for Amazon FireTV

The Real-Time Wallboard for Amazon FireTV is designed to render a [MiVoice Call Reporter Real-Time Wallboard](#) view on a wall-mounted TV without the need for a dedicated PC. This reduces the deployment time and keeps costs to a minimum.



Features & Usage

The application connects to a MiVoice Office Application Suite and will display a pre-configured Real-Time Wallboard, including the following features:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Multiple Display Modes - Manual or Uniform Grid • Single Statistic Tiles, Including Gauges • Dual Statistic Cycling Tiles • Ticker Tiles • Media Tiles*, including images & video • External Data Sources & Manually Entered Data** | <ul style="list-style-type: none"> • Alarms Notifications, Including: <ul style="list-style-type: none"> ◦ Full Screen Tiles ◦ Tile Colour Change ◦ Email Notifications ◦ Sound Notifications ◦ Screen Alerts to Mitel 6900 Series Phones |
|--|--|

* Only a single video feed is currently supported. Images are supported up to 4096x4096 resolution. Up to 4 image tiles are supported.

- ** Global variables and external data values are truncated to 100 characters when being displayed on the ticker tile or a Real-Time Wallboard for FireTV.
- The application supports tiles that are available using a Real-Time Wallboard. Dashboard Tiles such as Multi-Statistic & Grids are not currently supported.
- Only tile based filters currently work on the FireTV Real-Time Wallboard, View based filters are ignored.

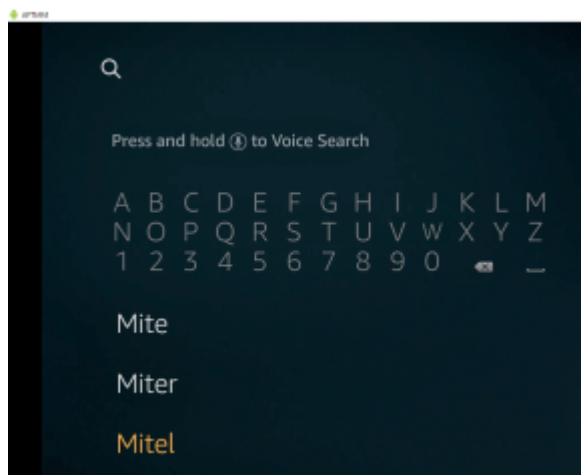
Deployment

Install the Real-Time Wallboard application from the Amazon Store on your Fire TV Stick (refer to Amazon guides on how to do this, your Fire TV Stick will need to have access to the internet to do this).

A voice search for 'Realtime Wallboard' will find it

Alternatively type in the word 'Mitel' with the onscreen keyboard

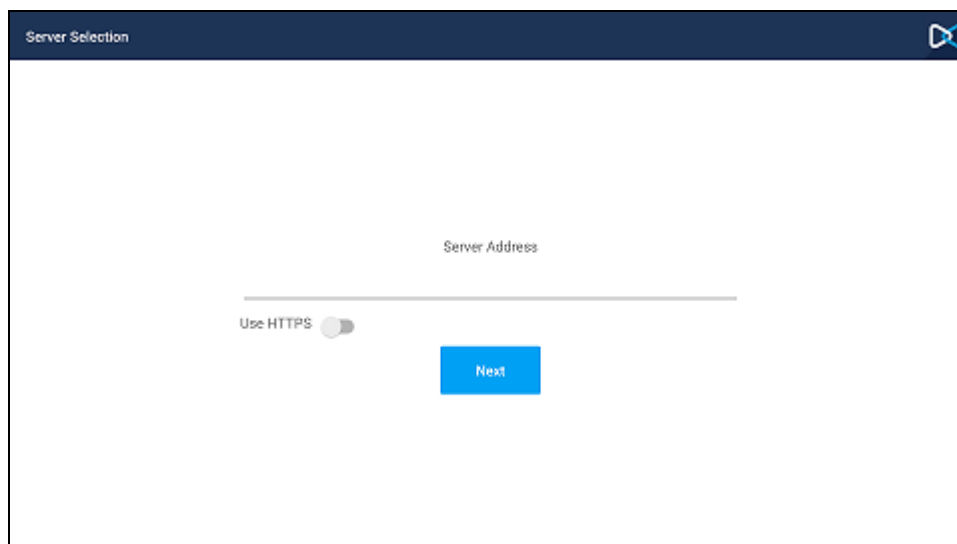
When Mitel comes up in the list select it and it will bring up a few results including Real-time Wallboard

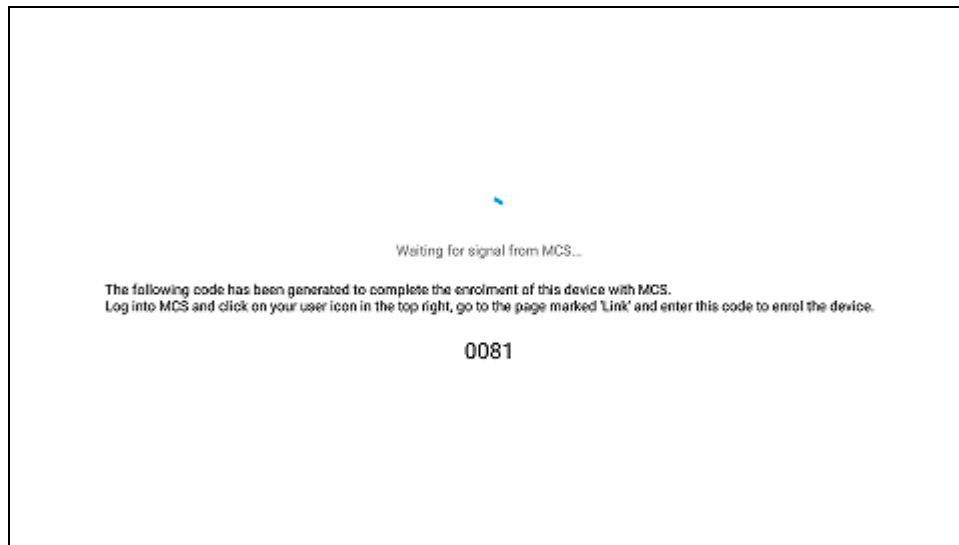


To run the application, the Fire TV Stick will need to have network access to the MiVoice Office Application Suite Server (refer to the MiVoice Office Application Suite [Network Requirements](#) for more information).

After installation, the Real-Time Wallboard application needs to be linked with a user on the MiVoice Office Application Suite.

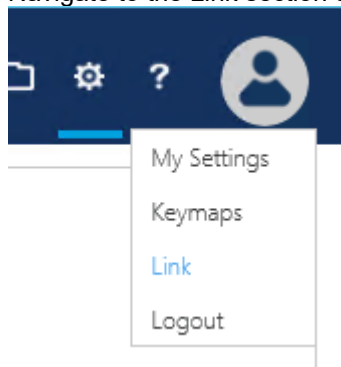
When the application first runs, it will try to locate the MiVoice Office Application Suite automatically. If more than one is discovered, a list will be presented to choose from. If none are discovered, a screen will be displayed prompting for the server address (IP address or DNS) to be entered. Once a connection to the MiVoice Office Application Suite is established, the enrolment screen will be displayed.





Enrolment of the FireTV application must now be completed on the MiVoice Office Application Suite:


1. Navigate to the MiVoice Office Application Suite website using a browser on another device
2. Login to the website with the user* the FireTV application is to be linked with
3. Navigate to the Link section under the user menu



4. Enter the enrolment code on the page.

Once the enrolment code has been entered, the Real-Time Wallboard application should automatically start displaying the user's wallboard.

Changes to the layout, tiles and filters displayed must be made using a browser to the MiVoice Office Application Suite website. Changes to the layout cannot be made using the Real-Time Wallboard application.

 * The user must have permission to access the Real-Time features of the solution. The engineer account cannot be used.

Switching User


To link a FireTV application to a different user, follow these steps:


- Close down the FireTV application
- On the MCS website, navigate to the 'Tablet/TV Applications' section under Call Reporting in the Configuration area.
- Locate the FireTV in the grid and select 'Remove' to delete the link the current user
- Launch the FireTV application and complete the Deployment process again

Amazon FireTV Requirements

The table below outlines the requirements for using the application. In addition, the application requires a Real-Time Wallboard licence from MiVoice Office Application Suite.

Area	Minimum Requirement
MiVoice Office Application Suite	5.1.22 or later
Amazon Fire TV	Fire TV Stick 4k Ultra HD (2018) FireTV OS 6 or higher Mains USB Power (TV USB port may not supply enough power)
Television	Must meet FireTV requirements (HDMI input, 1080 resolution etc)
Network	WiFi access is required or the optional Amazon Ethernet Adaptor for Fire TV. Please refer to your specific FireTV manual for supported configurations. TCP Ports 8200/8204 are used to communicate to the MiVoice Office Application Suite

 The Real-Time Wallboard FireTV application has been optimised for a 1080 HD resolution.

 If the Real-Time Wallboard seems to overlap the sides of the screen, perform a screen calibration in the FireTV's settings:
Settings \ Display & Sound \ Display \ Calibrate Display

12.2.7.4 Real-Time Wallboard

The Real-Time Wallboard is designed to provide real-time statistics on a screen that is visible from across a room if necessary.

Wallboard licenses are used on a per concurrent connection basis, each user that has a Wallboard view open within a browser will consume a Wallboard license.

 Opening multiple tabs with Wallboards on will use multiple licenses.

Each Wallboard has up to 5 Real-Time Views which can contain any of the following tile types:

- Single Statistic
- Cycling Multiple Statistic Tile
- Ticker (limited to one per view)
- Media

The following sections of the document provide more information on various aspects of the Real-Time Wallboard:

- [Views](#)
- [Tile Types](#)
- [Appearance](#)
- [Filtering](#)
- [Alarms](#)
- [Full Screen](#)


A user's access to the Real-Time Wallboard is controlled using the [Security Profile](#) that has been assigned to their user account.

12.2.7.5 Real-Time Dashboard

The Real-Time Dashboard is designed to provide real-time statistics to a supervisor/manager. It provides all the features of the Real-Time Wallboard but with the following additional features:

- Up to 10 Multiple Views, increase of 5 over the Real-Time Wallboard. Users can then switch between views as required.
- Grid Tiles, the dashboard provides access to grid based tiles. These provide information on a device/call basis for more detailed real-time analysis
- Multiple Statistic Tiles, these provide improved support for displaying multiple statistics on a tile and include the Primary/Secondary and List based appearances.
- Call/Status Control, this provides the user with the ability to change another user's status or to move calls around the telephone system

Dashboard licenses are used on a per concurrent connection basis, each user that has a Dashboard view open within a browser will consume a Dashboard license.

 Opening multiple tabs with Dashboards on will use multiple licenses.

Each Dashboard provides access to configure multiple Real-Time Views which can contain any of the following tile types:

- Single Statistic
- Multiple Statistic Tile
- Ticker (limited to one per view)
- Media
- Grids

The following sections of the document provide more information on various aspects of the Real-Time Dashboard:

- [Views](#)
- [Tile Types](#)
- [Appearance](#)
- [Filtering](#)
- [Alarms](#)
- [Full Screen](#)
- [Call Control](#)

A user's access to the Real-Time Dashboard is controlled using the [Security Profile](#) that has been assigned to their user account.

12.2.7.6 Real-Time Views

A Real-Time View is a collection of real-time tiles. On the Wallboard, up to 5 different views can be configured. On the Dashboard, up to 10 views can be added by the user.

Each view has the following configuration options:

- Name, the user definable name for the view (this is not available on the Wallboard)
- Display Mode, switch between different tile layout modes
- Colour Mode, switch between different colour modes that applies when creating new tiles.

To access the configuration of a view, Press the edit button (✎) to the top left of the Wallboard/Dashboard.

Display Mode

The display mode controls how the tiles in the view are located and sized.

Uniform Grid

Default for Wallboards.


When set in this mode, each tile's size is automatically controlled by the view. As new tiles are added, the size of existing tiles is reduced so each tile has the same size and they all fit in the optimum way on the view.


The location of tiles can be changed by dragging and dropping tiles within the view.

Manual Sizing

Default for Dashboards.


When set in this mode, each tile's size is directly controlled by the user. This provides a more flexible view where tiles can be different sizes. This mode is ideal for when using the Media Tile and allows it to be large than the other tiles around it.

 When switching between modes, the order and size of tiles will be lost.

 Neither of the Display Mode options will affect a Ticker Tile. These will display at the top or bottom of the screen based on their own display mode setting.

Colour Mode

The colour mode controls how the background/foreground of tiles are automatically generated by the system when new tiles are added.

 Changing the colour mode has no effect on tiles that have already been added to the view.

Coloured Background

Default for Wallboards.

When this mode is selected, a random background colour will be selected for any new tiles added and the foreground (text) will be set to white.

Coloured Text

Default for Dashboards.

When this mode is selected, a random foreground (text) colour will be selected for any new tiles and the background will be set to white.

No Colour

When this mode is selected, all new tiles added will start with a white background and blank foreground (text).



The colour mode only affects the initial colour of the tile and is designed to simplify initial view creation. The foreground and background colours can be changed as required by the user at any time.

Copying a View

Once a view has been configured, it is possible to copy it to other users on the system to avoid having to recreate views over and over again.

Selecting the 'Copy to User' option will load the 'Copy View' window. Simply select the user to copy the view to and click the 'Copy' button.



When copying a view, links to shared filters from tiles will be kept but personal filter links will not be copied. Any tile on the copied view that was linked to a personal filter will revert to 'All Calls'.

12.2.7.7 Real-Time Tiles

The following table shows the types of tile that are available, what sort of data they can display and which real-time licence they are supported on.

Tile	Data	Wallboard	Dashboard
Single Statistic	<ul style="list-style-type: none"> • Aggregated (Totals/Averages/Percentages) • Minimum/Maximum Values • Global Variables • External Data 	Yes	Yes
Multiple Statistic	<ul style="list-style-type: none"> • Aggregated (Totals/Averages/Percentages) • Minimum/Maximum Values • Global Variables • External Data 	Cycling Statistic Tile Only (Limited to 2 Statistics)	Yes
Ticker	<ul style="list-style-type: none"> • Aggregated (Totals/Averages/Percentages) • Minimum/Maximum Values • Global Variables • External Data 	Yes (Limited to 1)	Yes (Limited to 1 per View)
Media	<ul style="list-style-type: none"> • YouTube Live Streams • Uploaded MP4/M4V Video • Images 	Yes	Yes
Grids	<ul style="list-style-type: none"> • Agent Grid* • Group Grid* • Call Grid • Extension Grid • Trunk Grid 	No	Yes

 * Requires ACD Reporter licenses

Single Statistic Tiles

One or more of these tiles can be added to a view. Each tile can show a single piece of information at a time and can have its fore/background colour customized as required.

Single statistic tiles have two display modes:

- Text
- Circular Gauge

Example single statistic tiles:

Calls Inbound

1

% Calls Matched



Multiple Statistic Tiles

One or more of these tiles can be added to any real-time view (limited to cycling tiles only on a Wallboard view). The multiple statistic tile can be configured with up to 20 pieces of information. There are three display modes to choose from when creating a multiple statistic tile:

- Primary / Secondary, up to 2 pieces of information can be displayed using this mode.
- List, up to 20 pieces of information can be displayed on the tile with this mode.
- Cycle, the tile will cycle through up to 20 pieces of information in this mode. Only one statistic will be visible at a time.

Once the tile has been created, the display mode can be changed at anytime from the tile's appearance tab.

The foreground colour of each statistic added can be configured separately so they can be distinguished from each other.


Example multiple statistic tiles:

Agents Logged
In

16 Free
12

Call Info

Calls Inbound	1
Calls Answered	12
Calls Lost	2
Calls Matched	3
Calls With CLI	1

 On Real-Time Wallboards, Cycling tiles are limited to 2 statistics per tile.

Ticker

A single ticker tile can be added to a view. The ticker can have up to 20 pieces of information added to it. There are three appearance options associated with the ticker:

- Location, the ticker can be located at the top or bottom of the view
- Size, the ticker has three size modes: Small, Normal & Large

- Scroll Speed, the ticker has three speed modes: Slow, Normal & Fast

Each piece of information added to the tile will scroll along it in the order it was added. If there are a large amounts of data on the ticker it may not be possible to see all pieces of information at the same time.

Example ticket tile:


Agents Free **12** Calls Ringing **0** Calls Active **0** Call Rate **1** Calls Inbound **1** Calls Answered

Media

One or more media tiles can be added to a view. Each media tile can be configured to play one of the following:

- Local content, the tile will loop an MP4 video provided by the user
- YouTube Videos, the tile can display video and live streams from YouTube. Simply paste in the URL for the specific video/stream.
- Display an image file

If displaying video content, the config tab provides an option for selecting the aspect ratio of the video. The tile will try and auto detect the aspect ratio by default but can be overridden by selecting '16:9' or '4:3'. The video will start with the audio on, this can be changed by muted if required.

 Depending on the media content being displayed, there may be specific license requirements either in the form of a 'TV Licence' and/or in the form of a licence from the content provider. It is up to the customer to ensure they are licensed correctly to display any content they choose to add to the media tile.

Grids (Agent, Call, Extension, Group & Trunk)

One or more grid tiles can be added to a view. Grid tiles can be used to show data by device or call rather than system wide.


Agent Grid

Displays all the ACD agents on a system with the background colour for each row indicating their ACD status. The agent grid can be filtered as per any other tile but also has the option for not displaying agents that are currently logged out.

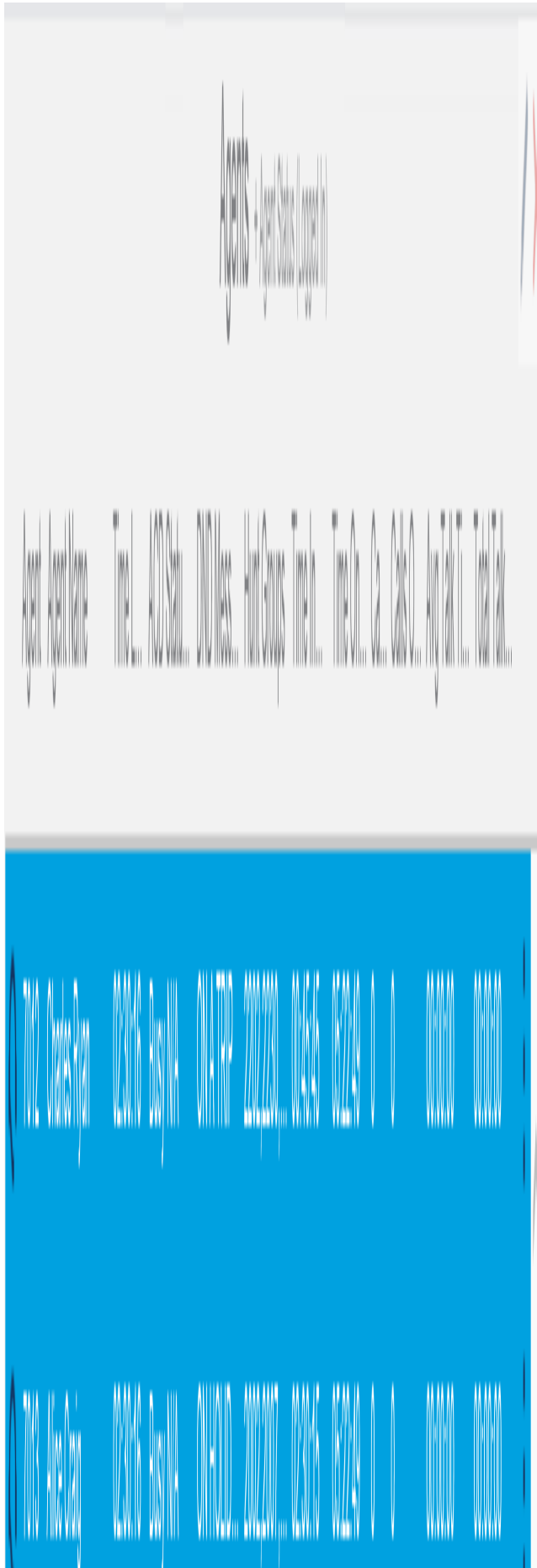
Background Colour	Status
White	Logged Out
Green	Free
Red	Busy (On a call)
Yellow	Wrap-Up
Blue	Do-Not-Disturb
Grey	Offline
Light Grey	Unlicensed

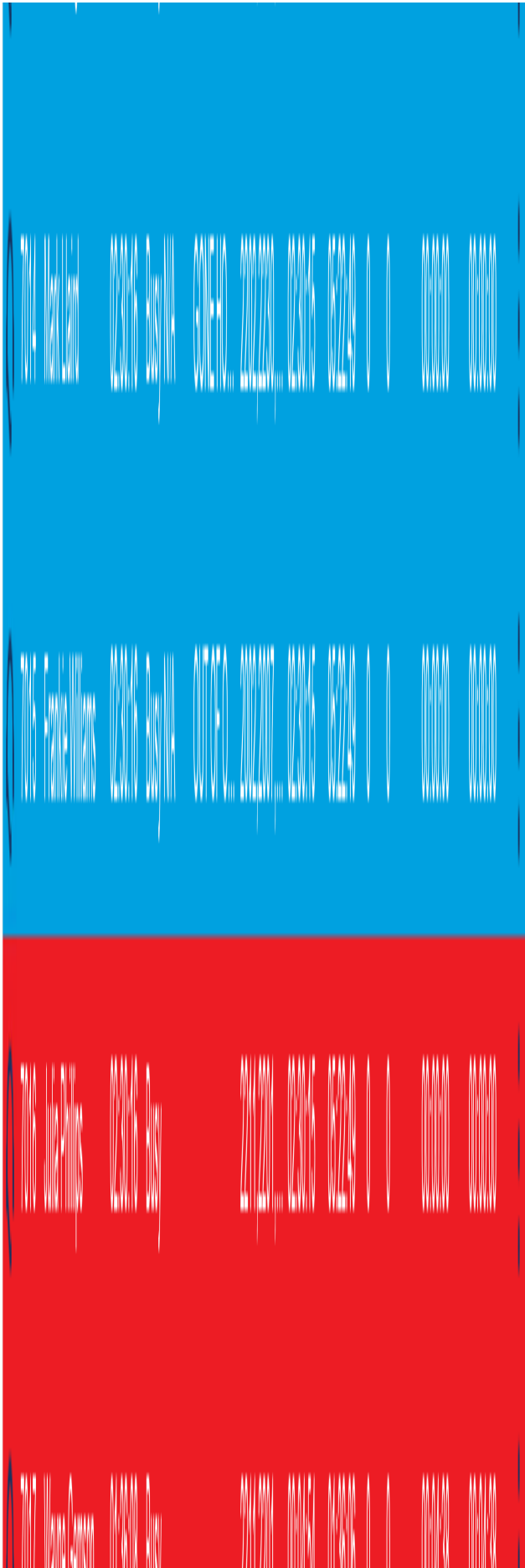
The table below shows the status icons that are shown on an Agent Grid.

