

# Teleconferencing

# Portal Web Interface

# Training Guide



16650 Chesterfield Grove Chesterfield, MO 63005 CustSrv@impacttech.com (314) 743-1420 8:30 A.M. – 5:00 PM CST Monday - Friday Ensemble Teleconferencing Portal Web Interface Training Guide

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Impact Technologies, Inc. 16650 Chesterfield Grove Chesterfield, MO 63005 Main: (314) 743-1400 Technical Support: (314) 743-1420 Fax: (314) 743-1401 http://www.impacttech.com/

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# Section 1: Logging into the Web Interface

#### **1.1 Starting Web Utility**

To start the Web Utility, open your Internet web browser and enter either the IP address or the URL pointing to the conference server database.

When you start the Web interface, the following logon window appears:

🚳 Ensemble - Log in -	Microsoft Internet Explorer		
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Address 🙆 http://10.2.1.	54/01/login.htm		🔽 🄁 Go 🛛 Links 🎽
	Ensemble	Teleconferencing Portal	
		Log-in	
	To edit and host conferences, please log in:	To view an already re please enter a	
	User: Description Descripti Description Description Description Description Description De	<u>E</u> ntry ID: <u>S</u> ecurity code:	Watch
	<u>Note:</u> : User and password are case sensitive!		
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To log-in, the user must click in the User field and log on with the user name and password they have been assigned. Click the log in button.

If you are connecting to view a conference that is already running, enter the Entry ID and Security Code (if applicable) on the right.

#### 1.2 Main Window

The main window in the web interface will open. The majority of the window is the work section of the window.

Ensemble Teleconferencing Portal - Microsoft Internet Explorer								
	Elle Edit View Favorites Iools Help 💦 Back - 🛞 - 💽 👷 - 🚱 🖓 - 🚱 🕋 - 💭 🌠							
Address @ http://10.2.1.54/cgi-bin/wapconf.exe								
	Ensemble Tele Status (more): Conserve en conserve e		orial	Server Tuesday, February 2 date/time: Time = UTC -6 h Actual no of users: 3 Application version: 6346	10, 2007- 09:37 Central Standard			
Navigation	J		Server Status		<b>I</b>			
<b>A</b>		Server	Active conferences	Load/Usage Reserved seats	Active conferees			
<u>Stored</u> conferences		DefaultServer	0%	0%	0%			
<u>M</u>	(tetronik DAKS	S Server Demo case)	(0/5)	(0/12)	(0/17)			
Active conferences			>>> continue >>>					
Personal directory								
Office directory								
ersonal data								
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In the top section of the main window you will see the server information, including the server date and time, the actual number of users logged on, the application version being run, the name of the user currently logged on, and also the status of the conference server. You can also click on the link next to the word Status, (more...), to open the Server Status window, which will provide more detailed information in the following format:

The Server Status window gives the following information:

- Server Server name
- > Active conferences How many of the possible conferences are running right now.
- **Reserved seats** How many of the seats currently reserved are in use.
- Active conferees How many of the subscribers currently assigned to a conference are actively connected to the conference server.

You will press >>> continue >>> to get back to the main window.

The left side of the main window is where the navigation options are found. These options are:



This is the page that is defaulted to upon login. This option shows all of the conferences stored for the logged in user.



This option shows all of the conferences currently in progress.



This option allows the logged on user to view, edit, add or delete entries in their personal directory.



This option allows the logged on user to view the Office Directory.



This option allows the logged on user to view and edit their personal data.



This option opens the DAKS ICTC User Manual.



This option logs the user off of the web interface.

## **Section 2: Stored Conferences**

The stored conferences window is the default page users will see after logging in. It shows the conferences that the logged in user has control of in the conference server.

