



# ESI eCloud

## eConsole Office Manager User's Guide

An Office Manager has responsibility for organization-wide administration of the eCloud PBX. An Office Manager can view all information related to the domain that they belong to in the eCloud PBX.

This document is a supplement to the [eCloud eConsole User's Guide 0455-0356](#), which is used by all users of the eCloud PBX. This document describes the features that are specific and only available to an Office Manager.

There are user-level videos for many of the features discussed in this guide. Please refer to the [ESI Resource Library's eConsole Manager](#) videos.

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# Notice

Office Managers have access to call history, call recordings, and e911 (ie: enhanced 911) address information associated with all users on the eCloud PBX. Office managers can also listen to any active calls. It's the office manager's and their company's responsibility to ensure applicable information is kept confidential and not misused.

# Home

The Home page consists of a menu, active calls, call graph, users and applications, and usage statistics.

The screenshot shows the Home page dashboard with a sidebar menu on the left containing options like Home, Users, Conferences, Auto Attendants, Call Queues, Time Frames, Music On Hold, Inventory, Call History, Call Recordings, and Button Mapping. The main content area is divided into three sections: 'CURRENT ACTIVE CALLS' with a table of active calls, 'CALL GRAPH' showing a line chart of peak active calls by hour, and 'USERS AND APPLICATIONS' and 'USAGE STATISTICS' panels on the right.

From	Dialed	To	Duration
1 (432) 425-2092	CHAPMAN	1 (972) 755-2167	01:04:05
1 (852) 871-2092	[V] LANPH	1 (800) 374-6422	23:06
1 (776) 983-2092	William	2184	21:04
1 (215) 345-2092	[V] BT	1 (800) 891-3609	23:54
1 (408) 829-2092	[V] THOMP	1 (800) 856-2151	23:27
1 (872) 422-9780	Esitech Systems Inc.	(206) 400-2151	07:07
2392	Taylor	(206) 621-1911	04:13
	Nel	X10	102

## Current Active Calls

Current Active Calls shows all calls in progress. Click the speaker icon on an active call to monitor the call.

A window will appear that will allow you to join call whisper to either party of the call.

**Notice:** Office Managers have access to call history, call recordings, and e911 (ie: enhanced 911) address information associated with all users on the eCloud PBX. Office managers can also listen to any active calls. It's the office manager's and their company's responsibility to ensure applicable information is kept confidential and not misused.

The Audio Monitoring window displays the following information: 1235 ePhone3 v2 + 1236. Below this, there are three buttons: 'Join Call', 'Whisper to 1235', and 'Whisper to 1236'.

## Call Graph

The Call Graph is a visual representation of call activity. The call graph can be sorted by:

- Peak Activity Calls
- Call Volume
- Total Minutes

The screenshot shows the 'CALL GRAPH' dropdown menu with the following options: 'Peak Active Calls', 'Call Volume', and 'Total Minutes'. The current selection is 'Peak Active Calls by Hour for All Calls'.

## Users and Applications

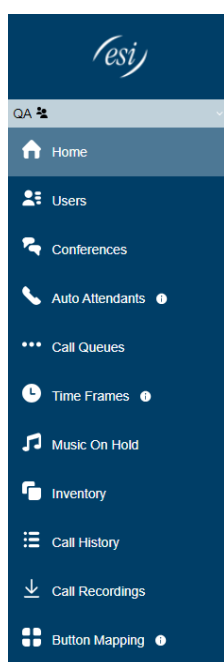
Users and Applications show how many users, devices, apps, etc. are configured on the domain.

## Usage Statistics

Usage Statistics shows a numerical value of call and SMS/MMS activity for the current month and the previous month.

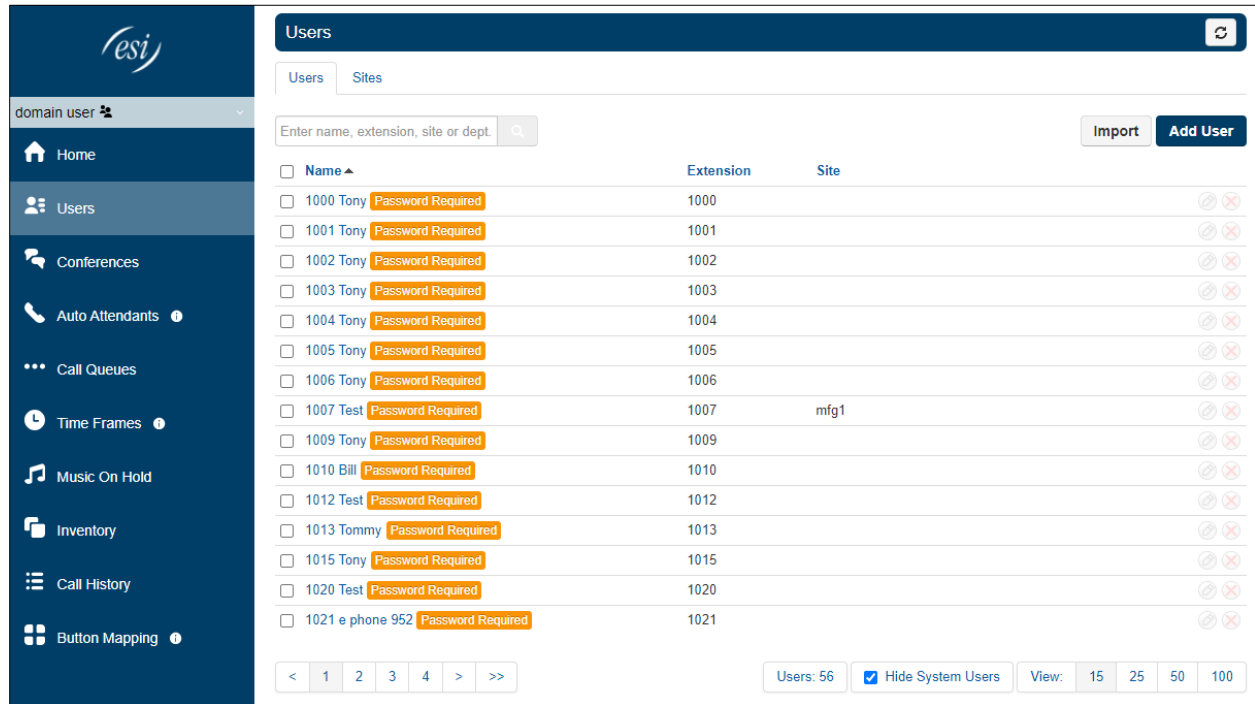
## Menu

Clicking an item from the blue menu bar on the left of the screen will take you to the item's configuration centers. Example: Clicking the Users icon will take you to the user's center where you can create and manage users.



# Users

The Users icon will take you to the user's center. This is where you can create and manage the users and sites on your domain.



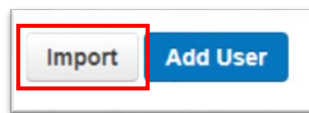
## Users

Users are destinations we want to send calls to. Every person's account, conference bridge, auto attendant, call queue in the organization is a user. This tab allows you to add, edit and delete users.

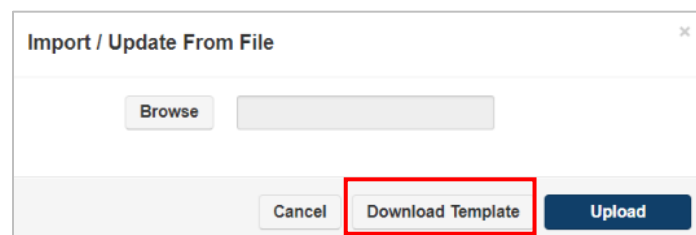
### Import Users

The Import option will allow you bulk import users from a CSV (ie: comma separated values) file. To import a list of users

1. Login to eConsole as an Office Manager
2. Click on the Users tab in the menu
3. Click the Import button in the upper right of the screen.



4. In the pop-up that appears click Download Template and click Save. This will download a CSV file titled `user_import_domain.com.csv` but you can rename it.



- Open the CSV template that was downloaded to your PC and fill in the information for your users. The template contains a few populated rows, based on your account, to give you an idea of the required data. **DO NOT** use a different template or file. **DO NOT** add your own columns to the template.

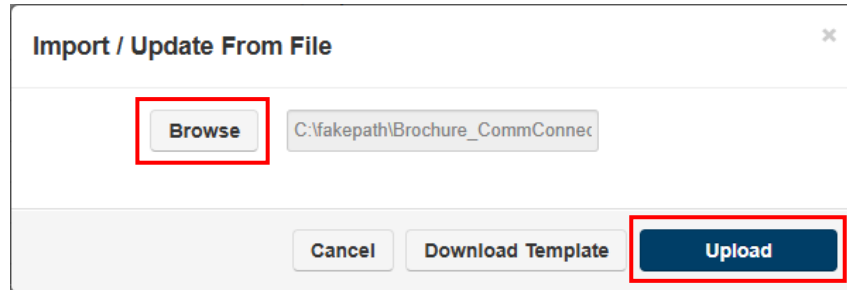
A	B	C	D	E	F	G	H	I	J	K	L	M
extension*	domain	first name	last name*	login	portal pas	email addr	voicemail	departmer	site	vmail enab	answer tin	timezone
1000	esi.inhouse	{first name	{last name	1000@esi.		{email add	1234			yes	25	US/Centra
1001	esi.inhouse	{first name	{last name	1001@esi.		{email add	1234			yes	25	US/Centra
1002	esi.inhouse	{first name	{last name	1002@esi.		{email add	1234			yes	25	US/Centra

The chart below gives instruction on the fields. Be aware that much of this information like domain name, caller ID, dial plan, will be automatically filled based on your domain account created by ESI Implementation.

Field	Example	Additional Information
extension*	1000	Required
domain	acme.com	
first name*	Bob	Required
last name*	Jones	Required
login	<a href="mailto:1000@acme.com">1000@acme.com</a>	<ext>@<domain name>
dashboard password	It's recommended to not fill this in. When the user accesses <a href="http://my.esihs.net">my.esihs.net</a> they will choose Forgot Password and set up their own.	
email address	bob.jones@acme.com	
voicemail pin	102938	Enter whatever 6-digit numeric PIN. ESI strongly recommends you inform users to set their own PIN once they get access to the system.
department	Sales	
site	North Dallas	Most companies will not be set up to use or need this feature. It's very specific. If in doubt consult ESI Support.
vmail enabled	yes	
answer timeout	25	The number of seconds the user's phone/device will ring before going to voice mail or other programmed destination.
timezone	US/Central	
area code	972	
callerid number	9724229700	
callerid name	Acme	
911 callerid	{callid_emgr}	
dial plan	acme.com	
dial permission	US and Canada Only	
audio directory	yes	Audio directory is heard in the Auto Attendant for callers.
visual directory	yes	Visual directory is seen in eConsole, ePhoneGO2, and Webphone for fellow domain users.
vmail_transcribe	no	This is a paid service.
email_vmail	attnew	
email_vmail_enable	yes	

add phone extension	yes	
Seat Type	Basic User	Refer to <a href="#">User Seat Types</a> section for details.

6. Once the CSV file is completed and saved go back to eConsole Users tab. Click the Import button again, assuming you closed it.
7. Click Browse and select the CSV file you just completed.
8. Click Open.
9. Click Upload. This should only take a few seconds even for a large import.



### Import Errors

You may receive a notice of errors. The acceptable rows in the CSV file will import. But those with errors will not. Make a note of the errors you received. Go back to the saved CSV file. Fix those errors and Upload the file again. Or you could create a save a second CSV file of just the errored extension and upload that file instead. Using the same file over and over again will not create duplicate extensions in the system.

## ESI ePhone - Import eConsole Contacts

Follow these steps to export and import your eConsole contacts to your ESI ePhone.

### Export eConsole Personal Contact Directory

eConsole personal contacts are managed by the eConsole account user. The eConsole user's personal contacts are stored under Contacts in the My Contacts group.

1. From the left navigation menu select **ePhone Directory Creator**.
2. Select the **Personal Contacts** button at the top right to view your personal contacts list.
3. **Optional:** Edit the contact information to be displayed in the ePhone contact directory.
  - Name (Contact Name)
  - Number (Contact Primary Number)
  - Mobile (Contact Secondary Number)
  - Other (Contact Third Number)
  - Group: Assign the contact group name. The default group name is **Personal Contacts**.

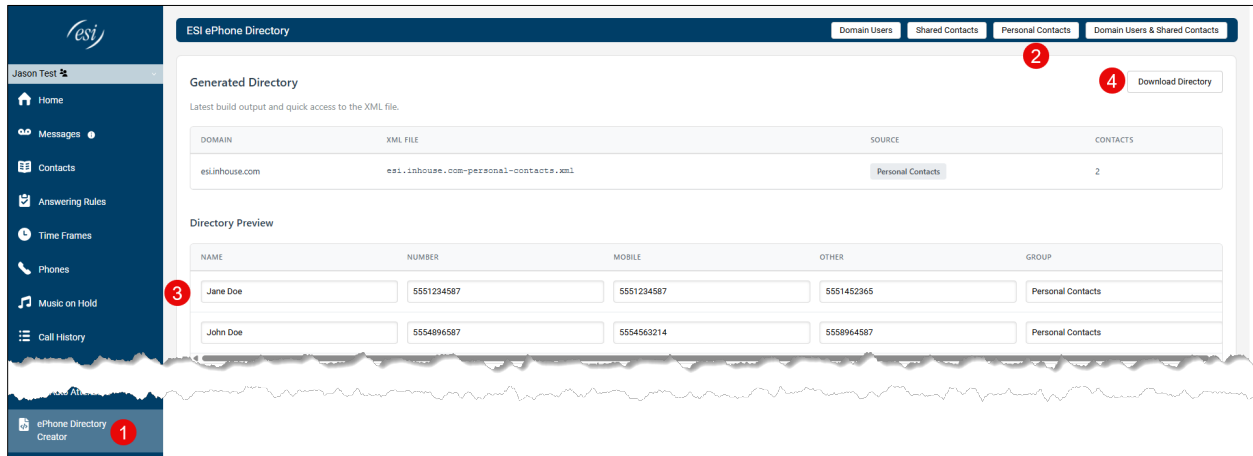
#### Important Notes:

**It is recommended to edit contacts in eConsole Contacts and use default contact information.** Edits made in ePhone Directory Creator are not stored, and need to be re-entered when creating new contact files.

**To remove** a contact from the ePhone contact directory file, **clear all** the contact information fields.

4. Select the **Download Directory** button at the top left to download the **XML file** containing your personal contacts to your **Downloads** folder.

XML file name: **[eCloud Domain Name]-personal-contacts.xml**



### Export eConsole Domain Users and Shared Contacts

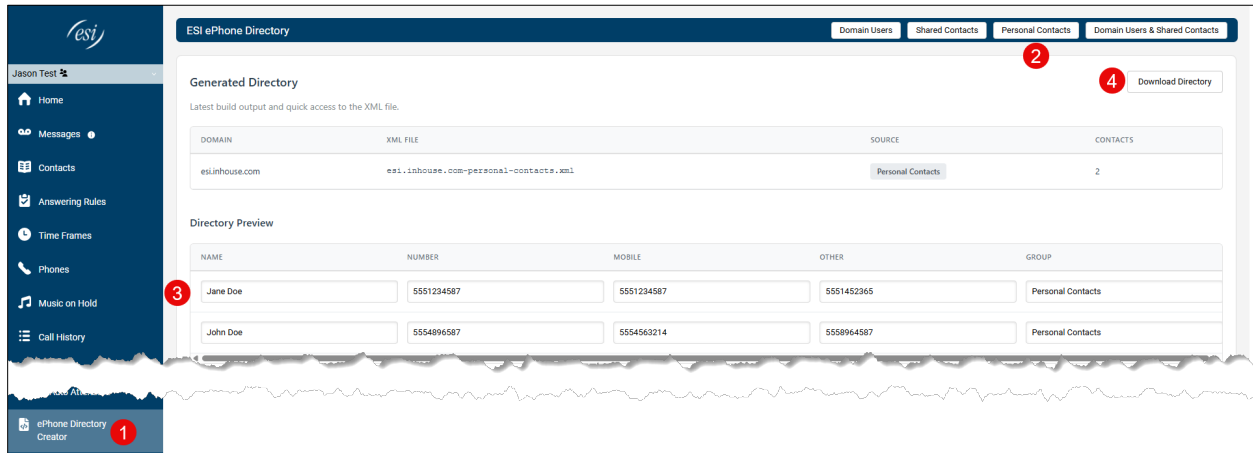
Domain users are your ESI eCloud users and shared contacts are contacts you share with all your employees. Exported Domain Users and Shared Contacts files need to be distributed to your employees by the Office Manager.