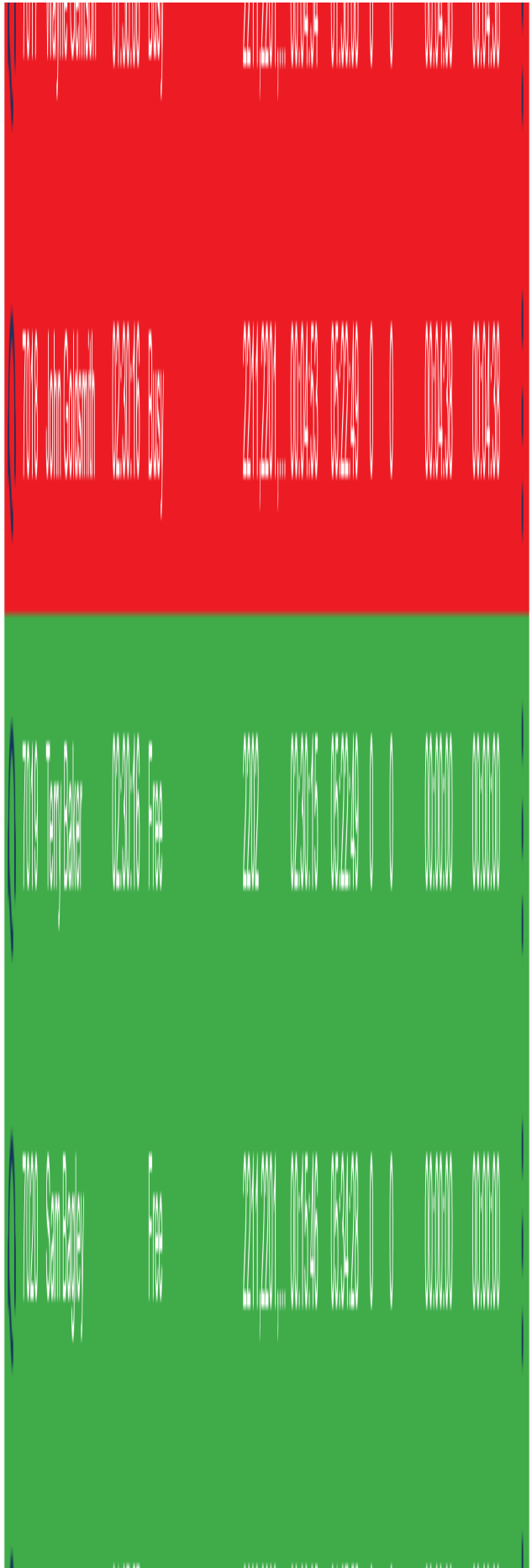
Icon	Description
------	-------------

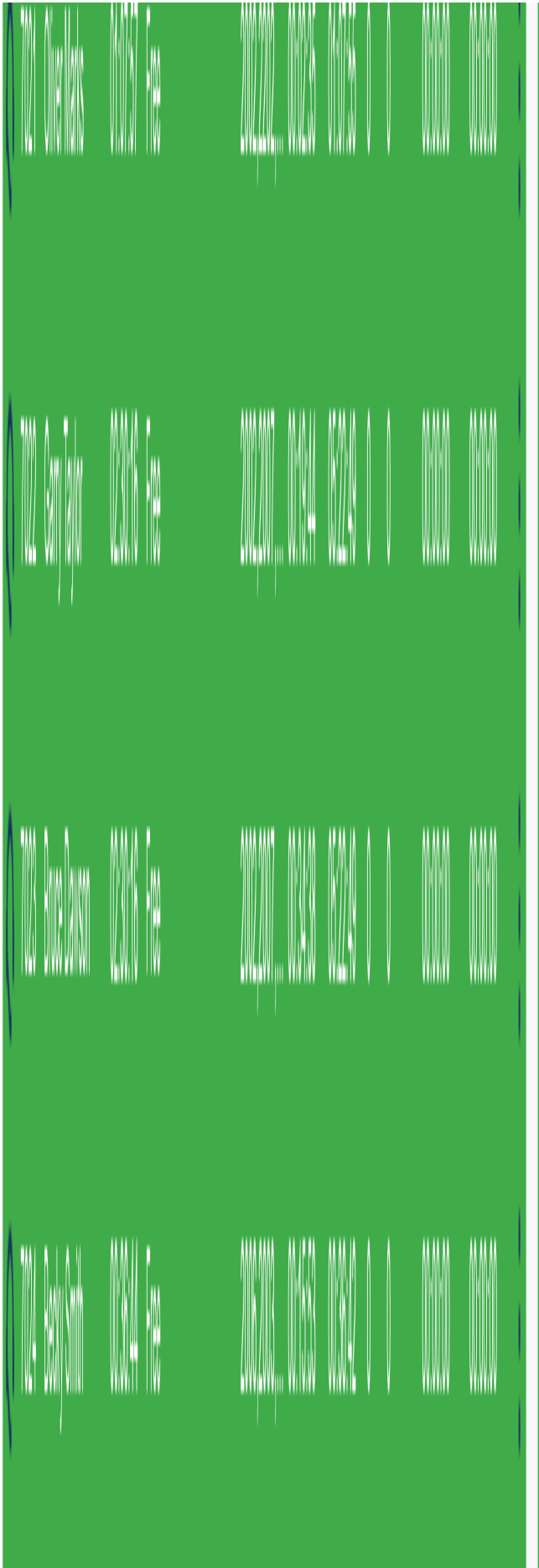
	Logged In
	Logged Out
	Call In Progress
	Busy N/A (Do-Not-Disturb)

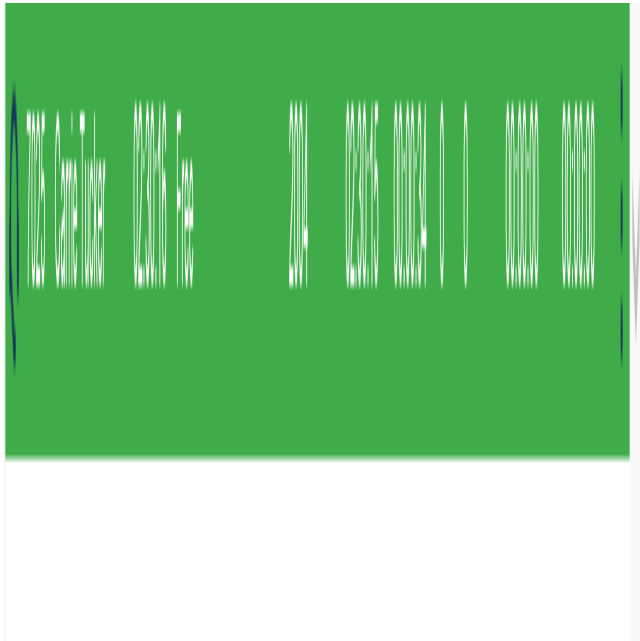
The screen shot below shows an example Agent Grid.













 To use an Agent Grid, ACD Reporting licences are required in addition to the Real-Time Dashboard licence. If any agent does not have a licence, they will display with a grey background.




 MCS does not support ACD member hunt groups, only ACD agent groups.

Call Grid

Displays all active calls on the system (internal & external) with the background colour for each row indicating the calls status.

Background Colour	Status
White	Internal Call
Green	Outbound Call
Yellow	Inbound Call

The table below shows the status icons that will display on a Call Grid.

Icon	Description
	Call In Progress
	Call On Hold
	Call Ringing In

	Call Ringing Out
---	---------------------

The screen shot below shows an example Call Grid with an inbound, outbound and an internal call.









Extension Grid

Displays all the extensions configured on the system with the background colour of each row indicating the trunk/call status. The call data displayed is segmented.

Background Colour	Status
White	Idle (No call)
Green	Outbound Call
Yellow	Inbound Call
Grey	Offline

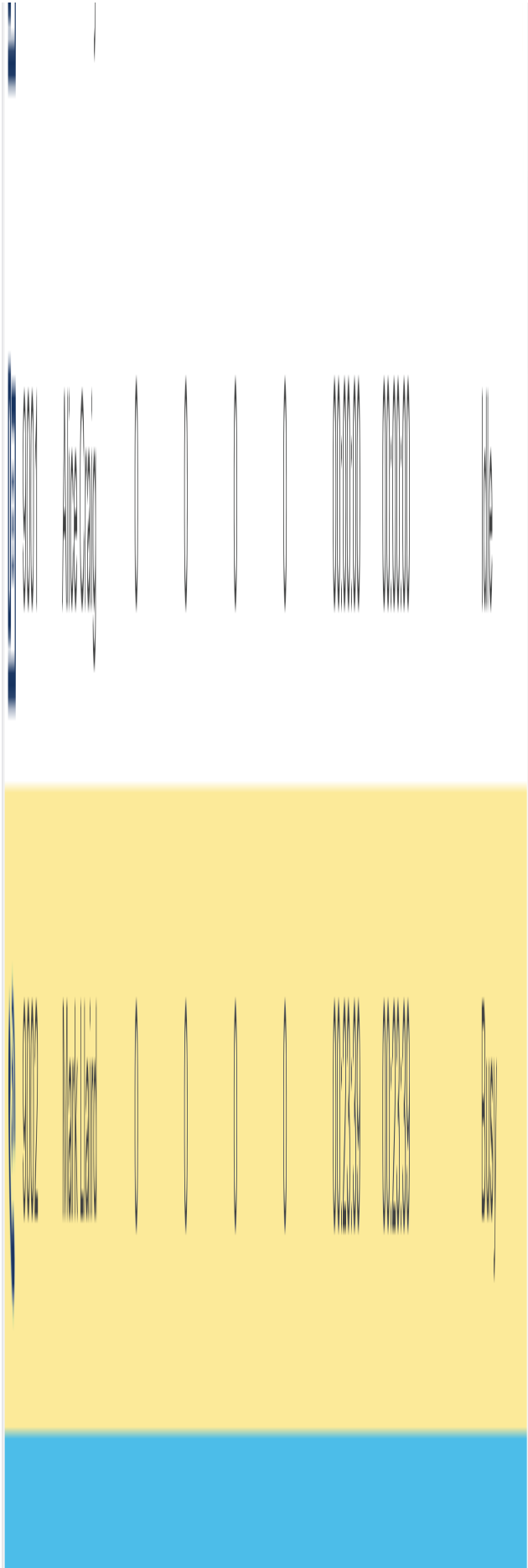
The table below shows the status icons that can be displayed on an Extension Grid.

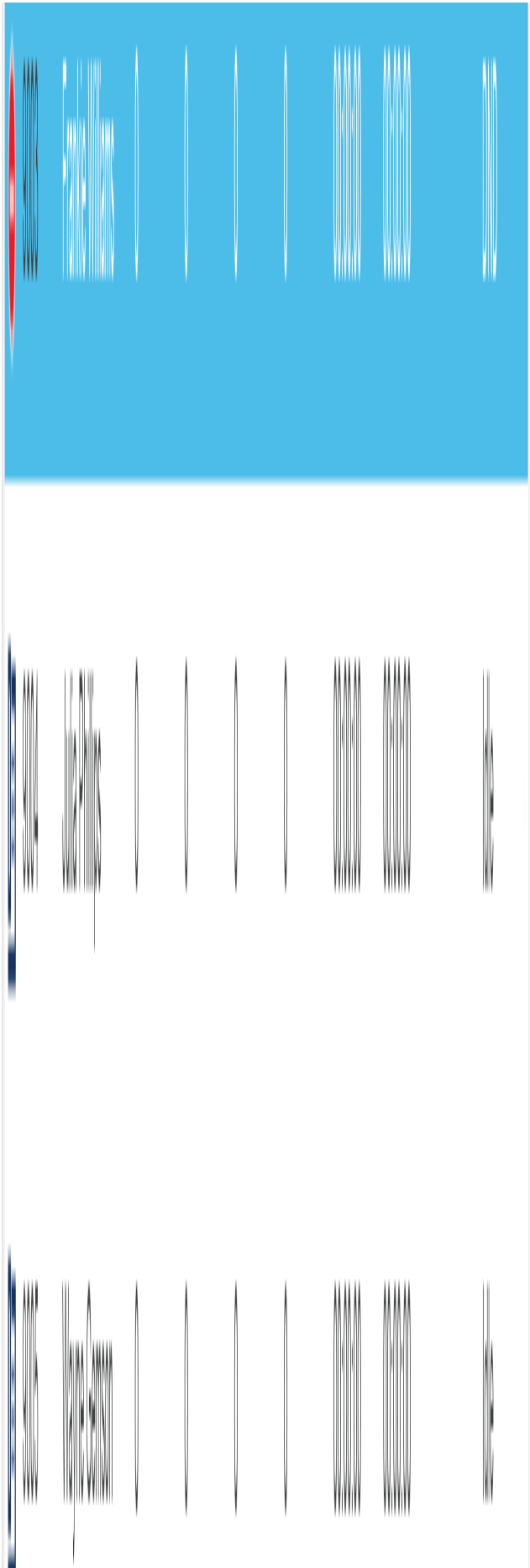
Icon	Description
	Extension Idle
	Extension Offline
	Call In Progress
	Call On Hold
	Call Ringing

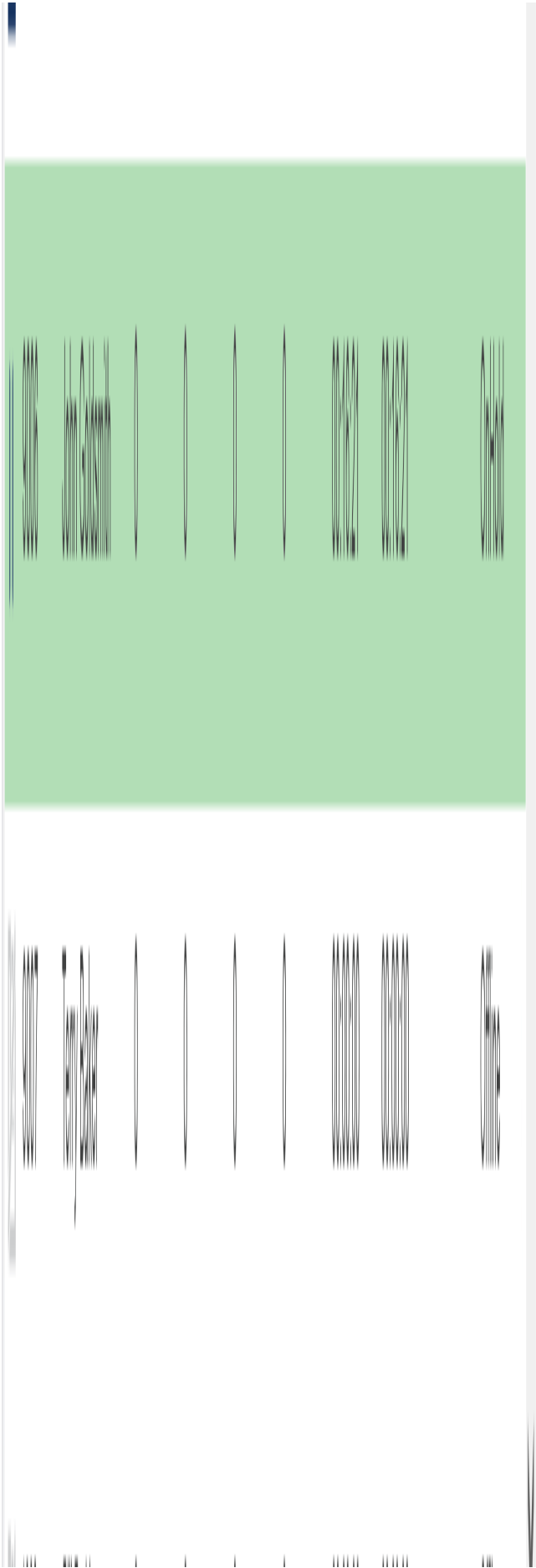
	In
	Call Ringing Out
	Do-Not- Disturb

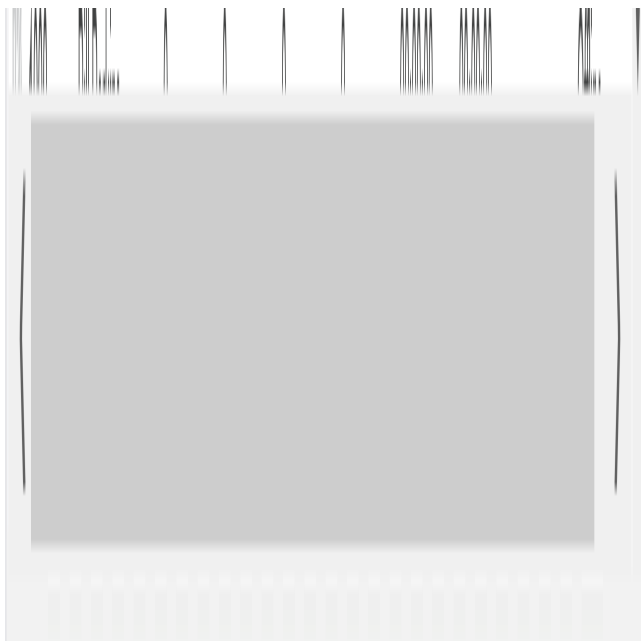
The screen shot below shows an example Extension Grid.












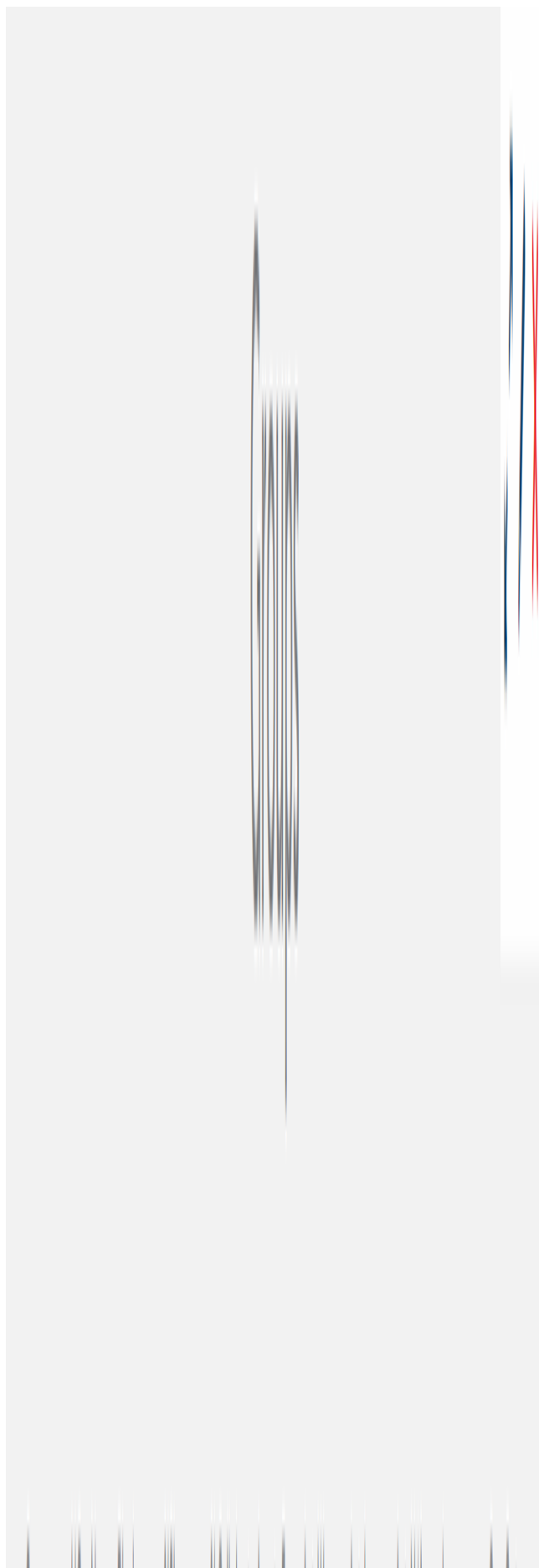
Group Grid

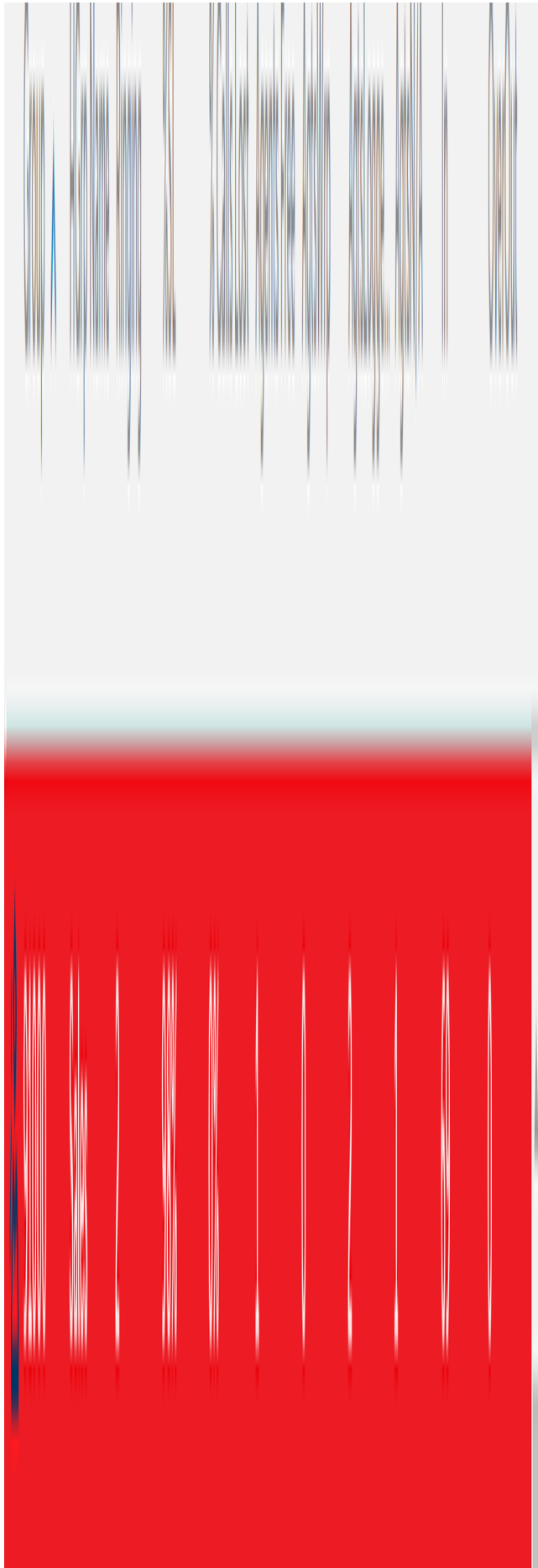
Displays all hunt groups that are configured on the telephone system. The background colour indicates the status of the hunt group in regard to agents free and calls queuing.

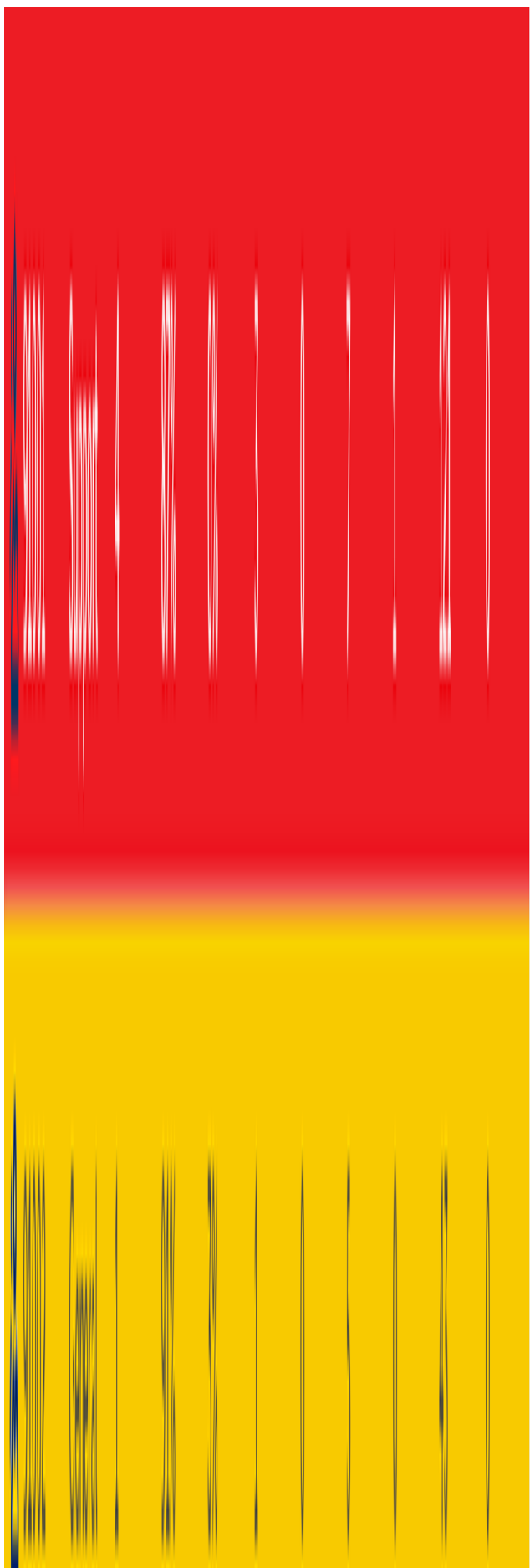
Background Colour	Status
White	UCD Hunt Group
Green	Agents Free
Yellow	No Agents Free / No Agents Logged In
Red	Number of Calls Ringing is greater than the number of Agents Free

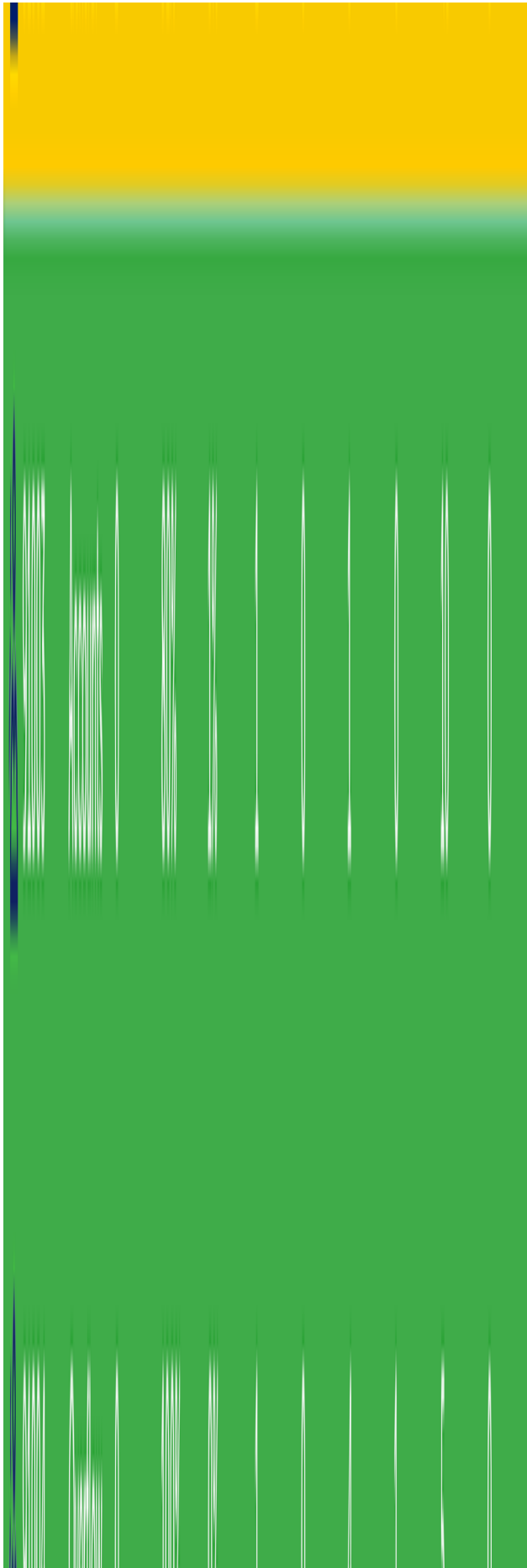
 For UCD hunt groups, the number of free extensions is not tracked.