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Address 🕘 http://10.2.	1.54/cgi-bin/wapconf	.exe				🖌 🂽 Go 🛛 Links			
		ole Teleconfer	encing Portal	Server date/time: Actual no of u Application ve	Time = UTC -6 h sers: 3	2007- 09:38 Central Standard			
Navigation			Stored con	ferences					
e.		<u>Conference name</u> ▲	<u>Start code</u>	Entry code	<u>Security code</u>	Schedule			
Stored	3	<u>Demo</u>	636-898-4140 - <u>4434</u>	636-898-4145 - <b>4569</b>		not scheduled			
<u>conferences</u>	8	<u>Development</u> <u>Conf.</u>	636-898-4140 - <u>8981</u>	636-898-4145 - <b>6155</b>		not scheduled			
<b>\$</b>	3	<u>Hitachi</u>	636-898-4140 - <u>9240</u>	636-898-4145 - <b>9589</b>		not scheduled			
Active	3	<u>No Name</u>	636-898-4140 - <u>2580</u>	636-898-4145 - <b>9515</b>		not scheduled			
<u>conferences</u>	3	<u>Tuesday Conf.</u>	636-898-4140 - <u>8378</u>	636-898-4145 - <b>4334</b>		not scheduled			
1 ( North Contraction	3	<u>VoCos Test</u>	636-898-4140 - <u>7043</u>	636-898-4145 - <b>8888</b>		not scheduled			
Personal directory									
Office directory									
ersonal <u>data</u>									
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<u>)</u>						🤣 Internet			

There are three buttons in the top right corner of the stored conferences window:



The refresh button will refresh the information on the Stored Conferences window.

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The Add New Conference button will allow the logged on user to add a new conference to the conference server.



The online help button will open the User Manual.

# 2.1 Adding a New Conference

To add a new conference in the web interface, click on the Add New Conference button on the top of the workspace. This will open the following window:

ss 🙆 http://10.2	.1.54/cgi-bin/wapconf	.exe			💌 🄁 Go 🛛 L
	Ensemb	ole Teleconferenci	ng Portal		Server Tuesday, February 20, 2007-09:39 Central Stand date/time: Time = UTC-6 h
					Actual no of users: 3
	Current user:	• · · · · · · · · · · · · · · · · · · ·			Application version: 5348
Navigation	1		Create n	ew confere	nce
	Title:	No Name		Runs on server:	ICTC DefaultServer tetronik DAKS Server Demo case
Stored Conferences	Start code:	636-898-4125 - <b>9723</b>		Entry code:	636-898-4125 - <b>1614</b>
	Security code:		(max. 16 digits)	Template:	English 🕑
Active	Duration:	60	(5 1440 [min])	Schedule:	Day Mon. Year Hour Min.
conferences	No of	5	(3 17)		
<u> </u>	seats:	🗹 guaranteed also on ad-hoc sta	irt		Mo Tu We Th Fr Sa Su Cycle
Personal	Dialing attempts:	4	(120)		not on holidays
directory	Ringing time:	30	(10199 [s])	Premature Entry:	✓ 15 minutes, before conference begin
- <b>2</b>	Interval:	60	(2999 [s])	Last	
<u>Office</u> <u>directory</u>				started:	
<b>S</b> ,	Props.:	On entry PIN required	Launch via tel. pos	6S. 🗌	Active w/o master 🔽 Play tones
Personal			Save	Cancel	)

Enter the appropriate information:

Title	The name of the conference.
Runs on	Choose the appropriate conference server from the drop-down list. This is only applicable if the configuration consists of more than one conference server.
Start code *	The number dialed to start the conference. The beginning of this number is the same for all conferences. The unique part of the start code (last four digits) is automatically assigned. It cannot be changed here, but can be changed in the Admin Tool.
Entry Code *	The number dialed to enter the conference. The beginning of this number is the same for all conferences. The unique part of the entry code (last four digits) cannot be changed here, but can be changed in the Admin Tool.
Security Code	For additional security, entering a numeric code here will require the entry of a security code to start or enter this conference. Possible: Up to 16 digits.
Template	Choose a template defined by the administrator from the drop-down list. This template will determine display information, announcements and e-mails for the conference and typically doesn't change once set.
Duration	Enter the duration time, in minutes, for the conference. The limits are set by the administrator and will display in parentheses after the field.