1. From the left navigation menu select **ePhone Directory Creator**.
2. Select either **Domain Users**, **Shared Contacts**, or **Domain Users & Shared Contacts** button at the top right to view the directory file.
3. **Optional:** Edit the contact information to be displayed in the ePhone contact directory.
  - Name (Contact Name)
  - Number (Contact Primary Number)
  - Mobile (Contact Secondary Number)
  - Other (Contact Third Number)
  - Group: Assign the contact group name. The default group names
    - i. **Domain Contacts**
    - ii. **Shared Contacts**

#### Important Notes:

**It is recommended to edit contacts in eConsole Contacts and use default contact information.** Edits made in ePhone Directory Creator are not stored, and need to be re-entered when creating new contact files.

**Clear all** contact information fields to **remove** the contact from the ePhone contact directory file.



4. Select the **Download Directory** button at the top left to download the **XML file** containing your personal contacts to your PC.

- **Domain Users** - ESI eCloud user contact information (i.e. user extension numbers).  
XML file name: **[eCloud Domain Name]-users.xml**
- **Shared Contacts** - Shared company contact information (i.e. common business partners).  
XML file name: **[eCloud Domain Name]-shared-contacts.xml**
- **Domain Users & Shared Contacts** - Combines both domain users and shared contacts in a single file.  
XML file name: **[eCloud Domain Name]-all.xml**

#### **Important Notes:**

**Metered, Select, Call Center Agent, Premier, Operator, and Call Center Supervisor** seats can only export their own personal contacts.

**Office Manager** seats can export their own **Personal Contacts** along with **Domain Users** and **Shared Contacts**.

#### **Import Directory Files to Your ePhone**

##### **Important Note:**

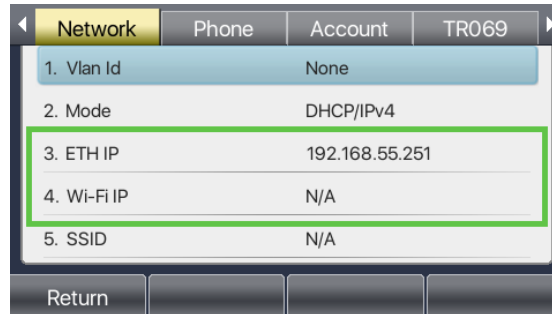
When importing updated directory files, the updated contact is duplicated in the ePhone contacts directory. Contacts without edits are ignored and not duplicated after importing.

To prevent duplicated entries, delete the group or the individual users that were updated before importing a new directory file.

### 1. Find Your ePhone IP Address

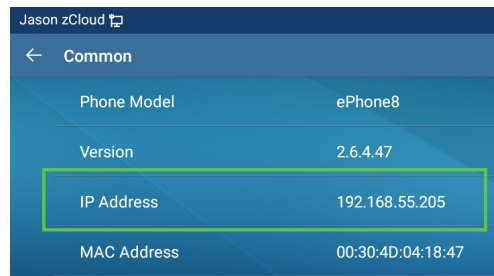
- **ePhone3 (v2), ePhone4x (v2), ePhoneX, ePhoneX-1**

1. Press the **Menu** softkey on your ePhone.
2. Select **Status**.
3. Locate and note the **IP Address**.



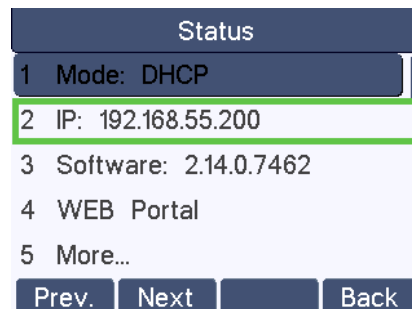
- **ePhone8**

1. Press the **Settings** icon.
2. Select **Common**.
3. Locate and note the **IP Address**.



- **ePhone3, ePhone4x**

1. Press the **Menu** softkey on your ePhone.
2. Select **Status**.
3. Locate and note the **IP Address**.

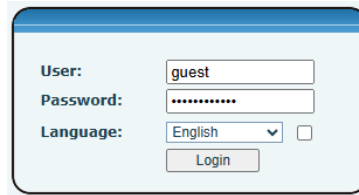


## 2. Access the Phone Web Interface

- a. Open a web browser.
- b. Enter the following in the address bar: **https://[ePhone IP Address]**  
**Example:** https://192.168.55.251

**Note:** Depending on your browser settings you may need to accept the https security risk to view the ePhone web admin page.

- c. Log in using the guest account.
  - Username: **guest**
  - Password: **SIPguest@ESI**



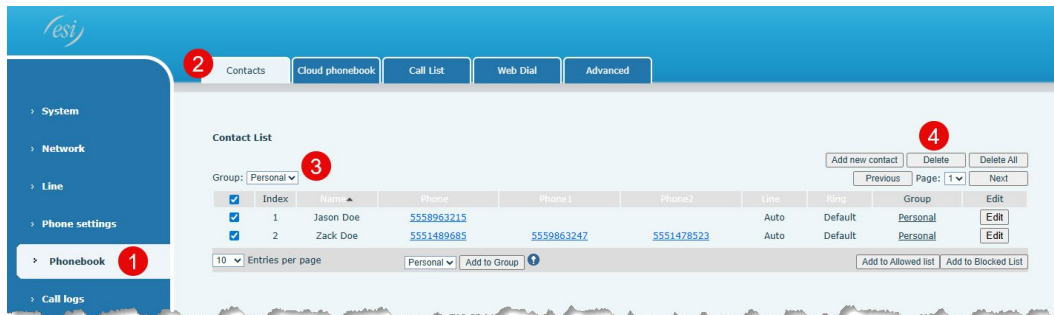
User:

Password:

Language:

## 3. If you are updating your contacts, delete existing contacts from the ePhone to prevent duplicates (Optional).

- a. From the left navigation menu, select **Phonebook**.
- b. Select the **Contacts** tab at the top.
- c. Select the contact **Group** from the dropdown menu.
- d. Select all the contacts in the group, then select **Delete**. Do not select delete all, this will delete all contacts on the ePhone.



esi

2 Contacts Cloud phonebook Call List Web Dial Advanced

1 Phonebook

3 Personal

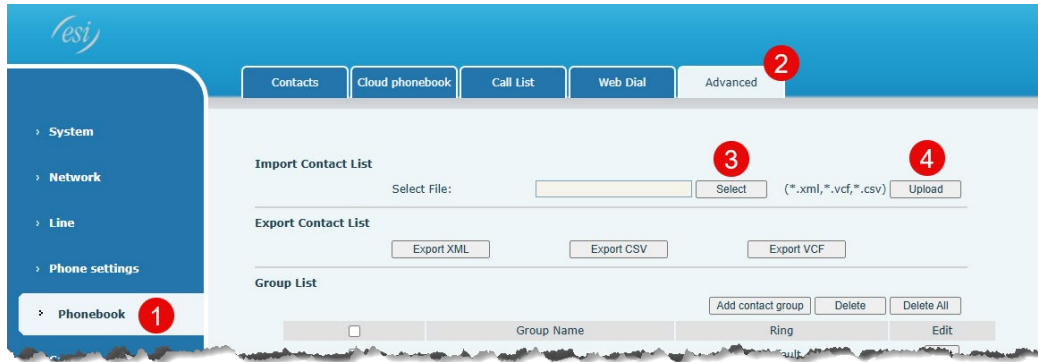
4 Add new contact Delete Delete All

Index	Name	Phone	Phone1	Phone2	Line	Ring	Group	Edit
1	Jason Doe	5558963215			Auto	Default	Personal	Edit
2	Zack Doe	5551489685	5559863247	5551478523	Auto	Default	Personal	Edit

10 Entries per page Personal Add to Group Add to Allowed list Add to Blocked List

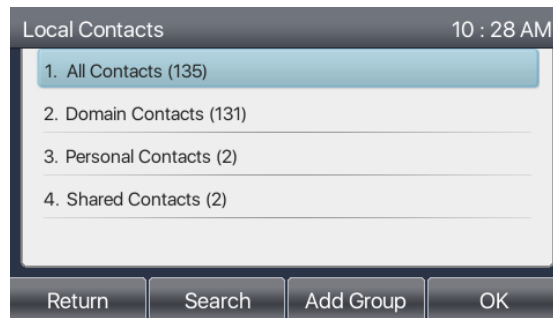
#### 4. Import the Directory File

- a. From the left navigation menu, select **Phonebook**.
- b. Select the **Advanced** tab at the top.
- c. In the **Import Contact List** section:
  1. Click **Select** to choose the directory file to import.
  2. Click **Upload**.
- d. Repeat for all directory files.

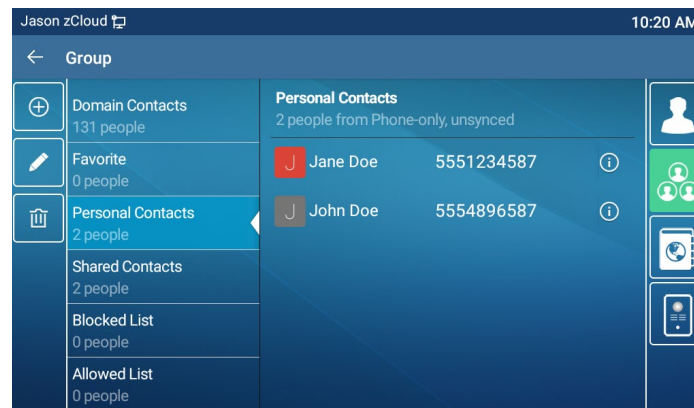


#### 5. Accessing Your ePhone Contacts

- **ePhone3 (v2), ePhone4x (v2), ePhoneX, ePhoneX-1**
  1. Press the **Contacts** button, or
  2. Press the **Contact Softkey** on the phone display.

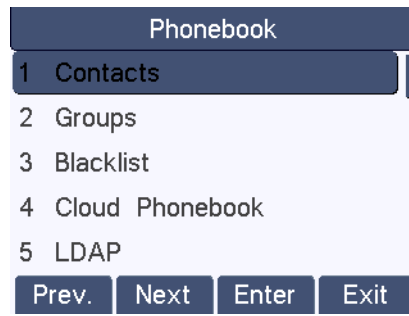


- **ePhone8**
  1. Press the **Contact Icon**  on the phone display.



- **ePhone3, ePhone4x**

1. Press the **Dir Softkey** on the phone display.



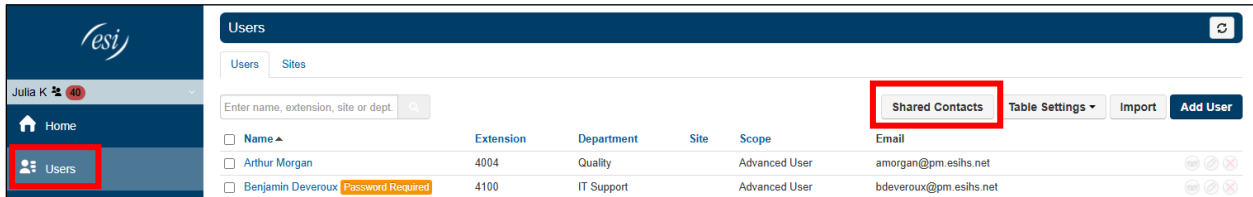
Refer to the **ePhone User Guide** for more information about dialing from contacts.

## Shared Contacts

Shared Contacts are contacts shared within a single domain and is available to everyone on that domain. Users with an Office Manager seat or above can add and edit Shared Contacts that are then immediately available to every user within their domain.

To find shared Contacts

1. Log into the eConsole as Office Manager or higher and navigate to the Users screen.
2. Click on the Shared Contacts button.



The screenshot shows the eConsole interface for the 'Users' screen. The left sidebar has a 'Users' menu item highlighted with a red box. The main content area has a 'Shared Contacts' button highlighted with a red box. Below the button is a table of users.

<input type="checkbox"/>	Name	Extension	Department	Site	Scope	Email			
<input type="checkbox"/>	Arthur Morgan	4004	Quality		Advanced User	amorgan@pm.esihs.net			
<input type="checkbox"/>	Benjamin Deveroux	4100	IT Support		Advanced User	bdeveroux@pm.esihs.net			

## Shared Contacts screen layout

1. Add a shared contact
2. Import contacts from a .csv file.
3. Export contacts to a .csv file.
4. Edit a contact.
5. Delete a contact.

The screenshot shows the 'Users / Shared Contacts' interface. At the top, there is a search bar with the placeholder text 'Enter a name or number'. To the right of the search bar is a blue button labeled 'Add Shared Contact' with a red circle '1' next to it. Below the search bar are two buttons: 'Import' and 'Export'. The main area contains a table with three columns: 'Name', 'Number(s)', and 'Email'. The table has three rows of contact information. Red circles with numbers 2, 3, 4, and 5 are placed over the 'Add Shared Contact' button, the 'Import' and 'Export' buttons, and the edit and delete icons for the first and second rows of the table, respectively.

Name	Number(s)	Email
Cynthia Branch		cbranch@test.com
Stefan Johansson CompanyX	(214) 123-4567, (469) 123-4567	stefan.johansson@companyx.com
Don Cover	(719) 555-0103	dcover@test.com

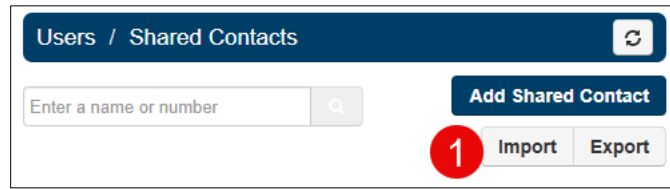
## Add Shared Contact

1. Click Add Shared Contact
2. Fill out the information on the Add Shared Contact window. First Name and Last Name are the only required fields. The number fields, if used, require a minimum of 7 digits
3. Click Save, or click on the arrow next to the save button to save and then add another contact.

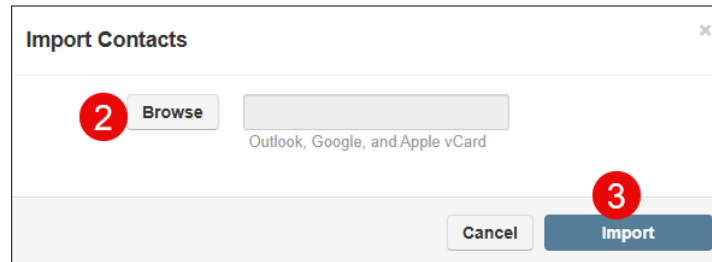
The screenshot shows the 'Add Shared Contact' dialog box. At the top, it says 'This contact will be shared with all users in the organization'. Below this, there are several input fields: 'First Name', 'Last Name', 'Work number', 'Mobile number', 'Home number', 'Fax number', and 'Email'. At the bottom right, there are three buttons: 'Save and add another', 'Cancel', and 'Save'.

## Import Shared Contacts

1. Click on the Import button.

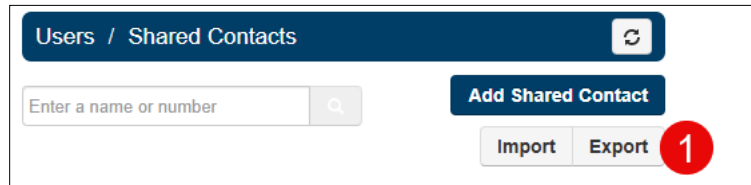


2. Click Browse and select a .csv file.
3. Click Import.

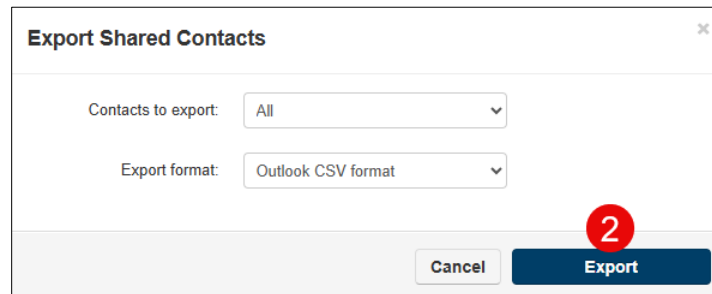


## Export Shared Contacts

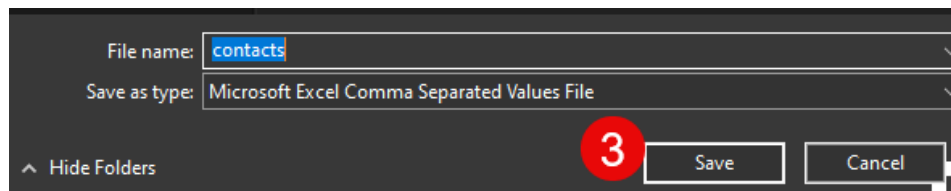
1. Click on the Export button.