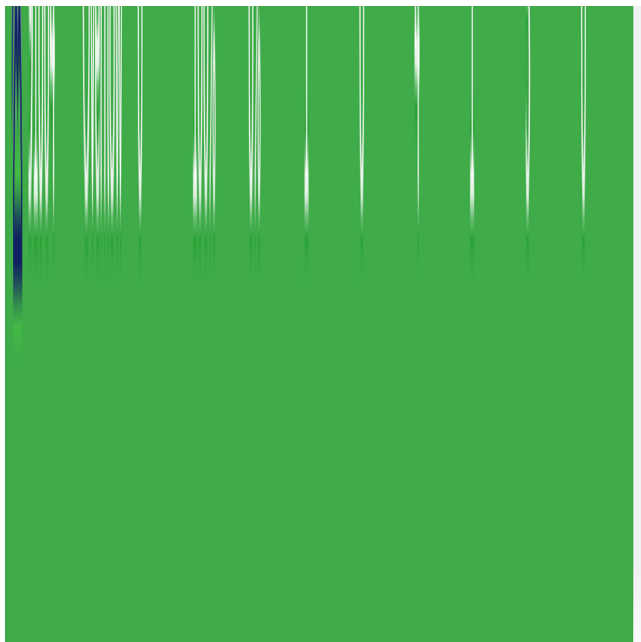
The screen shot below shows an example Group Grid.













 To use a Group Grid, ACD Reporting licenses are required in addition to the Real-Time Dashboard licence. If any agent does not have a license, their status will not be calculated against the group's statistics.

 MCS does not support ACD member hunt groups, only ACD agent groups.

Trunk Grid

Displays all trunks that are active on calls. The background colour indicates the direction of the call (Yellow -> Inbound, Green -> Outbound). The Icon to the left shows the status of the call.

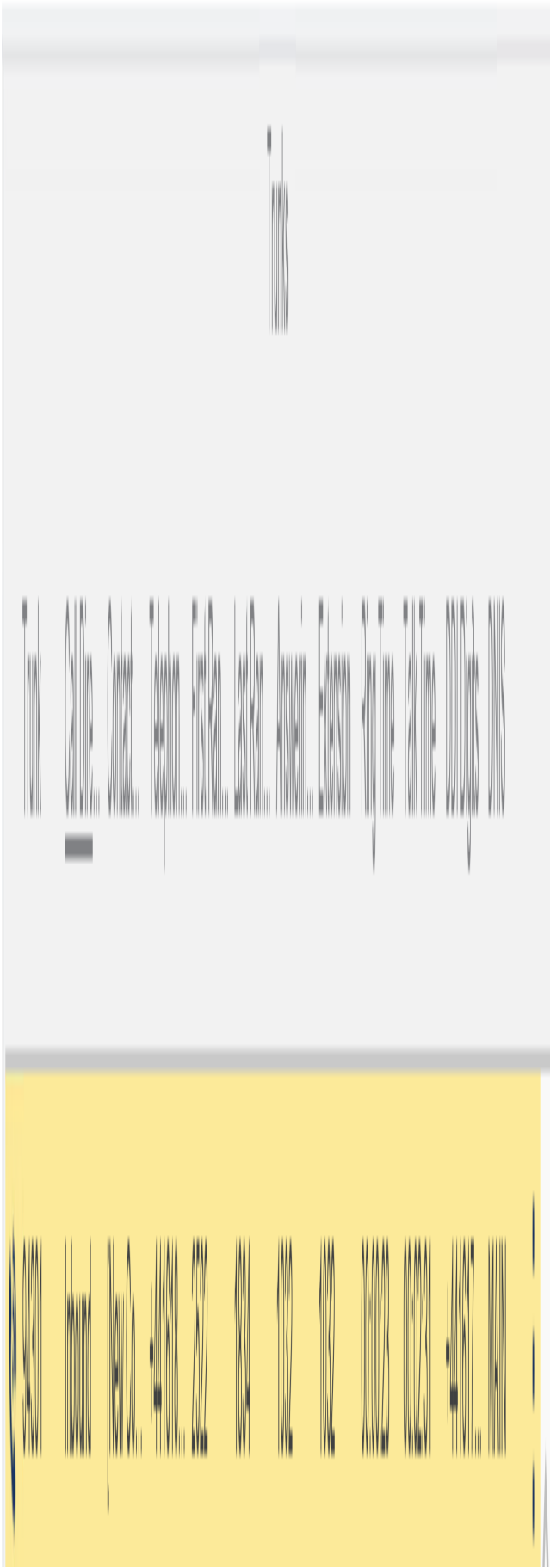
Background Colour	Status
White	Internal Call
Green	Outbound Call
Yellow	Inbound Call

The table below shows the status icons that can be displayed on a Trunk Grid.

Icon	Description
	Call In Progress
	Call On Hold
	Call Ringing In

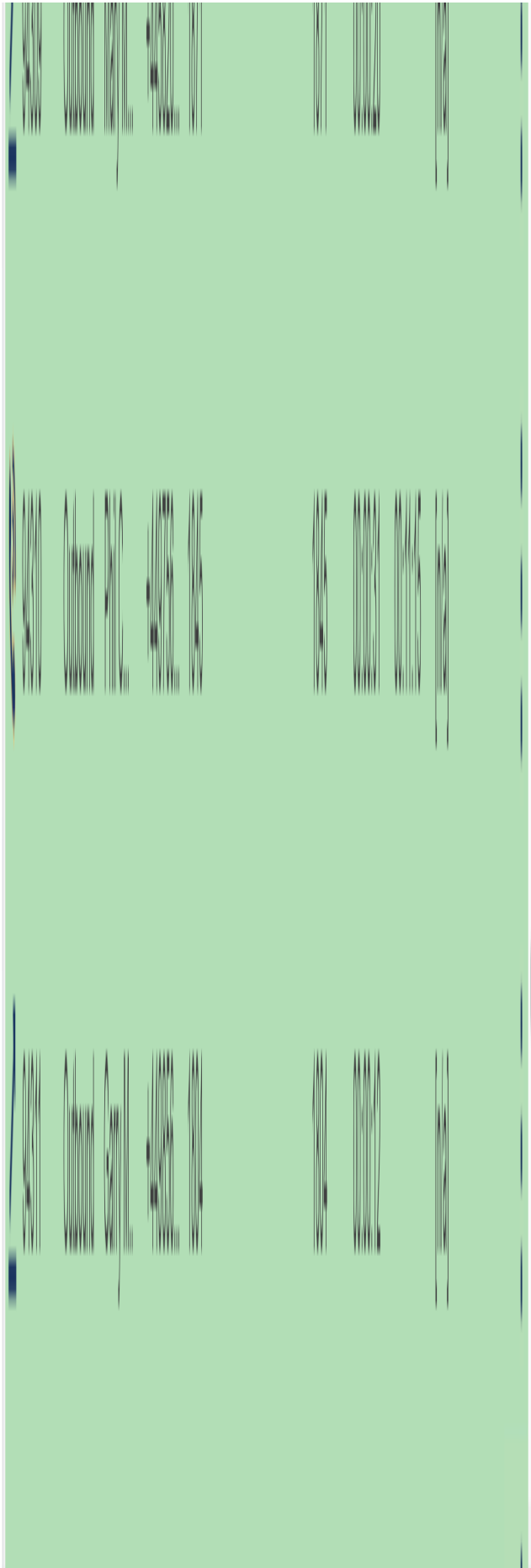
	Call Ringing Out
---	---------------------

The screen shot below shows an example Trunk Grid.












 A maximum of 20 columns can be added to a real-time grid at a time.

12.2.7.8 Real-Time Tile Properties

Each tile has a set of properties that control various aspects of the tile's look and feel as well as the data displayed.

Title & Fields to Display

The title will be displayed at the top of a tile that is added to a view. The title of a tile will automatically be defaulted to the name of the first data field that is selected to be displayed on the tile.

Depending on the tile type, one or more data fields can be added to the tile for display. To add a field, press the 'Pick Field' button and select the field required from the context menu displayed.

The fields that are available will depend on the tile type. For more information on the fields available, please refer to the following sections:

- [Statistics](#)
- [Global Variables](#)



The Media tile has different properties to other tile types. Please refer to the [Tile Types](#) section for more information.

On multiple statistic tiles, the name of the data field selected will be used to identify the statistic when it is displayed. This can be overridden if required. While the 'Edit Tile' window is open, click on any of the fields and text box will appear allowing the name to be overridden.

The order of fields added can also be changed by drag and drop.

Appearance

The appearance tab provides configuration of the background and foreground colours of the tile, as well as any Display Mode options that may be relevant to the specific tile being edited. On multiple statistic (list) tile, the colour of each of the fields that have been added can be changed.

Each tile also has properties for filtering and alarms. For more information, please refer to the [Real-Time Filtering](#) & [Real-Time Alarms](#) Sections.

12.2.7.9 Real-Time Filtering

By default, when tiles are added to a Real-Time View, they will show unfiltered data. This means that the data will include all relevant calls/extension etc.

Under normal circumstances, it is necessary to apply a filter to a tile so that the data displayed is meaningful.

Any of the following filters can be used to filter the data on a tile:

- Built-In filters
- User Filters
- Shared Filters

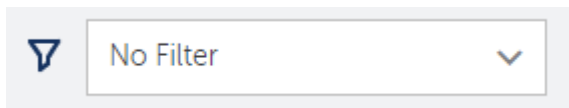
For more information on different filters and how they are managed, please refer to the [Filters](#) section.

There are two ways in which filters can be used on a Real-Time View:

- Tile filters, apply a filter directly to a tile
- View filters, apply a filter to all tiles within a view

Applying View Filters

At the top of the current Real-Time View, the filter dropdown will indicate if there is a filter currently assigned. In the image below, there is no filter assigned at view level:



To apply a filter to all the tiles within a view, select the required filter from the drop down.

To add a new filter or edit an existing one, press the filter icon (🔍) on the title bar to access the filter configuration section.

Tile Filters

Each tile can control how filters are applied to the data it is showing. The filter options available on each tile are:

- Filter, select a filter to apply to this tile
- Filter Mode, choose how the filter is applied

Each tile can have a filter applied to directly to it. By default, a tile will have no filter applied.

The Filter Mode can then be used to control whether any filter applied to the tile is combined with or overrides any view based filter.

If 'Combine with view filter' is selected, the view and tile base filter are merged together and applied to the data on the tile.

If 'Replace view filter' is selected, the view filter is ignored and the tile's filter is applied. If the tile has no filter applied when this mode is selected, the view's filter is still ignored and the tile's data will not be filtered.

Filter Visibility

Depending on the Filter Mode selected on the tile, any filter applied to the tile will be displayed below the tile name.

If the filter is combined with the view's filter, it will be displayed with a (+) next to the filter name:

Calls Lost
+ Agent (1002)

If the filter is set to replace the view's filter, just the filter name will be displayed:


Calls Lost
Agent (1002)

12.2.7.10 Real-Time Alarms

Real-Time Alarms provide a way to bring attention to aspects of the telephone system that are running outside of acceptable parameters. Each tile on the system can have one or more real-time alarms configured.

To add an alarm, navigate to the 'Alarms' tab while editing a tile, then press the 'Add New Alarm' button. Once the alarm properties have been configured, remember to save the tile as well as the newly added alarm.

More than one alarm can be added to a tile to handle different scenarios.

 Real-Time Alarms are not available on Media tiles.

Triggers

The trigger defines when the alarm should be activated. The following comparisons can be used for trigger configuration:

- >
- <
- =
- Between (inclusive)

The alarm created will be active for as long as the statistic matches the trigger configured.

If the alarm is being created on a multiple statistic tile, the statistic the trigger will be calculated against must be selected.

Actions


For each real-time alarm created, one or more of the following actions can be configured.

Flash Tile

This action will cause the tile's foreground and background colours to swap back and forth, causing the tile to flash to get peoples attention. The tile will continue to flash while the conditions that caused the trigger remain.

Change Background Colour

This action will cause the background colour of the tile to change to the configured colour. The background will revert back to its normal colour when the trigger is no longer valid.

 This action type can be used to create a traffic light style tile, where the background colour can be changed from green to yellow to red based on changing statistic values.

Change Stat Colour

This action will cause the foreground colour of the tile to change to the configured colour. The foreground will revert back to its normal colour when the trigger is no longer valid.

Make the tile fill the screen


This action will cause the tile to display full screen on the view, in front of all other tiles. The tile will revert back to it's original size and location when the trigger is no longer valid or by double clicking on the tile.

Play a sound

This action will cause a sound/music file to be played out of the configured speakers of the computer. The 'Play Count' setting can be used to control how many times the file is played (*Default 1*).

Any sound/music files that have been added within the logged in user's Folders. The system will display any files ending with the .mp3 file extension.


For information on how to upload sound files, please refer to the [Folders](#) section.


 Playing a sound for an alarm is not available on grid based tiles.

Send Email

This action can be used to send an email notification to one or more address. Enter the email address of the target recipient in the box provided (use a comma to separate multiple target email addresses). Any time the alarms activates, an email will be sent to the addresses providing details of the statistic. Emails are restricted to a maximum one per minute, if a tile causes an alarm, subsequent tile alarm triggers will not generate an alarm for one minute after.


Use of the 'Send Email' feature requires an SMTP connection to a mail server. For information on how to configure SMTP, please refer to the [SMTP](#) section.


 Email alarms are only sent when the dashboard or wallboard they are configured on is open.


 Sending an email for an alarm is not available on grid based tiles.


Send Tile Preview to 6900 Handset(s)

The action can be used to send a snap-shot of the tile statistic which is generating the alarm to one or more 6900 phones. The snap-shot will appear full screen on the phone for a period of 10 seconds (as long as the extension is idle, no alarms will be sent if the phone is currently on a call). The user can cancel the screen by pressing one of the cursor buttons.


 6900 tile previews for an alarm are not available on grid based tiles.

 To prevent an excessive number of alarms being sent to a 6900, no more than one alarm per tile will be sent in a 60 second period.

 Only one tile alarm can be seen on a 6900 at a time. If a second (or third..) alarm is sent to a phone, it will overwrite any previous alarm currently being displayed.

 6900 alarms are only sent when the dashboard or wallboard they are configured on is open.

12.2.7.11 Real-Time Full Screen

The wallboard is designed to be used on a wall mounted display screen, visible to multiple users at a time. To optimise this usage, a full screen toggle () is provided which activates the browser's full screen mode. This can be found in the top right of the View.

When full screen mode is enabled, the browser's application border along with the main title bar for the website should be hidden, allowing the view to grow to the size of the screen.


Opening the Wallboard Full Screen

In most circumstances where a wall mounted display is used, a dedicated PC will be installed to drive the screen and run the browser that the wallboard will be displayed in.

When this setup is used, the PC and wallboard need to handle reboots and come back to an operational state without any user intervention. For this to happen, the following needs to take place:

1. The PC needs to be configured to automatically logon after a reboot
2. A shortcut needs to be called on start-up that opens the browser at the appropriate page
3. The MiVoice Office Application Suite website needs to have 'Use Windows Authentication' enabled so it automatically logs the user in.

Auto PC Logon

 Configuring a PC to automatically logon can be a security risk. Before doing this, ensure the user account to be used has no access beyond that of the target computer.

To setup a computer to automatically logon, the following keys need to be added to the registry:

HKEY_LOCAL_MACHINE\Software\Microsoft\Windows\CurrentVersion\Winlogon

- AutoAdminLogon = 1
- DefaultDomainName = [Your domain name]
- DefaultUsername = [Wallboard username]
- DefaultPassword = [Wallboard user account password]

Once these keys have been created and their values populated, the PC should automatically logon each time it is rebooted.

Browser Shortcuts

When using Internet Explorer or Chrome, it is currently possible to load the browsers in 'Kiosk' mode. This will take the browser straight to the specified URL and will load it full screen. In addition, it will stop general interaction with the website.


To activate Kiosk mode, create a shortcut for the browser required:

Internet Explorer:

"C:\Program Files\Internet Explorer\iexplore.exe" -k http://[APP_SUITE_SVR]/Secure/Dashboard/Index

Chrome:


"C:\Users\[USERNAME]\AppData\Local\Google\Chrome\Application\chrome.exe" -Kiosk
"http://[APP_SUITE_SVR]/Secure/Dashboard/Index" http://[APP_SUITE_SVR]/Secure/Dashboard/Index

 At the time of writing, there is no way to automate loading a URL in Full Screen mode in either Firefox or Edge.

Windows Authenticated Website Login

If MiVoice Office Application Suite has been installed on a Windows Domain, the website can be configured to automatically log users in with their windows credentials, saving them the effort of typing out their username and password each time.

This is extremely useful when setting up a Wallboard to automatically load when a PC starts up. To make use of this feature, ensure the steps below are followed:

- Enable 'Use Windows Authentication' in the [Website](#) settings ('Servers\Website')
- Make sure the [Windows Username](#) parameter is set against any user wishing to use the feature.
- Configure the browser to recognise the MiVoice Office Application Suite URL as a Local Intranet site.

Once the steps above have been correctly followed, anytime a configured user browses to the MiVoice Office Application Suite website, they will automatically be logged on.

12.2.7.12 Real-Time Global Variables & External Data

In most implementations of the Real-Time Wallboard/Dashboard, there is a requirement to display information that comes from outside of the telephone system. This information could relate to other areas of the business which also need monitoring. Two methods are provided to display non-telephone system related information:

- Global Variables, manually updated data fields
- External Data, automatically updated data that is queried from an external data source

If global variables and/or external data fields have been configured on the system, they will appear on the context menu when [adding](#) a field to a tile. No formatting is applied to these fields, the data will appear on the tile in exactly the format it has been entered/queried.

Global variables and external data fields can be added to the following tile types: Single Statistic, Multiple Statistic & Ticker.

Global Variables

Global variables can be created, edited or deleted by any user that has the appropriate permission. For more information on managing global variables, please refer to the dedicated section within the [Call Reporter](#) configuration.

External Data Sources

External data sources can be created, edited or deleted by any user that has the appropriate permission. For more information on managing external data fields, please refer to the dedicated section within the [Call Reporter](#) configuration.



Global variables and external data values are truncated to 100 characters when being displayed on the ticker tile or a Real-Time Wallboard for FireTV.

12.3 Overview

The MiVoice Office Call Recorder Client tracks windows applications and matches window names to server configured rules to check whether any call recordings in progress need to be paused or not.

The application is an optional part of the Phone Manager installation. Once installed, the application automatically runs each time the user logs into their computer.


The application has two components:

- System tray icon -> Displays the status of the client and of any calls that may be in progress at the associated extension
- Toolbar -> Can be used to manually pause calls or to tag calls with customer specific information

Associated Extension

The Call Recorder Client monitors an associated extension and will pause any recordings on the extension when required. By default the client will monitor the user's primary extension unless there is a Phone Manager Desktop Client running on the same desktop. If there is, the Call Recorder Client will monitor the extension that Phone Manager is currently associated to. If the Phone Manager client is closed, the Call Recorder Client will revert back to monitoring the user's primary extension again.

If user's don't have a primary extension and are moving around then they will need to have Phone Manager Desktop client running for the Call Recorder Client to operate correctly.





 The Phone Manager Desktop Client can be configured to prompt the user for the extension they are sat at if they have no fixed primary extension. If the user is using Mitel Hot Desking, their primary extension should be their Hot Desk extension



System Tray


The system tray icon show the status of the application and provides access to the [Settings](#) of the application and the Toolbar. It can be hidden if required using server side configuration. Right-clicking the system tray icon displays the menu that gives access to:

- [Settings](#) -> Configure connection settings for the application
- [Toolbar](#) -> Manually pause/resume recordings
- [Logging](#) -> See real-time information of the applications the Call Recorder Client is tracking

The table below shows all possible states:

	Loading, this icon shows when the application first loads
	Connection Error, the application is not connecting to the MCS server correctly *
	Idle, this icon will display when the associated extension has no calls
	On a call, this icon will display when the associated extension has a call that is not being recorded. This occurs when the call is not on a recorded device (could be an internal call or on a trunk that isn't recorded)

	Recording, this icon displays when there is a call at the associated extension that is being recorded
	Paused, this icon displays when there is a call at the associated extension that is being recorded but is currently paused.

 * When the application is not connected to the MCS, the only option available on the right-click menu will be to access the [Settings](#).

Toolbar

The toolbar provides the user with access to manually pause any recording that is in progress and to tag call record with customer specific information such as order numbers or ticket numbers.

For more information, see the [Toolbar](#) section.

12.3.1 Logging

The logging form provides a real-time view of the information the Call Recorder Client is tracking about the application that currently has focus. Depending on the server-side configuration, the following information can be shown:

- The Window Name of the in-focus application
- Child window names for the in-focus application
- URLs and Tab names for browsers*
 - Internet Explorer
 - Edge
 - Firefox
 - Chrome

The logging window is an ideal tool to use when configuring the match rules on the server. If there is a match on the current window then this will be displayed in the Logging window so that rules can be tested on the target clients.

Browser Matching

Call Recorder Client works with the most common browsers to provide URL and Tab Names where possible. Over time, changes to browsers may cause issues to the Client's ability to query the information it needs and may require an updated version of the Call Recorder client to be released.

The following information can be obtained from browsers:

Browser	Version	URL (In-focus Tab)	URL (Out-of-focus Tab)	Tab Name (In-focus Tab)	Tab Name (Out-of-focus Tab)
Internet Explorer	11	✓	✗	✓	✓
Firefox	46.0.1	✓	✗	✓	✗
Chrome	51.0.2704.84	✓	✗	✓	✗
Edge	20.10240.16384.0	✓	✗	✓	✓

12.3.2 Toolbar

If enabled by the server, the Toolbar will be available to provide the following features:

- Show call state and allows recordings to be paused/resumed manually
- Tag calls that are in progress with information

To load the Toolbar, right click on the system tray icon and select 'Show Toolbar' from the menu. Once the toolbar has loaded it can be moved, resized or docked to the corner of the screen as required.

Manual Muting/Unmuting

If there is a call recording in progress at the associated extension then the user can manually pause and resume the recording using the relevant button.

The LED on the button will change colour to show the status of the recording; Red -> Recording, Yellow -> Paused

If there is no call currently being recorded at the extension then the Pause/Resume button will be disabled.

Tagging Calls

Any call in progress at the associated extension can be tagged with additional information. This is most commonly used for adding information to the call records on the server which will make it easier to find later, for example:

- Customer reference numbers
- Order or ticket numbers
- Fault reference numbers

When there is a call in progress at the associated extension the Tag Call button will be enabled. Clicking the button will load a form that will prompt for the information along with a selection box allowing the user to select which of the 5 tag fields on the server they wish to add the information to.

12.3.3 Settings

The Settings form provides configuration of how to connect to the server and the associated extension.



The Call Recorder Client shares its connection settings with Phone Manager Desktop, changing the connection settings in either application will cause the other application to change.

Connection

The connection details outline how the client will connect to the MCS server.

Location

The application has two sets of connection settings, one for connecting to the MCS when on the local LAN and one when connecting from outside the LAN. If the software is installed on a laptop and will be changing locations then the software can be configured to prompt the user for their location on startup.

Connection Settings

The connection settings combine the Hostname/IP Address of the MCS server and the user credentials that will be used to connect. If the "Override login details" is not checked, the software will attempt to connect with the user's Windows Credentials.

User Preferences

The user can set their preferred language for the application here.

Diagnostics

If requested by technical support, diagnostic logging can be enabled here. The "Download Logs" button will zip together all required files and save them on the desktop of the local machine in a file named *CallRecorderClientLogs.zip*.

13 Engineering Guidelines

The following section provides engineering guides on various aspects of the solution:

- [Phone Manager Softphone \(Desktop & Mobile\)](#)
- [Remote Connections \(VPN, MBG, Firewall\)](#)
- [Backup & Restore Procedures](#)
- [Using a Certificate Authority Certificate](#)

13.1 Remote/Teleworker Connections

Most installations will have some requirement to run Phone Manager (Desktop or Mobile) or 69xx phones from outside the LAN. Operating remotely will require that IP traffic is routed from outside of the network to inside the network in a secure manner.

There are three different ways to route external traffic to the Mitel Communication Service / MiVoice Office 250:

- VPN (Recommended for Phone Manager Desktop remote connections)
- Port Forwarding (not recommended for remote 69xx phones)
- Proxy through a MiVoice Border Gateway

Once one of the chosen methods has been implemented, the Remote [Location](#) and Remote [Node](#) IP addresses / hostnames need to be updated so that Phone Manager/69xx phones know how to connect back to the system.

VPN

Using a virtual private network (VPN) is the simplest way of connecting Phone Manager to the MCS / telephone system from outside the local area network. Once a VPN tunnel is in place between the host client (Mobile phone or desktop PC) and the network then Phone Manager will be able to connect as normal with no configuration changes required by the end-user.

VPN is the best way of connecting Phone Manager Desktop from an external computer, especially when using Phone Manager Softphone.

Port Forwarding

Another method of connecting Phone Manager from outside the network is to use port forwarding. Port forwarding involves configuring the customer's existing firewall to forward traffic on the necessary ports through to the MCS / telephone system.

For more information on Port Forwarding please click [here](#).

MiVoice Border Gateway


Mitel provide a dedicated proxy solution for connecting software and devices from outside the local area network. This is the supported method for remote 69xx phones.

For more information on the MiVoice Border Gateway please click [here](#).

13.1.1 Connecting Through Firewalls

Port Forwarding

One method to connect Phone Manager from outside the local network is to use Port Forwarding. This involves reconfiguring the customer's firewall or router to forward traffic on specified ports through to the either the Mitel Communication Service or the MiVoice Office 250 telephone system.

