



COMMUNICATIONS  PLUS™  
PHONE & DATA SYSTEMS

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## Aspire M Administrative User Guide



# Operations

## End-User Guide

Revision 01A - 9/12/2006

# Administrative Maintenance Guide

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## Telephone Administrative Information

Login:

Password:

IP Address: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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## Voicemail Administrative Information

Login:

Password:

IP Address: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_



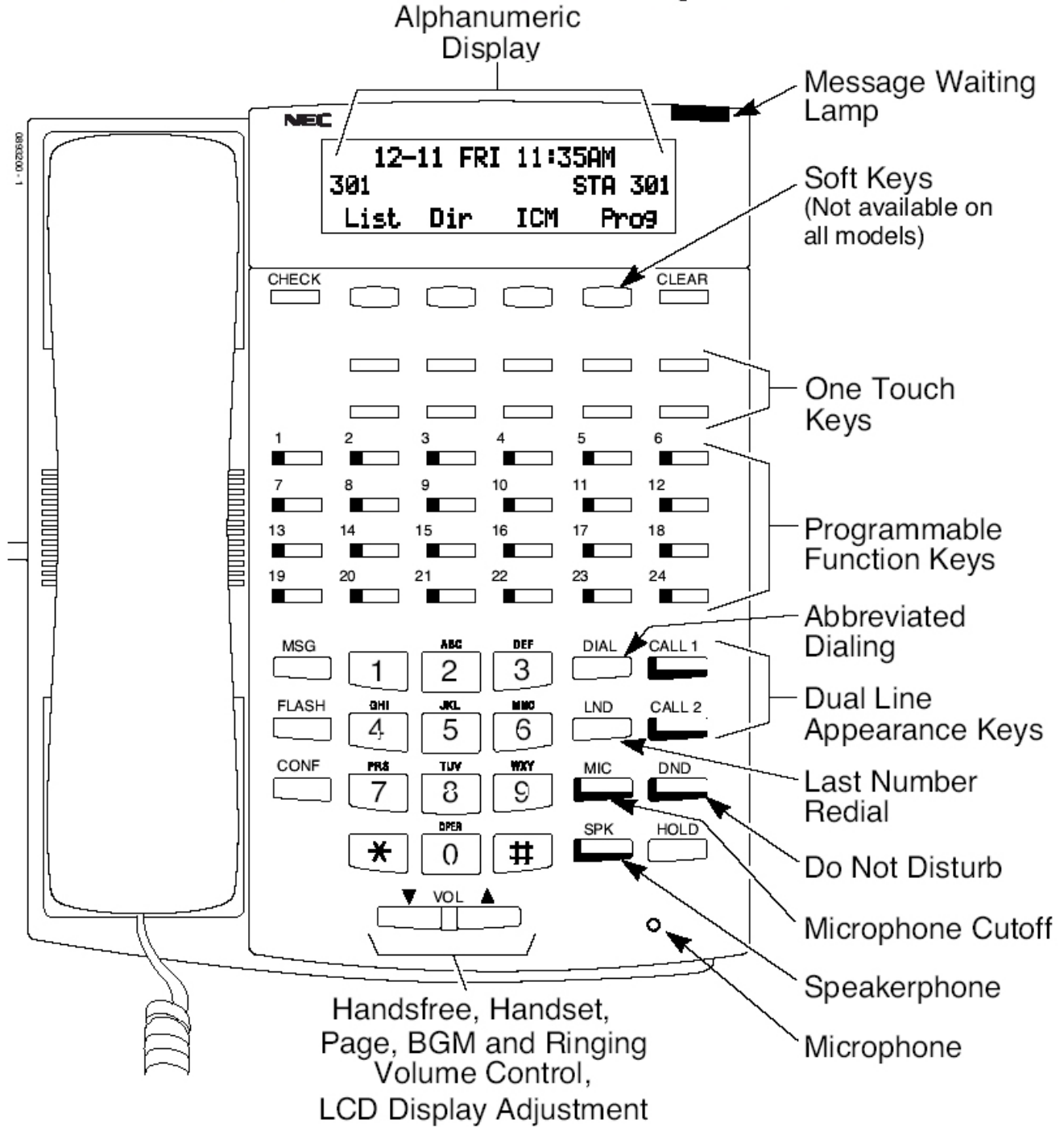
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# Your Multibutton Telephone