2. Click Export.












3. Rename the file so that it will be easy to find later click Save.



## Edit a Shared Contact

1. Click the Edit icon that is next to the shared contact that you want to edit.

Name	Number(s)	Email	
Cynthia Branch		cbranch@test.com	 
Stefan Johansson CompanyX	 (214) 123-4567,  (469) 123-4567	stefan.johansson@companyx.com	 
Don Cover	 (719) 555-0103	dcover@test.com	 

2. Edit the shared contact.
3. Click Save.

### Edit Contact ✕

First Name

Last Name

Work number

Mobile number










Home number

Fax number

Email

## Delete a Shared Contact

1. Click the X to the right of the Shared Contact.

Name	Number(s)	Email	
Cynthia Branch		cbranch@test.com	 
Stefan Johansson CompanyX	 (214) 123-4567,  (469) 123-4567	stefan.johansson@companyx.com	 
Don Cover	 (719) 555-0103	dcover@test.com	 

## Creating a New User

To create a new user click the Add Users icon. Here you will see the option to Add User. Clicking the Add User button will display the Add User window and fill out the fields with the collating information.

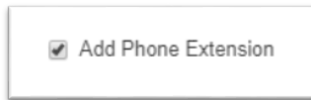
## User Seat Types

Seats are a level of permissions we assign to a User which provide them access to various features. Clicking the seats drop down will display the various seat levels that can be assigned to the new user.

Seat Name	ESI Seat Type
Simple User	
Basic User	Select, Metered
Advanced	Premier
Call Center Supervisor	Call Center Supervisor
Call Center Agent	Call Center Agent
Office Manager	Office Manager
Site Manager	Site Manager

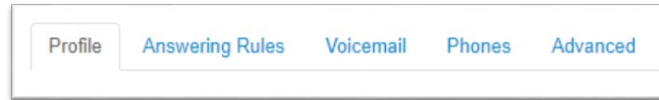
## Add Phone Extension

The Add phone extension option will create a device under the phones tab.



## User Options

After the User has been created, click on the user to view an edit various options.



- Edit their profile information.
- Set answering rules.
- Configure voice mail options.
- Add, edit or delete a phone for the user's account.
- The Advanced Options allow you to do the following. These actions can be done in bulk by selecting multiple users.
  - Reset the user, which will delete and reset the selected user's settings and data. You will be warned by this action is applied.
  - Send a Welcome to the user that provides a link for them to configure their 12-digit alphanumeric password and 6-digit voice mail PIN. See the [eCloud User's Guide \[0455-0356\]](#) for password and PIN requirements.
  - Force Password Reset Allow will clear the password, forcing the user to change it before they can access their account.

**Users** Julianna Supervisor (3333)

Profile Answering Rules Voicemail Phones **Advanced** Call Center

### User Setup

User Status **Standard**

**Reset User** Deletes and resets selected user settings and data

Email(s) jkedward@gmail.com

**Send Welcome Email** Sends an email with a link to set up password and voicemail PIN

### Account Security

Password **Force Password Reset** Clears password, forcing user to change it before they can access their account

Automatically send recovery email after password reset

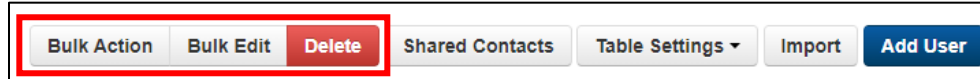
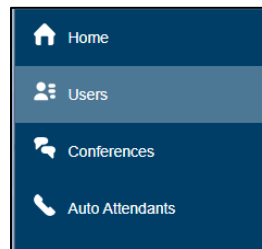
## Bulk User Changes

This is a new capability that allows an Office Manager to make a selection of multiple users, and then edit specific values all at once.

This is particularly useful when for example a company is creating a new department and retiring an old department. The users under the old department need to be moved to the new department. Rather than editing individual users or managing an import/export of user field values, the admin can select all of the users at once, select the new department, and the change will be applied immediately.

There is currently no limit to the number of users who can be selected to bulk edit.

1. Using eConsole, navigate to the **Users** tab.
2. Select all the users you want edit at once by check marking the box next to the user's name.
3. Three buttons will appear at the top of the panel:



- **Bulk Action**
  - **Reset Users** - Reset and delete user settings and data
  - **Send Welcome Email** - Sends new users an email with link to set up password and voicemail PIN
  - **Force Password Reset** - Clears password, forcing user to change it before they can access their account
- **Bulk Edit** - You can bulk edit the following settings/field
  - Site
  - Department
  - Caller ID Name and Number
  - Caller ID Name
  - Emergency Caller ID and Address
  - Area Code
  - Data Limit
  - Enable Voicemail
  - Enable Transcription
  - Announce in Audio Directory and List in Directory
  - Receive an email for new voicemail
  - Announce voicemail received time
  - Announce incoming call ID
  - Time Zone
  - Ring Timeout
  - Randomize Music On Hold
- **Delete** – will delete the user and their data

## Bulk Edit

Pressing “Bulk Edit” will present a list of fields you can modify.

1. Checkmark the desired field
2. Make your change.
3. Don't forget to Save.

**Bulk User Edit**

Select fields to edit for the selected users.

**Selected 4 users**

- Harley Eshom (2346)
- JonPaul Wilson (2306)
- Patrick Zieger (2327)
- Lee Jackson (2172)

Site

Department  Accounting

Caller ID  9727559905

Caller ID Name

Emergency Caller ID  emergency caller id

Emergency Address  Conner75098

Area Code

## Bulk Delete

The red “Delete” button allows you to delete all the selected users. If you click on it, a warning panel will pop up on the screen asking you if you really want to perform the deletion. If you do, click on the “Confirm” button”, otherwise, press the “cancel button”

**Bulk User Delete**

**Selected 5 Users.**

- Mark Bouchard (4002)
- Michelle Mitchell (2000)
- Penelope Payne (1002)
- Pierre Gasly (1244)
- Sergio Perez (1240)

Are you sure you want to delete all of the selected users? This is a destructive action and cannot be undone.

Cancel Confirm

## Bulk Action

Selecting “Bulk Action” will present a screen with the various actions.

1. Select the desired action. **Important:** Be sure to select the “Automatically send recovery email” under Reset, which will send an email to the user.
2. Click Complete Action.

**Bulk User Actions**

Select an action to perform on the selected users.

**Selected 4 users**

- Harley Eshom (2346)
- JonPaul Wilson (2306)
- Patrick Zieger (2327)
- Lee Jackson (2172)

Reset Users  
Reset and delete user settings and data

Send Welcome Email  
Sends new users an email with link to set up password and voicemail PIN

Force Password Reset  
Clears password, forcing user to change it before they can access their account

Automatically send recovery email

Cancel Complete Action

Email received by User when resetting password. **Important:** Be sure to select the “Automatically send recovery email” under Reset, which will send an email to the user.

**RESET PASSWORD**

**Betty Bop,**

We recently received a request to reset your password.

You can reset your password by clicking the button below!

**Reset Password**

If that doesn't work, copy and paste the following link in your browser:

[https://my.esihs.net/portal/resets?auth\\_code=eb07978abc334f8ab54dce055c01e713&username=](https://my.esihs.net/portal/resets?auth_code=eb07978abc334f8ab54dce055c01e713&username=)

You will need to set a new password before you can login to your account.

If you have any trouble, please contact us by visiting our **support page**.

Sent by **Estech Systems, Inc.**

Welcome email received by User.

## WELCOME!

**Julia Kedward,**

We're excited to get you started with your phone system and you're just a step away from completing setup of your account. Here's your account information:

Login  
2112@esi. [REDACTED]

Extension  
2112

Phone Number  
(972) 755- [REDACTED]

Complete your account setup by creating your password and voicemail PIN with the button below!

**Complete Setup**

You have 3 hour(s) from the time this email was sent to complete your account setup before the link expires. If that doesn't work, copy and paste the following link in your browser:

[https://my.esihs.net/portal/resets?auth\\_code=283b6756893bc7004bcf51602e69ad8c&username=\[REDACTED\]](https://my.esihs.net/portal/resets?auth_code=283b6756893bc7004bcf51602e69ad8c&username=[REDACTED])

If you have any trouble, please contact us by visiting our [support page](#).  
Sent by **Estech Systems, Inc.**

### Hide System Users

The Hide System Users option on the Users home page will filter for just User's accounts. Uncheck will display Conferences Bridges, Auto Attendants, and Call Queues user accounts.

Users: 50  Hide System Users View: 25 50 100

## Sites and Site Manager

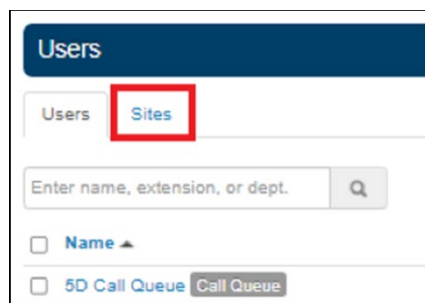
### Sites

A Site is a configurable group of Users and applications inside a domain. It allows for another level of granularity of management providing more flexibility and access to larger organizations, e.g. those with offices in different geographical locations.

A “Site” can be tagged to:

- A User
- A Call queue
- A Conference Bridge
- An Auto-Attendant

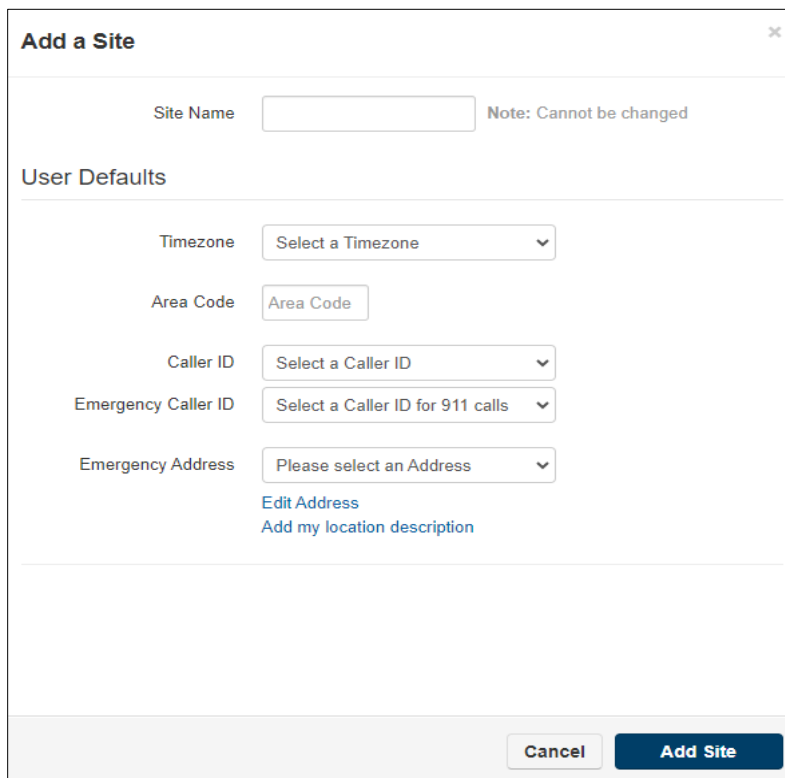
This feature provides a new tab under Users in the eConsole to manage Sites and its individual resources.



When you click “Add Site”, a new panel is used to enter the Site Name and its associated attributes

Once Site(s) have been defined, new users or call queues can be defined for that Site.

An office manager will find a new field in the “Add a User” panel that allows you to select the site to which the new user belongs to.

A screenshot of the 'Add a Site' configuration panel. The panel has a title bar with 'Add a Site' and a close button (X). Below the title bar, there is a 'Site Name' input field with a note to its right that says 'Note: Cannot be changed'. Underneath this is a section titled 'User Defaults'. This section contains several fields: 'Timezone' with a dropdown menu showing 'Select a Timezone'; 'Area Code' with an input field containing 'Area Code'; 'Caller ID' with a dropdown menu showing 'Select a Caller ID'; 'Emergency Caller ID' with a dropdown menu showing 'Select a Caller ID for 911 calls'; and 'Emergency Address' with a dropdown menu showing 'Please select an Address'. Below these fields are two links: 'Edit Address' and 'Add my location description'. At the bottom of the panel, there are two buttons: 'Cancel' and 'Add Site'.

An Office Manager can also move users to one of the existing Sites using the same field.

The 'Add a User' form contains the following fields: First Name, Last Name, Extension (with a note 'Cannot be changed'), Department, Site (highlighted with a red box), Email Address(es) (with a plus icon), and User's Scope (set to 'Basic User').

Similar to users, the Office Manager is now able to define Call Queues for a specific site.

The 'Add a Call Queue' form includes: Name, Extension (with a note 'Extension cannot be changed'), Department, Site (highlighted with a red box), and Type (radio buttons for Round-robin (longest idle), Ring All, Linear Hunt, Linear Cascade, and Call Park).

## Site Manager

A Site Manager is a new User Seat that gives a particular user similar level of authority to that of an Office Manager but restricted to one particular Site. A Site manager can do the following for a Site:

- Add/Edit Users
- Add Call Queues
- Add Conference Bridges
- Edit numbers linked to resources it controls
- Edit MAC Addresses for users at that Site
- Modify MOH (ie: Music-on-Hold) for its site to which all sites users will default.

Site Managers can see the following limited to their Site:

- Call History
- Active Call info (live and historic statistics)
- Resource counts (including API support)

The 'User's Scope' dropdown menu shows the following options: Basic User, Select an Access Level (highlighted in blue), Simple User, Basic User, Advanced User, Call Center Agent, and Site Manager (highlighted with a red box).

The Site Manager seat is a new option in the dropdown menu in the User panel. The Office Manager assigns this new seat to the User who will manage a particular Site.

# Conferences

The Conference icon will take you to the Conference center, where you can manage your organization's conference bridges.

Name ^	Extension/Owner	Participants	Minimum to Start	Leader Required	Request Name	
Billing Dedicated Conference Bridge	2110	0	1	✓	✓	  
Company Conference Bridge	2220	0	2	✓	✓	  
Sales Conference Bridge	2000	0	2	✓	✓	  

Conference bridges are used to make voice-based conference calls, a telephone call in which someone talks to several people at the same time. The conference calls may be designed to allow the called party to participate during the call, or the call may be set up so that the called party merely listens into the call and cannot speak. The Conference icon will take you to the Conference Center where you can control your organization's conference bridges.

Note: The maximum number of conference bridge participants on any site is set per conference bridge during domain creation. If a conference bridge is set to a maximum limit of 50 participants and a 51<sup>st</sup> person tries to join the conference bridge, the 51<sup>st</sup> person will get a message that the conference bridge is unavailable.

## *Dedicated vs Owned Conference Bridge*

Dedicated Conference Bridge - The Dedicated conference bridge options creates a conference bridge that only you will be able to modify.

- **Owned Conference Bridge** - The Owned Conference Bridge option creates a conference bridge that the owner can modify. For an owned conference bridge the system will ask you for the extension of the owner.
- **Dedicated Conference Bridge** - a standalone conference with its own unique extension. The Owned Conference type is a user owned conference that will be accessible through the user's dashboard. Owned Conference type allows for basic users to monitor and edit their own conference bridge. Bridge rules are as follows:
  - If type Dedicated Conference Bridge is selected and the desired extension already exists, the conference will override the "Forward Always" rule for that extension and direct it to the conference bridge.
  - Direct Dial must be set for an Owned Conference Bridge to be dialed directly like a user extension.
  - Owned Conference Bridge type must be chosen for the conference bridge to appear in the owner's user dashboard.
  - Choosing the Dedicated Conference Bridge type is best for when you want a shared conference bridge that many can use. This Conference is managed by an Office Manager.
  - Choosing the Owned Conference Bridge type is best for when you want a conference bridge for an individual user. The owner can then manage the participants and settings from their user dashboard.
  - Once an extension is assigned to a conference bridge it cannot be changed.

## Creating a new Conference Bridge

1. Login to eConsole as Office Manager
2. Access the Conferences tab in the left hand menu
3. Click the Add Conference button, which will present a pop-up window.
4. Complete the various fields, described below, and Save.

**Add a Conference**

Name: Weekly Sales Call

Type:  Dedicated conference bridge  
 Owned conference bridge

Extension: 3001 Note: Extension cannot be changed

Direct Dial: [Empty]

Leader PIN: 4567

Participant PIN: 9090

Minimum participants to start: 2

Options:  Require a Leader to start  
 Announce participant arrivals/departures  
 Prompt all participants for their name

Cancel Save

- **Direct Phone Dial** - The Direct Dial drop-down is what will be dialed to reach the user's conference bridge directly. If there are available phone numbers, you can assign them to the conference bridge by selecting them from the drop-down.