 **WARNING** - Port Forwarding is a security risk when opening up SIP ports on the telephone system to the outside world. Mitel does not recommend using Port Forwarding for external Softphone connections.

Port Forwarding for Remote Phone Manager Desktop Connections

Configure the ports shown below to be forwarded to the IP address of the MCS server:

Port	Target	Description
TCP 8187 & 8186	MiVoice Office Application Suite	Used to communicate to the MCS server to provide configuration, user data, chat etc.
TCP 8188	MiVoice Office Application Suite	Integration Services, only required if client access to the server-side API is required
TCP 2001	MiVoice Office Application Suite	Used to provide telephony status and real-time data.
TCP 8200 & 8204	MiVoice Office Application Suite	Used to provide Personal Wallboard real-time data.

Port Forwarding for Remote Phone Manager Mobile Connections

Configure the ports shown below to be forwarded to the IP address of the MiVoice Office Application Suite server:

Port	Target	Direction	Description
TCP 8185	MiVoice Office Application Suite	Inbound	Used to communicate to the MCS server to provide configuration, user data, chat etc.
TCP 8190	MiVoice Office Application Suite	Inbound	Softphone Audio

13.1.2 MiVoice Border Gateway

When a MiVoice Border Gateway (MBG) is being used on the telephone system for remote client and/or teleworker connections, there are certain configurations that must be implemented in order to allow Phone Manager Desktop, Phone Manager Mobile, Phone Manager Softphone and/or 69xx Teleworker connections to pass through it.



This section is not designed as an MBG technical guide but as a indication of areas that need to be configured. For more information on the MBG configuration, please refer to the relevant MBG manuals.

MiVoice Border Gateway Requirements

To use MiVoice Office Application Suite with a MiVoice Border Gateway (MBG) for remote connections, the MBG must be running v10 or higher and be configured in Gateway mode.

- [Stage 1 Configure AppSuite for MBG IP details](#)
- [Stage 2 Configure Port Forwarding on MBG](#)
- [Stage 3 Configure MBG ICP connection for PBX](#)
- [Stage 4 Configure API integration for automatic provisioning](#)

(All the above are 'one off' configuration items unless the infrastructure changes)

- [Stage 5 Configure each device for remote access](#) (this is required for each device that needs remote access)
- [Stage 6 Manually add the Configuration Server address for each remote phone](#)

Stage 1 - Configure MBG IP details in MiVoice Office Application Suite

For the MCS to be able to support teleworker SIP extensions (either Phone Manager Desktop Softphones or 69xx phones), it needs to know two pieces of information:

1. The internal IP Address of the MBG
2. The external IP Address of the MBG

The internal IP address of the MBG needs to be known for two reasons. The first is so that the MCS can identify which 69xx phones it receives requests from are actually Teleworkers. The second is so that it knows how to communicate with the MBG's API for SIP User deployment.

The external IP address of the MBG needs to be known so that it can be passed to Phone Manager Desktop and 69xx phones when they are registering their SIP connections and connecting to other MCS services.

Configure the MCS with the MBG's Internal IP Address:

- 'Configuration -> Site Settings -> Phone Systems -> MiVoice Border Gateway', enter the internal IP address of the MBG

Configure the MCS with the MBG's External IP Address for each Node:

- 'Configuration -> Site Settings -> Phone Systems -> [Your PBX Name]', enter the external IP address of the MBG into the NAT IP Address property for each node. If the external registration port for SIP has been changed on the MBG, update the NAT SIP Port as well.

Configure the MCS with the MBG's External IP Address for Remote Client Connections:

- 'Configuration -> Site Settings -> Client Locations -> Remote', enter the external IP address of the MBG into the 'NAT IP Address/FII Hostname' property. This will be used to provide the remote 69xx phones with the URIs they need to communicate with the MCS server for firmware/softkeys etc.

Once the MCS has the information above, it will be able to identify teleworker 69xx phones and will be able to pass them the information required to connect to the MBG.



The External IP Address entered into the remote section of the [Client Locations](#) will also be used by Phone

Manager when connecting to the MCS Server.

Stage 2 - Configure Port Forwarding on MBG

There are various ports that are used by the different client elements of MiVoice Office Application Suite. Please review the port forwarding section for the client that requires remote access.

Phone Manager Desktop Port Forwarding on MBG

Phone Manager Desktop uses the following TCP/UDP ports to communicate back to the MCS:

Port	Target	Description
TCP 8187 & 8186	MiVO App Suite Server	Used to communicate to the MCS server to provide configuration, user data, chat etc.
TCP 8188	MiVO App Suite Server	Integration Services, only required if client access to the server-side API is required
TCP 2001	MiVO App Suite Server	Used to provide telephony status and real-time data.
TCP 8200 & 8204	MiVO App Suite Server	Used to provide real-time updates to the Personal Wallboard. Only required if the Personal Wallboard is in use.


For Phone Manager Desktop to be able to connect back to the MCS, these ports must be forwarded through the MBG to the server running the MCS.


Configuring Port Forwarding for Phone Manager Desktop


To forward the required Phone Manager Desktop ports, complete the following configuration on the MBG:

- On the 'MBG Security -> Port Forwarding' page, create the following port forwarding rules with the Destination Host IP Address pointing to the IP address of the MCS server:

Protocol	Source Port(s)	Destination Host IP Address	Destination Port(s)	SNAT	Action
TCP	8187	172.19.22.49	8187	Yes	Remove
TCP	8186	172.19.22.49	8186	Yes	Remove
TCP	8188	172.19.22.49	8188	Yes	Remove
TCP	2001	172.19.22.49	2001	Yes	Remove

 SNAT must be enabled on all the port forwarding rules added.


 Do not Port Forward port 5060. If the Phone Manager Desktop Softphone is being used, follow the [Teleworker guide](#) on SIP User configuration.

 For more information on configuring Phone Manager Desktop Softphone as an MBG Teleworker, please refer to the [MBG Teleworker](#) section.

Phone Manager Desktop Configuration

To connect a the Phone Manager Desktop remotely, open the 'Settings' page within Phone Manager and configure the following settings:


- General
 1. Default Location = Remote Connection
- Remote Connection
 1. Host Address = External IP Address of the MBG
 2. Override login details = true
 3. Username = MCS Username
 4. Password = MCS Password
 5. Extension details = User Preferred Method

 The External IP Address of the MBG should be entered into the remote section of the [Client Locations](#) setting on the MCS server.

Phone Manager Mobile Port Forwarding on MBG

Phone Manager Mobile uses the following TCP/UDP ports to operate:

Port	Target	Description
TCP 8185	MiVO App Suite Server	Used to communicate to the MCS server to provide configuration, user data, chat etc.
TCP 8190*	MiVO App Suite Server	Softphone Audio

 * Only required when the Softphone is running. Phone Manager Mobile does not require Teleworker licences or configuration on the MBG.

Configuring Port Forwarding for Phone Manager Mobile


Complete the following configuration on the MBG:

- On the 'MBG Security -> Port Forwarding' page, create the port forwarding rules for TCP 8185 with the Destination Host IP Address pointing to the IP address of the MCS host.

If using a Softphone then configure the following port forwarding:

- On the 'MBG Security -> Port Forwarding' page, create the port forwarding rules for TCP 8190 with the Destination Host IP Address pointing to the IP address of the MCS host.

Protocol	Source Port(s)	Destination Host IP Address	Destination Port(s)	SNAT	Action
TCP	8185	172.19.5.46	8185	Yes	Remove
TCP	8186	172.19.5.46	8190	Yes	Remove

 SNAT must be enabled on all the port forwarding rules added.

 For more information on configuring Remote Softphone connections, see [here](#).

No specific configuration is needed on the Phone Manager Mobile client software. Ensure local and remote addresses for the mobile client to connect to have been configured on the server in the [Client Locations](#) section.


A trusted [certificate](#) is also recommended for Phone Manager Mobile connections.

69xx Phone Port Forwarding on MBG

69xx phones use the following TCP port to communicate to the MCS server:

Port	Target	Description
TCP 8202	MiVO App Suite Server	Used to communicate to the MCS server to provide configuration, user data etc.

The other ports associated with 6900 phones (LDAP, TFTP, Multicast, Syslog) should not be opened up through the MBG.


 Configuration of the SIP devices associated with the 6900 is done automatically by the MiVoice Office Application Suite. Please refer to the [Automatic Teleworker Provisioning](#) section for more information.

Configuring MBG Port Forwarding for 69xx Phones

Complete the following configuration on the MBG:

- On the 'MBG Security -> Port Forwarding' page, create the port forwarding rules for TCP 8202 with the Destination Host IP Address pointing to the IP address of the MCS host.

Protocol	Source Port(s)	Destination Host IP Address	Destination Port(s)	SNAT	Action
TCP	8202	172.19.5.46	8202	Yes	Remove

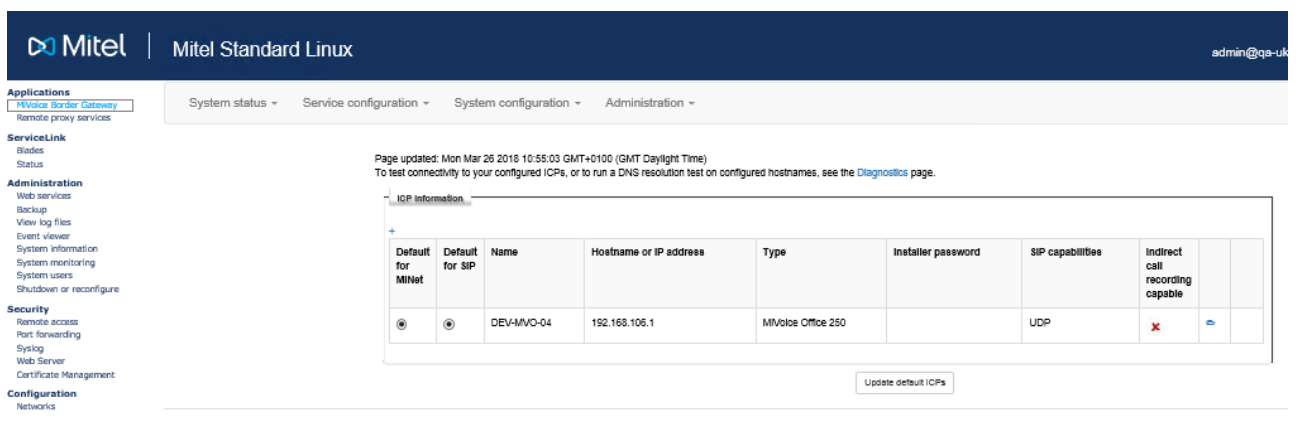
 SNAT must be enabled on all the port forwarding rules added.

Stage 3 - Configure MBG ICP connection for PBX


To use 69xx or Phone Manager Desktop Softphone remotely through an MBG, a SIP User teleworker needs configuring on the MBG.

Add one or more Nodes as ICPs on the MBG:


- On the 'MiVoice Border Gateway -> Service configuration -> ICPs' page, create an ICP instance for each MiVO 250 node that will be supporting teleworker SIP phones.



Page updated: Mon Mar 26 2016 10:55:03 GMT+0100 (GMT Daylight Time)
To test connectivity to your configured ICPs, or to run a DNS resolution test on configured hostnames, see the [Diagnostics](#) page.

Default for MINet	Default for SIP	Name	Hostname or IP address	Type	Installer password	SIP capabilities	Indirect call recording capable	
<input checked="" type="radio"/>	<input checked="" type="radio"/>	DEV-MVO-04	192.168.106.1	MiVoice Office 250		UDP	X	

[Update default ICPs](#)


 Ensure the 'Hostname or IP Address' setting used for the ICP matches the IP Address configured for the Node on the MCS server.

Stage 4 - Configure API integration for automatic provisioning

Automatic Teleworker Provisioning


To simplify the deployment of SIP teleworker phones, the MCS can use an API on the MBG to automatically provision SIP Users for SIP extension. This provides the following benefits:

- The default random credentials created on the MiVO 250 for each SIP extension can be passed to the MBG automatically
- The MCS can use randomly generated set-side credentials for teleworker phones
- There is no need to re-type the authorization credentials into MCS and the MBG, removing a repetitive and time consuming task and reducing the risk of mistakes
- The engineer/administrator deploying the teleworker phone does not need to know the SIP authorization credentials at any stage

 For automated provisioning to work end-to-end between the MiVO 250, MiVO App Suite and MBG, the MiVO 250 must be running at least 6.3 SP1 and any CT Gateway must be running at least 5.0.64.

Enabling the Rest API for Automatic Teleworker Deployment

For the MCS to be able to communicate with the MBG and deploy teleworker SIP Users, it requires some connection information as well as a valid API token from the MBG. This section documents how to configure the MBG to accept API requests and the steps involved in setting up the token exchange. To complete this process, access to the MBG website and the MCS configuration website are required.

 Once the Rest API has been enabled on MCS and it has a valid token, the MCS server will take any SIP extension that has been configured with remote authorization credentials and provision it onto the MBG. Any existing credentials configured for SIP Users on the MBG will be overwritten with those configured on the MCS.

Step 1: Create a new web service consumer on the MBG:


- On the MBG 'Administration -> Web services' page, press 'Start' to enable web services then press 'Add a new consumer' and provide the following information:
 - Active = Yes
 - Name = MiVoice Office Application Suite
 - ConsumerID = MiVOAppSuite
 - Permissions:
 - Base/managetoken = Read/Write
 - MBG/v1/icps = Read
 - MBG/v1/devices = Read/Write
- Make a note of the shared secret then save the new consumer.

Step 2: Complete the token request from MCS to MBG:

- On the MCS 'Configuration -> Site Settings -> Phone Systems -> MiVoice Border Gateway' page:
 1. Check the 'Enable Rest API' box.
 2. Press the 'Request Access Token' button to load the 'Request Access Token' form.
 3. Enter the Name, Consumer ID and Shared Secret to match those created on the MBG in step 1
 4. Press the 'Save & Test API Credentials' button to initiate a token request with the MBG server.
- On the MBG 'Administration -> Web services' page:
 1. Locate the 'Temporary tokens' section at the bottom of the page
 2. Press the 'approve' button against the temporary token request.

3. Highlight and make a copy of the 'Verifier' code (you may need to refresh the page to see the temporary token)
- On the MCS 'Configuration -> Site Settings -> Phone Systems -> MiVoice Border Gateway' page:
 1. Paste or enter the verifier code into the request window
 2. Press the 'Retrieve Final Access Token' button to complete the token request with the MBG server.

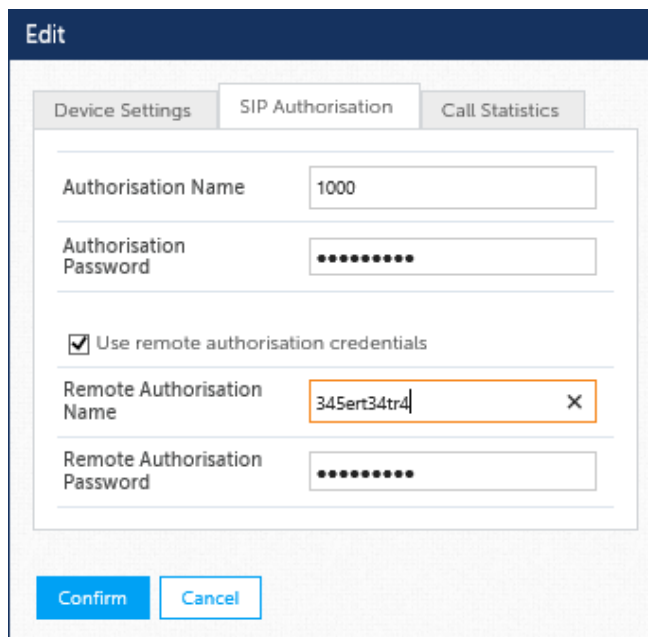
If the verifier is correctly entered, the MCS should be able to successfully request an API token from the MBG. This token will allow the MCS to provision SIP Users on the MBG for a period of 12 months. To avoid having to repeat the above process every 12 months, the token's expiry date can be extended on the MBG by pressing the 'Renew' button against the token in the 'Final tokens' section of the web services page.

 The internal IP address configured in the Nodes section of the MCS website must match the IP Address configured on the corresponding ICP on the MBG website. If they do not match, the MCS will not be able to find the correct ICP when deploying a teleworker phone.

Stage 5 - Configure each device for remote access

Automatic Teleworker Device Deployment

Once the Rest API has been configured, MCS will automatically provision teleworker SIP extensions on the MBG. The MCS will provision any SIP extension that has had the 'Use remote authorisation credentials' setting configured against it:




Provisioning a SIP Teleworker Extension


To instigate the MCS provisioning of a SIP extension on the MBG, navigate to the 'Configuration -> Site Settings -> Phone Systems -> [Your PBX Name]' page. Edit the required SIP extension and then check the 'Use remote authorisation credentials' check box. The MCS will pre-populate the remote authorisation name and password with random values. Pressing save will update the credentials stored for the extension and will start the teleworker provisioning process.


Un-Provisioning a SIP Teleworker Extension

To un-provision a SIP extension from the MBG, follow the provisioning process but uncheck the 'Use remote authorisation credentials' check box. Once save is clicked it will instigate the MCS removing the SIP User from the MBG.


 This will only work for SIP extensions that were previously provisioned by the MCS. If a SIP User was manually


added to the MBG it may need to be manually removed. If a SIP extension has been provisioned on the MBG by the MCS, the MBG's ID for the SIP user will be displayed on the SIP Authorisation form of the extension in MCS.

 When using a MiVoice Border Gateway, the internal authorisation name must match the extension number of the phone otherwise authentication with the telephone system will fail.

 Any SIP extension provisioned using this method will automatically have a random remote authentication username and password assigned if they do not have them set already.

For information on how to provision SIP Users manually, please refer to the [Manual Teleworker Provisioning](#) section.


 Each Teleworker connection on the MBG requires a Teleworker licence.

 In addition to configuring SIP Users for teleworker extensions, they must also be configured for any SIP Hot Desk extensions that will be logging into a teleworker phone.

Stage 6 - Manually add the Configuration Server address for each remote phone

Remote Phone Configuration for SIP Firmware

The following steps outline how to manually configure the Configuration Server connection details for each teleworker 69xx phone.

 Each phone must be updated to SIP firmware before this configuration can be completed. It is recommended to upgrade from MiNET to SIP firmware on the local network and then manually configure the phone before sending it to the teleworker location.

- Add the configuration server details on the phone manually, press the settings button (⚙) on the handset, then press the 'Advanced' key along the bottom of the screen.
- At this point you will be prompted to enter the administrator password. The default SIP password is '22222'.
- Once the password has been accepted, use the navigation keys (D-pad) or touch screen on 6940 to navigate to the 'Configuration Server' section.
- Populate the following entries:

Download Protocol: HTTPS


HTTPS Server: [Enter the external IP Address or external DNS name of the MCS server configured in Stage 1]

HTTPS Port: 8202

Cert Validation: false

- Press 'Save' and then reboot the handset.

After a reboot, the phone will connect to the MCS server and download firmware other configuration information.

 It is possible that there will be more than one reboot at this stage as the firmware update is completed

The handset should now be registered with the MCS server.

The Phone will have Line 1 and Line 2 showing as the Top Sofkeys.

Unlike for local deployment as 'Setup' button will not be available and the SIP extension needs to be configured in the MCS server.

The 'Phones' page within the configuration section of the MCS website can be used to view whether the handset has been identified. The MCS uses the handsets MAC Address to uniquely identify it.

13.1.2.1 Manual Teleworker Provisioning

Manually Configure Teleworker SIP Users

For each of the SIP extensions that are to connect as Teleworkers, a SIP Users needs to be created. The section below explains how to do this manually. However, using a provisioning API built into the MBG, the MCS can automatically provision SIP Users along with the necessary authorisation credentials. For more information, please refer to the [Automatic Teleworker Provisioning](#) section.

- In the 'MiVoice Border Gateway -> Service Configuration -> SIP Devices', add the required SIP device by pressing the + button below the Device Information label, then configured the following settings:
 1. Enable = True
 2. Set-Side username = This should match the remote authentication username configured for the SIP extension on MCS
 3. ICP-Side username = This should always be the SIP device's extension number
 4. Configured ICP = PBX the SIP extension is configured on (the ICP configured on MBG in previous step)
 5. Set-Side Password = This should match the remote authentication password configured for the SIP extension on MCS
 6. Confirm Set-Side Password = In-bound authentication password
 7. ICP-Side Password = This should match the authentication password for the SIP extension on the PBX
 8. Confirm ICP-Side Password = In-bound authentication password

- It is recommended to enable SRTP (secure RTP)
 1. PRACK support - set as Disabled
 2. Set-side RTP security - set as Require

3. Enable SRTP in the MCS Website (Features->6900 SIP Handsets->General Settings)



General Settings

General settings relating to the 6900 SIP handset support.

Feature Proxy Admin Extension	<input type="text"/>	?
Setup PIN	<input type="text" value="***"/>	?
Send DND Notifications	<input checked="" type="checkbox"/>	?
Send Hunt Group Camp-on Notifications	<input checked="" type="checkbox"/>	?
Override Dial Plan	<input type="checkbox"/> <input type="text" value="x+#/xx+*"/>	?
Enable SRTP on Remote Handsets	<input checked="" type="checkbox"/>	?

[Save](#)

If SRTP is enabled on the MCS without this MBG configuration then the handsets will be able to make calls but not receive them.

MiVoice Office 250 Configuration for Teleworker SIP Users

If you created the SIP device in DB Programming as a '69xx/Phone Manager SIP Phone' device rather than a generic 'SIP Phone' Device then this setting will already be configured

For Phone Manager Desktop Softphones and 69xx phones connecting through an MBG, the following setting needs enabling against the SIP Peer on the telephone system:

- Use Registered Username = True
- NAT Address Type = Native

If these settings are not configured against each SIP extension to be used as a teleworker, there will be issues with audio through the MBG.

When using a MiVoice Border Gateway, the internal authorisation name must match the extension number of the phone otherwise authentication with the telephone system will fail.

13.2 6900 Handset Engineering Guidelines

This section of the engineering guidelines provides information on the architecture and implementation of the 6900 Handsets on the MiVoice Office 250.


Overview

The 6900 handset is Mitel's new premium range of telephones. Currently there are three models of handset available; 6920, 6930 & 6940. From release 5.1, the MiVoice Office Application Suite supports the 6900 handsets and acts as a configuration server to allow many of the MiVoice Office 250's features to be used on the 6900's SIP telephones.

SIP Implementation

To connect to the MiVoice Office 250, 6900 handsets operate as a SIP extension. All call control functionality is provided through the SIP connection directly to the telephone system (or via a MiVoice Border Gateway).

Each 6900 handset requires a Cat-F license on the telephone system.


 Out of the box, all 6900 handsets come with MiNET firmware for a MiVoice Business. SIP firmware must be loaded onto the handsets before they will connect to a MiVoice Office 250.

Licensing

In addition to the Cat-F licensing on the telephone system, there are two levels of license on the MiVoice Office Application Suite that are used to control 6900 handsets:

- Mitel 6900 Handsets (Basic), provides access to core functionality (Firmware, Keymaps, Configuration, Paging etc)
- Mitel 6900 Handsets (Advanced), provides access to advanced functionality (Currently this includes the ability to Change Caller ID and Recording Pause/Resume toolbar buttons).

Without a license, the 6900 handset can still be connected to the telephone system but would need to be manually configured and would only support the basic SIP features.

 Licensing may change at any time. Please refer to the latest product bulletins for updates on how 6900 handsets are licensed.

Documentation

In addition to this engineering guide, the following documents contain relevant information to implement 6900 handsets on the MiVoice Office 250:

Document	Description
Mitel Communication Service -Technical Manual / Online Help	Provides information on how to configure the MCS server to support 6900 Handsets, including; Dial Plans, Configuration Profiles, Keymap Profiles Alarm Notification, Page Zones and Image Handling.
6.3 MiVoice Office 250 Features and Programming Guide	Provides information on telephone system SIP configuration and restrictions.
6800/6900 SIP 5.0 Admin Guide	Provides an exhaustive guide to all 6900 handset features including configuration options.
6920[/30/40] SIP 5.0 Quick Reference Guides	Model specific quick reference guides to introduce end-user features.
6920[/30/40] SIP Phone User Guides	Model specific phone guides to cover all model specific configuration & features.

Implementing 6900 Handsets on MiVoice Office 250

The following sections cover various aspects of 6900 handset implementation on the MiVoice Office 250.

- Connectivity, provides information on the architecture of how 6900 handsets, the MiVoice Office 250 and MiVoice Office Application Suite work together.
- Rollout, provides information on how to install 6900 series handsets including MiVoice Office 250 configuration, firmware updates and MiVoice Office Application Suite configuration.
- SIP Hot Desking, provides information on how SIP hot desking works and how it is configured.
- Teleworker/Remote worker, provides information on how 6900 handsets can be implemented in Teleworker/Remote worker scenarios.
- Multi-Node, provides information on how 6900 handsets can be implemented in multi-node environments.

69xx Power Requirements

A 69xx working with a DECT headset is still a standard class 3 POE device. As soon as a single PKM is added it requires additional power and becomes a class 4 POE device (See Notes below).

Device Config	POE Class
6940	3
6940 With DECT Headset	3
6940 With 1 M695 PKM	4 (See Notes 3 & 6)
6940 With 2 M695 PKMs	4 (See Note 3)
6940 With 3 M695 PKMs	4 (See Note 3)
6940 With 3 M695 PKMs + DECT Headset	4 (See Note 3)

An external DC power supply is available for the phones: 50006924 - 6800/6900 AC Adapter Universal.