No. of seats	Enter the number of seats to be reserved for this conference. The limits are set by the administrator and will display in parentheses after the field.
Commente e d	
Guaranteed	Choosing this check box guarantees that the number of reserved seats will be
also on ad-hoc	held even if a conference is started on an ad-hoc basis and fewer subscribers
start	were dialed than seats reserved.
Schedule	If the conference needs to occur on a schedule, either one-time or recurring,
	you can set the schedule here so that the conference will start and called
	subscribers will be called automatically at the determined time. Fill in the Day,
	Month and Year of the first conference, along with the time (24-hour clock),
	then check the day(s) of the week to run the conference. If the conference is
	recurring, the Cycle drop-down determines whether the conference should be
	kicked off weekly, bi-weekly, etc. (Up to every 4 weeks.) Finally, there is a
	check box that tells the conference server to NOT run the conference on days
	marked as holidays by the administrator.
Dialing	Enter the number of times you want the conference server to dial a subscriber
attempts	if they don't reach them before giving up. The limits are set by the
	administrator and will display in parentheses after the field.
Ringing time	Enter the time in seconds to have the subscribers' phone ring with no answer
	before giving up. The limits are set by the administrator and will display in
	parentheses after the field.
Interval	Enter the time the conference server will wait between dialing attempts. The
	limits are set by the administrator and will display in parentheses after the
	field.
Last started *	The date and time the conference was last started.
Props.	
(Properties)	
On entry PIN	Choosing this check box requires a valid PIN be entered before a caller can
required	gain access to the conference. This check box only applies to conferees
	dialing into the conference, not called conferees. If you want called conferees
	to require a PIN, you need to chose the option on the individual subscriber
Launch via tel.	Choosing this check box allows the conference to be initiated via the
poss.	telephone.
Active w/o	Choosing this check box allows the conference to continue even if no one
master	designated as a master of the conference is in the conference.
Play tones	Choosing this check box allows the conference server to play tones when
	someone enters or exits the conference.

\* - Comment field only

#### 2.2 Editing a Conference

In order to edit an existing conference, click on the name of the conference from the list of conferences in the Stored Conferences work space. This will open the main page for the conference:

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Address 🗃 http://10.2.1.54/cgi-bin/wapconf.exe										
	Status ( <u>more</u> ):		leconferenc	cing Portal			rime = UTC -6		09:41 Central	Standard
Navigation			View	conference 'Develo	opment Con	ıf.'		\$		9
(în)	Edit param	eters	Edit members In:	sert from pers. dir. Insert	from office dir.	Insert ad-hoc s	subscriber			
Stored				Para	meters					
conferences	Title:	Developme	nt Conf.		Server:	ICTC DefaultSei	rver tetronik D <i>i</i>	NKS Server De	mo case	
	Start code:	636-898-41	40 - <u>8981</u>		Entry code:	636-898-4145 - <mark>6155</mark>				
<u>k</u>	Security code:				Template:	English				
Active	Duration:	60 minutes			Schedule:					
conferences	No. of seats:	5			_					
	Dialing attempts:	4								
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Ringing time:	10 seconds			Premature entry:	15 minutes, before conference begin				
<u>Personal</u> directory	Interval:	2 seconds			Last started:	16:06 Monday, October 9, 2006				
directory	Props.:	🛥 On entr	y PIN required	<ul> <li>Launch via tel. poss.</li> </ul>	🖛 Acti	ive w/o master		<ul> <li>Play tones</li> </ul>	5	
Office	Close									
directory				Subs	cribers					
æ.	Name	Δ	Additional info	Phone	Email :	address	ls called	Needs	ls master	May talk
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data	Christian, Mark			1433			<ul> <li>✓</li> </ul>	-	-	<ul> <li></li> </ul>
	Dresch, Chris		Cell	3145664904	chrisd@imp	acttech.com	<ul> <li>✓</li> </ul>	-	-	<ul> <li>Image: A set of the set of the</li></ul>
Heln										
ê								0	Internet	

This page will display all of the information concerning this conference.

If there is something in need of editing, use the buttons at the top of the page to go to the section to edit:

Edit Parameters	Allows the user to edit all of the operational information for this conference. This includes all of the information displayed at the top of the conference screen.
Edit members	Allows the user to edit the subscribers already in the conference. This includes deleting them from the conference, deciding whether they are called, if they need to enter a PIN or a # before being allowed to enter the conference, whether they are designated as a master in this conference and whether they may talk during the conference.
Insert from pers. dir.	Allows the user to insert subscribers predefined in the users' personal directory.
Insert from office dir.	Allows the user to insert subscribers predefined in the office directory.