If you do not see any phone numbers in the drop down that means there are no available phone numbers and one must be added to the inventory by your administrator or you can select a number already pointing to another destination and reconfigure to point to the conference bridge.

- **Leader PIN** - The Leader PIN is what people who will be administering the conference bridge enter when joining the conference. Leaders can enter star codes to manipulate the behavior of your conference bridge.
- **Participant PIN** - The Participant PIN can be used to limit who can and cannot enter the call without having any elevated privileges and only be able to listen and speak when unmuted.
- **Minimum Participants to Start** - Minimum participants to start will keep the Music-on-Hold playing until the minimum participants have joined the conference bridges.
- **Conference User Experience Options** - The Options let you control the user experience when a party joins the conference bridge.
- **Require a Leader** - Require a Leader to start will keep the Music-on-Hold playing for all parties until someone joins the conference bridge and enters the leader pin.
- **Prompt all participants for their name** - Prompt all participants for their name will ask the user to record their name and play the recording to people already in the conference bridge when joining.
- **Announce participant arrivals/departures** - Announce participant arrivals/departures will play the recording of the user's name when people enter or exit the conference bridge.

## Conference Bridge Options

In the main conference window the following options are available, to the right of each conference bridge.

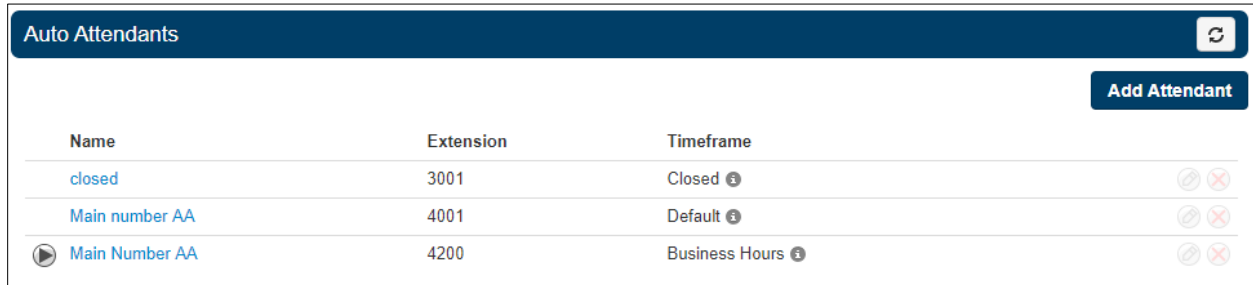
Conferences 						
<a href="#">Add Conference</a>						
Name ^	Extension/Owner	Participants	Minimum to Start	Leader Required	Request Name	
All Page	7777	0	1	X	X	  
Company Bridge	9998	0	2	✓	X	  








- **Conference Bridge Reports** - After the conference bridge has been created you will see the option to run reports on the usage of the conference bridge.
- **Edit Conference Bridge** - Edit the conference bridge allows you to change any of the options selected when creating a conference bridge expect the extension number. And the option to delete the conference bridge.
- **Delete Conference Bridge** - To delete click the red x that appears to the right of reports and the edit option.

# Auto Attendants

Auto Attendants icon will take you to the Auto Attendants center. Auto Attendants are interactive voice recordings that allow callers to make selections in order to route their call to their desired destination.

The most common use case for an Auto Attendant is having the main company phone number pointed to an Auto Attendant. When callers then call into the business, they can be routed to the party they are trying to reach by listening to the menu prompt options or dialing a user's extension directly.



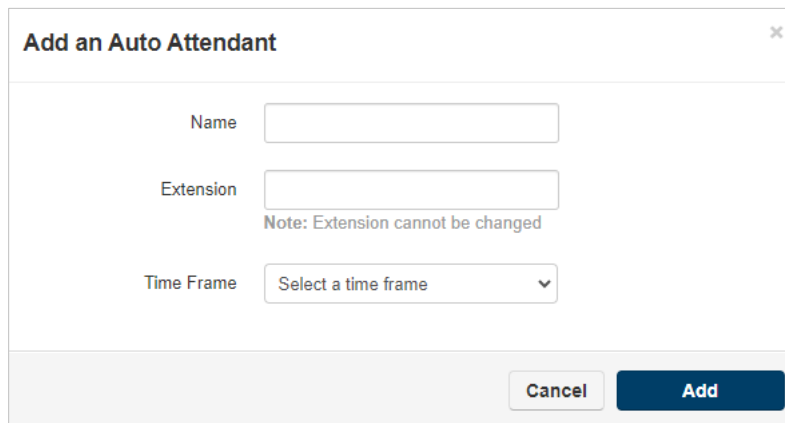
Name	Extension	Timeframe	
closed	3001	Closed ⓘ	 
Main number AA	4001	Default ⓘ	 
 Main Number AA	4200	Business Hours ⓘ	 

Clicking the Auto Attendants icon will take you to your Auto Attendant center.

Here you can Edit existing Auto Attendants, delete them, and create new ones.

## Creating a new Auto Attendant

1. To add an Auto Attendant, click the Add Attendant button and an Add an Auto Attendant window will appear.



**Add an Auto Attendant** ✕

Name

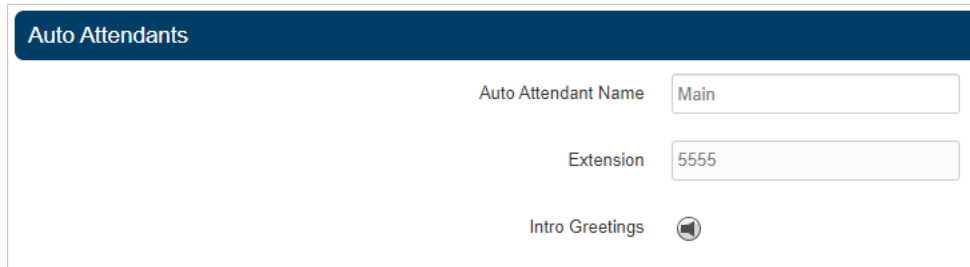
Extension   
Note: Extension cannot be changed

Time Frame

2. Name the Auto Attendant and give it an extension. The extension cannot be changed once the Auto Attendant has been created.
3. Select a Time Frame for the Auto Attendant to be in effect.
4. Click Add to create the Auto Attendant.

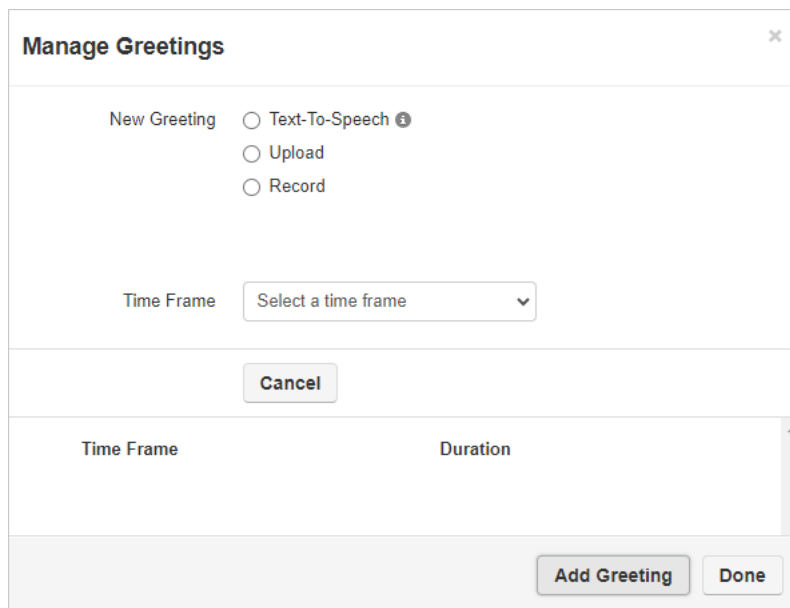
## Intro Greeting

Once the Auto Attendant has been created click the Intro Greetings button to record the first message the caller will hear.



The screenshot shows a configuration window titled "Auto Attendants". It contains three input fields: "Auto Attendant Name" with the value "Main", "Extension" with the value "5555", and "Intro Greetings" with a speaker icon.

Clicking on the speaker next to the Intro Greetings will display the Manage Greetings window. Here you can upload a new intro greeting or record a new one. Then you can select a time frame for that message so it will only play during the selected time frame.



The screenshot shows a dialog box titled "Manage Greetings". It has a close button (X) in the top right corner. The "New Greeting" section has three radio button options: "Text-To-Speech" (selected), "Upload", and "Record". Below this is a "Time Frame" dropdown menu with the text "Select a time frame". A "Cancel" button is located below the dropdown. At the bottom of the dialog, there is a table with two columns: "Time Frame" and "Duration". Below the table are two buttons: "Add Greeting" and "Done".

## Text-to-Speech

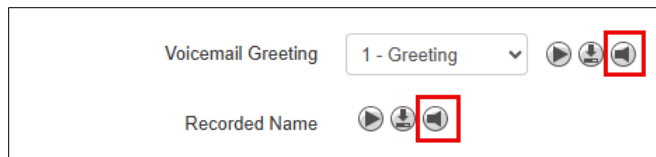
Text-to-Speech allows you, the user, to type words into eConsole for the greeting you want to play back to callers. Text can be entered in English, Spanish or French (Canadian), any one of those three languages is selectable for each greeting. The entered text will be played back as the voice you choose in the voice menu options.

Anywhere that normally required a person to record a greeting through the phone's handset or to upload a pre-recorded greeting can now use Text-to-Speech.

- Office managers
  - Auto Attendant intro greeting & menu greeting
  - User's voice mail greeting & recorded name
  - Call Queue greetings
  - Music-on-Hold messages
- Individual Users
  - Voice mail greeting
  - Recorded name

### Setting up Text-to-Speech

- Log-in to eConsole as Office Manager or Individual User.
- Access the page within eConsole from where you record the greeting. For example, greetings for Auto Attendants will be found on the Auto Attendant page. Greetings for voice mailbox will be found under Settings on the Message page.
- Click on the Manage Greeting icon or Edit Greeting/Prompt icon.



- Select Text-To-Speech.
- Select the desired language from the dropdown menu.
- Type the phrase that you want played back to callers.
- Select the desired voice.
- Click the playback button to verify the greeting sounds the way you want.
- Make any adjustments and Save.

**\*\*Save the greeting itself and then Save changes to that page in eConsole.\*\***



**Tips**

- Do not enter carriage returns in the message box.

Good	Bad
For Sales press 1. For Support press 2. For Accounting press 3.	For Sales press 1. For Support press 2. For Accounting press 3.
Thanks for calling. I'm away from my desk right now so please leave me a message.	Thanks for calling. I'm away from my desk right now so please leave me a message.

- Enter a comma where you want a pause.

Examples
For Sales press 1, For Support press 2, For Accounting press 3.
Thanks for calling; I'm away from my desk right now so please leave me a message.

- Some words may need to be spelled phonetically.

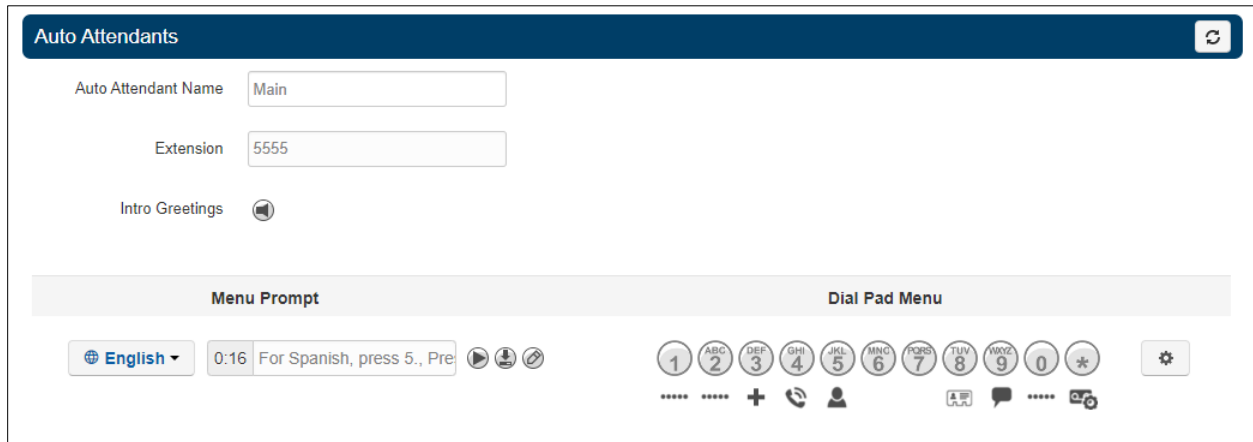
Examples	
"100"	"one hundred" or "one zero zero"
"Estech"	"Ez Tech"
"Amy Neidereiter"	"Amy Needer Rider"

## Menu Prompt

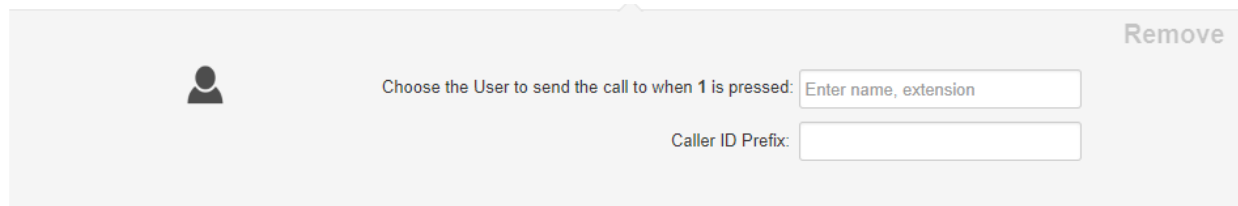
Clicking the edit icon next the auto attendant will take you to the Menu Prompt option and will allow you to record a message letting callers know what digits will route them to what application or destination.

## Dial Pad Menu

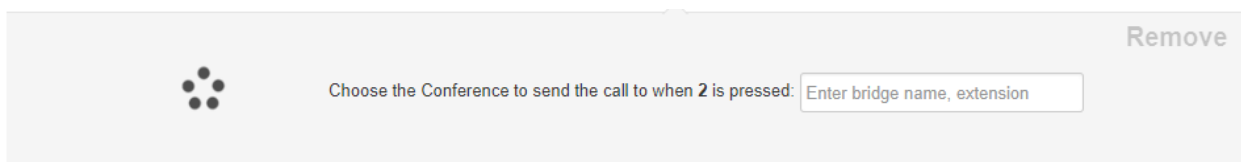
The Dial Pad Menu options is where you configure what digits correlate with an application. When you select a digit, you will see the applications you can choose from. Click on a digit and you will see the applications you can assign to it. When clicking on a digit and selecting an application you can see the options you can configure the application with.



- User - The User application will allow you to forward the caller to an extension on the system of another user. It will also give you the option to add a prefix to the call ID so the user that call is being forwarded to knows the call is being routed from an auto attendant.



- Conference - The Conference option as seen below will allow you to forward the call to the conference bridge you enter into the Enter bridge name, extension option field.



- Call Queue - Call Queues options allows the caller to be forwarded to a call queue.
  - It also allows you to have the system announce the number of callers in the queue ahead of the caller.
  - Or announce the average expected wait time.
  - It also allows for a Caller ID prefix to be added so the agent in the queue knows the call was routed to them from an Auto Attendant.

[Remove](#)

●●●●●

Choose the Call Queue to send the call to when 1 is pressed:


Announcement for callers:  No announcement

Announce number of callers in queue

Announce average expected wait time

- Directory - Directory option sends the call to the company directory.


[Remove](#)



The company directory menu will play when 1 is pressed.

- Voicemail - Voicemail option will forward a caller to the voicemail extension entered.


[Remove](#)



Choose the Voicemail box to send the call to when 1 is pressed:

- Voicemail Management - Voicemail Management option allows users on the system to enter their extension number and pin. Then they can check messages and manage their voicemail account.


[Remove](#)



The user will get a voicemail management prompt when 1 is pressed.

- External Number - External number option will forward the call to another telephone number.