Note 3: Attention - Devices that require more than 12.95 watts are designated as IEEE 802.3at Class 4 devices. To operate correctly, all IEEE 802.3at Class 4 devices must be connected to a L2 PoE switch that is IEEE 802.3at compliant. Some IEEE 802.3at L2 PoE switches require connected devices to send power allocation requests in excess of 12.95 W (Class 4 devices) using LLDP-MED. Therefore, Administrators must ensure that LLDP-MED is enabled on the L2 switch.

Alternatively, IEEE 802.3at Class 4 devices may be powered with an in-line IEEE 802.3at power injector, or if supported, an AC to DC adapter.

Note 6: Upon initial power up, these sets (with associated accessories) will advertise their power Class via IEEE 802.3at. Once these sets have completed power up, they will advertise modified power requirements via LLDP-MED that are less than what was reported by the IEEE 802.3at Class advertisements. However, the L2 switch must have LLDP-MED enabled to take advantage of the lower power advertisement.

13.2.1 6900 Handset Connectivity

Each 6900 handset connects to both the MCS and MiVO 250 during normal operation:

- A direct SIP connection between the Handset and the MiVoice Office 250 provides:
 - Audio
 - Call Control
 - Message waiting notification
- Further to this a Http/Https Configuration link between the Handset and MCS provides:
 - Firmware Updates
 - Configuration Files
 - Keymaps
 - Messages (Alarm/DND/FWD/Camp-On Notifications)
 - Status Icons (Alarm/DND/FWD status)

Connection Type	Default Ports Used	Description
SIP	TCP 5060	Used for SIP communication to the MiVoice Office 250
	UDP 20000-20500	Used for RTP Audio traffic between the handset and the MiVoice Office 250
Configuration Server	UDP 69	TFTP for initial firmware download and configuration
	TCP 8202/8203	HTTPS/HTTP requests from the handset to the MCS. This includes: <ul style="list-style-type: none"> • Firmware • Softkeys • Action URIs • Images • Directories
	TCP 80	HTTP traffic from the MCS to the 6900 handset
	UDP 514	Logging traffic from the 6900 handsets
	TCP 8205	LDAP Directory Queries from the 6900 handsets

SIP Connectivity

The handsets connect directly to the MiVoice Office 250 via SIP for call control and audio. Each handset has configuration options for how to connect to the telephone system:


- SIP Auth Name / Password
- SIP Registrar IP / Port


The SIP configuration, including authentication details is requested from the MCS configuration server during startup. The configuration server will then pass any updates to the phone when online if configuration changes


are made on the server.

If the 6900 handset has successfully connected to the configuration server, it will have been programmed with the necessary SIP connection information.

If the link to the configuration server is offline for any reason (server reboot, network connectivity, etc.), the 6900 handset will still be able to make/receive calls.

 Remember that when connecting any SIP device to the MiVoice Office 250, the 'SIP UDP Listening Port' must be enabled in the 'Advanced IP Settings' section. Currently a reboot of the phone system is required after enabling this.

 If required, Network Groups on the telephone system can be used for Peer-to-Peer Media


 After a MiVoice Office 250 version upgrade, 6900 phones will not re-register with the phone system until they are rebooted or the [SIP Registration Period](#) time expires.

Configuration Server

MCS acts as a 'Configuration Server' for the 6900 handsets. In performing this role, it provides the phone with the following:

- Firmware Updates
- Configuration
- Keymaps
- Messages & Notifications
- Images
- Directories
- Call History
- MiVoice Office 250 Features:
 - ACD
 - UCD
 - IC and System Speed Dial Directories
 - Manual Forwarding
 - Paging
 - Account Codes (Optional & All Calls Following)
 - Night Mode Control
 - BLF/DSS Key Updates (Including a new User based status key)

These features are on top of the telephone system's broad range of SIP features.

 Please refer to the [Feature Comparison](#) section for more information on differences between 6900 handsets and digital/Minet handsets.

Firmware Updates

MCS will provide firmware updates when they are available/configured for the handset. This can be via TFTP or HTTPS. TFTP updates are generally only used when first configuring a 6900 handset to convert it from MiNET to SIP firmware. Once this has occurred, MCS will instruct the phone to connect via HTTPS only. All future firmware requests will then be performed via HTTPS.

For more information on configuring firmware updates, please refer to the [Firmware](#) section of the Mitel Communication Service - Technical Manual.

Configuration

Each 6900 handset has a set of configuration options that control how the handset operates. These

configuration options can be set in one of two ways:

- Using the handset (through the settings application on the phone or using it's web user interface)
- MCS Configuration Server

MCS provides configuration profiles so that options can be configured centrally and then applied to multiple handsets.

In addition, MCS controls a subset of the configuration options such as SIP connection details and Dial Plan, to ensure features such as SIP Hot Desking operate correctly, and that the handset operate as closely as possible to their MiNET and Digital counterparts.

 Configuration provided by the MCS will overwrite any configuration added locally on the handset.

For more information on Configuration Profiles, please refer to the [Configuration Profile](#) section of the Mitel Communication Service - Technical Manual.

Keymaps

Each handset has a range of softkeys that can be configured to perform any one of a number of features. Keymaps can be configured locally on the handsets, however, to take advantage of any of the MCS provided features (ACD, DND, UCD etc), the keys must be programmed via a keymap profile on the MCS.

Although keys are programmed on the phone centrally, there are two types or classes of softkey that can be added to a handset:

- Phone based key
- Server based key

The features of phone based keys are provided locally by the handset, with no interaction from the MCS. The features of server based keys rely on updates and responses from the server to operate. Pressing a server based key will cause the handset to request information from the MCS server to action the required feature. Phone based keys will continue to operate if the link to the configuration server is down, server based keys will not.

For more information on Keymap Profiles and features available, please refer to the [Keymap Profile](#) section of the Mitel Communication Service - Technical Manual.

Messages & Notifications

Each handset has the ability to show messages and notifications (some will only display in idle mode) and is used by the MCS server to display the following:

- The handset DND status
- Telephone System Alarms
- Local Forward status
- Camp-On notifications
- DND notifications to calling parties where applicable

These messages are automatically sent by the MCS server to the handset and require no configuration.

In addition to the server based messages, the handset will also show the following messages to the user:

- Message waiting indication
- Missed call indication

Images

Handsets have the ability to display server provided images in a variety of scenarios:

- As an Avatar on the idle screen (6940 only)
- Against softkeys
- During a call to show other user's avatars
- Background screen in idle mode
- Custom screen savers

The MCS server provides the handsets with the images. Where possible it will provide avatars for internal extensions that have been mapped to an MCS user and will also match external numbers to users based on external DEE numbers.

Screen savers and background images can be configured on the MCS and assigned to handsets using configuration profiles.

The handset will cache images locally and will request them again when this cache expires.

Directories

Each handset has a feature rich directory facility which allows the user to search for contacts across multiple directory sources at the same time.

The directory sources available include:

- Mobile (if Bluetooth is enabled)
- CSV Imports
- LDAP lookups

The LDAP facility can be used to configure the handsets to lookup an existing customer database.


The CSV import facility is currently used by the MCS to provide the handsets with Internal and System Speed Dial directories from the telephone system.

13.2.2 6900 Handset Deployment

The following list outlines all the steps involved in deploying 6900 series handsets:

 Ensure you have done all of stage 1 and 2 before you do stage 3.

- [Stage 1 - MiVoice Office 250 system / MiVoice Office Application Suite Configuration](#)
 - Configure the Encryption Password on the MiVoice Office 250
 - Configure the Encryption Password for each Node on the MiVoice Office Application Suite
 - Configure the IP Address and Port numbers for SIP against each node
 - Prepare Keymap Configuration Profiles
- [Stage 2 - Create 69xx SIP Devices on the MiVoice Office 250](#)
 - Add a '69xx/Phone Manager SIP Phone' for each 6900 handset and SIP hot desk phone using the parameters in the [MiVO Office 250 configuration](#) section
 - Add SIP credentials to each SIP device on the phone systems page (only if not using 6.3 SP1)
- [Stage 3 - Phone Deployment](#)
 - Update the handset firmware from MiNET to SIP
 - Initialize the handset with the MCS server
 - Apply keymaps and/or configuration profiles

 Phones should be deployed straight to site and not pre-staged. If pre-staged, a phone will need to be reset to factory default or the IP address of the configuration server will need to be manually updated so that they can find the MiVoice Office Application Suite server on it's new IP address.

This is because the phones use HTTP/HTTPS to communicate with the MiVoice Office Application Suite server after their initial boot and the address of the server is persistently stored on the phone.

Stage 1 - MiVoice Office 250/Application Suite Configuration

The following configurations should only need to be performed once. Stages 2 & 3 will need to be repeated for each new 69xx phone deployed.

When using release 6.3 SP1 or higher of the MiVoice Office 250, MCS has the ability to query all SIP Authorisation Credentials from the telephone system to use with Phone Manager Softphones and 6900 phones. This integration simplifies the process of installing Softphones/6900 phones and minimises the risk of mis-configuration.

To support this feature, a new configuration section within MiVO 250 Database Programming has been created:


	Name	Value
<ul style="list-style-type: none"> ▼ MiVoice Office 250 <ul style="list-style-type: none"> > Maintenance Accounts Software License ▼ System <ul style="list-style-type: none"> App Suite Server Configuration CloudLink Gateway > Controller > Conference-Related Information > Devices and Feature Codes > Echo Profiles E-mail Gateway > File-Based MOH Flags > Hunt-Group Related Information > IP-Related Information > IP Settings 	Encryption Password	

Encryption Password

On each node in the MiVO 250 network, an Encryption Password needs to be configured which will allow MCS to query and decrypt the SIP authorisation credentials.

If the password is not configured, MCS will not be able to query the credentials from the PBX and they will have to be configured manually. See the [Device Configuration](#) section for more information.

Once the encryption password has been configured on the telephone system(s), it must also be configured in the [Nodes](#) section of the MCS configuration website.

 In addition to using requiring 6.3 SP1 or higher, CT Gateway release 5.0.64 or higher is also required for the SIP authorisation credential query to work.

Node Configuration for SIP


The MCS server needs to provide each 6900 phone and Phone Manager Softphone with the IP address of a SIP server to register with (the MiVoice Office 250). The IP address required will depend on which MiVoice Office 250 node the SIP extension is configured on and whether the phone is local or a teleworker.


For each node on the MiVoice Office 250 network that MCS is connected to, it is important to configure the IP address/port number to be used for SIP registrations.

For information on configuring the IP address(es)/Ports for each node, please refer to the [Node Configuration](#) section.

Keymap & Configuration Profiles

Each handset will require a keymap and configuration profile. The MCS comes with default keymap and configuration profiles with the most commonly selected options already added. These can be customised as required or new profiles can be added to suite the customer's company wide or department needs.

 Having Time Server Settings (Time Server 1-3) in the Configuration Profile used will ensure the Handsets keep good time. Where a configuration is used by local and remote handsets, ensure at least one NTP server specified is a publicly accessible NTP server that a remote handset can access

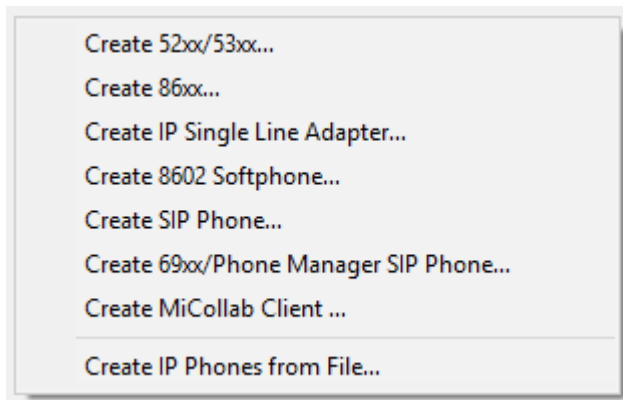
 Other items to configure on the MCS server include: Page Zones, Background & Screen Saver Images

Stage 1 is now complete - continue to [Stage 2](#) - Create 69xx SIP Devices


Stage 2 - Create 69xx/Phone Manager SIP Phones


69xx SIP Phone


From release MiVO 250 6.3 onwards, a new SIP phone type called '69xx/Phone Manager SIP Phone' (renamed from '69xx SIP Phone' in 6.3 SP2) is available for creating SIP extensions on the telephone system for use with Phone Manager softphones & 6900 phones.




When SIP extensions are created using this type, the SIP Phone Groups created will automatically be configured with the required settings and will have a default inbound authentication applied with a randomly assigned password.

 If a user is using a 6900 handset and a softphone (on either or both of Phone Manager Desktop & Phone Manager Mobile) it is important to set them up with separate SIP Endpoints on the phone system.

 For release prior to 6.3, the generic SIP Phone type should be used for Phone Manager Softphones. Please review the Phone Group settings under [Manual SIP Configuration](#) to check the required configuration.

 Remember that when connecting any SIP device to the MiVoice Office 250, the 'SIP UDP Listening Port' must be enabled in the 'Advanced IP Settings' section. Currently a reboot of the phone system is required after enabling this.


 If release 6.3 SP1 of the MiVoice Office 250 & Encryption Password feature is not being used, the SIP credentials will need to be manually configured for each new SIP device added in DB Programming. Please refer to the [Manual SIP Configuration](#) section of the Technical Manual for more information.

Stage 2 is now complete - continue to [Stage 3](#) - Phone Deployment

Stage 3 - Phone Deployment

Once all the preparation work has been completed on the telephone system and MiVoice Office Application Suite, the phones can be deployed. Out of the box, all 6900 phones are shipped with MiNET firmware. The MiVoice Office Application Suite has a built in TFTP server that will provide the phones with SIP firmware the first time they connect.

The phones must be provided with the address of the MiVoice Office Application Suite so that they can download the SIP firmware and subsequently, their SIP & softkey configuration so that they can connect to the telephone system.


 The information below describes deploying handsets local to the MiVoice Office Application Suite. We always recommend (where possible) configuring handsets locally to MiVoice Office Application Suite, prior to deploying in a remote location. For remote deployment of a 6900 Handset where the firmware has not been updated refer to [6900 Handset Diagnostics & Troubleshooting](#) section


The sections below outline the methods available for phone deployment:

1. Automatically using [Multicast DNS](#)
2. Automatically using [DHCP \(with Vendor/PBX specific options\)](#)
3. [Manually](#) (on the handset or the handset's web user interface)

1. Automatic Configuration Server discovery - using Multicast DNS

The easiest way of providing 6900 phones with the address of the MiVoice Office Application Suite is using the Multicast DNS auto discovery (by default, this is enabled on the MiVO App Suite v5.1.14 or later). If the phones are not provided with a DHCP option then they will perform an 'Auto Discovery' to find the configuration server.

 With Multicast DNS a method of providing IP address and other basic networking information to the phones is still required and will usually be DHCP. Multicast DNS is used only to supply the Configuration Server address.
If the DHCP server provides any Vendor/PBX specific options (e.g. 43, 66, 125) then the phone will not attempt to discover the configuration server by Multicast DNS. Either remove these settings from the DHCP server or use method 2 with DHCP.

 If there is more than one MiVoice Office Application Suite on the network, the phone will present a list of auto discovered servers for the user to choose between.

Once the phones have been provided with the address of the MCS server, they will contact the server and the registration process (and any firmware updates) will begin. The phone will reboot a number of times during this process. The phone will now be registered with the MCS server and display a red Setup screen shown in the next section.

Continue to the [Initialising Handset](#) section.

2. Automatic Configuration Server discovery - using DHCP (with Vendor/PBX specific options)

If the phones are on a different subnet to the server, DHCP can be used instead. Please review the section below if DHCP is being used paying specific attention to the information on removing options 43 & 125.

DHCP Configuration


If using DHCP to provide the phones with the address of the MCS server, it is recommended that the following DHCP options are used:


- Option 66 for the 6900 SIP phones
- Option 128, 129 & 130 for the 5300 Series MiNET phones

Using these DHCP options will allow 5300 & 6900 phones to work alongside each other on the same network using the same DHCP server.

Configure Option 66 in your DHCP server with the IP address of your MCS server.

For specific information on configuring the MiVoice Office 250's built-in DHCP server, please refer to the '[MiVoice Office 250 DHCP Configuration](#)' section.

 When using option 66 on a DHCP server, it should be configured as an ASCII parameter containing an IP Address (not an IP Address parameter). This includes the built in DHCP server of the MiVoice Office 250.

 The 6900 Handsets will also pick up the following DHCP options and use them as the configuration server address (in the order listed):

- 43, 159, 160, 66

If any of these options are already in use on the DHCP server then it will overwrite the configuration server used on the handset and could stop it working. One possible source for causing a conflict is DHCP options for 5300 phones using option 43/125. These can be changed to use the preferred options 128, 129 & 130 to avoid conflict.

Remove options 43 & 125 from the DHCP if they are there so that the 6900 phones do not pick up the phone system's address.

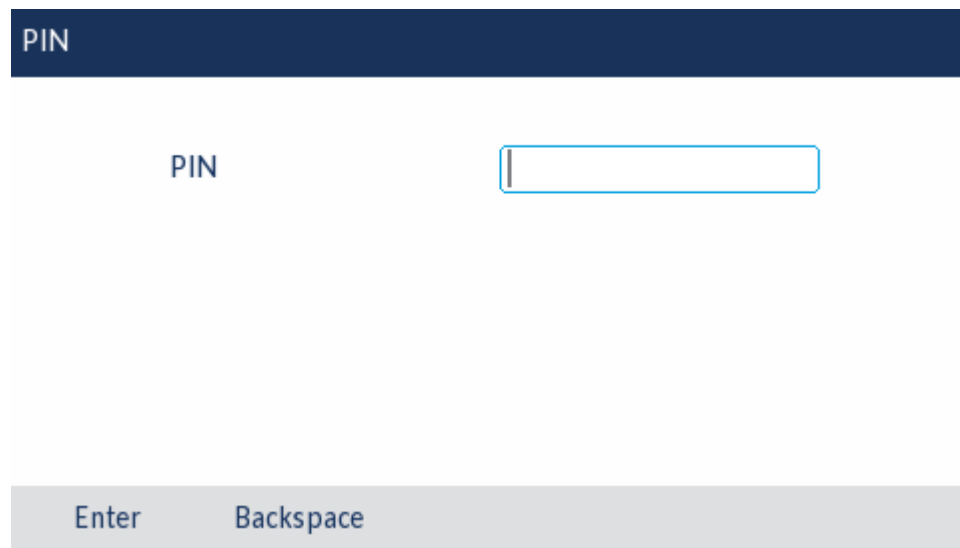
Once the phones have been provided with the address of the MCS server, they will contact the server and the

registration process (and any firmware updates) will begin. The phone will reboot a number of times during this process. The phone will now be registered with the MCS server and display a red Setup screen shown in the next section

If you have this continue to the [Initialising Handset](#) section.

Most common Incorrect Configuration


If the phone displays the following screen instead of the red setup screen, it has connected to the MiVoice Office 250 via MiNET.



If this happens, the phone has not been passed the IP address of the MiVoice Office Application Suite and the DHCP configuration is incorrect. Once the DHCP configuration has been fixed, restart the phone. DO NOT enter a PIN at this point.

Now bypass Manual Configuration section below and move on to the [Initialising Handsets](#) section.

3. Manual Configuration Server discovery

 DHCP is the preferred method to automate Firmware update and Configuration setup as it reduces the number of steps involved.

If you cannot use DHCP then follow the steps for manual setup below

Step 1

Out of the box, all 6900 handsets come with MiNET firmware installed. The first step in deploying the handsets is to change this to SIP firmware so that they can talk to the telephone system and the configuration server (MCS).

- Press the settings button (⚙️) on the handset, then press the 'Advanced' key along the bottom of the screen.
- At this point you will be prompted to enter the administrator password. The default MiNET password is '73738'
- Navigate to 'Network' and then 'Static Settings' using the navigation keys (D-pad) or the touch screen if using a 6940.
- In the 'TFTP server IP Address' box, enter the IP address for the MCS server then 'Close' to exit the menu, and the handset will restart connecting to MCS, download and update to SIP firmware.


Step 2

Once the phone is running the correct firmware version, the next step is to tell the phone where the

configuration server is.

- Add the configuration server details on the phone manually, press the settings button (⚙️) on the handset, then press the 'Advanced' key along the bottom of the screen.
- At this point you will be prompted to enter the administrator password. The default SIP password is '22222'.
- Once the password has been accepted, use the navigation keys (D-pad) or touch screen on 6940 to navigate to the 'Configuration Server' section.
- Populate the 'Primary Server' box with the IP address or DNS name of the MCS server. Press 'Save' and then reboot the handset.

After a reboot, the phone will connect to the MCS server. As the phone is connecting over TFTP, the MCS server will provide HTTPS connection information and will then tell the phone to reboot.

 It is possible that there will be more than one reboot at this stage as the firmware update is completed

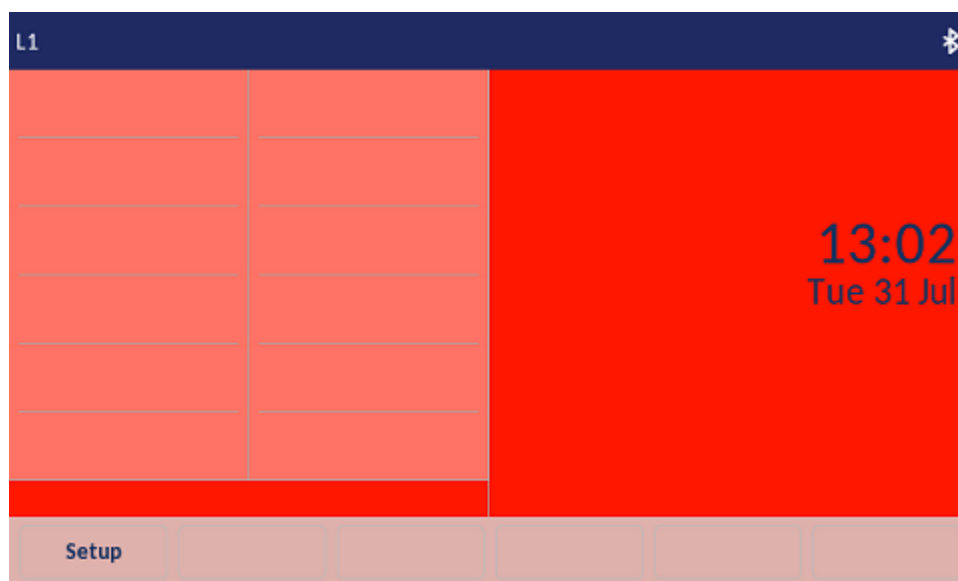
The phone will now be registered with the MCS server and display a red Setup screen shown in the next section.

continue to the [Initialising Handset](#) section below.


Initialising Handsets

Once a handset makes it's first connection request to the MCS, it will be in 'Unassigned' mode. This means the MCS server is aware of the handset, but does not know which SIP extension on the telephone system it should be configured as.

The screen of the phone should match the screen shot below:



Handsets can be initialised by using either (a) the 'Setup' button on the phone, or (b) editing the handset on the 'Phones' page of the MCS website:

 Remote phones do not have the Setup button and require a SIP extension to be assigned by option (b)

(a) To use the setup process on the phone, press the 'Setup' button and enter the setup PIN (default ***). The handset will then prompt for the extension number. Once the extension number has been correctly entered, the MCS server will pass the handset all SIP, keymap and configuration information it requires.

(b) To use the configuration in MCS, browse to MCS Configuration -> Features -> 6900 Handsets -> Phones. Locate the MAC address of the phone in question and Edit the record to add the SIP extension number.

13.2.3 MiVoice Office 250 DHCP Configuration

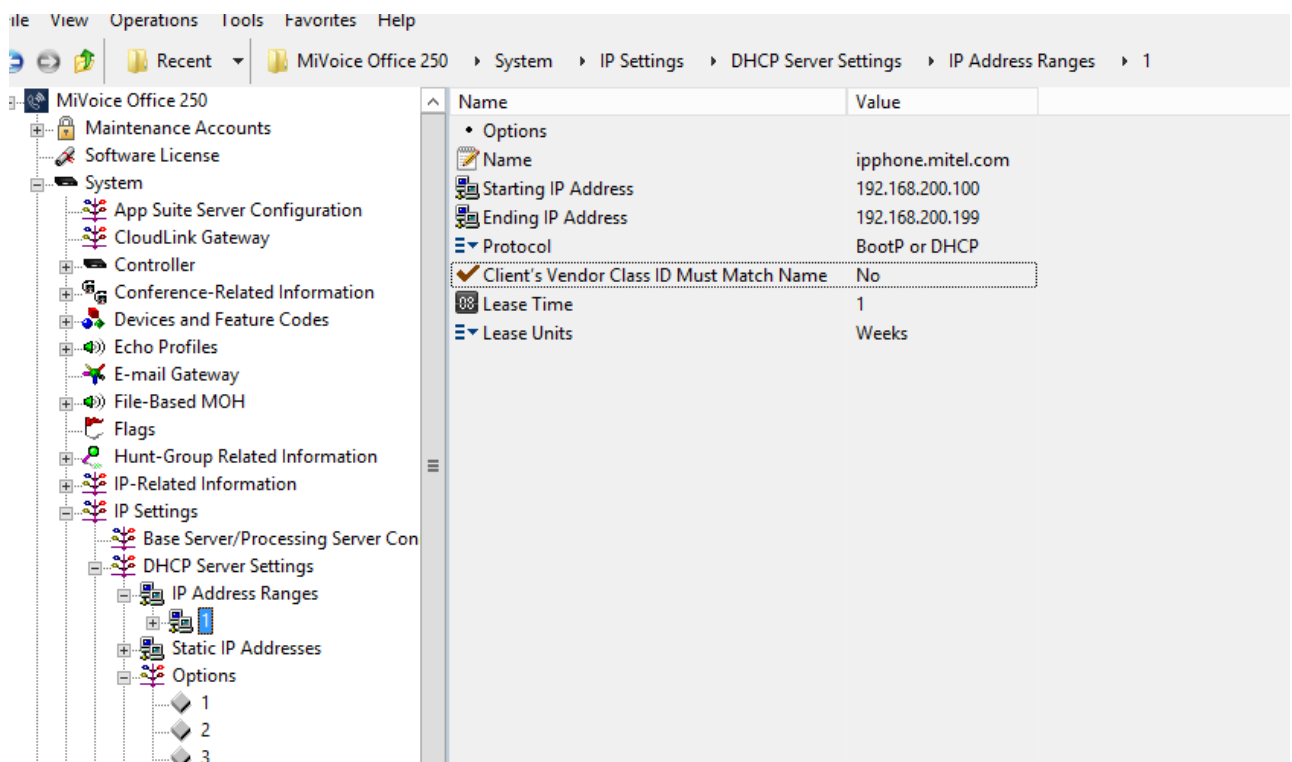
If using the MiVoice Office 250 built in DHCP server, it is important to review the follow these configuration guidelines to ensure the DHCP performs as required.