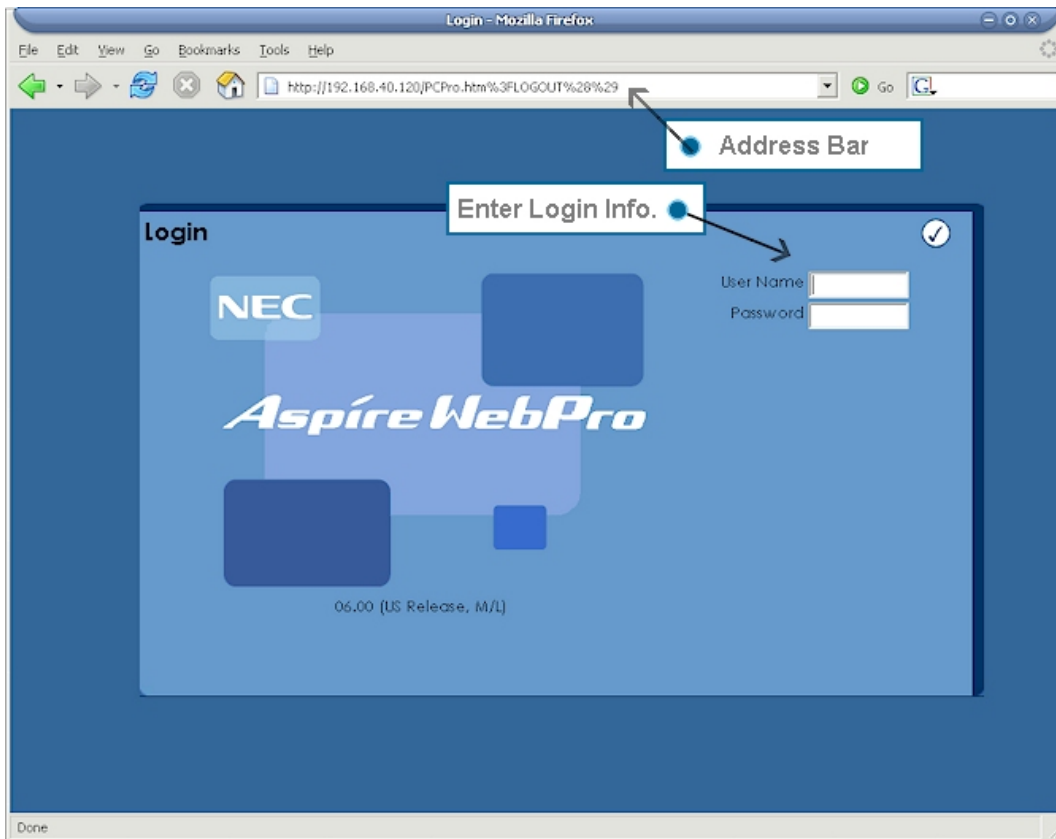


# Getting Started:

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## The Aspire system comes with an easy to use browser Interface.

**Step 1:** Open up your web browser\*, locate your address bar, type in your IP\* address, press Enter or click "Go." You will see your Aspire WebPro Login screen. Enter your Username and Password and click on the  icon