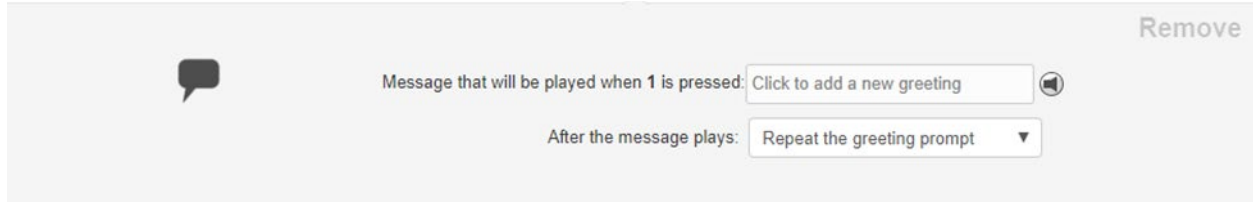
[Remove](#)



Enter the Phone Number to call to when 1 is pressed:

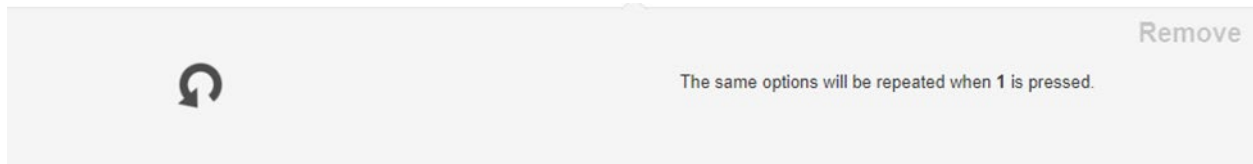
- Play Message - Play message option allows you to record a message that will be played to the caller. Then you can decide how to route the call after the message has been played.

Repeat Prompt will replay the menu prompt message.



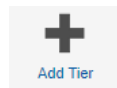
The screenshot shows a configuration panel for a 'Play Message' option. On the left is a speech bubble icon. The main text reads 'Message that will be played when 1 is pressed:'. To the right of this text is a text input field containing 'Click to add a new greeting' and a speaker icon. Below this is another text input field containing 'Repeat the greeting prompt' and a dropdown arrow. A 'Remove' button is located in the top right corner.

- Repeat Prompt - Repeat Prompt will replay the menu prompt message.




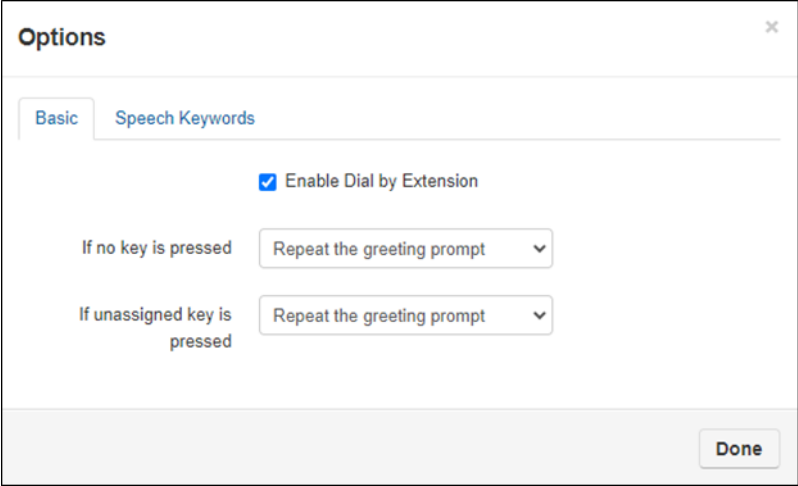
The screenshot shows a configuration panel for a 'Repeat Prompt' option. On the left is a circular arrow icon. The main text reads 'The same options will be repeated when 1 is pressed.'. A 'Remove' button is located in the top right corner.

- Add Tier - Add Tier option will allow you to add another dial pad menu to the auto attendant.

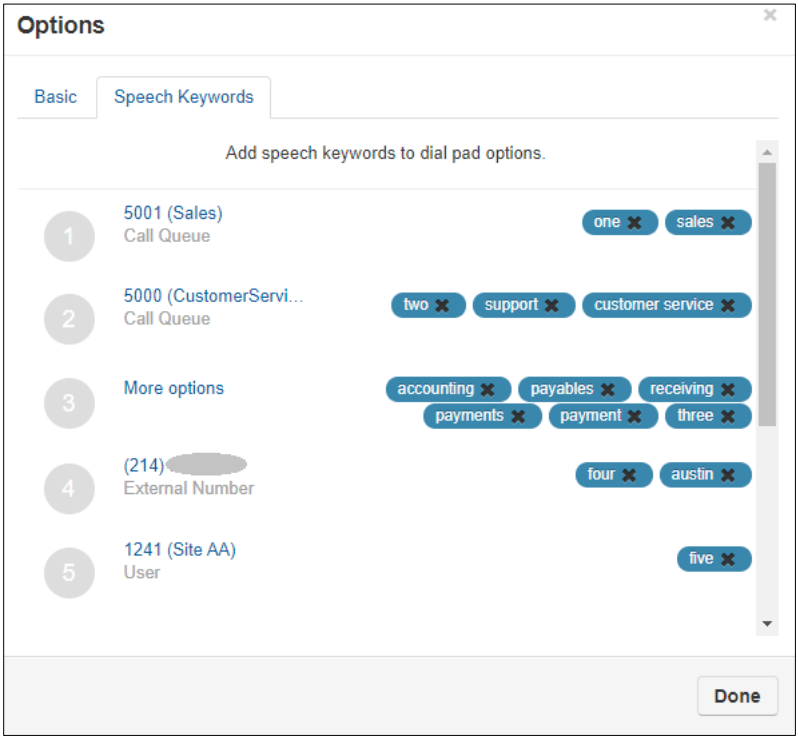


Once another tier has been added you will see the same options except for Add Tier, as you cannot add another tier. And the option for the Previous Menu appears so the caller can route back to the original Auto Attendant level. You cannot add a tier to 0 or the star key.

- Options - The Gear Icon  on the right takes you to the options settings window for the Auto Attendant where you can control the caller's experiences. There are basic options and speech keywords options tabs.
  - Basic options
    - Enable Dial by Extension - Enable Dial by Extension allows you to enable calling an extension directly from the Auto Attendant if the caller knows the user's extension number.
    - If no key is pressed - Allows you to select a dial pad menu option, repeat the menu prompt recording, or hang up the call if no digit is pressed when the caller is in the Auto Attendant.
    - If unassigned key is pressed - Configure what to do with the call if the caller does not press any digits when in the auto attendant and what do to if the caller presses a key that is not configured in the Dial Pad.



- Speech keywords options - This will allow certain spoken key words to be recognized and acted upon. In the example below, spoken numbers and words are configured to send a call to a certain department or extension.



# Speech Recognition for Auto Attendants

## General

This guide outlines how to configure and use Speech Recognition for Auto-Attendants. Speech Recognition can be enabled for an existing Auto-Attendant or when defining a new one.

Speech Recognition is available in English, Spanish or French (Canadian).

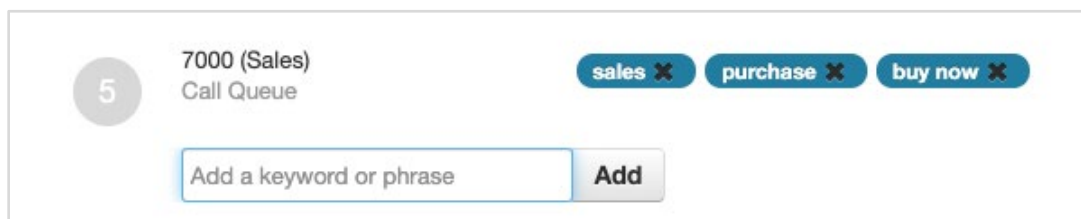
## Enabling Speech Recognition

This feature is available to Office Managers, Reseller, and Super Users seat types for an additional monthly fee.

- Login as eConsole
- Click Auto Attendants in the left navigation menu
- Select the language you want to use from the dropdown menu.
- Select Dial Pad Menu Options (gear icon)



- In the window pop-up, choose the Speech Keywords tab. You will see the digits configured in the Dial Pad Menu and the destination they are routed to.
- Click on a digit and a field will appear. Enter the words you would like to use in order to match this option. For example, if you wanted the number 1 to route to an accounting department you could use the words one, accounting, billing, payments, or invoices; so when callers say those keywords it will route the caller to the destination configured.
- Enter each individual keyword(s) followed by the **Add** button or by hitting enter on your keyboard. The keywords will be displayed as **chips** in the top right; as shown below. Any Keyword that you may consider unnecessary can be deleted by clicking on the “X” on the corresponding chip.



- Repeat the process for each key in the Attendant's menu where you would like to have speech recognition.
- Click Save in the popup window and also on the main Auto Attendant page.

## *Using Speech Recognition*

### **Navigating menus**

- Once speech recognition has been enabled for the Auto-Attendant, callers will be able to navigate the menus by simply saying what option they are trying to reach, e.g. saying "SALES" rather than dialing 1 (if 1 was defined as the option to reach sales).
- Callers will be able to say the option they want to select while an announcement is being played, just like when dialing a number on their phone's keypad.
- Callers however; cannot interrupt the greeting in the main menu and say an extension number to reach the person at that extension although they can dial that extension number to do so.

### **Company Directory**

- When reaching a Company's Directory, callers can now say the name of the person they are trying to reach rather than dialing the extension number or the digits that correspond to the first three letters of that person's last name.
- When multiple entries for a name are found; let's say the caller wanted to talk to Peter Williams and there are 3 employees with the last name Williams in the company, the Attendant will play the names of the available choices. For example: if there are two employees with the last name Williams, the caller will hear something like "press 1 for John Williams", "press 2 for Peter Williams". Now the caller can simply say "two" to reach Peter Williams.

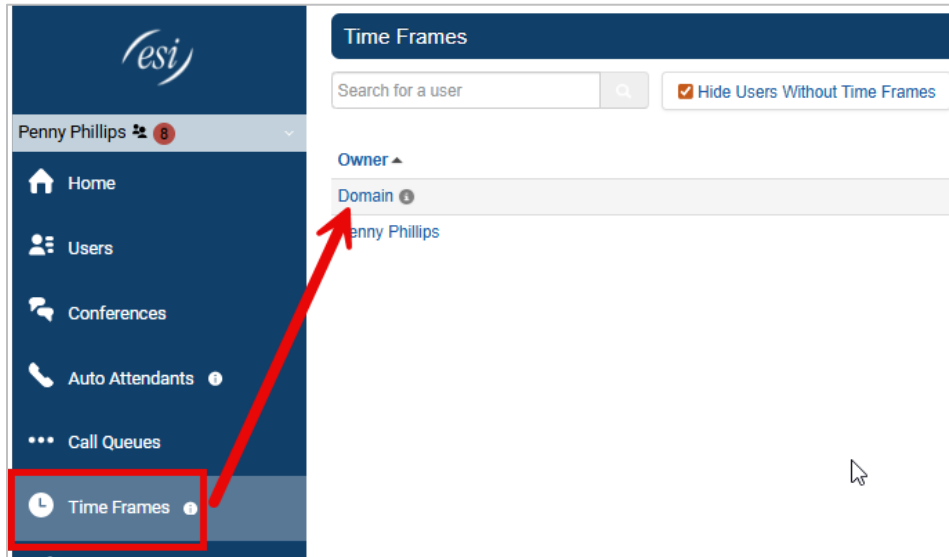
### **Tips**

- Make sure not to use the same keyword for more than one key in the attendant's menu as this will result in calls possibly being routed to the incorrect destination. When the same keyword is used in more than one option in the menu, the system will connect the caller to the first option in the menu that has that keyword defined, For example: Keys 4 and 8 have been setup with the keyword "directory". Key 8 does connect the caller to the company's directory and 4 to the accounting department. When a caller wanting to reach the company by name says "directory" from the main menu, he/she will be redirected to accounting.

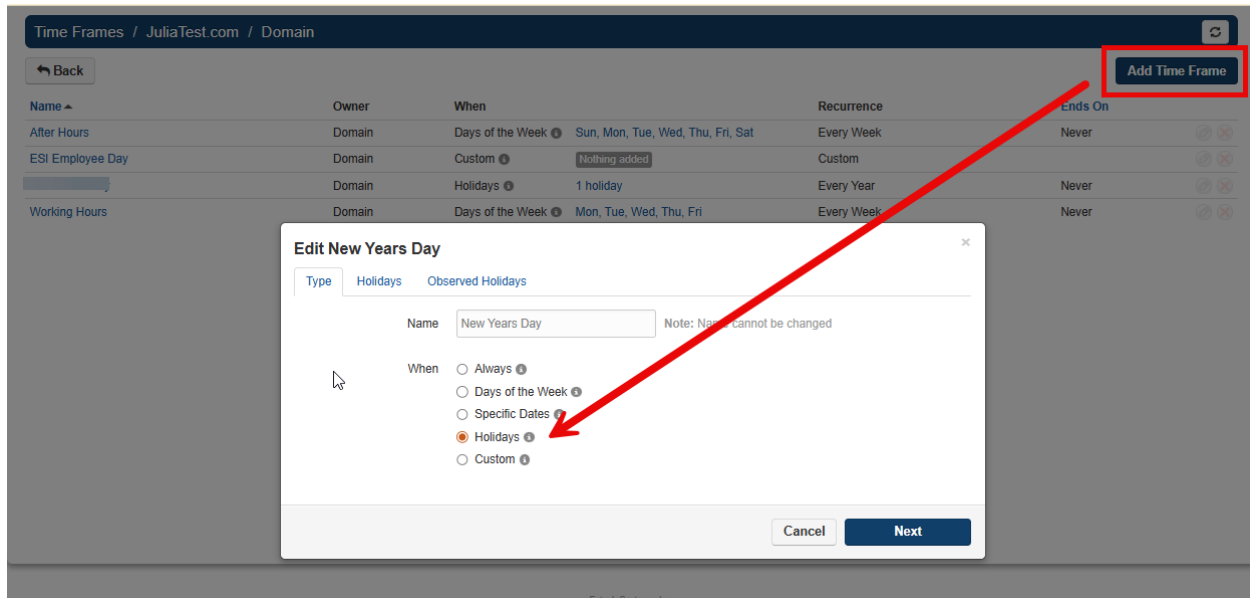
# Setting a Holiday Time Frame

The goal of setting Holidays at the domain level (for the company, all users) is to prevent each user from having to create their own. As of May 2025 there's a new way to setup Holidays in eConsole that allows you to create such time frames and leave them; they'll recur each year. You can still use the older method if you're comfortable with that. The instructions below are using the Holidays selection for a time frame.

1. Login as Office Manager
2. Select Time Frames and choose Default.
  - Recall the Default time frame are those times that are set for the entire domain (company).



3. Click Add Time Frames.
  - If the time frame is already present but you need to edit it, then choose the existing time frame instead of adding a new one.
4. Enter a name (no special characters)
5. Select Holiday



6. Click Next which will take you to the newly visible Holiday tab

7. Enter the desired Holiday.
- National holidays from the United States and various other countries are listed by default. Also note that US State-recognized holidays are listed under "All".

**Add a Domain Time Frame**

Type **Holidays** Observed Holidays

Choose from a selection of local and international holidays.

Federal Holidays State Holidays

Holidays United States All

Search: New

- New Year's Day
- Orthodox New Year
- Lunar New Year
- New York City Marathon
- New Year's Eve

Time 1

Recurrence Does not recur

Cancel Back Next

8. Once the holiday has been chosen
- Select the time range. Default is 12AM to 11:59PM, which is 24hrs.
  - Choose if this holiday will recur.
  - Lastly choose if this time frame will end.

### Add a Domain Time Frame ✕

Type

Holidays

Observed Holidays

Choose from a selection of local and international holidays.

Holidays

United States ▾ All ▾

➔

New Year's Day Next on Thu, 01/01/2026 ✕

A Time
  to  +

B Recurrence
  ▾

C Ends
  ▾

9. Click Next which will take you to the last tab – Observed Holidays. The purpose of this tab is choose when the holiday is observed.

Example: New Year's Day may take place on a Sunday but your company observes New Year's on the following Monday by closing the office. If that's the case you see to set the observance in this tab.

- Even if your company observes the holiday on only one day, leave M-F selected, where the days are highlighted in blue.

10. Find the observance day in the list and ensure the proper selection is made. There are five options:

- Observe holiday only – the office will be closed for the set time frame on the day of the actual holiday.
- Observe on prior workday – the office will be closed for the set time frame the day before the holiday occurs. Use this selection for holidays that fall on a Saturday.
- Observe on holiday and prior workday – the office will be closed for the set time frame the day before the holiday and the actual holiday. Use this selection for holidays that fall on a Tuesday. This would mean your office will be closed on Monday and Tuesday.
- Observe on next workday – the office will be closed for the set time frame the day after the holiday occurs. Use this selection for holidays that fall on a Sunday.
- Observe holiday and next workday – the office will be closed for the set time frame the day after the holiday and the actual holiday. Use this selection for holidays that fall on a Thursday. This would mean your office will be closed on Thursday and Friday.

Example: New Year's Day takes place on a Sunday. Your company, by default, would observe this day on the following Monday. Therefore, under Sunday you'd choose "Observe on next workday".