DHCP Server Configuration

The DHCP server should be configured to support both 6900 and 5300 series phones.

Disable Vendor Class ID Matching

By default, the IP Address range provided will only provide addresses to 5300 series phones. To open the range up to 6900 phones, uncheck the 'Client's Vendor Class ID Must Match Name' option.



Removing the Vendor Class ID matching will cause all devices (including computers) to receive DHCP addresses from the MiVoice Office 250.

6900 Vender Class IDs: AastraIPPhone6920, AastraIPPhone6930 & AastraIPPhone6940

Update the DHCP Options


The DHCP options must now be updated. The image below shows the minimum required configuration to support 6900 and 5300 series phones:

MiVoice Office 250 > System > IP Settings > DHCP Server Settings > Options		
Option Definition ID	Option ID	Name
1	66	6900
2	3	Router
3	128	mitel-option-128
4	129	mitel-option-129
5	130	mitel-option-130

The following step outline how to configure the DHCP options:

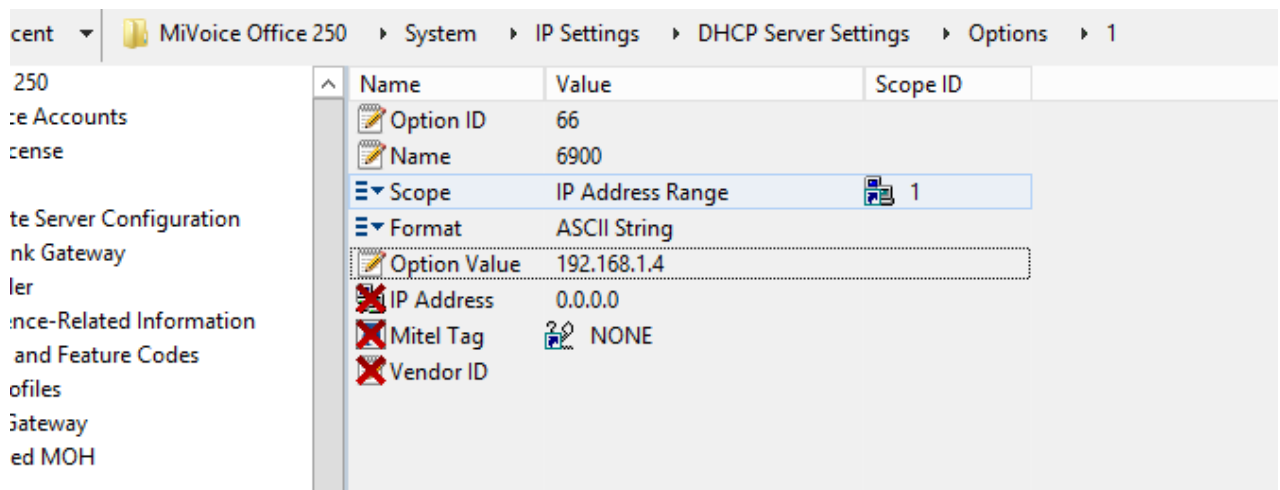
- Remove Options 43 & 125
- Add Option 66


With the DHCP server configured in this way, option 66 will provide the 6900 series phones with the information they need to connect to the MiVoice Office Application Suite and options 128, 129 & 130 will provide the 5300 series phones with the information they need to connect to the MiVoice Office 250.

 There is a known issue with the MiVoice Office 250 DHCP server that requires all Option Definition IDs to run contiguous (sequential starting from 1). If there is a break in the Option Definition IDs then options configured after the break may fail to be presented correctly to the phone. This issue is fixed in MiVoice Office 250 6.3 SP2 and higher.

Option 66

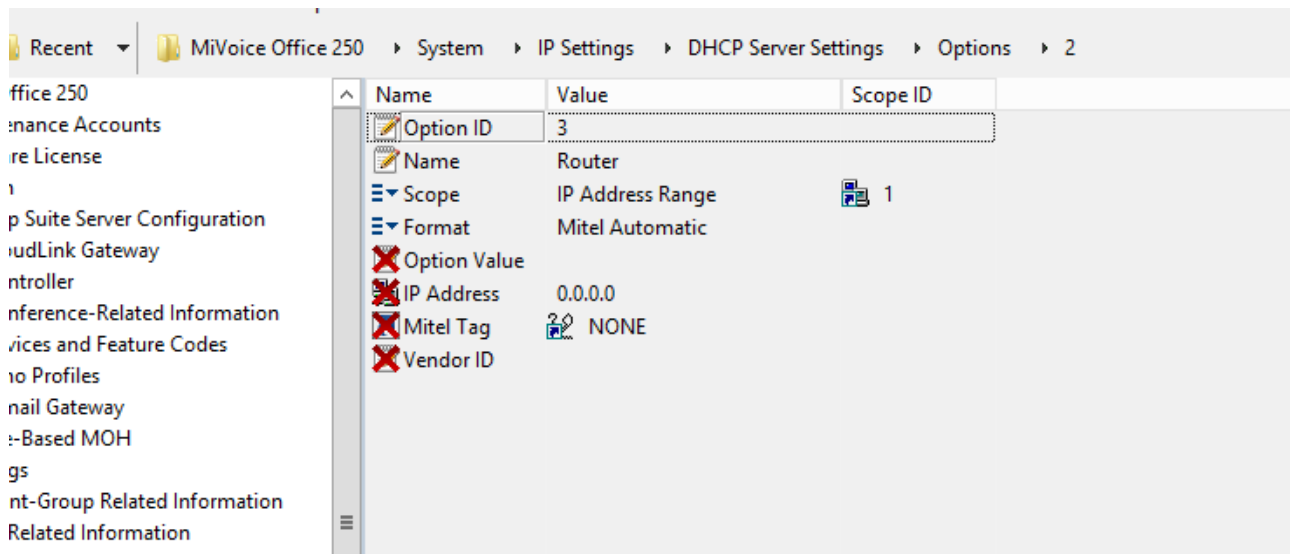
The image below shows how option 66 should be configured (replace the option value with the IP address of the MiVoice Office Application Suite). The format MUST be set to 'ASCII String' in order for this option to work.



 If Option 66 is already used on-site for some other purpose, it can be removed from the option list. The phones will use Multi-Cast DNS to find the server. If Option 66 is removed, ensure the options left are re-configured so that the Option Definition IDs are still contiguous.

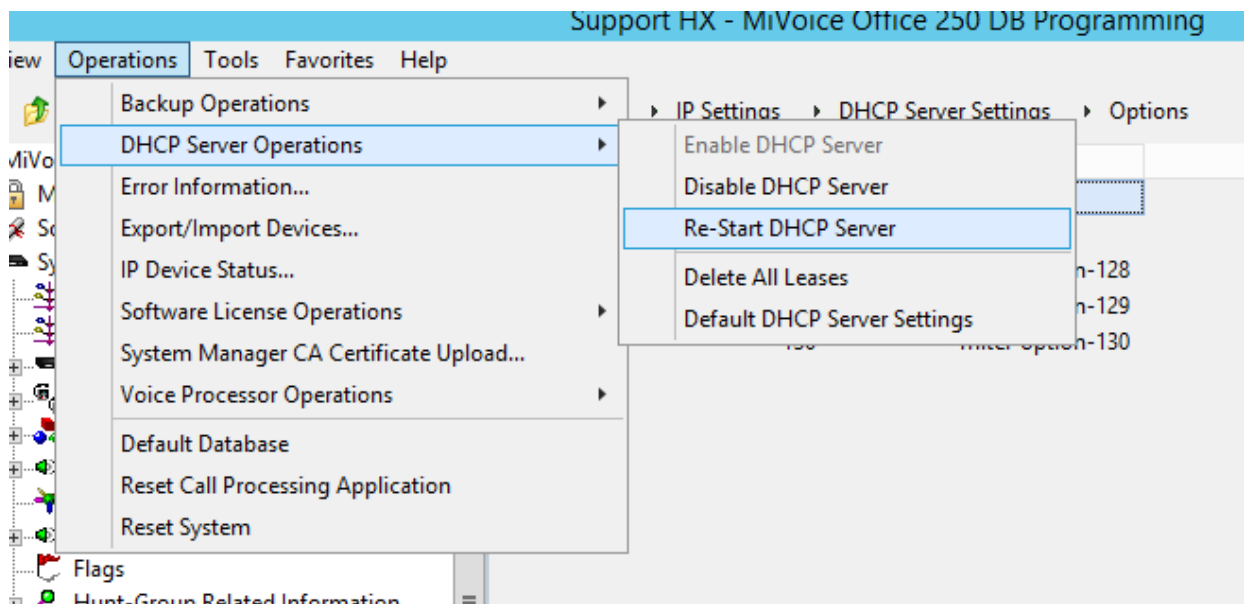
Option 3

The image below shows how option 3 should be configured. The 'Mitel Automatic' setting will pass through the router/gateway that has been configured for the MiVoice Office 250's network adaptor. If an alternative IP address is required, select 'IP Address' as the format and enter the IP address in the option field.




Restart the DHCP Server

Once all DHCP configuration has been completed, the DHCP server must be restarted for the changes to take effect. The image below shows how to restart the DHCP server without having to restart the MiVoice Office 250.



13.2.4 6900 Handset SIP Hot Desking

SIP Hot Desking is a feature that has been designed specifically for 6900 handsets. Any '69xx/Phone Manager SIP Phone' extension on the telephone system can be configured on the MCS as a SIP Hot Desk Phone. Once this has been done, it can be used to log onto any 6900 handset connected to the MCS server that has been enabled to accept hot desk logons.

 SIP hot desking is different from both agent hot desking and MiVoice Office 250 hot desking. The different types of hot desking cannot be used together.

SIP Hot Desk Features

When logging into a 6900 handset with a SIP hot desk login, the handset will be reconfigured so that it becomes the hot desk extension. The following list shows what configuration gets updated on the handset:

- SIP credentials (Extension No, Username etc)
- Keymap
- Configuration Options

When a SIP hot desk logs in to a handset, the handset will cease to be its base SIP extension and will become the SIP hot desk extension. If the SIP hot desk that has logged in resides on a different node than the handset's fixed extension, the handset will un-register as a SIP device on one node and will re-register on the new node where the handset resides.

When the SIP hot desk logs out, the handset will revert back to its fixed extension.


SIP Hot Desk phones can be configured on the MCS for all features that a fixed 6900 handset can:

- Configuration Profiles
- Keymaps
- Alarm Notification
- Page Zones

All of the above features will be applied when a SIP hot desk phone logs on.

If a SIP hot desk phone has not been assigned a Keymap Profile or Configuration Profile directly, the keymap and configuration profiles for the base extension will be used.

Adding a SIP Hot Desk Extension

 A SIP extension to use for Hot Desking is no different in PBX configuration from a SIP Extension used as a base handset extension. Any SIP extension not assigned to a base extension is available for use as a SIP Hot Desk Extension

On the MCS server, Configuration -> Features -> 6900 Handsets

Enable Base extensions for Hot Desking

In the Phones section edit all the base extensions you will want to be able to SIP Hot Desk into and Tick the 'Enable Hot Desking check box'

Enable an SIP Extension to be a Hot Desking device

In the SIP Hot Desking section, press the 'Add' button. In the form that appears, enter the number of the SIP device on the telephone system to configure as a hot desk phone (the device picker will filter out any SIP device which already have a fixed mapping to a handset).

Once a hot desk phone has been created, it can be used to logon to any handset that has been enabled for

accepting hot desk logons.



It is important to set authentication against each SIP extension and ensure the password is complex. For example, *Mitel*Server1!*. If connecting externally through and MBG, a complex password is a requirement.



If a user is using a 6900 handset and a softphone (on either or both of Phone Manager Desktop & Phone Manager Mobile) it is important to set them up with separate SIP Endpoints on the phone system.

13.2.5 6900 Handset Teleworker

69xx phones are supported as Teleworkers on the MiVoice Border Gateway (MBG) using a SIP User. The following section outlines the configuration required to deploy a teleworker on MBG.

- [Stage 1 Configure AppSuite for MBG IP details](#)
- [Stage 2 Configure Port Forwarding on MBG for 6900 Data Connection](#)
- [Stage 3 Configure MBG ICP connection for PBX](#)
- [Stage 4 Configure API integration for automatic provisioning](#)

(All the above are 'one off' configuration items unless the infrastructure changes)

- [Stage 5 Configure each device for remote access](#) (this is required for each device that needs remote access)
- [Stage 6 Manually add the Configuration Server address for each remote phone](#)

MiVoice Border Gateway Requirements

To use MiVoice Office Application Suite with a MiVoice Border Gateway (MBG) for remote connections, the MBG must be running v10 or higher and be configured in Gateway mode.

Stage 1 - Configure MBG IP details in MiVoice Office Application Suite

For the MCS to be able to support teleworker SIP extensions (either Phone Manager Desktop Softphones or 69xx phones), it needs to know two pieces of information:

1. The internal IP Address of the MBG
2. The external IP Address of the MBG

The internal IP address of the MBG needs to be known for two reasons. The first is so that the MCS can identify which 69xx phones it receives requests from are actually Teleworkers. The second is so that it knows how to communicate with the MBG's API for SIP User deployment.

The external IP address of the MBG needs to be known so that it can be passed to Phone Manager Desktop and 69xx phones when they are registering their SIP connections and connecting to other MCS services.

Configure the MCS with the MBG's Internal IP Address:

- 'Configuration -> Site Settings -> Phone Systems -> MiVoice Border Gateway', enter the internal IP address of the MBG

Configure the MCS with the MBG's External IP Address for each Node:

- 'Configuration -> Site Settings -> Phone Systems -> [Your PBX Name]', enter the external IP address of the MBG into the NAT IP Address property for each node. If the external registration port for SIP has been changed on the MBG, update the NAT SIP Port as well.

Configure the MCS with the MBG's External IP Address for Remote Client Connections:

- 'Configuration -> Site Settings -> Client Locations -> Remote', enter the external IP address of the MBG into the 'NAT IP Address/Fill Hostname' property. This will be used to provide the remote 69xx phones with the URIs they need to communicate with the MCS server for firmware/softkeys etc.

Once the MCS has the information above, it will be able to identify teleworker 69xx phones and will be able to pass them the information required to connect to the MBG.



The External IP Address entered into the remote section of the [Client Locations](#) will also be used by Phone Manager when connecting to the MCS Server.


Stage 2 - Configure Port Forwarding on MBG

69xx Phone Port Forwarding on MBG

69xx phones use the following TCP port to communicate to the MCS server:

Port	Target	Description
TCP 8202	MiVO App Suite Server	Used to communicate to the MCS server to provide configuration, user data etc.

The other ports associated with 6900 phones (LDAP, TFTP, Multicast, Syslog) should not be opened up through the MBG.


 Configuration of the SIP devices associated with the 6900 is done automatically by the MiVoice Office Application Suite. Please refer to the [Automatic Teleworker Provisioning](#) section for more information.

Configuring MBG Port Forwarding for 69xx Phones

Complete the following configuration on the MBG:

- On the 'MBG Security -> Port Forwarding' page, create the port forwarding rules for TCP 8202 with the Destination Host IP Address pointing to the IP address of the MCS host.

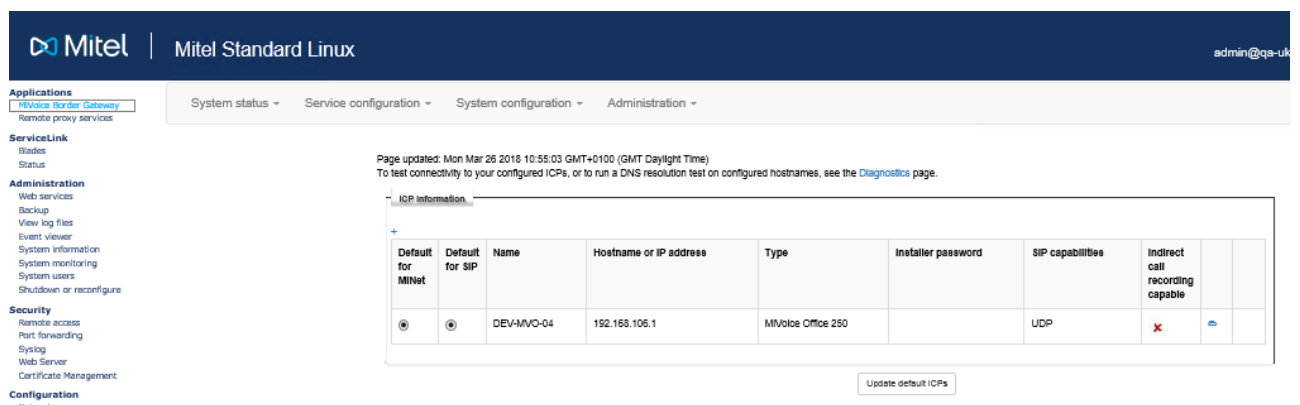
Protocol	Source Port(s)	Destination Host IP Address	Destination Port(s)	SNAT	Action
TCP	8202	172.19.5.46	8202	Yes	Remove


 SNAT must be enabled on all the port forwarding rules added.

Stage 3 - Configure MBG ICP connection for PBX

Add one or more Nodes as ICPs on the MBG:

- On the 'MiVoice Border Gateway -> Service configuration -> ICPs' page, create an ICP instance for each MiVO 250 node that will be supporting teleworker SIP phones.



 Ensure the 'Hostname or IP Address' setting used for the ICP matches the IP Address configured for the Node


on the MCS server.

Stage 4 - Configure API integration for automatic provisioning

Automatic Teleworker Provisioning


To simplify the deployment of SIP teleworker phones, the MCS can use an API on the MBG to automatically provision SIP Users for SIP extension. This provides the following benefits:

- The default random credentials created on the MiVO 250 for each SIP extension can be passed to the MBG automatically
- The MCS can use randomly generated set-side credentials for teleworker phones
- There is no need to re-type the authorization credentials into MCS and the MBG, removing a repetitive and time consuming task and reducing the risk of mistakes
- The engineer/administrator deploying the teleworker phone does not need to know the SIP authorization credentials at any stage

 For automated provisioning to work end-to-end between the MiVO 250, MiVO App Suite and MBG, the MiVO 250 must be running at least 6.3 SP1 and any CT Gateway must be running at least 5.0.64.

Enabling the Rest API for Automatic Teleworker Deployment

For the MCS to be able to communicate with the MBG and deploy teleworker SIP Users, it requires some connection information as well as a valid API token from the MBG. This section documents how to configure the MBG to accept API requests and the steps involved in setting up the token exchange. To complete this process, access to the MBG website and the MCS configuration website are required.

 Once the Rest API has been enabled on MCS and it has a valid token, the MCS server will take any SIP extension that has been configured with remote authorization credentials and provision it onto the MBG. Any existing credentials configured for SIP Users on the MBG will be overwritten with those configured on the MCS.

Step 1: Create a new web service consumer on the MBG:


- On the MBG 'Administration -> Web services' page, press 'Start' to enable web services then press 'Add a new consumer' and provide the following information:
 - Active = Yes
 - Name = MiVoice Office Application Suite
 - ConsumerID = MiVOAppSuite
 - Permissions:
 - Base/managetoken = Read/Write
 - MBG/v1/icps = Read
 - MBG/v1/devices = Read/Write
- Make a note of the shared secret then save the new consumer.

Step 2: Complete the token request from MCS to MBG:

- On the MCS 'Configuration -> Site Settings -> Phone Systems -> MiVoice Border Gateway' page:
 1. Check the 'Enable Rest API' box.
 2. Press the 'Request Access Token' button to load the 'Request Access Token' form.
 3. Enter the Name, Consumer ID and Shared Secret to match those created on the MBG in step 1
 4. Press the 'Save & Test API Credentials' button to initiate a token request with the MBG server.
- On the MBG 'Administration -> Web services' page:
 1. Locate the 'Temporary tokens' section at the bottom of the page

2. Press the 'approve' button against the temporary token request.
 3. Highlight and make a copy of the 'Verifier' code (you may need to refresh the page to see the temporary token)
- On the MCS 'Configuration -> Site Settings -> Phone Systems -> MiVoice Border Gateway' page:
 1. Paste or enter the verifier code into the request window
 2. Press the 'Retrieve Final Access Token' button to complete the token request with the MBG server.

If the verifier is correctly entered, the MCS should be able to successfully request an API token from the MBG. This token will allow the MCS to provision SIP Users on the MBG for a period of 12 months. To avoid having to repeat the above process every 12 months, the token's expiry date can be extended on the MBG by pressing the 'Renew' button against the token in the 'Final tokens' section of the web services page.

 The internal IP address configured in the Nodes section of the MCS website must match the IP Address configured on the corresponding ICP on the MBG website. If they do not match, the MCS will not be able to find the correct ICP when deploying a teleworker phone.

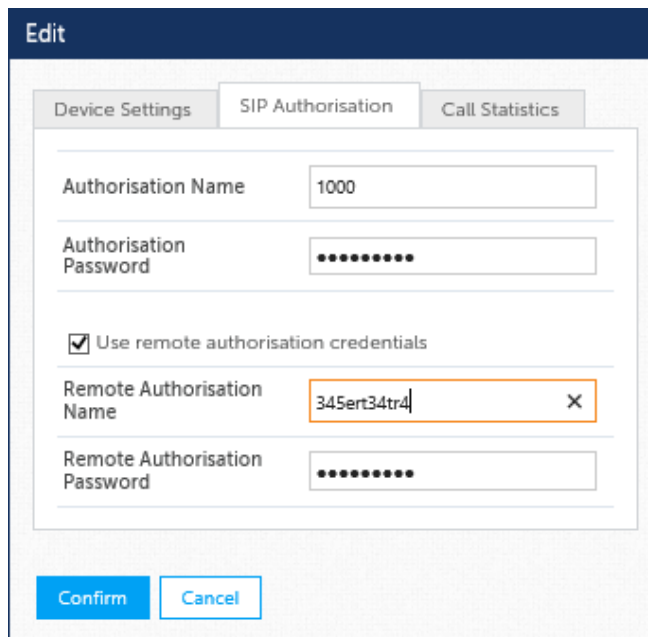
For information on how to provision SIP Users manually, please refer to the [Manual Teleworker Provisioning](#) section of the MiVoice Office Application Suite Technical Manual.

 Each Teleworker connection on the MBG requires a Teleworker licence.

Stage 5 - Configure each device for remote access

Automatic Teleworker Device Deployment

Once the Rest API has been configured, MCS will automatically provision teleworker SIP extensions on the MBG. The MCS will provision any SIP extension that has had the 'Use remote authorisation credentials' setting configured against it:







Provisioning a SIP Teleworker Extension

To instigate the MCS provisioning of a SIP extension on the MBG, navigate to the 'Configuration -> Site Settings -> Phone Systems -> [Your PBX Name]' page. Edit the required SIP extension and then check the 'Use remote authorisation credentials' check box. The MCS will pre-populate the remote authorisation name and password with random values. Pressing save will update the credentials stored for the extension and will start the teleworker provisioning process.

Un-Provisioning a SIP Teleworker Extension


To un-provision a SIP extension from the MBG, follow the provisioning process but uncheck the 'Use remote authorisation credentials' check box. Once save is clicked it will instigate the MCS removing the SIP User from the MBG.

-  This will only work for SIP extensions that were previously provisioned by the MCS. If a SIP User was manually added to the MBG it may need to be manually removed. If a SIP extension has been provisioned on the MBG by the MCS, the MBG's ID for the SIP user will be displayed on the SIP Authorisation form of the extension in MCS.
-  When using a MiVoice Border Gateway, the internal authorisation name must match the extension number of the phone otherwise authentication with the telephone system will fail.
-  Any SIP extension provisioned using this method will automatically have a random remote authentication username and password assigned if they do not have them set already.
-  In addition to configuring SIP Users for teleworker extensions, they must also be configured for any SIP Hot Desk extensions that will be logging into a teleworker phone.


Stage 6 - Manually add the Configuration Server address for each remote phone

Remote Phone Configuration for SIP Firmware

The following steps outline how to manually configure the Configuration Server connection details for each teleworker 69xx phone.