Insert ad-hoc subscriber	Allows the user to insert a subscriber that is not predefined in either the users' personal directory or office directory of this user. When the user chooses this option, the window below opens to allow them to enter the
	user specific information, including the option to save the ad-hoc subscriber in the users' personal directory.
	I in the users' personal directory.

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Address 🗿 http://10.2.1.54/cgi-bin/wapconf.exe								
		e Teleconferencing P	ortal		Server Tuesday, February 20, 2007-09:44 Central Standard dateXtime: Time = UTC-6 h Actual no of users: 3			
	Current user:				Application version: 6848			
Navigation		Edit ad-hoc subsc	riber of co	nference 'D	Development Conf.'			
e.	Last name:			LDAP:	Server: iti00 💌 💿			
Stored	First name:	Title:		LDAP help:	Enter at least one search template into any of the fields on the left hand side. The search is not case sensitive.			
<u>conferences</u>	Additional Info:				The search within LDAP directories may return a lot of entries; the use of wildcards is the easiest way to lower			
₩	Email:				the number of matches. LDAP supports the traditional wildcard character *, whereat * is a place holder for one			
<u>Active</u> conferences	Assigned:				or several characters.			
conterences	Phone:		External		Example:			
	PIN:	(max. 16 digits)			Searching for the last name 'Browning': - Browning,			
<u>Personal</u> <u>directory</u>	Directory:	Also store/move to personal directory			- Brow* or - Br*ing			
			Save	Cancel				
<u>Office</u> <u>directory</u>								
×.								
<u>Personal</u> data								
ど Done					🔮 Internet			

In the top right corner of the conference workspace, you will see the following four buttons:

Start conference button allows you to start the conference from this window. This is not a schedule button, but rather will start the conference immediately. A conference can also be started via the phone using the start code reflected in the conference

parameters.

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Delete conference button allows you to delete the entire conference.

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Inform subscriber via e-mail button allows you to send an e-mail to the subscribers in the conference who have an e-mail address listed. The e-mails sent are predefined by the conference server administrator to contain the relevant information

<b>&gt;</b>
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The online help button will open the User Manual.

concerning the conference.

The bottom section of the conference workspace will list the members of the conference you are working with. This list can be sorted by either the Name, Additional info, Phone or Email column by clicking on the column header.

### **Section 3: Active Conferences**

Users can keep track of their conferences at any given time by clicking on the Active Conferences navigation option. Choosing this option will list only those conferences that are currently in progress.

		Microsoft Internet Explorer			
File Edit View Fav		Search 🔶 Favorites 👩	🖉 - 嫨 🕋 - 🛄 🕱	• m #	4
Address 🕘 http://10.2.					Go Links »
<b>**</b>		e Teleconferenc	ing Portal	Server Tuesday, Febr date/lime: Time = UTC -8 Actual no of users: 1 Application version: 6348	uary 20, 2007- 10:43 Central Standard h
Navigation	<b>*</b>		Active confe	rences	<b>Ø</b>
fe.		<u>Conference name</u> ▲	Entry code	Security code	Settings
<u>Stored</u> <u>conferences</u>	3	Tuesday Conf.	636-898-4145 - <mark>4334</mark>		- Dial-in without PIN
Active <u>conferences</u>					
Personal directory					
Office directory					
Personal data					
🧼 Help					
🕘 Applet Main started					🔮 Internet

To the left of the conference name, you will see the following two buttons:



Steer conf button allows you to take control of the conference. See more details below.



Close conf button allows you to manually close a conference.

#### 3.1 Steering a conference

After clicking the Steer conf button (), the Steer Active Conference window will open.

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ss 🔮 http://10.2.	1.54/cgi-bin/wapconf.exe				🔽 🄁 Go	l
	Ensemble Teleco	nferencing Portal	Server date/ti		ebruary 20, 2007- 10:42 Central S C -6 h	Stand
	Status ( <u>more</u> ): Conference server is a		Actual	no of users: 1		
	Current user:		Applio	ation version: 5346		
Navigation	<b>6</b>	Steer activ	e conferen	ce		e
	Start code: 636-898-414	0 - 8378 Entry code: 6	36-898-4145 - <b>4334</b>		Security code:	
stored						
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Active	Status: Active	Remaining time: 58			💥 Terminate	
Active <u>Active</u> conferences	<u> </u>	-		State:	💥 Terminate	
Active conferences	Status: Active	Remaining time: 58		State:	X Terminate	
conferences	Status: Active Name:	Remaining time: 58 Number: Active conferees DRNEFFEL) [1433 (3534)	int		Terminate	
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There are five sections of the Steer Active Conference page. In the top section, you have the information about the conference, including the Start Code, Entry Code, Security Code, Name, Status and Remaining Time. The following buttons are available in the top section:



Maximize page button will maximize the Steer Active Conference workspace so that it fills the browser window, eliminating the server information and the navigation options.