### Add a Domain Time Frame

Type: **Holidays** **Observed Holidays**

Set observation rules for when holidays occur on certain days

Workweek: Su M T W Th F Sa

If holiday is on:

- Sun: Observe on next workday
- Mon: Observe on holiday only
- Tue: Observe on prior workday
- Wed: Observe on holiday and prior workday
- Thu: Observe on next workday
- Fri: Observe on holiday and next workday
- Sat: Observe on holiday only
- Fri: Observe on holiday only
- Sat: Observe on prior workday

Buttons: Cancel, Back, Save

11. Click Save, which will take you back to the time frame list for the company. Listed will be the summary of the time frame you just created.

Time Frames / JuliaTest.com / Domain

Back Add Time Frame

Name	Owner	When	Recurrence	Ends On
After Hours	Domain	Days of the Week Sun, Mon, Tue, Wed, Thu, Fri, Sat	Every Week	Never
New Years Day	Domain	Holidays 1 holiday	Every Year	Never
Working Hours	Domain	Days of the Week Mon, Tue, Wed, Thu, Fri	Every Week	Never

### Edit and Delete a Holiday Time Frame

If the time frame listed under the parent time frame (i.e., Domain) is inaccurate click the name or the edit button to the far right to make changes. To remove the time frame click the delete (X) button to the far right.

### Handling Multiple Holidays

Most companies have several holidays they observe each year. Under the parent Domain time frame you can create a different time frame for each holiday or one time frame that covers all your holidays. You may want to create one time frame for holidays that are on the same day each year versus those that occur on a different day each year. Choose what you find the easiest to manage. The goal is once you set the holiday time frame you don't have to do it again.

## Handling Undefined Holidays or Irregular Observance Days

Create a custom time frame if you have a holiday that's not listed or doesn't fit in the prescribed one or two days of closure.

1. Click Add Time Frame
2. Enter the name (no special characters allowed) and choose Custom.

The screenshot shows the 'Add a Domain Time Frame' dialog box. The 'Name' field contains 'ESI Employee Day'. Under the 'When' section, the 'Custom' option is selected. A red arrow points from the 'Add Time Frame' button in the background to the 'Custom' option.

3. After click Next a new screen will appear where you can choose the type of custom time frame – Days of Week, Specific Dates, or Holiday.

The screenshot shows the 'Add a Domain Time Frame' screen after selecting 'Custom'. The 'Specific Dates' section is active, showing a table with one entry: Start: 03/06/2026 12:00 am, End: 03/06/2026 11:59 pm, Recurrence: Every year on the first Friday of March, Next on: Fri, 03/06/2026. A red box highlights the 'Add' button and the 'Specific Dates' option.

4. Complete the fields based on the selection you made. The Specific Dates example below shows fields for (A) date or date range and time. Don't forget to click the Plus button. Now you choose a (A) Recurrence and (C) End time.

### Edit ESI Employee Day ✕

Specific Dates

Add specific dates with optional recurrence.

A Specific dates
 

mm/dd/yyyy

to

hh:mm am

to

mm/dd/yyyy

to

hh:mm am

+

03/06/2026

to

12:00 am

to

03/06/2026

to

11:59 pm

✕

B Recurrence
 

Every year on the first Friday of | ▼

C Ends
 

Never ▼

Cancel

Save

### *Answering Rules for the Holiday Time Frame*

If you want the answering rules for your holiday time frame to be different than your current answering rules you'll need to create a new rule for the desired Auto Attendant. If you do not make answering rules changes then the Auto Attendant will follow the default.

1. Find the extension number of the auto attendant under Auto Attendants in the left navigation menu.
2. Go to Users in the left navigation menu and search for that extension number.
3. Click on that extension and go to the Answering Rules tab.
4. Click Add Rule and fill in the required fields, then save.
5. BE SURE to MOVE this new time frame to the top of the list of answering rules and save.

# Call Queues

The Call Queues icon will take you to the Call Queues center.

A Call Queues is place holders for calls to sit waiting to be answered. A call queue can be configured to ring multiple devices in a certain order or a parking lot for a call to sit and wait until someone retrieves the call. Most call queues are created to be used in a call/contact center environment. This section will explain how to create a new call queue, which can only be done by Office Managers. However details on configuring a queue are discussed in the [eCloud Call Center User's Guide 0455-0015](#) located in the ESI Resource Library.

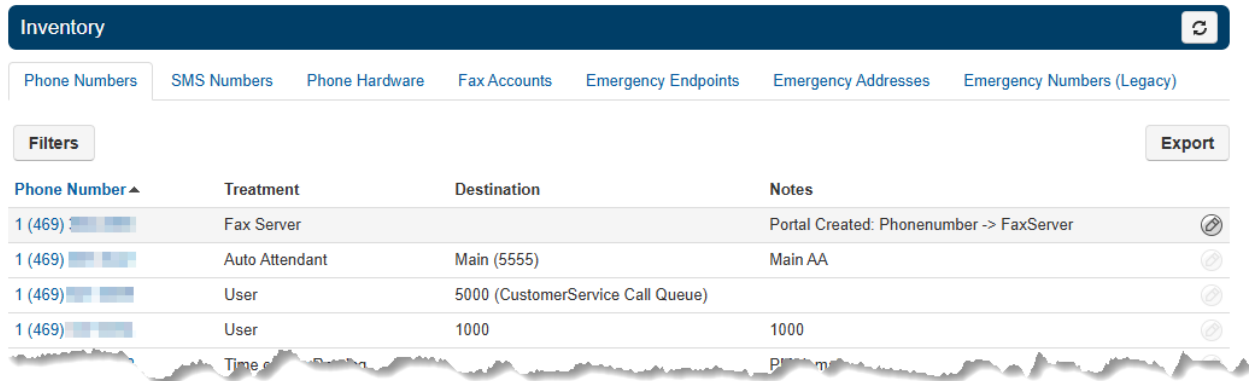
To navigate to the Call Queues center, select Call Queues. If the domain has any Call Queues configured, you will see them displayed here.

Call Queues							
Name ▲	Extension	Department	Site	Type	Callers in Queue	Agents (Available)	
5003	Operator			Linear Hunt	0	2 (1)	
Accounting	5002			Ring All	0	10 (0)	

# Inventory

The Inventory icon is where you can control where Phone Numbers are routed for voice calls and SMS/MMS messages. This is also where you can configure devices to user's accounts. Clicking the Inventory icon will take you to the Inventory Phone Numbers tab.

Phone numbers (10 digit public numbers), SMS/MMS numbers, phone hardware, fax accounts, emergency endpoints, and emergency addresses / numbers (legacy) are stored in the Inventory page of the eConsole



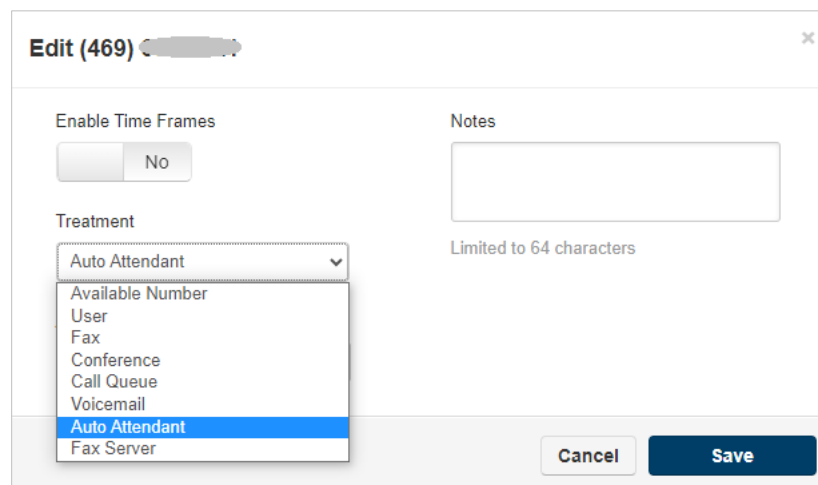
## Phone Numbers

This will take you to the Phone Numbers tab where all the Phone Numbers available to your organization are listed and allows you to manage how a particular phone number is used within your domain.

Clicking the Edit icon to the far right of the phone number will allow you to change how that number is used.

## Treatment

The treatment drop-down allows you to select how that number will be used within the domain, which includes things such as a User, Call Queue or Auto Attendant. Once the Treatment has been selected from the drop-down a User field will appear and allow you to enter the user's extension as the destination.



- Available Number - This option will keep the number available and will have the phone number appear in the drop down for application options offering for a direct number to be selected.
- User - User will allow you to select a user's extension in the organization to route the calls to. This will effectively turn the number into the DID (ie: direct inward dialing) number for that user.
- Conference - Conference will allow you to select a conference bridge to send the call to.
- Call Queues - Call Queues will allow you to select a call queue to route the phone number to. It will also let you select the options to set Announcement for callers to the following:
  - No announcement - Will not play any announcement to the caller being routed to the queue.
  - Announce number of callers in queue - Will let the caller know how many callers in the queue are ahead of them.
  - Announce average expected wait time - Calculates from the previous call how long it expects the new caller to wait before reaching an agent and provides the caller with an estimated wait time.

The screenshot shows the 'Edit (469)' configuration window. The 'Announcement for callers' section is highlighted with a red box. It contains three radio button options: 'No announcement', 'Announce number of callers in queue', and 'Announce average expected wait time'. Other visible fields include 'Enable Time Frames' (set to 'No'), 'Treatment' (set to 'Call Queue'), 'Call Queue' (with a text input 'Enter call queue name'), and 'Notes' (with a text area containing 'Main AA').

- Voicemail - Selecting Voicemail as the treatment will allow you to send the caller to a voicemail box of a user on the system. You will also see the option Enable enhanced voicemail appear. When enabled, it will allow the caller to press 0 to be routed out of the voicemail box.
- Auto Attendant - When selecting Auto Attendant the Auto Attendant field appears which will allow you to select which Auto Attendant you would like the call routed to.
- Enable Time Frame - The Enable Time Frame Option will allow you to configure the phone number to route the call to different destinations throughout the day based off the time frame selected. After selecting yes the Select time frame for new rule and Timezone drop downs appear. Here you select a time frame from the drop down then select the application and destination you would like the call routed to.

The screenshot shows the 'Edit (469)' configuration window with 'Enable Time Frames' set to 'Yes'. It includes a 'Timezone' dropdown set to 'US/Central' and a table for time frames. The table has columns for 'Time Frame', 'Treatment', and 'Destination'. The first row shows 'Default' as the time frame, with a 'Select treatment' dropdown for the treatment and a '+' button for adding a new rule.

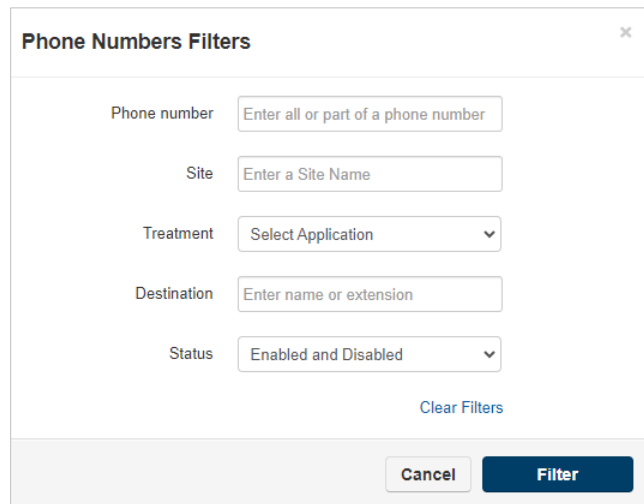
- Notes - Notes allow you to add a description to the telephone number that can help you identify what this number is used for in the future.

## Filter

The Filter button allows you to search for Phone Numbers based on the Phone Number, Treatment, Destination, or Status. Clicking the filter button will display the Phone Number Filters window.

## Export

You can also Export your Phone Numbers into a CSV (ie: comma separated values) file by clicking the Export button and saving the file to your computer.



The image shows a dialog box titled "Phone Numbers Filters" with a close button (X) in the top right corner. The dialog contains five filter fields: "Phone number" with a text input field containing the placeholder "Enter all or part of a phone number"; "Site" with a text input field containing the placeholder "Enter a Site Name"; "Treatment" with a dropdown menu showing "Select Application"; "Destination" with a text input field containing the placeholder "Enter name or extension"; and "Status" with a dropdown menu showing "Enabled and Disabled". Below these fields is a "Clear Filters" link. At the bottom of the dialog are two buttons: "Cancel" and "Filter".

## *eCloud PBX and 911 (Legacy)*

Providing accurate location information for emergency services when an employee calls 911 is critical for any company or individual. This has become more relevant in the past two years as new federal regulations have come into effect. The main two laws that all companies should be aware of are Kari's Law and Ray Baum's Act.

Detailed information on these laws and how ESI services meet these requirements can be found on the [ESI Academy](#) and on the ESI library <https://www.esi-estech.com/legal>.

- Kari's Law went into effect in Jan 2020.
- Ray Baum's Act goes into effect on Jan 6, 2021.

The main component of the Ray Baum's Act refers to a *Dispatchable Location*. It's essentially a detailed location that's provided to 911 and emergency services. ESI has always offered a location associated with the DID (ie: direct inward dial) but we're now required to provide more information about that address, if applicable. The purpose of this act is to provide better location information so emergency services can find the 911 caller quicker.

Before 2021 if you worked in an office building, for example, you'd be required to give the main address - 100 Main St. Now you'll be required to give the floor, room, suite or other information - 100 Main St, Floor 5, Suite 508 - if applicable.

## **Your Company's e911 Information**

Before making any changes to DIDs and addresses, take a step back so you understand the who, what, and where of your employees. Remember when dealing with locations for 911 numbers, always ask yourself, "How will emergency services find me/the employee?"

Typically when we think of 911 and location information (where emergency services are sent) we typically think of one phone number and one location. But that doesn't often reflect reality, especially since an increase in remote workers since 2020. As the Office Manager or Certified ESI eCloud Partner you'll need to analyze

- Where are the employees located? Where do they perform their work?
- Do they have more than one device that they use at that location(s)?

When you have that information pulled together it'll be much easier to establish which DIDs are needed for e911 (ie: enhanced 911) and the associated address locations. For example if you know there are 10 remote workers then you'll need the home addresses of those 10 employees.

## **Scenario Example**

To make this clearer let's start off with an example of a typical company and how they'd set up their e911.

Scenario:

Acme, Inc. is comprised of 30 employees. Twenty employees work from the office and 10 work from home. Those that work from home use their ESI Webphone (softphone).

	<b>Acme Office</b>	<b>Jane Doe</b>
<b>Employee</b>	20 users All desk phones	Remote Worker Webphone - x1000wp
<b>Address Line 1</b>	100 Acme Ave	999 Fake St
<b>Address Line 2</b>	Floor 2, Suite 201	
<b>C/S/Z</b>	Denver, CO 80014	Dallas, TX 75087
<b>Device Type</b>	Desk phones	Webphone
<b>DIDs</b>	The company has over 30 DIDs but these are the BTN/main numbers that they advertise and use for outbound Caller ID.  720-555-1234 800-555-1234	Most ESI eCloud users receive a dedicated DID. This is the one assigned to Jane.  972-555-1234

The size of the office is such that the office employees fit within a large area (cubicle farm) with a few offices in front. For e911 the logical method is to use DID 720-555-1234 as the office outbound 911 DID. Use the office address for this DID. Anyone (employee, visitor, cleaning crew, vendor) dialing 911 from a desk phone at the office will send the Denver address to 911 Services.

If...

1. The office spanned more than one floor, one suite, one building; you'd need a separate DID for those groups of employees and that DID would reflect the appropriate address/location.
  - o Example: 15 employees/phones are on floor 2 and another 15 are on floor 3. You'd need two DIDs and Line 2 of the address location would reflect the appropriate floor and suite number.
2. Similar to number 1 where the employees are in one space but the space is much larger.
  - o You'd want to update Address Line 2 of the appropriate 911 DIDs to reflect East, West, North or South.

You would provide the same set up for Jane Doe, the remote worker, as you would for the office. But in her case she'll use 972-555-1234 for her outbound 911 DID, which would use her home address in Dallas. Each remote worker would be set up in the same way.

## Assembling Your e911 Inventory List

Any DIDs associated with your site will be listed under Inventory in eConsole. You can access this tab as an Office Manager, Reseller, or Super User (ESI only).

**Tip:** Export the DID list to a CSV (ie: comma separated values) file and use it to group employees by location and log address information. Then use this file for reference when setting up the 911 DIDs.

Below is an example of a DID Inventory export that was modified to add 911 information. While this list can't be re-imported into eConsole it's an easy way to find the information when you're ready to update eConsole.