-  Each phone must be updated to SIP firmware before this configuration can be completed. It is recommended to upgrade from MiNET to SIP firmware on the local network and then manually configure the phone before sending it to the teleworker location.
- Add the configuration server details on the phone manually, press the settings button (⚙️) on the handset, then press the 'Advanced' key along the bottom of the screen.
- At this point you will be prompted to enter the administrator password. The default SIP password is '22222'.
- Once the password has been accepted, use the navigation keys (D-pad) or touch screen on 6940 to navigate to the 'Configuration Server' section.
- Populate the following entries:
 - Download Protocol: HTTPS*
 - HTTPS Server: [Enter the external IP Address or external DNS name of the MCS server configured in Stage 1]*
 - HTTPS Port: 8202*
 - Cert Validation: false*
- Press 'Save' and then reboot the handset.

After a reboot, the phone will connect to the MCS server and download firmware other configuration information.

-  It is possible that there will be more than one reboot at this stage as the firmware update is completed

The handset should now be registered with the MCS server.

The Phone will have Line 1 and Line 2 showing as the Top Sofkeys.

Unlike for local deployment as 'Setup' button will not be available and the SIP extension needs to be configured in the MCS server.


The 'Phones' page within the configuration section of the MCS website can be used to view whether the handset has been identified. The MCS uses the handsets MAC Address to uniquely identify it.

13.2.6 6900 Handset Multi-Node Implementations

6900 handsets can be used in MiVoice Office 250 multi-node environments. When implementing multiple nodes, there are two options available:

- Single MiVoice Office Application Suite, recommended for multiple nodes at a single location
- Multiple MiVoice Office Application Suites, recommended for nodes at multiple locations

The correct implementation must be chosen depending on the infrastructure and customer requirements. The following section outlines each implementation.

 With either implementation, a CT Gateway is required for the MiVoice Office Application Suite(s) to connect to.

Single MiVoice Office Application Suite

Having a single MiVoice Office Application Suite installation acting as configuration server for all 6900 handsets provides the greatest level of functionality for the customer. Each handset will be provided configuration, keymaps and all other features from a single point. This implementation is recommended for when multiple MiVoice Office 250 nodes are at the same location or when there are resilient links between locations.

With this implementation there is no loss of functionality, all 6900 handset features will work as designed including SIP Hot Desking, which will allow users to hot desk onto any 6900 handset on any node.

Restrictions

This implementation relies on the MiVoice Office Application Suite being able to communicate with all nodes and all 6900 handsets all the time. If there are WAN links involved in the implementation then there is a risk of downtime if the link is down for any period of time.

If the link between sites is down, any 6900 handsets that cannot communicate with the MiVoice Office Application Suite will lose all server provided keys and features. The handset will continue to operate as a SIP phone and will be able to make and receive calls, but the following features will cease to be available until the link is restored:

- Server Based Keys (BLF Keys, DND, Presence Profiles, UCD, FWD, Account Codes etc)
- Screen Savers
- SIP Hot Desking
- Avatar images, local and for calls.
- Phone Status Messages/Icons
- Any configuration or keymap changes while the link is down.

Once the link is restored, the features listed above will work as designed.

Multiple MiVoice Office Application Suites

Having multiple MiVoice Office Application Suite servers provides the greatest level of resilience and is the recommended for implementations where nodes are installed at different locations and are connected using WAN links.


When using this implementation, keymap profiles, configuration profiles, screen savers and all other configurations must be programmed on each MiVoice Office Application Server individually.

However, with this implementation there are restrictions in functionality that must be outlined to the customer.

Restrictions

The following features will not be available when 6900 handsets are using different configuration servers:

- User BLFs
- Avatar images for users on different configuration servers
- Multi-Node SIP Hot Desking

 Paging between handsets will only work when handsets can receive Multicast transmissions. These packets are not routed and so paging will only work between handsets on the same network segment.

13.2.7 6900 Handset Feature Comparison


When using 6900 handsets in conjunction with a MiVoice Office 250, many of the features available are configured through profiles on the MCS server rather than on the telephone system. In addition, many of the features have slightly different names than those traditionally used on the MiVoice Office 250.

This section of the manual is designed to review features of the MiVoice Office 250 and provide information about what they are called and how they are configured. In addition, it highlights features of the MiVoice Office 250 that are not yet available on the 6900 handsets or have restrictions to their use.

MiVoice Office 250 Feature	Supported on 6900 Handsets	6900 Handset Equivalent
ACD Agent	Yes	ACD agents are supported on 69xx phones with softkeys for login/logout and end wrap. Auto answer is not natively supported but can be implemented using the Phone Manager 'Auto-answer hunt group calls' feature.
Account Codes - All Calls Following	Yes	N/A
Account Codes - Optional	Yes	N/A
Account Codes - Forced	No	N/A
Agent Help	Yes	N/A
Background Music	No	N/A
Calling Party Name / Number	Yes	N/A
Class of Service	Yes	N/A
Do Not Disturb	Yes	Do Not Disturb works but not DND Override
Dynamic Extension Express	Partial	Push and Pull features are available on 6900 phones but work differently to 53xx phones. Calls which are pushed/pulled are sent back to ring the DEE main extension so the user can re-answer on the required device.
Group Listen	No	N/A
Hot Desking	Yes	SIP Hot Desking can be used in place of Mitel Hot Desking but, they are not interchangeable. You cannot log onto a 6900

		handset with a Mitel Hot Desk Phantom or visa versa.
House Phone	Yes	Auto Dial - Configured using a Configuration Profile
Keymaps	Yes	Configured using Keymap Profiles
Language	Yes	Language - Configured using a Configuration Profile
Manual Forwarding	Yes	Accessible to the user via a softkey
Message Waiting Notification	Yes	N/A
Network Time Protocol (NTP)	Yes	NTP is supported but needs configuring in the Configuration Profile used by the 6900 handset (the setting is not inherited from the PBX). In Configuration Profiles set Time Server 1 to 3
Paging	Yes	Paging from 6900 handset works as normal. Paging to 6900 handsets only works from other 6900 handsets.
Record-A-Call	Partial	This feature does not currently work in conjunction with SIP devices. A softkey can be used to initiate a local conference to the Record-A-Call application which will successfully record the call but cannot be used to toggle the recording off.
Remote Feature Programming	Partial	A dedicated softkey has been provided for configuring the forward state of a remote extension, Other remote features programming is not available.
Station Monitor	Yes	N/A
Supervised Transfer	Yes	Transfer to connect is supported. Transfer to

		Hold/Ring are not supported.
System Forwarding	Yes	N/A
System Hold / Trunk Pickup	No	System hold is not available on 69xx phones and subsequently it is not possible to pickup trunk calls from another phone. Park keys should be used instead to move calls between users.
UCD Hunt Groups	Yes	N/A
Voicemail / Mailbox	Yes	N/A

 Where the '6900 Handset Equivalent' column is set to N/A, the feature works with standard MiVoice Office 250 configuration.

MiVoice Office 250 Configuration

When configuring the MiVoice Office 250 to support 6900 handsets, the following DB programming items should be checked.

DID/E&M Receive Busy Instead of Camp-On

If this setting is enabled, when transferring a call from a 6900 handset to an extension that is already busy, it will not be possible to complete the transfer.

Audio for Calls Camped-On/Ringing/On Hold

By default, this setting is configured to the MOH port for the system on each device created on the telephone system. To ensure that the 6900 handsets get audible feedback when ringing other extensions that are busy, ensure there is audio on the MOH port or change this setting to ringback for all devices.


OAI 3rd Party Call Control

When used on the MiVO 250, 69xx phones work in SIP mode and do not support the same feature set as their MiNET/Digital counterparts.

In addition to the unsupported features listed in the previous section, not all the available '3rd Party OAI Call Control' commands are supported in conjunction with 69xx phones.

Due to these 3rd Party OAI Call Control limitations, the following solutions for the MiVO 250 cannot be used in conjunction with 69xx phones:


- Attendant Console
- MiCC Office Client Go / Callviewer / Connection Assistant
- MiCC Office Intelligent Router / Reporter Pro / Realviewer (6900 phones can be reported on but cannot be used as the primary extension for a MiCC supervisor for call control, monitoring and recording)

 Attendant Console and CTI Clients such as Client Go, Callviewer and Connection Assistant will not operate with 69xx phones.

Mitel Phone Manager applications will continue to operate when paired with a 69xx phone but without the 'Merge' call feature.

The following OAI Commands can still be used are unaffected by or can be used in conjunction with SIP phones on the MiVO 250:

- Clear Call/Connection (_CC / _CX)
- Expanded Extension (_XE)
- Hunt Group Merge Out (_HM)
- Modify Call (_MD)
- Monitor Start/Stop (_MS / _MA / _MP)
- No Operation (_NO)
- Query Agent State (_QA)
- Query Device Information (_QI)
- Query DND (_QD)
- Query Event Filter (_QE)
- Query Forwarding (_QF)
- Query Hunt Group (_QH)
- Query List Extended (_QX)
- Query Message Waiting (_QM)
- Query Network Node Number (_QN)
- Query Night Mode (_QT)
- Query User Destination (_QUD)
- Query User Routing (_QUR)
- Set Agent State (_SA)
- Set Do-Not-Disturb (_SD)
- Set Forwarding (_SF)
- Set Message Waiting (_SM)
- Set Night Mode (_ST)
- Set User Destination/Information (_SUD / _SUI)
- Snapshot Device (_SP)
- Transfer Call One Step (_TO)

 Commands not listed here DO NOT work with 69xx or SIP phones (e.g. Make Call (_MC), Hold Call (_HC), Retrieve Call (_RV)).

13.2.8 6900 Installation Check List

The following table contains all the installation tasks which should have been completed before starting to rollout a 6900 phone.

Category	Item	Description	Completed?
Installed Version Check	MiVoice Office 250	Minimum version required for 6900 support is 6.3 SP2.	
	MiVoice Office Application Suite	Minimum version required for 6900 support is 5.1 SP2.	
	Mitel CT Gateway	Minimum version required for 6900 support is 5.0.64.	
MiVoice Office 250 Programming	Encryption Password	Has the 'App Suite Server Configuration - Encryption Password' been configured against each node on the network?	
	6900 Phones	Have the 6900 devices been created on the system (including any for SIP Hot Desking)? Note: Do not use standard SIP devices or the Handsfree Intercom feature will not work.	
Networking	DHCP Option 66	Has the DHCP option 66 been added to update the 6900 phone's 'Configuration Server' to be the IP Address/DNS address of the MiVoice Office Application Suite server?	
	DHCP Options 43 & 125	Have the MiNET options 43 & 125 been removed from the DHCP server (use 128, 129 & 130 instead for supporting non-6900 MiNET phones)?	
MiVoice Office Application Suite Configuration	Client Location	Have the Local and Remote client location IP address or DNS names been set on the MiVoice Office Application Suite?	
	Node IP Addresses	Have the Node IP address and SIP connection details been configured on the MiVoice Office Application Suite?	
	Encryption Passwords	Have the Encryption Passwords for each node been configured on the MiVoice Office Application Suite?	

13.2.9 6900 Handset Diagnostics & Troubleshooting

Diagnostics

There may be circumstances where Mitel support ask for information to diagnose faults. The service that handles 6900 handset requests will log to the normal Mitel Communication Service destinations. Logging for this service is enabled/disabled using the standard 'Logging' settings within the MCS website.

For more information, please refer to the [Logging](#) section of the Technical Manual.


Handset Log Retrieval

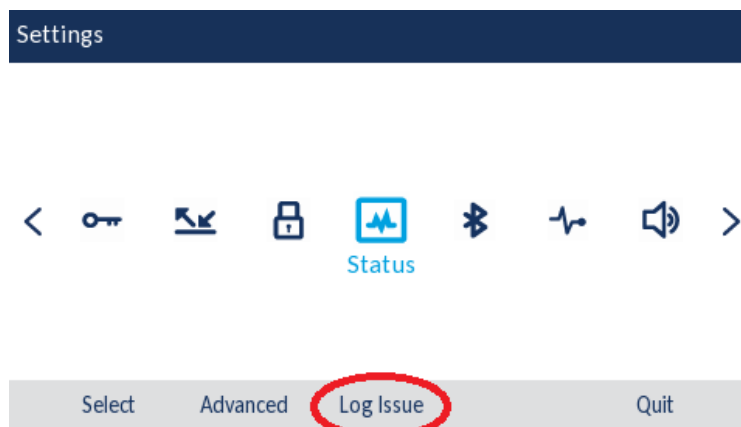
In addition to the logs generated by the server, each handset can be configured to upload diagnostic information to the server.


To enable logging for a specific handset, navigate to the 'Configuration\Features\6900 Handsets\Phones' page of the MCS website. Select the specific handset and press the 'Edit' button. Check the 'Enable Diagnostics' button then press 'Save'.

For information on enabling this feature on a handset centrally, please refer to the [6900 Handset Phones](#) section of the Technical Manual for more information. Ensure that the Syslog IP address has been configured for the 6900 Handsets in the [External Addresses](#) section of the MCS website.

Once logging has been enabled and any problem/fault has been recreated on the phone, the logs can be downloaded from the phone using the following steps:

1. Press the settings  button on the phone and the press the 'Log Issue' button:



 After pressing the 'Log Issue' button, a message will appear on the phone stating 'Please wait...'. Wait until this message disappears before continuing to the next step.

 The 'Log Issue' button will not appear until 'Enable Diagnostics' has been configured against the phone on the MCS website.

2. Navigate to the website built into the phone using a web browser (default login - admin/22222). Load the 'Troubleshooting' page, then locate the 'Get Log Files' option within the 'Support Information' section. Press the 'Save As...' button to download the logs from the phone.

Support Information

Get local.cfg

Save As...

Get server.cfg

Save As...

Get Crash Log

Save As...

Get Log Files

Save As...

Show Task and Stack Status

Show

Troubleshooting

No Keymap After a Reboot

If there is also a 'No Service' message showing on the phone, address this issue first.

The most likely cause for this is incorrect configuration server details stored persistently in the phone. This can be checked by accessing the phone's Web UI (admin/22222) and browsing to the 'Troubleshooting' section. Press the 'Save As...' button next to the 'Get server.cfg' item and open the file in notepad or similar. Check the 'Created ...' date, this should be within 24 hours if the phones are still configured to auto update


every night (which they are by default). Also, check the '^https server:' configuration item, it should be the DNS path for the server which is configured in the 'Client Locations' section of the MCS website.

To resolve the issue, either default the phone so that it picks the DHCP option 66 or mDNS settings again to find the MCS again or manually retype the configuration server settings in the 'Configuration Server' area of the website:

Download Protocol: HTTPS

HTTPS Server: [external IP Address or external DNS name of the MCS server]

HTTPS Port: 8202

 If the configuration server details already show this but the server.cfg show different details, the phone is currently using updated details passed through XML but has not stored them locally so is losing them on reboot. To update the Configuration Server details, change the 'HTTPS Server' through the Web UI to something different, then change it back again. This will force the phone to store them locally.

No Service showing on the Handset

The most likely cause of this is incorrect match of the device username and password set on the PBX and in the MCS.


This can be identified in the HandsetLifeCycle logs for the handset stored by default in
%ProgramData%\Mitel\Mitel Communication Service\Logs\Handset\logs\Handsets\<MAC of handset>

You will see a line similar to below:

```
14:34:20.7933 : [ 35] RequestController : SIP Registration Regevent registration params
SipUsername=14638,DisplayName=14638,SipAuthName=14638,ProxyUrl=192.168.106.1,ActiveProxy=192.168.106.1,IncomingName=Unknown
Name,LocalIp=172.19.23.7,CallDuration=0,RegistrationCode=401,LineIndex=0,RegistrationState=REFUSED
```

The highlighted items show a 401 error indicating authorization failure.


Ensure the SIP username and password match for the device between the PBX and MCS device configuration. Changes will be pushed to the handset and it should connect.

 Remember that when connecting any SIP device to the MiVoice Office 250, the 'SIP UDP Listening Port' must be enabled in the 'Advanced IP Settings' section. Currently a reboot of the phone system is required after enabling this.

Remote Handset Connections

For remote handsets, ensure the following items have been checked:

- MiVoice Office 250
 - SIP extension has configured Use Registered Username and NAT address type set to Native (see 6900 Handset SIP configuration - MiVoice Office 250 section in the Online help or Technical Manual)
 - Check the Set-Side username and password matches the SIP device username and password
- MCS Server
 - Local and remote nodes are configured and the external address of the MBG is in the NAT IP Address section (see 6900 Handset SIP configuration - Node IP Addressing section in the Online help or Technical Manual)
 - Check the Set-Side username and password matches the SIP device username and password in the MCS server (see 6900 Handset SIP configuration - SIP Device Authentication section in the Online help or Technical Manual)
 - Check the ICP-side username and password match the SIP device username and password on the MiVoice Office 250

 If any changes have been made to a remote configuration while the handset has 'No Service' then the change will only take effect once you reboot the handset

Web Recovery Mode

When deploying a 6900 handset or after an environmental change you may find your 6900 handset using SIP firmware is in an unrecoverable state. This can occur if the handset fails to receive a DHCP address or it is in a constant loop and the settings of the handset or the web interface cannot be accessed.

Once the phone has rebooted and failed 10 times in a row it will put itself into 'Web Recovery Mode'.

 To manually place a handset into 'Web Recovery Mode', hold down '1' and '#' while the handset is booting up.

The handset should have an IP address which should be displayed on the screen. Navigate to the phone's web interface using the IP address provided.

Once on the website, select 'Upgrade Software' from the left-hand menu. You will need to browse to the relevant model number's '.st' file (there is a specific file for each model type) and upgrade the phone to the chosen firmware version.

The '.st' files are available from the MiVoice Application Suite server in the following location:


'C:\ProgramData\Mitel\Mitel Communication Service\Net Store\Firmware\[Version]'

Once complete, the phone will reboot and will be back to default.

 If using a Bluetooth handset or other peripherals, these will now need to be re-paired.

Manual Firmware Updates

This section outlines how to perform a manual firmware update on a 6900 handset.

 This should be used to update a 6900 Handset from MiNET to SIP Firmware at a remote location followed by configuring the Configuration Server described in the next section

Requirements:


- A TFTP server (such as TFTP64)
- The .st firmware file for the model handset you require (These are available from the MCS server %ProgramData%\Mitel\Mitel Communication Service\Net Store\Firmware)
- IP address of the 6900 Handset (use settings and status on handset to find this)
- IP address of the TFTP server

Steps:

1. Place .st firmware file in the TFTP server directory (ensure that no MiNET files are present).
2. Press the gear button to go into setting on the 6900 phone.
3. Select 'Advanced' settings (default password is 73738)
4. Select 'Network' then 'Static' settings.
5. Enter the IP address of the TFTP server then press 'Save' (ensure your IP phone has an IP address assigned)
6. Select 'Restart' from the base settings screen on the phone.
7. The IP phone will attempt to download MiNET firmware on boot up. When not found, it will subsequently download the SIP firmware.

Remote Phone Configuration for SIP Firmware


If you have just updated the firmware on a remote 6900 Handset from MiNET to SIP then complete the following steps to enable the phone to connect to the MCS server

- Add the configuration server details on the phone manually, press the settings button () on the handset, then press the 'Advanced' key along the bottom of the screen.
- At this point you will be prompted to enter the administrator password. The default SIP password is '22222'.
- Once the password has been accepted, use the navigation keys (D-pad) or touch screen on 6940 to navigate to the 'Configuration Server' section.
- Populate the following entries:

Download Protocol: HTTPS
HTTPS Server: [external IP Address or external DNS name of the MCS server]
HTTPS Port: 8202
Cert Validation: false

- Press 'Save' and then reboot the handset.

After a reboot, the phone will connect to the MCS server. The MCS server will provide over HTTPS connection information and will then tell the phone to reboot.

 It is possible that there will be more than one reboot at this stage as the firmware update is completed

The handset should now be registered with the MCS server.

The Phone will have Line 1 and Line 2 showing as the Top Sofkeys.

Unlike for local deployment as 'Setup' button will not be available and the SIP extension needs to be configured in the MCS server.

The 'Phones' page within the configuration section of the MCS website can be used to view whether the handset has been identified. The MCS uses the handsets MAC Address to uniquely identify it.

Restoring MiNET Firmware

If required, the firmware on the handset can be restored to a MiNET version.

Requirements:

- A TFTP server (such as TFTP64)
- The MiNET firmware file for the model handset you require

- IP address of the 6900 Handset (use settings and status on handset to find this)
- IP address of the TFTP server

Steps:

1. Place the MiNET firmware file in the TFTP server directory
2. Start the TFTP server
3. Using a web browser, connect to the web page of the phone using the IP address of the phone (Default Username - 'root', Default Password - '73738' on MiNET firmware and Default Username - 'admin', Default Password '22222' on SIP firmware)
4. Select 'Reset' then select 'Restore To Factory Defaults'. At this point the phone will reboot. When it has completed it's reboot, repeat step 3 to log back into the website.
5. Select 'Firmware Update', complete the form:
 - Enter the name of the firmware file in the filename box
 - Enter the IP address of the TFTP server in the Server box
 - Select Download firmware
 - Firmware will download and then the phone reboot (note this can take several minutes)



It is important to factory default the phone before restoring to MiNET firmware to avoid complications.

13.3 Phone Manager Softphone

Phone Manager Desktop and Phone Manager Mobile both have Softphone capabilities that allow them to become an extension off the telephone system. They connect to the telephone system as a SIP extension. Both products use OAI features to add additional capabilities on top of the SIP features.

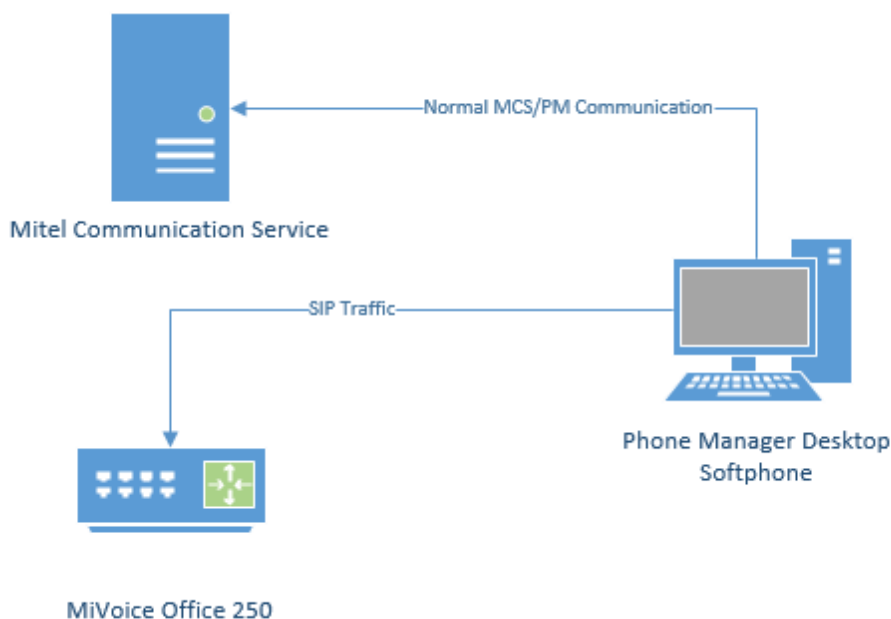
Requirements

The following requirements apply to any use of the Phone Manager Softphone:

- MiVoice Office 250 6.1 or higher (Release 6.3 SP1 or higher is recommended for automatic configuration of authentication details)
- Cat F licenses for each SIP extension on the telephone system Phone Manager will be connecting to
- Phone Manager Softphone Licenses for each Phone Manager Softphone that will be used

Phone Manager Desktop with Softphone

When Phone Manager Desktop connects as a softphone, the SIP traffic goes directly between the Phone Manager Client and the node on which the SIP extension is configured.



For information on connecting Phone Manager Desktop from outside the LAN, refer to the appropriate guide:

- Connecting Phone Manager Desktop using a [MiVoice Border Gateway](#)
- Connecting Phone Manager using a [Router](#)

Connecting from a Different Subnet

If the Phone Manager Desktop client is located on a different subnet to that of the MiVO 250 it is registering it with, the Auto NAT detection of Phone Manager Desktop can get confused and will use the client PC's public address to connect, not the local address. In this scenario, the softphone will get one way audio.

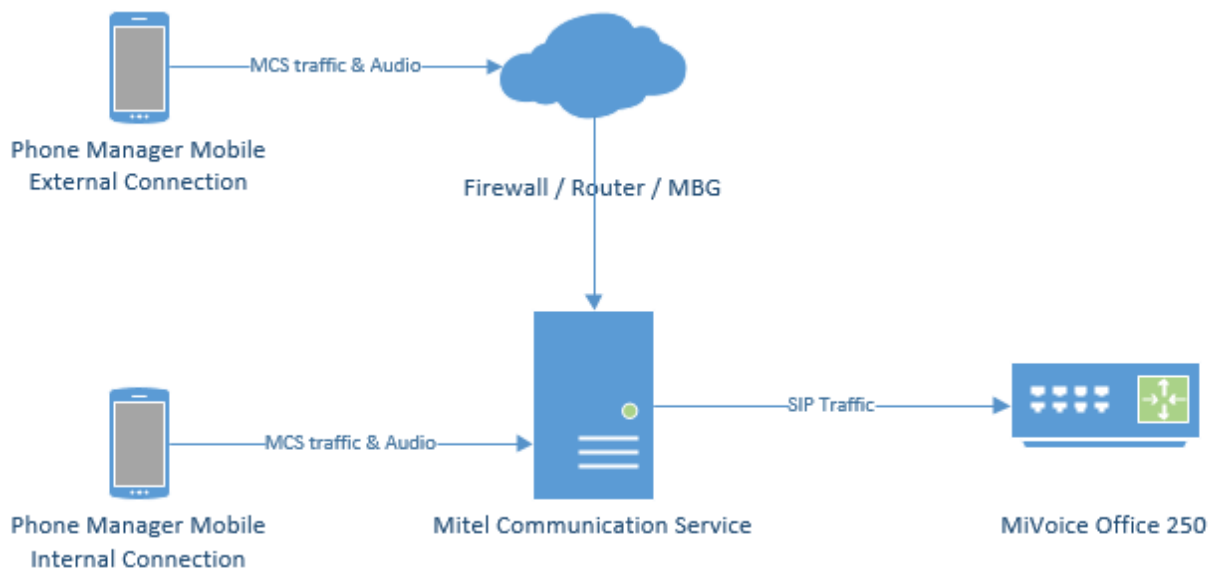
To work around this issue, Auto NAT Detection needs to be disabled on Phone Manager Desktop.