Normal page view button will restore the view back to normal to include the server information and the navigation options.



Terminate Conference button allows you to immediately terminate the conference.

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😚 Extend by 30 minutes
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Extend by 30 Minutes button will allow you to extend the duration of the conference by 30 minutes if the resources are available. This can also be done via the phone by pressing **\*9** after hearing the announcement warning of the end of the conference.

The other sections of the window pertain to subscribers involved in the conference. The top section shows the conference that are currently active in the conference. In the window, you will see the Name, Number and State (status) of each conferee. The master of the conference is

designated by the symbol in the State column. The buttons available to the user steering the conference in this section are:



Disconnect Selected Conferees button will disconnect a subscriber that has been selected from the conference.



Reset Request to Talk for Selected Subscribers button will reset the flag that appears in the status of a subscriber to has entered the code (\*5) requesting the opportunity to speak in the conference.



Mute Selected Subscriber button will disable the talk path of the selected subscriber.



Unmute Selected Subscriber button will enable the talk path of the selected subscriber.

The three sections at the bottom of the page refer to subscribers that are not currently active in the conference. There is a section in which an ad-hoc subscriber could be added to the conference, providing resources are available. The two other sections are for conferences that either didn't answer when originally called or were disconnected from the conference by hanging up or being disconnected by the user steering the conference. These subscribers can be called again using the following buttons, available in each of the three sections:



The Call W/O # (when adding an ad-hoc conferee) or Call W/O Parameters buttons allow the user to select a conferee from the Inactive Group Members or Previous Conferees section, or add a new conferee in the Ad-Hoc Conferee section and call them in this button is pressed. It will be not necessary for the caller to add either

a # or a PIN.



The Call W/# (when adding an ad-hoc conferee) or Call W/Parameters buttons allow the user to select a conferee from the Inactive Group Members or Previous Conferees section, or add a new conferee in the Ad-Hoc Conferee section and call them when this button is pressed. It will be necessary for the caller to add either a # or a PIN, depending on the settings in the conference.

# **Section 4: Personal Directory**

Every user is assigned a personal directory to enter subscribers that they want added to their conferences but that might not need to be in the office directory.

-	Ensemble Teleconferencing Portal - Microsoft Internet Explorer						
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Address 🗿 http://10.2.1.54/cgi-bin/wapconf.exe							
	Ensemble Teleconfere Status ( <u>more</u> ): Conference de conference (1 a de con Current user: ,	encing Po	ortal			tral Standard	
Navigation		Pers	sonal Director	ry		1 1	
În	Search mask (incl. wildcard *) :	La	ast name 🔽 💿				
Stored conferences	<u>Name</u> A	<u>Additional</u> <u>Info</u>	<u>Phone</u>	<u>PIN</u>	Email addr.	Assigned	
64	🛃 🗙 Breeden, Brice		1466		briceb@impacttech.com	1 times	
Active	🛃 🗙 Lab, 3rd Floor	Testing	636 898-4164		mattk@impacttech.com		
<u>conferences</u>	🛃 🔀 Smith, Milt		1-408-717-7777		milton.smith@hitachigst.com	1 times	
Personal directory							
Office directory							
Personal data							
🤌 Help							
Applet Main started					🥥 Internet		

Choosing the Personal Directory option will display the users' list of subscribers that are in their personal directory. At the top of the page, there is a search feature to help you find subscribers in larger directories. You enter the information you are looking for, using \* as a wildcard if necessary, and choose one of four fields to search in (last name, first name, phone number or additional info) and then press GO.

The following buttons are available in this window:



Create Subscriber button will allow you to add a new subscriber, entering last name, first name, title, additional information (ex. – department), e-mail address, telephone number, PIN, and decide if the caller should be designated as a master in all conferences to which they are entered.



