



How to use the Phones Tab

The Phones page allows you to manage the phones in a Business Group and to assign them to Business Group Lines.

A Phone Profile is a set of configuration for a physical phone. Phone Profiles can exist at several levels.

- Globally.
- For a Business Group.
- For a Department.
- For a Business Group Line.

Where multiple Phone Profiles apply to a physical phone, they are applied in the above order so, for example, any settings from the Department Phone Profile override settings from the global Phone Profile.

This page consists of the following functions.

- Select a Department
- Find Phones
- Manage Phone Profiles
- Phones Configuration
- Assign a Phone to a Department
- Assign a Phone to a Business Group Line
- Change Phone Information

SELECT A DEPARTMENT

Use the *Phones in Department* input box to select the Department to show the Phones for.

A Department defines a section of a Business Group to which Lines and other functions, such as MADNs and Short Codes, can be assigned. Administrator privileges for the Department can be assigned to a particular Business Group Line, without giving the Line access to the whole Business Group.

If you wish to add a Department, please contact your service provider.

FIND LINES

If you have few phones in your Business Group or se-

lected department, you may be able to find a phone by manually searching the list of phones.


Alternatively, you can search for the phone you are interested in based on MAC address, description or telephone number. Enter the MAC address, description or number you wish to find in the *Search for...* input box, and the list of phones will automatically update to only show phones that match. If you wish, you can restrict your search to only match on a given field by using the drop-down to the right of the search box.

MANAGE PHONE PROFILES

Click on the *manage your phone profiles* link to manage your phone profiles for all phones in the Business Group.

PHONES CONFIGURATION

Each row in the table shows the following for one Phone.

- Model. An image of the Phone.
- MAC Address. The address that uniquely identifies the physical Phone.
- Description. A description of the Phone.
- Assigned To. The telephone number or Department that the Phone is assigned to. Multiple phones can be assigned to the same telephone number or Department.
- Department, if viewing all phones in the business group.
- Click the  icon to manage and configure the profile for this Phone.

ASSIGN A PHONE TO A DEPARTMENT

To assign a Phone to a new Department.

- Select all Phones with the top checkbox, or select one or more Phones with the individual checkboxes.
- Select the Department to move the Phones to, using the Select Department input box.
- Click **ASSIGN TO DEPARTMENT** to make the change.



ASSIGN A PHONE TO A BUSINESS GROUP LINE

To assign a Phone to a Business Group Line.

- Select all Phones with the top checkbox, or select one or more Phones with the individual checkboxes.
- Enter the telephone number of the Business Group Line to assign the Phones to, using the Enter number... input box.
- Click **ASSIGN TO LINE** to make the change.

CHANGE PHONE INFORMATION

To change information about a phone, click on the appropriate row in the table, change the settings and click **APPLY** or **CANCEL**.

You can change the following settings.

- Description
- Whether or not the Phone is assigned to a line, and the line's telephone number if so.

If you wish to unassign the Phone from a line altogether, simply uncheck the checkbox in the Assigned to line? field.