Phone Number	Treatment	Destination	Notes	911 Location	Which Extensions
720-555-1234	Auto Attendant	x3000	Outbound CID	100 Acme Ave FL 2 STE 201 Denver, CO 80014	All Extensions
800-555-1234	Call Queue	x4000	Sales Promo DID	N/A for 911	N/A
972-555-1234	User	x1000 (Jane)	Remote worker	999 Fake St Dallas, TX 75087	x1000 (Jane)
972-555-1235	User	x1001 (Annie)	Remote worker	888 Apple Ave Phoenix, AZ 12345	x1001 (Annie)
972-555-1236	User	x1002 (Bob)	Remote worker	777 Bobcat Chico, CA 12345	x1002 (Bob)
972-555-1237	User	x1003 (Carl)	Remote worker	555 Cookie Cr Austin, TX 12345	x1003 (Carl)
972-555-1238	User	x1004 (Denise)	Remote worker	444 Dogle Dr Tulsa, OK 12345	x1004 (Denise)
972-555-1239	User	x1005 (Ed)	Remote worker	333 Electric St. Paul, MN 12345	x1005 (Ed)
972-555-1240	User	x1006 (Frank)	Remote worker	222 Funky Albany, NY 12345	x1006 (Frank)
972-555-1241	User	x1007 (Gabby)	Remote worker	111 Goody El Paso, TX 12345	x1007 (Gabby)
972-555-1242	User	x1008 (Henry)	Remote worker	987 High Hill Atlanta, GA 12345	x1008 (Henry)
972-555-1243	User	x1009 (Irene)	Remote worker	123 Icon Seattle, WA 12345	x1009 (Irene)

You wouldn't have to use this CSV file permanently but it's a great way to gather and execute 911 information when starting out. Once that's set in eConsole it's a matter of maintaining the entered information (in eConsole).

## Accessing 911 Numbers

You can manage 911 location information via eConsole if you use ESI's eCloud hosted PBX platform or ESI Registered SIP (ie: session initiation protocol) Trunks.

1. Launch eConsole ([my.esihs.net](http://my.esihs.net)) and login.
  - a. If your site does not have an Office Manager account or you cannot remember the login please contact ESI eCloud Support.
2. Click on Inventory in the left navigation panel, then choose the 911 Numbers tab. Below is an example of that tab. The Inventory tab consists of four columns; 911 Numbers, Status, Caller ID Name and Users.

911 Number	Status	CallerID Name	Users
1 (972) 332-████	Not Provisioned		1
1 (972) 422-9700	OK	ESI	123
1 (972) 535-████	Not Provisioned		1
1 (972) 535-████	OK	Rick Lucan	1

- **911 Number** - only a portion of the DIDs the site owns will appear in this tab. Regardless of which numbers are present you'll need to go through each one and validate the address information.  
*Note:* if the DID you're looking for is not listed in this tab click **Add 911 Number** in the upper right corner.
- **Status** - By default the 911 DIDs in this tab will appear as *Not Provisioned*. Click on each number to validate the address and save.  
*Note:* ESI Implementation team would have established your 911 location when you first purchased ESI eCloud services. That means just because you see 'not provisioned' doesn't mean 911 services doesn't have your information. It's that this information has not been validated via eConsole before.
- **Caller ID Name** – the name given to each 911 DID.
- **Users** – the number of users (extensions) use this DID when dialing 911. In this example 268 extensions on the ESI Office domain present 972-422-9700 and its associated location to 911 operators when those extensions dial 911.

Numbers in this view cannot be deleted; they can only be de-validated, which will remove address information from that DID.

## Adding & Editing a 911 Number

1. To add a 911 number click **Add 911 Number** in the upper right corner of the 911 Numbers tab. To edit a number simply click on the desired number in the list.
2. Complete the information in the pop up window.
3. Don't forget to Validate and Save.

**WARNING:** The information entered must be correct. Incorrect information could delay emergency services and incur a \$100 fee from ESI.

**Add number**

This is the address Emergency Services will receive when called.

911 Number  
9725551234

Caller Name  
Acme Inc

Address

Address Line 1 → 100 MAIN ST

Address Line 2 → STE A

Country  
United States

State/Province  
Illinois

City  
SKOKIE

ZIP Code  
60076

Map data ©2020 Terms of Use Report a map error

Validate a new address before saving. All fields must be filled out before validating.

Cancel Validate

### Address Examples - Line 1 vs. Line 2

- If the address is my home, which is a house (single family dwelling) then line 1 is all that's needed. Ex: 100 Acme Ave
- If the address is my home, which is an apartment complex then line 1 and line 2 are needed. Ex: 100 Acme Ave, APT 201
- If the address is my office/work but it's a small footprint in a standalone building (McDonald's, Starbucks, standalone dentist office, etc.) then line 1 is all that's needed. Ex: 100 Example Dr.
- If the address is my office/work, but is in a strip mall or office building then line 2 is needed. Same applies for an office that has a large footprint (entire floor of an office building, school campus, etc.). Ex: 100 Example Dr., Floor 3, Suite 304

**Important Tip:** When using words in line 2 like 'floor', 'suite', 'room', etc. simply spell them out. When clicking Save in eConsole these words will be updated with correct 911 abbreviations. For example 'floor' will become "FL".

## 911 Address Abbreviations

Below are valid, commonly used abbreviations.

Input Unit Type	Abbreviated Unit Type
APARTMENT	APT
BASEMENT	BSMT
BUILDING	BLDG
DEPARTMENT	DEPT
FLOOR	FL
FRONT	FRNT
HANGAR	HNGR
LOBBY	LBBY
LOT	LOT
LOWER	LOWR
OFFICE	OFC
PENTHOUSE	PH
PIER	PIER
REAR	REAR
ROOM	RM
SIDE	SIDE
SLIP	SLIP
SPACE	SPC
STOP	STOP
SUITE	STE
TRAILER	TRLR
UNIT	UNIT
UPPER	UPPR

Here is a link to standard address abbreviations from the USPS:

[https://pe.usps.com/text/pub28/28apc\\_002.htm](https://pe.usps.com/text/pub28/28apc_002.htm)

## Validating an Address

Once the address has been entered it must be validated.

1. Click Validate in the popup window.
  - o If the address is invalid you will see a notice below the map view that the entered address could not be found.

The entered address could not be found. Please make sure there are no errors or enter a different address.

- o If the address is valid you will see a notice below the map view that the address has been confirmed.

The address has been confirmed and any suggested changes have been applied.

Auto corrections are made to the address when validating.

In the example to the left I originally entered the following.


100 Main St  
Ste A  
Chicago, IL 60076

When clicking Validate the address is updated to refer to Skokie as the City, not Chicago. Skokie is the correct city, which is a suburb of Chicago.

### Add number

This is the address Emergency Services will receive when called.

911 Number	<input type="text" value="9725551234"/>
Caller Name	<input type="text" value="Acme Inc"/>
Address	<input type="text" value="100 MAIN ST"/>
	<input type="text" value="STE A"/>
Country	<input type="text" value="United States"/>
State/Province	<input type="text" value="Illinois"/>
City	<input type="text" value="SKOKIE"/>
ZIP Code	<input type="text" value="60076"/>



Validate a new address before saving. All fields must be filled out before validating.

2. Be sure to click Save after validating the address.
3. Once saved the 911 DID tab in eConsole will update to show OK for that DID as opposed to Not Provisioned.

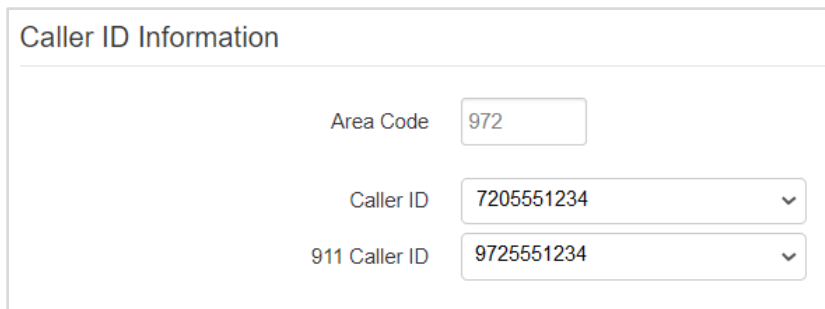
**WARNING:** While the 911 Number tab does not allow you to enter an invalid, unrecognized address it's still possible to enter a location that's inaccurate, such as, the wrong suite or building number. The information entered must be correct. If the e911 address is not provided or is incorrect and an emergency call is made, ESI reserves the right to charge \$100 for each 911 call made.

## Assigning a 911 DID to an Extension

Now that the DIDs and addresses are updated, go to each extensions and ensure their outbound 911 Caller ID is set to the correct DID.

To set this up

- Login to eConsole ([my.esihs.net](http://my.esihs.net))
- Go to Users and select the desired extension.
- Update the Caller ID Information section on the profile screen.
  - **Caller ID** - this is the CID that will be presented on normal, everyday outbound calls. Has nothing to do with 911.
  - **911 Caller ID** - this is the CID (and its associated address) that will be presented to 911 Service when 911 is called from this extension.



Caller ID Information	
Area Code	<input type="text" value="972"/>
Caller ID	<input type="text" value="7205551234"/>
911 Caller ID	<input type="text" value="9725551234"/>

- Click Save

## SIP Trunks and 911

If the site is using registered ESI SIP Trunks, the ESI Certified Partner will be able to manage the 911 DIDs via eConsole.

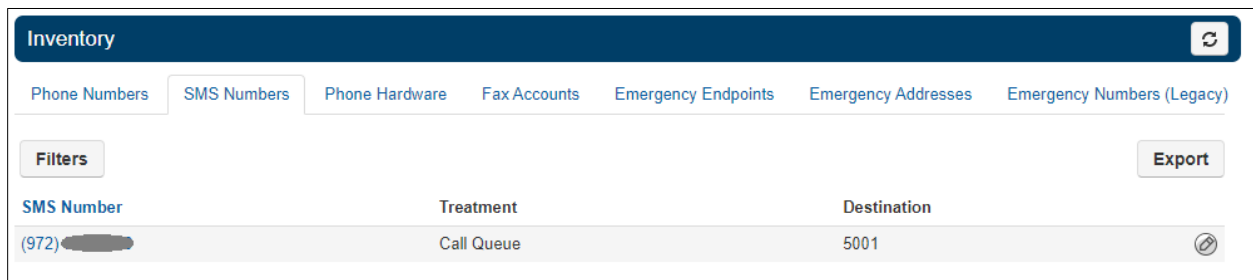
Management of static SIP trunks is not supported in eConsole.

If the site is using SIP Trunks not provided by ESI, they'll need to contact the provider of those trunks to update their 911 information.

*Note:* the site is using an ESI premised-based phone system with PRI or Analog trunks it's up to the site to work with their ESI Partner and the carrier of their voice service to establish 911 information.


## SMS Numbers tab

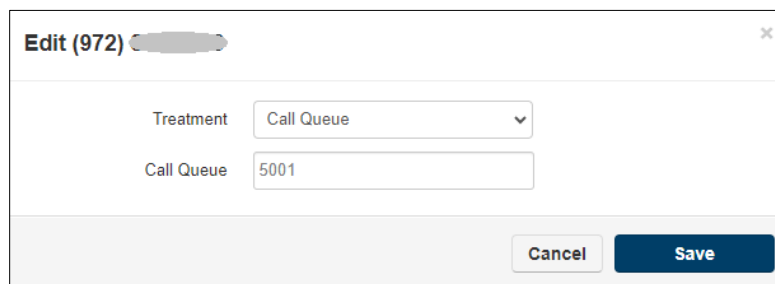
The SMS Numbers tab lists all phone numbers that have been provisioned for SMS/MMS. This feature is for texting to and from a user's DID (ie: direct inward dial) number to any SMS/MMS enabled number (wireline number or wireless number).



The screenshot shows the 'Inventory' page with the 'SMS Numbers' tab selected. The table below lists the SMS numbers and their configurations.

SMS Number	Treatment	Destination
(972) [REDACTED]	Call Queue	5001

Clicking the edit icon  to the far right of the number will bring up the Edit window and allow you to select either a user or a call queue for which you would like to enable SMS/MMS service.



The 'Edit (972) [REDACTED]' window contains the following fields:

- Treatment: Call Queue (dropdown menu)
- Call Queue: 5001 (text input field)

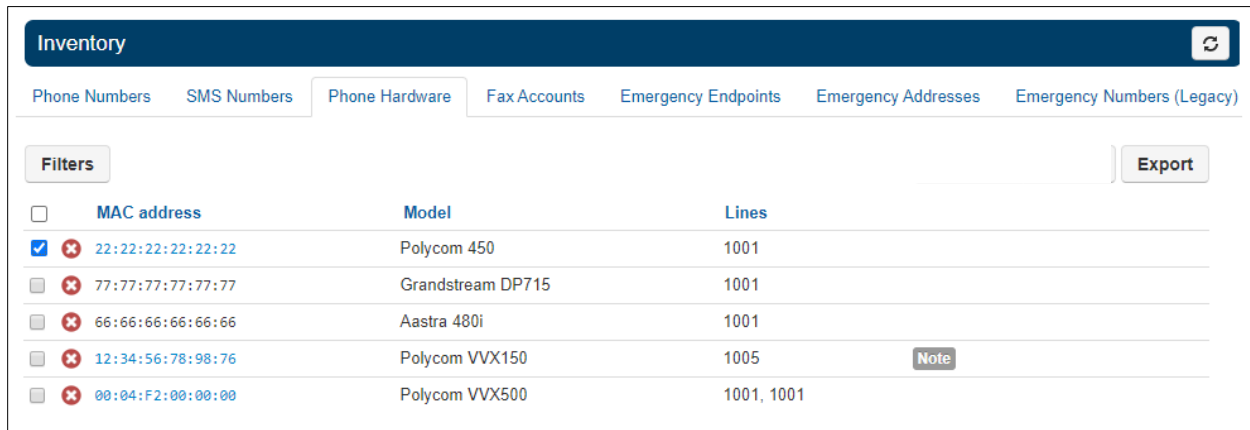
Buttons: Cancel, Save

## Phone Hardware tab

### Viewing Phones

The Phone Hardware tab as seen below will list all the devices configured on your organization. Each device in the list is identified by its unique MAC address. A MAC (Media Access Control) address is a unique, 12-character alphanumeric attribute that is used to identify individual electronic devices on a network. You will also see the corresponding device model and the extension associated to that device. You can select devices individually or in bulk by checking the boxes on the left.

- The Notes field allows you to add additional information you may find helpful.



Inventory			
Phone Numbers   SMS Numbers <b>Phone Hardware</b> Fax Accounts   Emergency Endpoints   Emergency Addresses   Emergency Numbers (Legacy)			
Filters			Export
<input type="checkbox"/>	MAC address	Model	Lines
<input checked="" type="checkbox"/>	22:22:22:22:22:22	Polycom 450	1001
<input type="checkbox"/>	77:77:77:77:77:77	Grandstream DP715	1001
<input type="checkbox"/>	66:66:66:66:66:66	Aastra 480i	1001
<input type="checkbox"/>	12:34:56:78:98:76	Polycom VVX150	1005
<input type="checkbox"/>	00:04:F2:00:00:00	Polycom VVX500	1001, 1001

### Device Name Lettering Format

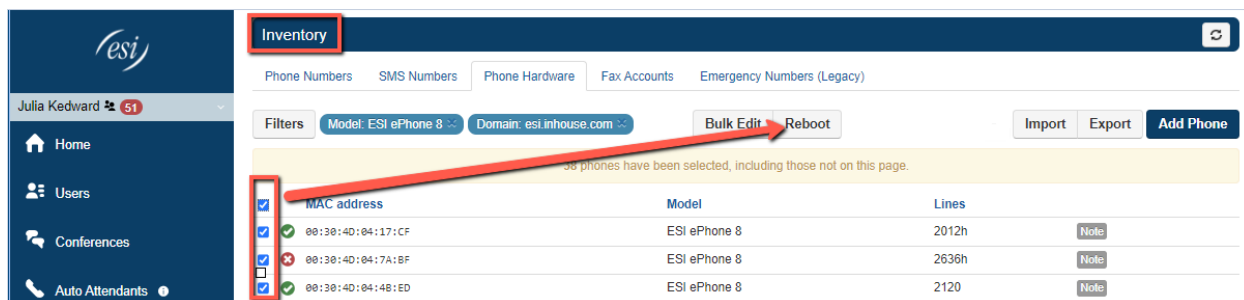
You will notice that there are letters next to the extension name. These letters have a specific meaning as described below. There are areas of programming and options discussed in this document that allow you to use specific devices. For example instead of generically referring to all extension 1000's devices you may want to target just the Webphone. Therefore in those fields you would enter 1000wp.