Edit Subscriber button will open the subscriber information page



Delete Subscriber button will delete the subscriber from the Personal Directory

#### Ensemble Teleconferencing Portal - Microsoft Internet Explorer <u>File Edit View Favorites Tools Help</u> 🔇 Back 🔹 📀 🕤 📓 🏠 🔎 Search 🤺 Favorites 🤣 🔗 🎍 🔳 🕤 🗾 🐮 🖗 🎒 Address 🕘 http://10.2.1.54/cgi-bin/wapconf.exe 🗸 🛃 Go 🛛 Links Tuesday, February 20, 2007- 10:45 Central Standard Time = UTC -8 h **Ensemble Teleconferencing Portal** Status (<u>more...</u>) Actual no of users: Application version: 5346 Current user Navigation ₽, Edit subscriber Last name: Lab First name: 3rd Floor Title: <u>Stored</u> conferences Additional Info: Testing Email: mattk@impacttech.com 0 Assigned: 636 898-4164 🗸 External Telephone: nference PIN: (max. 16 digits) Properties: 🗹 By default apply with "Is master" <u>Personal</u> directory Save Cancel Office lirectory Ép Persona 🧼 <u>Help</u> 🗿 Applet Main started 🥝 Internet

#### 4.1 Edit Subscriber and Add Subscriber Windows

The same window opens when you are adding a new subscriber or editing an existing subscriber. This window allows the user to enter:

- Last name
- First name
- Title
- Additional information (ex. department)
- E-mail address
- Telephone number
- PIN
- Decide if the caller should be designated as a master in all conference to which they are entered.

# **Section 5: Office Directory**

The Office Directory option allows the user to look through the Office Directory. Editing of the subscriber information in the Office Directory is not allowed. Changes should be submitted to the conference server administrator. At the top of the page, there is a search feature to help you find subscribers in larger directories. Enter the information you are looking for, using \* as a wildcard if necessary, and choose one of four fields to search in (last name, first name, phone number or additional info) and then press GO.

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Stored	<u>Name</u> ▲	Additional Info	<u>Phone</u>	<u>PIN</u>	Email addr.		
<u>conferences</u>	4K V2, ChrisD		1421				
🔛 🔛	Anderson, Amy		3142340984				
<u>Active</u> conferences	🛅 Asher, Mark		1422		marka@impacttech.com		
	🛅 Baehr, Bryan		3143	3333	bryan@impacttech.com		
Personal	Beringer, Brett	Product Mangement	6123		brett@impacttech.com		
directory	🛅 Christian, Mark		1433				
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<u>directory</u>	Dresch, Chris	Cell	3145664904	1213	chrisd@impacttech.com		
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<u>Personal</u> <u>data</u>	Dresch Cell, Chris		3145664904				
2	Erickson, Johnny		5326				
Help	Franklin, Casey		2536		~		
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The users are able to send e-mail to subscribers in the Office Directory by clicking on their e-mail address in the last column. This will open a new e-mail, addressed to the subscriber, using the user's existing e-mail account.

Subscribers can be pulled from the office directory to your personal directory. This is accomplished by clicking on the copy subscriber icon (), which will open the copy window:

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- Mi		First name:	Mark	Title:		
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The information in the subscriber now can be edited by the user. The new information will be saved in the user's personal directory.

#### Section 6: Personal Data

The Personal Data window allows the user to maintain some of their personal data.

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In the Personal Data window, all of the information pertaining to the user's account is provided. In addition to the Help button, there are two additional buttons available to the user on this page:



Change Password button allows the user to change their password.



Edit Personal Data button allows the user to enter another window in which they will be able to edit some of the data in their record. The editable fields in this window are:

- Last Name
- First Name
- Title
- Position
- Department
- City
- Email Address
- Template

#### Section 7: Help

In the same manner as the help on the individual pages, the Help option in the navigation options will open the DAKS ICTC User Manual.



#### Section 8: Exit

Choosing the Exit option from the Navigation Options will log you out of the Telecommunication Portal Web Interface and bring you back to the log-in page.

If you are in the Admin Tool at the same time, this option will not log you out of that tool. You will need to log out of that separately.