Phone Manager Mobile with Softphone

When using the Softphone features of Phone Manager Mobile the Mitel Communication Service acts as a proxy. The MCS SIP Proxy service manages all SIP extension registration and traffic on the behalf of the Phone Manager Mobile Softphone so that all SIP traffic is kept on the internal network and does not have to be exposed externally.

⚠ If the MCS SIP Proxy is restarted all the Phone Manager Mobile clients with a softphone need to reconnect the app to receive call notifications as they will no longer be registered. The easiest way to do this is by restarting the app on the mobile.

All audio connections for the Phone Manager Mobile Softphone are to the MCS SIP Proxy:



The MCS SIP Proxy requires G.711 to be configured against the SIP Endpoint on the telephone system as the audio encoding for making calls.

For information on connecting Phone Manager Mobile from outside the LAN, refer to the appropriate guide:

- Connecting Phone Manager Mobile using a [MiVoice Border Gateway](#)
- Connecting Phone Manager using a [Router](#)

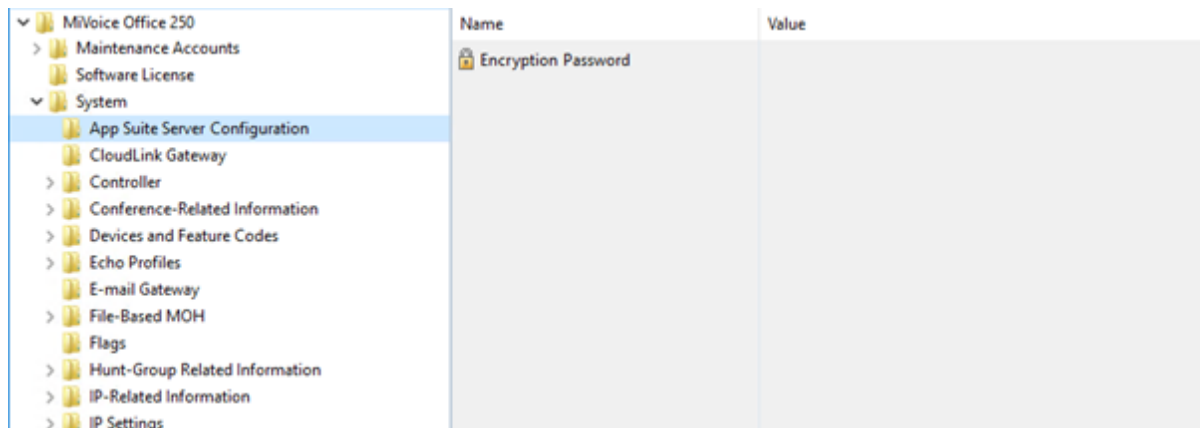
⚠ The SIP Proxy service must be on the same network as the PBX with no NAT in between the two.

The Softphone support within Phone Manager and the SIP connectivity of 6900 phones require some configuration to be performed within the PBX and with MiVoice Office Application Suite.

The configuration below applies to 6900 phones, SIP Hot Desk Devices, Phone Manager Desktop Softphone AND Phone Manager Mobile Softphone unless explicitly stated otherwise.

When using release 6.3 SP1 or higher of the MiVoice Office 250, MCS has the ability to query all SIP Authorisation Credentials from the telephone system to use with Phone Manager Softphones and 6900 phones. This integration simplifies the process of installing Softphones/6900 phones and minimises the risk of mis-configuration.

To support this feature, a new configuration section within MiVO 250 Database Programming has been created:




Encryption Password

On each node in the MiVO 250 network, an Encryption Password needs to be configured which will allow MCS to query and decrypt the SIP authorisation credentials.

If the password is not configured, MCS will not be able to query the credentials from the PBX and they will have to be configured manually. See the [Device Configuration](#) section for more information.

Once the encryption password has been configured on the telephone system(s), it must also be configured in the [Nodes](#) section of the MCS configuration website.

 In addition to using requiring 6.3 SP1 or higher, CT Gateway release 5.0.64 or higher is also required for the SIP authorisation credential query to work.

Node Configuration for SIP

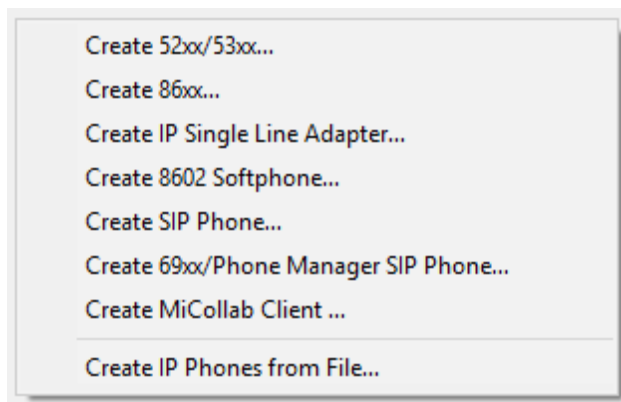
The MCS server needs to provide each 6900 phone and Phone Manager Softphone with the IP address of a SIP server to register with (the MiVoice Office 250). The IP address required will depend on which MiVoice Office 250 node the SIP extension is configured on and whether the phone is local or a teleworker.

For each node on the MiVoice Office 250 network that MCS is connected to, it is important to configure the IP address/port number to be used for SIP registrations.

For information on configuring the IP address(es)/Ports for each node, please refer to the [Node Configuration](#) section.


69xx SIP Phone


From release MiVO 250 6.3 onwards, a new SIP phone type called '69xx/Phone Manager SIP Phone' (renamed from '69xx SIP Phone' in 6.3 SP2) is available for creating SIP extensions on the telephone system for use with Phone Manager softphones & 6900 phones.




When SIP extensions are created using this type, the SIP Phone Groups created will automatically be configured with the required settings and will have a default inbound authentication applied with a randomly

assigned password.

 If a user is using a 6900 handset and a softphone (on either or both of Phone Manager Desktop & Phone Manager Mobile) it is important to set them up with separate SIP Endpoints on the phone system.

 For release prior to 6.3, the generic SIP Phone type should be used for Phone Manager Softphones. Please review the Phone Group settings under [Manual SIP Configuration](#) to check the required configuration.

 Remember that when connecting any SIP device to the MiVoice Office 250, the 'SIP UDP Listening Port' must be enabled in the 'Advanced IP Settings' section. Currently a reboot of the phone system is required after enabling this.

If 6.3 SP1 is not installed on the MiVoice Office 250 or for some reason the configuration of a SIP device needs to be performed manually, the details of all the settings required for a 69xx or Phone Manager Softphone are shown below.

SIP Phone Group


For each SIP Phone Group for SIP phones that are to be used as either Phone Manager Softphones, 6900 phones or SIP Hot Desk phones, the following configuration needs to be performed:

- Maximum Number of Calls = 4
- Enable in-bound authentication = Yes
- Configure in-bound authentication username = Extension number
- DTMF Payload = 101
- Camp-Ons Allowed = Yes
- Supports Ad Hoc Conferencing = Yes
- Use Registered Username (only required when connecting through an MBG)
- NAT Address Type = Native (even when connecting through an MBG)

Remember to repeat this process for each SIP extension.

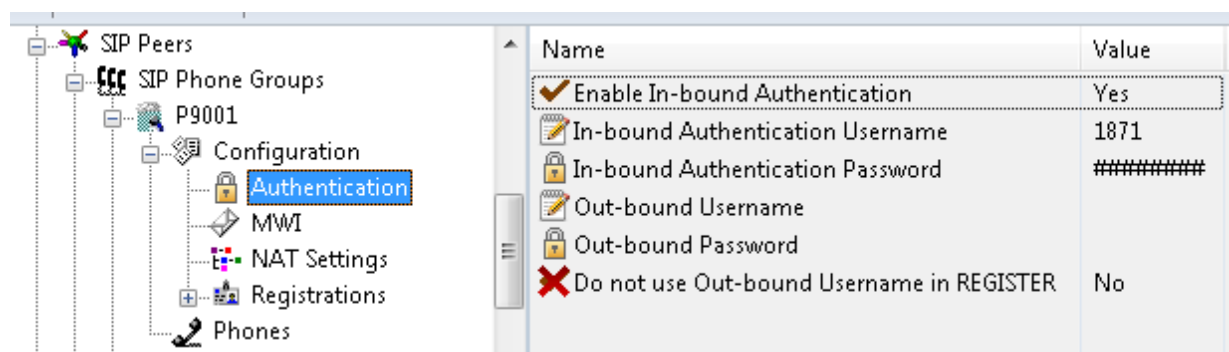
Manual Authentication Configuration

If a version prior to 6.3 SP1 is being used, the Inbound Authentication Credentials will need to be configured on both the telephone system and the MCS server.

 If release 6.3 SP1 or higher is being used, check the App Suite Server Configuration section below.

When using a SIP Softphone it is critical that authentication is used to help prevent unauthorized access to the PBX. To configure authentication a username and password need to be set on the PBX for the relevant extension and on device configuration of the Communication Service.

To configure the authentication on the PBX follow Mitel's recommendations by enabling In-bound Authentication and setting a complex username and password combination on the associated *Sip Phone Group* for the extension.



This same username and password combination would then need to be set on the [device configuration](#) on the Communication Service for this extension.

The screenshot shows a web-based configuration interface titled 'Edit'. It has three tabs: 'Device Settings', 'SIP Authorisation' (which is selected), and 'Call Statistics'. Under the 'SIP Authorisation' tab, there are several input fields:

- 'Authorisation Name' with the value '1000'.
- 'Authorisation Password' with masked characters (dots).
- A checked checkbox labeled 'Use remote authorisation credentials'.
- 'Remote Authorisation Name' with the value '345ert34tr4' and a red 'X' icon to its right.
- 'Remote Authorisation Password' with masked characters (dots).

 At the bottom of the dialog are two buttons: 'Confirm' (in blue) and 'Cancel' (in white with a blue border).

For information on configuring Teleworker phones, please refer to the [Remote Connections](#) engineering guidelines.

It is recommended that a complex password is used when configuring the authentication, such as Mitel*Server1!. If using the MBG for external connections, a complex password is a requirement and the authorisation name must be the extension number.

Authorization username and passwords are stored encrypted in the MCS database.

Any changes made to the Authorization configuration of an extension within MCS or to the Node IP Addressing will be sent immediately to any 6900 handsets currently connected.

Call Configuration

In addition, the following changes need to be made to the SIP extension's Call Configuration:


- Audio Frame/IP Packet = 2
- DTMF Encoding = RFC 2833 DTMF
- Speech Encoding G.711* or G.729** (G.729 for Phone Manager Desktop Softphone or 6900 only, not Phone Manager Mobile Softphone)

* On some sites, a delay in answering calls has been noticed when using a-law. If you are experiencing this, switch to use mu-law.

** Using G.729 can affect the performance of the telephone system.

It is important to connect only one softphone to each extension number on the telephone systems. Registering more than one SIP extension with the same credentials at the same time is not supported by the telephone system and will cause problems.

If using the desktop and mobile versions of Phone Manager Softphone for a single user then ensure that each application uses different extension numbers.

 Remember to configure the [IP Address](#) for each node on the system so Phone Manager knows where to send SIP traffic to.

13.4 Upgrades, Backups, Restoring & Rollback Procedures

The MCS system has various persistent data stores which should be backed up on a regular basis to minimise the risk of data loss through hardware or software failure.

The following sections outline the places where MCS stores data and the processes that should be followed to:

- Create regular backups of the system.
- [Perform pre-upgrade backups.](#)
- [Restore to the current or an alternate server using a backup.](#)



The procedures outlined here cover all the data required for the Mitel Communication Service, MiVoice Office Phone Manager Outbound and MiVoice Office Call Reporter.



For systems using the MiVoice Office Call Recorder features of the solution, only the data associated with calls is backed up using these procedures. Call Archiving must also be implemented to ensure all call recording audio is backed up.

MCS Data Storage Locations

The following elements of the solution need to be backed up, ideally to location which is on different hardware to that which is running the MCS software:

- SQL Databases -> Used to store configuration and Call/Chat history.
- Registry configuration -> Used to store watchdog and database connection settings.
- User files -> User profile images etc.
- 6900 Handset files -> Firmware files, background images etc.

SQL Databases

The MCS solution uses multiple databases to store configuration, call and chat data. The following table describes each of the databases used by the solution and what is contained within it:

Database	Description
CallRecorder	The working database for the MCS solution. Used to store configuration information (User, PBX), chat history and the call data for the current day.
CallRecorderArchive_1	The first archive DB used by the system, stores historical audit and call data.
CallRecorderArchive_N	Additional archive database where N is a numeric value which increases over time. New archive databases are created if the time or record limit is reached of the current archive database. For more information please refer to the Database Maintenance section.
CampaignManager	The working database for the MiVoice Office Phone Manager Outbound solution. Used to store configuration information (schedules, imports, exports etc.), campaign data and the call/user data for the current day.
CampaignManager_Archive	Used to store historical call and user data.

All of these databases are automatically backed up on a nightly basis to the following location; *C:\DBBackups*. For further resilience it is advised to keep a copy of these backups on hardware different to that which the MCS is running on.

For more information on Database Backups, please refer to the [Database Maintenance](#) section.

Registry

The MCS stores a subset of configuration information in the registry. This information includes:

- Server ID -> The unique ID given to the server if part of an MCS network (*For future use*).
- Roles -> Configuration of which roles the server is implementing.
- Watchdog -> Default configuration for the watchdog.

It is wise to back up the following registry location (including sub keys) after the initial MCS installation:

[HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Mitel\CommunicationService\Roles]

User Files & 6900 Handset Files

MCS stores some data outside the database so as not negatively impact database performance. Currently this is limited to:

- Profile images users upload from Phone Manager Desktop and Phone Manager Mobile clients.
- Firmware files uploaded for 6900 Handsets
- Background images uploaded for 6900 Handsets


To retain these files when restoring an MCS solution, ensure the following folder is backed up:


C:\ProgramData\Mitel\Mitel Communication Service\Net Store

13.4.1 Restore & Rollback Procedures

In some circumstances it may be necessary to restore an MCS installation from backups. Reasons for this include:

- The database has become corrupt
- The hardware MCS is installed has failed
- An upgrade has failed because the system does not have the correct licensing

 All of the tasks outlined below require a knowledge of how to use SQL Management Studio. If you are not confident in using this application then please contact Mitel support for guidance.

 To perform any of the database operations outlined here you will need permissions to access the SQL databases. Ensure you connect to the MCS SQL instance using the same user account from which the MCS was first installed.

SQL Management Studio

The processes below refer to the 'SQL Management Studio' application. This is no longer included with MiVoice Office Application Suite installations but can be downloaded and installed manually using the following link:

<https://docs.microsoft.com/en-us/sql/ssms/download-sql-server-management-studio-ssms>

Restoring MCS Databases


Before restoring the MCS's SQL databases, ensure that all MCS services are stopped. When stopping the MCS services, stop the watchdog service first before stopping any other service. For more information on the services used by MCS, please refer to the '[About Communication Service](#)' section.


Once all the services have been stopped then the database restoring can be started. Using SQL Management Studio, connect to the MCS's SQL instance (usually '127.0.0.1\MCS').

One at a time, click on each for the databases in the SQL instance, right-click and select 'Tasks -> Restore -> Database'.

1. On the form that loads, select the 'Device' radio option and browse to the backup file for this database.
2. Browse to the 'Files' section of the form and double check the database to be overwritten with the backup is the correct one
3. When it has been confirmed that the correct database will be overwritten, browse to the 'options' section for the form and check the box 'Overwrite the existing database (WITH REPLACE)'.
4. Press 'Ok' at the bottom of the screen to start the restore process.
5. Repeat this step for each of the databases in the solution.


 The backups taken by the MCS server are zipped. They will need to be unzipped prior to restoring.

 Restoring databases incorrectly can result in data loss. Restoring an SQL database should only be done when backups of all data is in place to restore from. If in doubt, please contact Mitel support for guidance..

 Restoring a backup database will result in any new data that have been stored since the backup was taken being lost.

Restoring To A Different Server (if the original server is still accessible)

If the MCS solution needs to be restored to server other than the one it was originally installed then follow these steps:

 The next steps involve detaching each of the databases from the original SQL server instance and re-attaching them to the SQL server instance on the new MCS. This can be done using the 'SQL

Management Studio' application.

On the existing MCS Server

- On the existing server, make note of the Site ID and Serial number of the software. This can be found on the [Server License](#) section of the MCS website.
- Deregister the software, refer to the [Server License](#) section for more information
- Make a copy of the contents of the 'C:\ProgramData\Mitel\Mitel Communication Service\Net Store' folder from the old server.

On the new MCS Server

- Install and register MCS on the new hardware (or virtual environment).
- Stop all MCS services on the new server.
- Copy the SQL backups from the old server to the new server
- Follow the restore process above to restore all databases
- Copy the contents of the 'C:\ProgramData\Mitel\Mitel Communication Service\Net Store' from the old server to the new.
- Restart the MCS Watchdog service.

At this point the MCS should be back up and operational as it was on the old hardware.

Restoring To A Different Server (if the original server has failed)

If the server running MCS has failed, follow these steps to re-install the MCS on new hardware:

- Locate the original certificate used to install the MCS (the Site ID / Serial number will be needed)
- Contact Mitel support and explain what has happened. Request that the license be reset so that it can be reused on another server.
- Install the MCS on the new hardware and use the original certificate information to license it


At this point, the MCS should be installed and licensed. If there are backups of the original MCS then the normal restore procedure can be followed from this point. If there are no backups available then the MCS must be reconfigured as a new installation.


Rolling Back An Upgrade

If an upgrade MCS server is not working has required then the software can be rolled back to a previous version (this process assumes that all necessary backups were taken before upgrading). Follow these steps:

- Uninstall the MCS software from the server.
- Re-install the version of MCS software you wish to rollback to.
- Stop all MCS services (stop the watchdog first otherwise it will restart other services).
- Follow the database restore process outline above.
- Start the MCS Watchdog service.

At this point the MCS should be returned to the state it was in before the upgrade.

 When rolling back the software, any data stored since the upgrade will be lost. This includes call recordings.

 Rolling back the software without restoring the database can cause the system to be unstable. This can be because there are new database elements that the rollback version of software does not know about.

13.4.2 Upgrading

The following section outlines the steps that should be taken to successfully upgrade MCS to a later version.

1. Apply license upgrades and Make a note of license details
2. Perform Database Maintenance (including backups)
3. Run the upgrade installation

Applying License Updates

If the version number of MCS is being upgraded then it is important to apply licenses updates before the software is upgraded. This ensures that the license is available and that SWAS is correctly in place before doing any work and will minimize the risk of having to perform a rollback.

A version number upgrade applies to major and minor version of software but not revisions. For example:

4.2 to 4.3 or 4.3 to 5.0 would constitute as a version upgrade.

4.3.1 to 4.3.2 would not constitute as a version upgrade and no license update would be required.

Once any license update has been applied, make a note of the Site ID and Serial number of the solution and the current version that is running. The Site ID and Serial Number can be found on the [Server License](#) section of the website. The Site ID and Serial number would be required to re-license the solution if any problems occur with the upgrade. The version number that is running can be found by hovering the mouse of the Mitel icon in the top left hand corner of the MCS website.

Database Maintenance & Backup

Before performing any sort of upgrade it is important that full backups of the solution are taken so that the software can be rolled back to a previous version or restored to another server if required.

Before performing a backup, it is good practice to perform an 'Archive Now' under the [Database Maintenance](#) section. This will make sure all call data has been moved to the archive databases.

Once this has been completed, the [Backup](#) process can be followed.

Running the Upgrade

When upgrading MCS, it is important to note that the installer will stop all services and all functions of the solution will stop working.


Installation notes:

- There is no need to uninstall a previous version of MCS first, the installation can be run over the top.
- When running the installation, right click on the file and select 'Run as administrator'
- When running the installation, ensure the file is run from the local server and not from a network share.

When running the installation, following the instructions on screen. Once the installation has finished the Watchdog service will automatically be started. The watchdog service will then update the database schema for the solution, this can take some time to complete depending on the size of the MCS databases.

Once the database update process has been completed then the watchdog will restart all the appropriate MCS services and the solution should be operational again.

If for any reason the upgrade fails then the [Rollback](#) process can be followed to return the system to it's previous state.

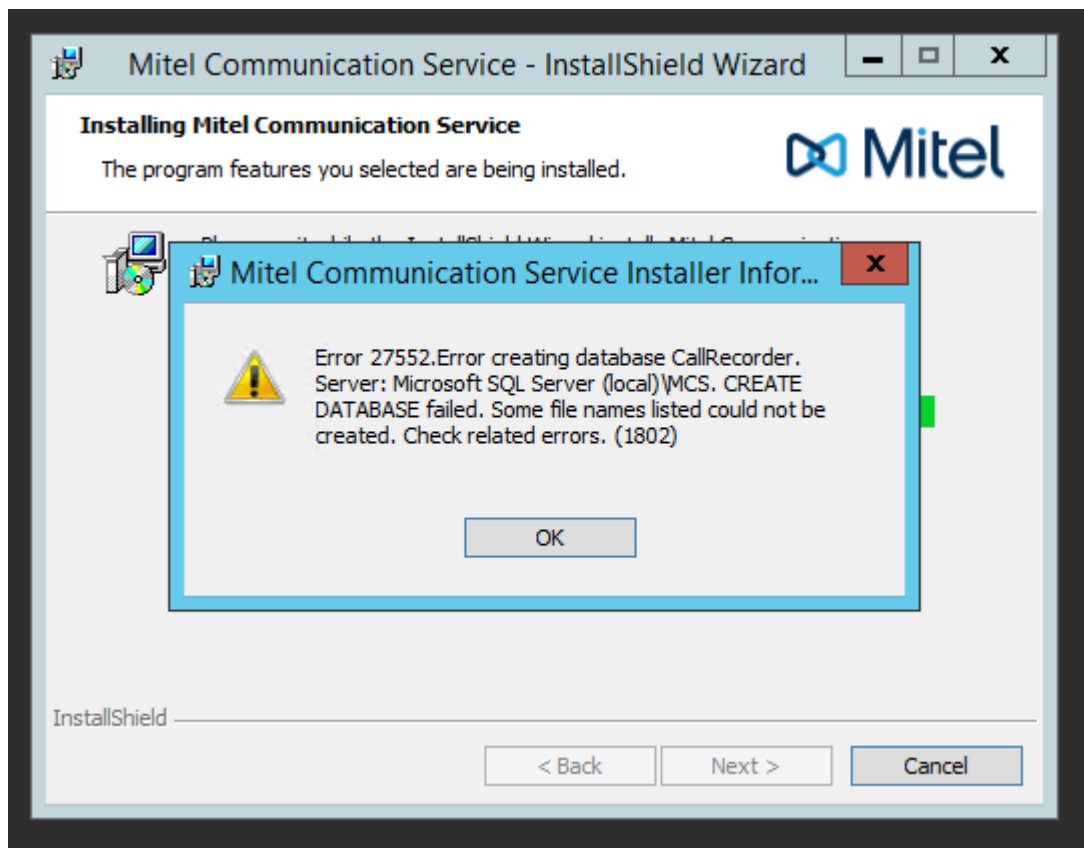
 The system will go offline during the upgrade process, no data or call audio will be recorded during this time. It is advised that this process is completed outside of normal operating hours for the system.

Detached Databases

If for some reason the SQL Instance has been removed and re-installed by the MCS setup process then a situation can occur where the setup cannot complete because it cannot create the required databases due to the fact that they already exist on the hard drive.

This occurs because the database was automatically detached when the SQL instance was uninstalled.

The following 'Error 27552' will be seen:



If this occurs then there are two options available to continue installation:


Reattach Database Files

This method will keep any existing data from a previous MCS installation. Exit the installation and start the 'SQL Management Studio' application. Connect to the SQL instance '127.0.0.1\MCS' using windows authentication.

Right click on the 'Databases' menu item and select 'Attach' from the menu. On the form that loads, press the 'Add' button and add all CallRecorder & CampaignManager .mdf files found in the following location:

C:\Program Files\Microsoft SQL Server\MSSQL12.MCS\MSSQL\DATA

Re-run the installation process, the install should now be able to see the existing databases and will be able to complete.

 If there is a permission issue when attempting to re-attach databases, ensure you are logged into the

server with the same windows credentials the software was installed with.

Move/Delete Existing Database Files

This method will allow the installation to create new databases when next run. Browse to the location below and move all CallRecorder/CampaignManager .mdf & .idf files to another location. It is recommended the files are moved and not deleted to reduce the risk of data loss.

C:\Program Files\Microsoft SQL Server\MSSQL12.MCS\MSSQL\DATA

Re-run the installation process.

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