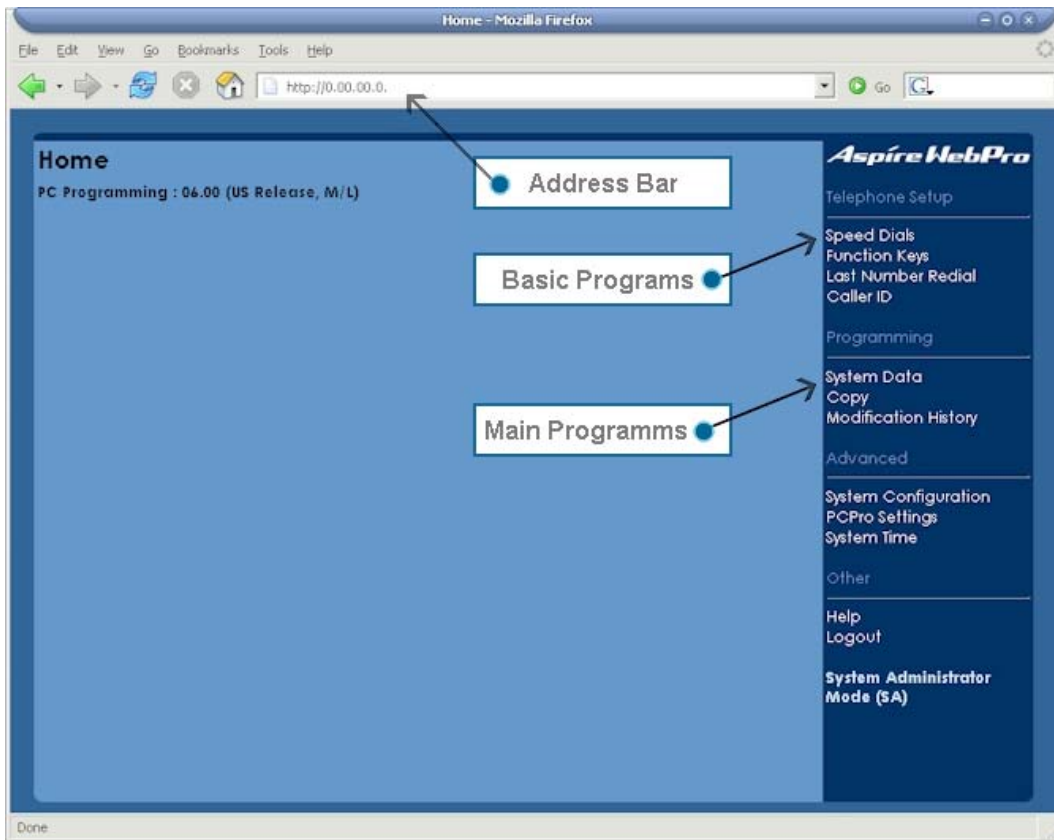


Chapter  
2

# The PC Program

**The PC Program Home Chapter:** The User Guide covers 11 basic system programs; you may need advanced NEC training to access or modify other programs.

Use the Menu on the right to navigate through the programs and view the available sub-menus.

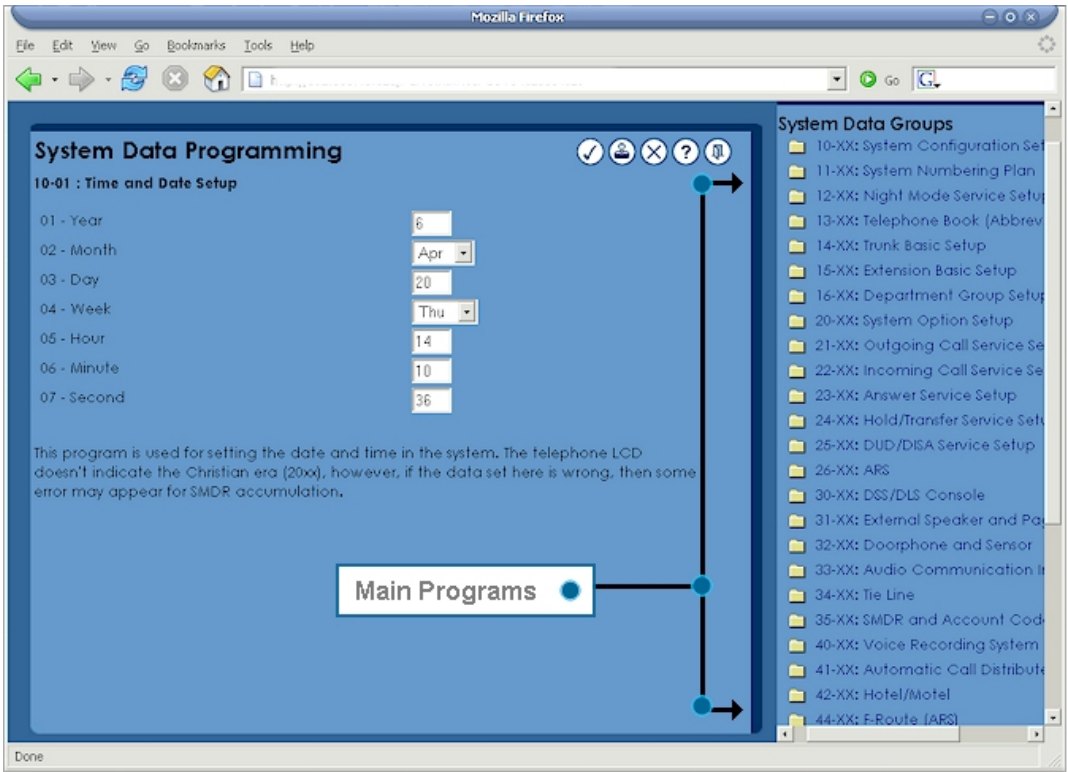


**Note:**

All changes made in the Aspire WebPro Browser are in real time, this means changes are applied immediately, make sure to verify all the information before saving!

## System Data Groups

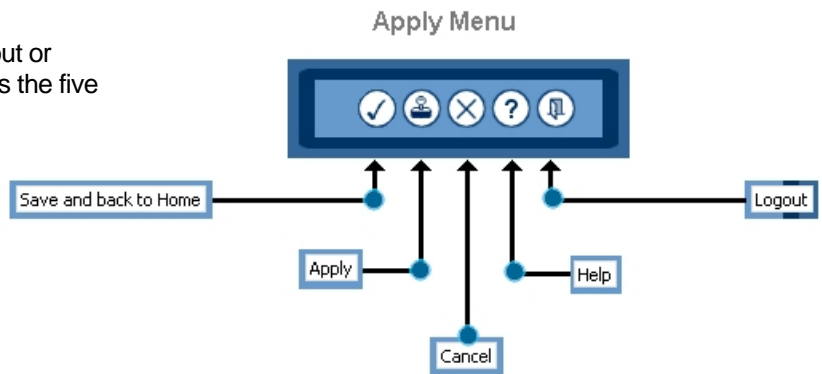
The Aspire WebPro program allows you to make changes to data groups from **10-00 to 92-00**. Click on an item to expand its submenu list.



## The Apply Menu

Use the menu to Apply, Save, Cancel, Logout or Open the help screen. This diagram displays the five available options.

**Note:** You must logout to terminate a session.



# Greetings

## Recording Automated Attendant Greetings

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1. Lift the handset.
2. Dial **6 0 0**
3. Enter mailbox number **9 4 9**.
4. Enter the System Administrator security code.
5. Dial "**S A**" (7 2)
6. Dial "**W**" (9)
7. Enter mailbox number for the greeting you are recording:
8. Daytime Greeting – use mailbox number **2 0 0**
9. Nighttime Greeting – use mailbox number **2 0 1**
10. Holiday Greeting – use mailbox number **2 0 2**
11. Dial "**R**" (7) Follow the system voice prompts.
12. **EXAMPLE:** "Thank you for calling ABC Company."
13. Press the # sign to end recording.
  
14. After you have recorded the "Welcome" portion of the greeting, press # to go to another "Welcome" mailbox, or press # twice to exit the "Welcome" messages.
  
15. Dial "**I**" (4)
16. Enter mailbox number for the greeting you are recording:
17. Daytime Greeting – use mailbox number **2 0 0**
18. Nighttime Greeting – use mailbox number **2 0 1**
19. Holiday Greeting – use mailbox number **2 0 2**
20. Dial "**R**" (7) Follow the system voice prompts.
21. **EXAMPLE:** "If you know your party's extension please dial it now, for a directory of extensions, Press 1..."
22. Press the # sign to end recording.
23. When you are done recording, press #### to get back to the main menu and **XX** (99) to exit the voice mail.








# Holiday Schedule

## Holiday Answering Schedule

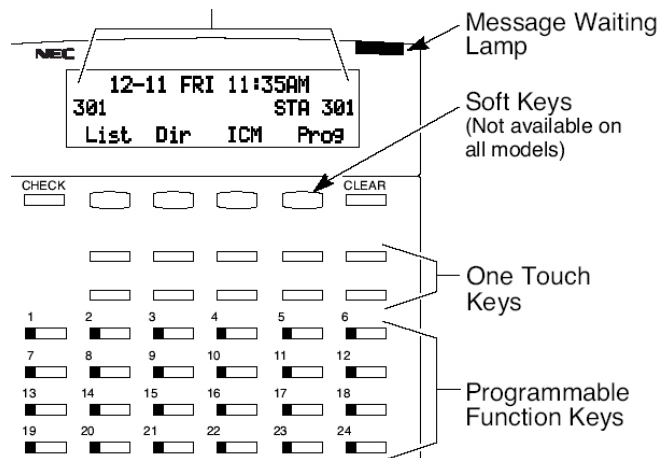
1. Enter IP Address.
2. Click on **Customize**.
3. Click on **Answer Schedule Tables** (Standard: 1=Day and 2=Night).
4. Click on **None** to enter a new date or click on existing date to change.
5. Press **Tab**.
6. **Enter time** (00:00 plays message all day, or enter a specific time for holiday message to start playing)
7. Press **Tab**.
8. Enter **Mailbox Number**. (Standard: 202=Holiday)
9. Click on **Apply**.
10. Click on **OK**.

# Function Keys

## Customize the buttons on your Phone

1. Enter IP address.
  2. User Name: Enter **ADMIN1**, press Tab
  3. Password: Enter **0 0 0 0**
  4. Click on the 
  5. Click on **System Data**
  6. Click on **Extension Basic Setup** (15-XX)
  7. Click on **Function Key Assignment** (15-07)
  8. **Search For Extension:** Enter the extension number of the telephone you are programming.
  9. Click on the 
  10. **Function Key:** Enter the function key number (See diagram below).
  11. Click on the 
  12. Enter the required information under **Function Number** and **Additional Information**.  
For a list of function key codes,  
click on the  then click on **Function Keys**.
- After you have entered the function key information,  
click on  at top of your screen.  
Use  to go to the next extension number or  
click  to return to the main menu

### Telephone Keys



# Mailboxes

Adding Mailboxes: Vanguard | Aspiremail | Plus

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1. Enter IP address.
2. Click on **Customize**.
3. Click on **Mailbox Options**
4. Click on **Add**.
5. **Enter the new mailbox number** in the space provided.
6. **Choose Subscriber** under the mailbox type option.
7. Click on **OK**
8. You are about to add a set of subscriber Mailboxes, are you sure? Click on **Yes**.
9. You have just successfully added x mailboxes. Click on **OK..**
10. **Enter Name**
11. **Enter Next Call Routing Mailbox (200)**
12. **Directory List (All)**
13. **No. of Messages (45)**
14. Click on **Messaging Tab** at the top.
15. **Change Message Listen Mode (New)**
16. **Auto Erase/Save Messages (Save)**
17. **Message Retention (45)**
18. Click on **Apply**.
19. Click on **OK**.

## Deleting Voicemail Boxes

1. Enter IP address.
  2. Click on **Customize**.
  3. Click on **Mailbox Options**
  4. Click on **Delete**.
  5. **Enter the mailbox number** to be deleted in the space provided.
  6. **Choose Subscriber** under the mailbox type option.
  7. Click on **OK**
  8. You are about to delete a set of subscriber Mailboxe(s), are you sure you want to continue? Click on **Yes**.
  9. You have just successfully deleted x mailboxe(s). Click on **OK**.
-

# Extension Names

Phone System Display 

1. Enter IP address.
2. On User Name, enter **ADMIN1**, press Tab
3. On Password, enter **0 0 0 0**
4. Click on the check mark 
5. Click on **System Data**
6. Click on **Extension Basic Setup (15-XX)**
7. Click on **Basic Extension Settings (15-01)**
8. On **Search For Extension**, enter the extension number.
9. Click on the Magnifying Glass 
10. Enter the new name in the space provided under the Name Column next to the appropriate extension number.
11. Click on the **Stamp**  at top of your screen
12. Use  to go to the next extension number or click the check mark  to return to the main menu.
13. Click on **Logout** 

## Voice Mail Directory

1. Enter IP Address
2. Click on **Customize**
3. Click on **Mailbox Options**.
4. Click on **Edit**.
5. **Enter Mailbox number**.
6. Click on **OK**.
7. **Enter the new name in the space provided next to Name or delete the existing name.**
8. Click on **Apply**  
Click on **OK**

# Message Notification

## Setting Up Message Notification

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1. Enter IP Address.
2. Click on **Customize**.
3. Click on **Mailbox Options**.
4. Click on **Edit**.
5. **Enter the mailbox number**
6. Click on **OK**.
7. Click on **Message Notification** Tab.
8. Click **Message Notification/Fax Callback** under options.
9. Click on **None** under the Notification Number.
10. **Enter number to be notified.**
11. Click on **Apply**
12. Click on **OK**.

### Message Notification Numbers:

1. \_\_\_\_\_ x \_\_\_\_\_

2. \_\_\_\_\_ x \_\_\_\_\_

3. \_\_\_\_\_ x \_\_\_\_\_

4. \_\_\_\_\_ x \_\_\_\_\_

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# Security Codes

## How to Change Security Codes





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1. Enter IP Address.
2. Click on **Customize**.
3. Click on **Mailbox Options**.
4. Click on **Edit**.
5. **Enter mailbox number.**
6. Click on **OK**.
7. **Enter the new security code in the space provided next to Security Code.**
8. Click on **Apply**.
9. Click on **OK**.

# Abbreviated Dialing

## System wide speed dialing

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1. Enter IP address.
2. On User Name, enter **ADMIN1**, press Tab
3. On Password, enter **0 0 0 0**
4. Click on the check mark 
5. Click on **Speed Dials**
6. **Enter the phone number** in the space provided under the Dial Data column next to the
7. appropriate speed dial "bin" number.
8. **Enter the Name** in the space provided under the Name column next to the appropriate speed dial "bin" number.
9. Click on the **Stamp**  at top of your screen  
Click on the check mark  to return to the main menu.
10. Click on **Logout** 

# Shut Down

## Voice Mail System

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1. **Click on Start**
2. **Click on Shut Down**
3. **Click on OK**

## Phone System

1. Push the power button on the main cabinet on the left hand side of the cabinet, located just underneath the power light.
2. Leave the cabinet off for a few minutes.
3. Push the power button on the main cabinet to turn the system back on.





Wait several minutes for the system to come back up.

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# Date and Time






## Phone System and Voice Mail System

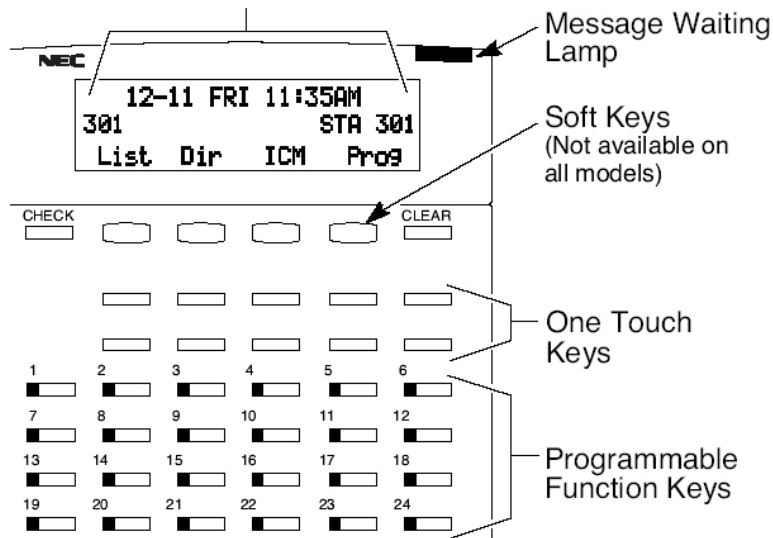
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1. Enter IP address.
  2. On User Name, enter **ADMIN1**, press Tab
  3. On Password, enter **0 0 0 0**
  4. Click on the check mark 
  5. Click on **System Data**
  6. Click on **System Configuration Setup** (10-XX)
  7. Click on **Date & Time Assignment** (10-01)
  8. **Enter data for the Year, Month, Day, Week, Hour, Minute, and second in the space provided.**
  9. Click on the **Stamp**  at top of your screen
  10. Click on the check mark  to return to the main menu.
  11. Click on **Logout** 
-

# One Touch Keys

## Phone System


1. Enter IP address.
2. On User Name, enter **ADMIN1**, press Tab
3. On Password, enter **0 0 0 0**
4. Click on the check mark 
5. Click on **System Data**
6. Click on **One touch Key Assignment** (15-14)
7. Enter the number and name for each key.
8. Use the  to select the next extension.
9. Click on the  **Stamp** at top of your screen.
10. Click on the check mark  to return to the main menu.
11. Click on **Logout** 







# Extension Groups

## Add/Remove Extensions from Ring Groups

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1. Enter IP address.
  2. On User Name, enter **ADMIN1**, press Tab
  3. On Password, enter **0 0 0 0**
  4. Click on the check mark 
  5. Click on **System Data**
  6. Click on **Incoming Ring Group Setup** (22-04)
  7. Enter Extensions for each ring group.
- 

## Add/Remove Extensions from Page Groups

1. Click on **Internal Paging Group Assignment** (31-02)
2. Enter the paging group number for each extension
3. Use the  to select the next set of extensions.
4. Click on the **Stamp**  at top of your screen to save.
5. Click on the check mark  to return to the main menu.
6. Click on **Logout** 

Chapter

14

Notes:

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