Letter	Meaning	Example
no letter	Primary desktop phone of the extension	1000
a	Secondary desktop phone on extension	1000a
b	Tertiary (3 <sup>rd</sup> ) desktop phone of the extension	1000b
c	Owned conference bridge	1000c
i	ePhoneGO 2 iOS	1000i
n	ePhoneGO 2 Android	1000n
t	eTeams client	1000t
ta	ePhoneGo (tablet) Android	1000ta
ti	ePhoneGo (tablet) iOS	1000ti
wp	ESI Webphone	1000wp

## Reboot a phone

Reboot phones from the Inventory > Phone Hardware tab.

1. Log in as Office Manager
2. Go to Inventory / Phone Hardware
3. Choose one or more phones
4. Click Reboot.
5. A popup notice will appear, click Reboot.



The screenshot shows the ESI Phone Hardware interface. The 'Inventory' tab is selected. The 'Phone Hardware' sub-tab is active. The 'Reboot' button is highlighted with a red arrow. The table below shows three phones selected, with their MAC addresses, models, and line numbers.

MAC address	Model	Lines	Note
00:30:40:04:17:CF	ESI ePhone 8	2012h	Note
00:30:40:04:7A:BF	ESI ePhone 8	2636h	Note
00:30:40:04:48:ED	ESI ePhone 8	2120	Note

## Export

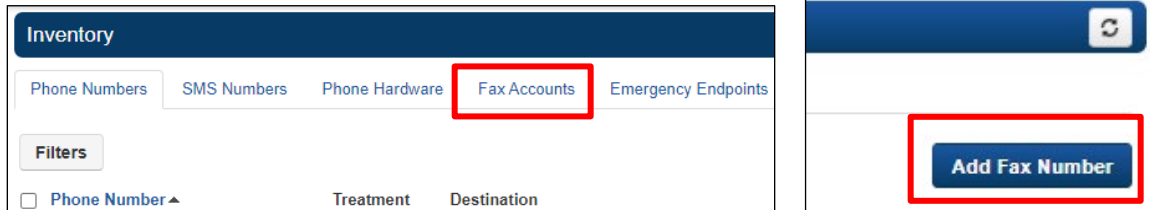
The Export button on the Phone Hardware tab allows you to Export your list of devices into a .csv file. Select which devices to export by checking the box on the left then by clicking Export.

## Fax Accounts

This tab allows you to add fax numbers by clicking Add Fax Number.

### Adding fax numbers

This is an Office Manager's procedure. Navigate to **Inventory** -> **Fax Accounts**. Click on the **Add Fax Number** button.



When the **Add a Fax Number** modal is presented, select an available number. These numbers are pulled from the domain's inventory. Only a DID (ie: direct inward dial) that has the treatment set as **Fax Server** or **Available DID** will show in the dropdown. When adding as a new fax number, only select an available DID.

The image shows a modal window titled 'Add a Fax Number'. It contains several fields and options, numbered 1 through 7:

- 1 Phone Number: A dropdown menu showing 'No Phone Numbers available'.
- 2 Primary User: A text input field with the placeholder 'Enter name or extension'.
- 3 Number Sharing: A dropdown menu showing 'Disabled'.
- 4 Enabled Methods: Three checkboxes: 'Email' (checked), 'Portal' (checked), and 'ATA' (unchecked).
- 5 Inbound Fax Handling: Three checkboxes: 'Email w/ Attachment' (unchecked), 'Email w/o Attachment' (unchecked), and 'Portal' (checked).
- 6 Delivery Notifications: Two checkboxes: 'Email' (unchecked) and 'ATA' (unchecked).
- 7 Failure Notifications: Two checkboxes: 'Email' (unchecked) and 'ATA' (unchecked).

At the bottom right of the modal, there are two buttons: 'Cancel' and 'Add'. The 'Add' button is highlighted with a red box.

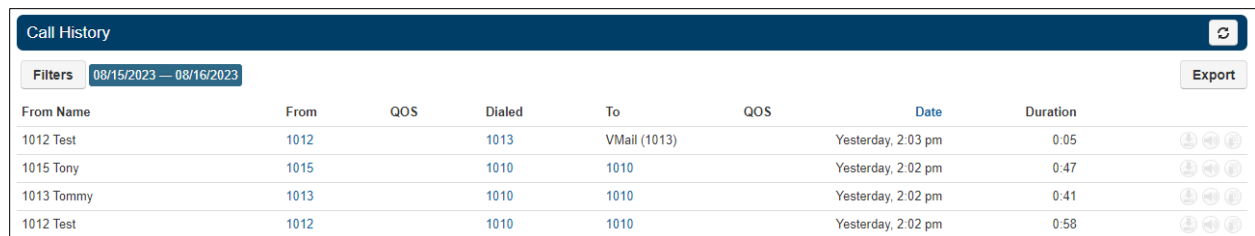
Finish selecting the following options in the **Add a Fax Number** modal. Click **Add** when finished.

- 1 Phone Number:** Select an available number.
- 2 Primary User:** Who will own this fax account number? This user will have faxes available in their dashboard and allow them to manage inbound settings for this account.
- 3 Number Sharing:** Select whether this number can be shared with other users or with everyone. Select disabled if this number should only be used by the Primary User. For more information, please refer to the section titled "Sharing a fax service" in this document.
- 4 Enabled Methods:** Select the applicable handling methods for this DID (ie: direct inward dial). If using an ATA, then a serial number must be entered.
- 5 Inbound Fax Handling:** When a fax is received for this account, select whether the fax should be emailed with attachment or emailed without attachment. Additionally, select whether or not the fax should remain in the dashboard.
- 6 Delivery Notifications:** Select whether to send an email notification when an outbound fax through the dashboard is successful and/or select whether to send an ATA notification to the fax machine when an outbound fax through the dashboard is successful.
- 7 Failure Notifications:** Select whether to send an email notification when an outbound fax through the dashboard fails and/or select whether to send an ATA notification to the fax machine when an outbound fax through the dashboard fails. Then Click on the **Add** button.

The account will now be created on the server. The DID number will also be updated in the DID table to "Fax Server" treatment.

## Call History

The Call History icon will take you to the Call History page where you will view the calls made on your domain for the specified date range. The call record will show To and From whom the call was made.




From Name	From	QOS	Dialed	To	QOS	Date	Duration
1012 Test	1012		1013	VMail (1013)		Yesterday, 2:03 pm	0:05
1015 Tony	1015		1010	1010		Yesterday, 2:02 pm	0:47
1013 Tommy	1013		1010	1010		Yesterday, 2:02 pm	0:41
1012 Test	1012		1010	1010		Yesterday, 2:02 pm	0:58

The table view on the Call History page defaults to displaying data from the last 24 hours, and it can be filtered for up to the last 90 days. Additional filters are the dates of the call, a single user, a department, a site, the caller's number, the dialed number, and call type.

## Call History Table Defined

Office Manager view

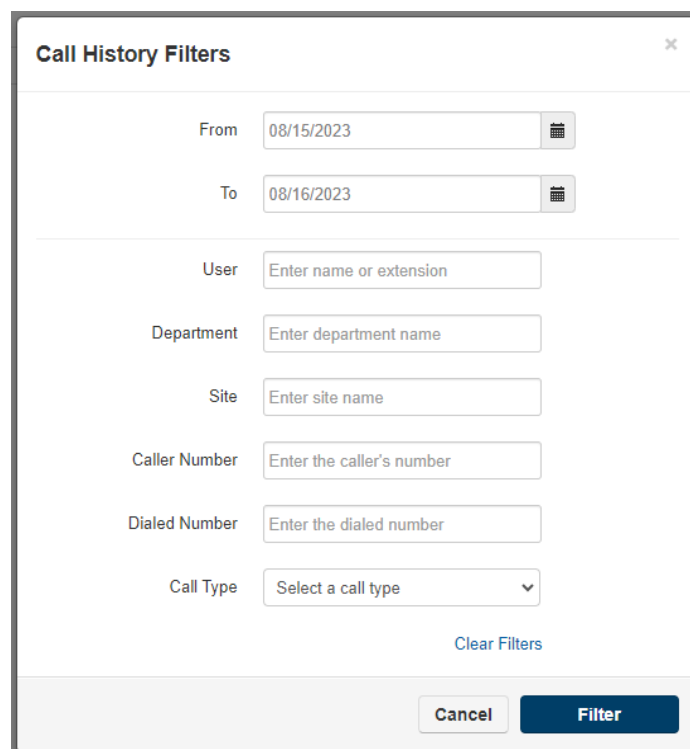
Click on Call History to view the following

Column Name	Definition
From Name / From	This is the carrier information. It is the phone number and contact name from the device that placed the call.
QoS (from)	The QoS (quality of service) "from origin" and "to origin". Read " <a href="#">QoS Module Glossary</a> " for more information about this data.
Dialed / To	"Dialed" is the phone number that was called, and "To" is where the call ended up. "Dialed" will be different than the "to" number in cases such as when a call is transferred, or placed into a queue. Occasionally, you may notice a term in the "to" column. Here are the definitions for the most common terms you will find here:
QoS (to)	The QoS (quality of service) "to term" and "from term". Read " <a href="#">QoS Module Glossary</a> " for more information about this data.
Date	The date the call was placed.
Duration	The elapsed time of the call in minutes:seconds.
Sentiment	Percentages of the call that are positive, neutral, or negative. The sentiment percentage is the sum of the sentiment durations over the total duration of the call.
Closing Sentiment	Prevailing sentiment for the ending portion of the call.
Quick Links (grey icons) 	(in order from left to right) <b>Download:</b> If available, this icon will download the call's recording. <b>Listen:</b> If the call was recorded, this icon will open an audio player on screen. <b>Cradle to Grave:</b> This is an accessible version of the SIP (ie: session initiation protocol) flow.

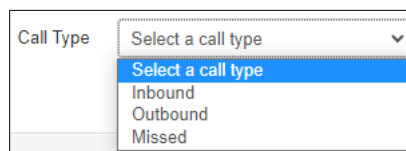
## Call History Filters

You can change the date range by clicking the Filters button.

After clicking the filter button, the Call History Filters window will appear. Here you can change the Call History date range, user, department, site, caller number, dialed number and call type.



- **From** - Select a date. Call History goes back 90 days.
- **To** - Select a date that is greater than the From date.
- **User** - Enter the extension number of a specific user.
- **Department** - Enter a department name.
- **Site** - Enter the site name on which the user resides.
- **Caller Number** - Allows you to search for calls from a specific phone number by entering the number into the Caller Number field.
- **Dialed Number** - The Dialed Number field will let you filter for a specific number that you dialed.
- **Call Type** - The Call Type drop down lets you filter based on the type of call. Inbound, Outbound, or Missed call.



## Calls Displayed

Clicking the Filter button will then display the calls that match the filter criteria.

You can set the Call History to display 15, 25, 50, and 100 calls per page.



## Exporting Call History

The Export icon allows you to download the call history into a csv (ie: comma separated values) file that can be opened in any spreadsheet application such as Excel or Apache Open Office. The amount of Call History detail (also known as Call Detail Records or CDR) will vary depending on the eConsole seat type.

Example CSV file:

	A	B	C	D	E	F
1						
2	Call Begin	From Name	From	Dialed	To	Duration
3	Mon, Jan 20th 2025, 3:26pm	GRAND PR TX	1 (972) 555-1234	1 (972) 555-4321	SpeechCommand	0:00:12
4	Mon, Jan 13th 2025, 11:58am	Julia K	1000	1000	1000	0:00:05
5	Mon, Jan 13th 2025, 11:57am	Julia K	1000	1000	1000	0:00:00
6	Mon, Jan 13th 2025, 11:37am	Julia K	1000wp	1000	1000wp	0:00:00
7	Wed, Jan 8th 2025, 2:25pm	ESI	1001i	1000	1000i	0:00:15

Note that occasionally you will see a letter at the end of the number. This indicates a different device.

Example: WP = webphone.

See [Device Name Lettering Format](#) table for more information on Office Manager Call History data.

## Cradle to Grave

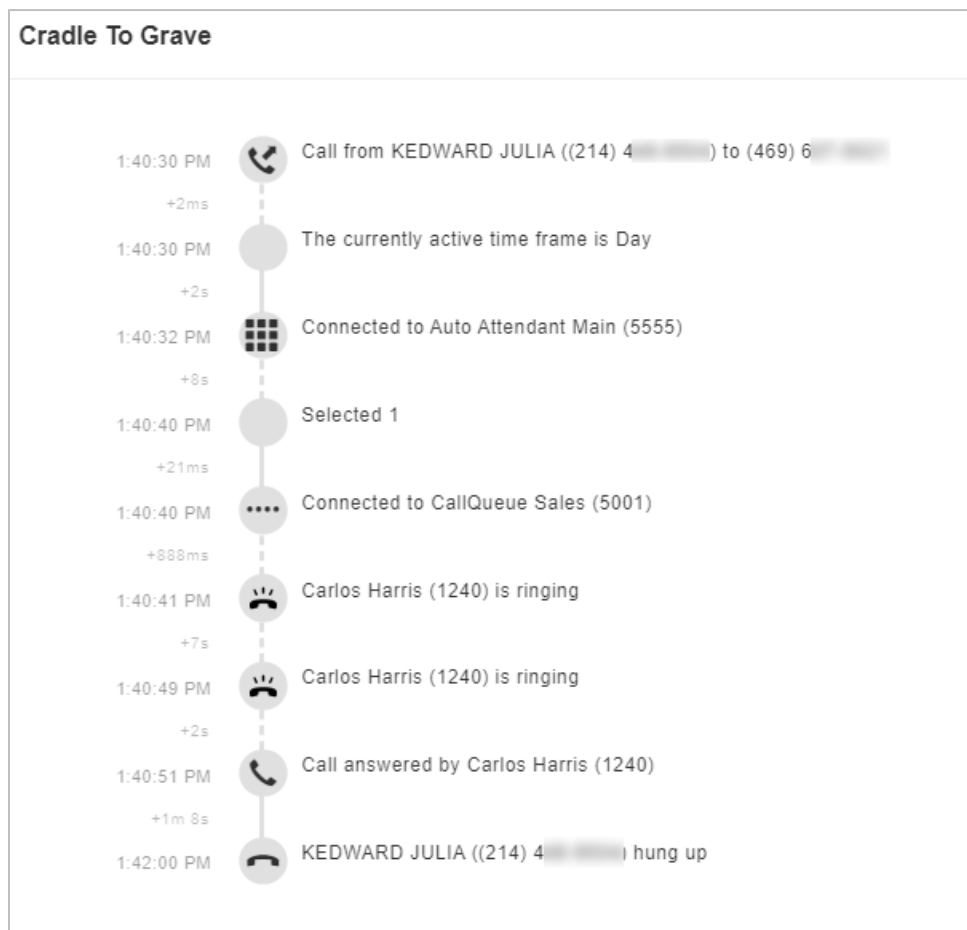
Available for office managers and contact center supervisors, a call trace is a comprehensive listing of all technical information captured during a call from the moment a connection is first being attempted until the call ends. Cradle to Grave is a call trace functionality, but it presents the resulting call data in accessible terms rather than technical call flows. Cradle to Grave is available through the Call History tab in the eConsole.

Call History								Export
Filters 10/19/2022 — 10/26/2022 My Calls								
From Name	From	QOS	Dialed	To	QOS	Date	Duration	
Estech Systems Inc.	(972) 4 [REDACTED]	4.5	(469) 6 [REDACTED]	1240	4.5	Yesterday, 11:57 am	0:14	
KEDWARD JULIA	(214) 4 [REDACTED]	4.5	(469) 6 [REDACTED]	1240	4.5	Oct 24th 1:40 pm	1:14	
Jose Venta	6362	4.5	5003	1240	4.5	Oct 21st 3:47 pm	0:21	

Cradle To Grave

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By Clicking on the Cradle To Grave icon, a new panel will open up showing a simplified sequence of events that occurred for that particular call.

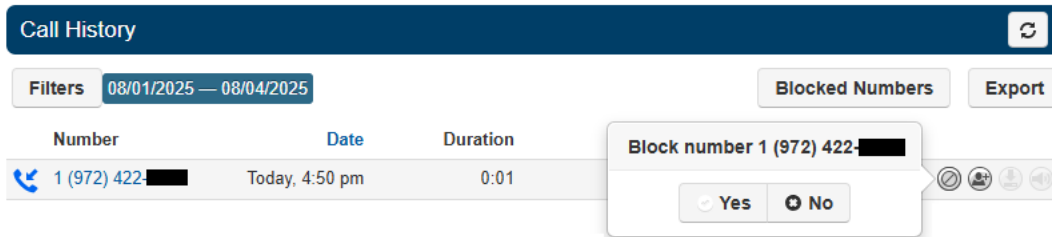


## Blocking Phone Numbers

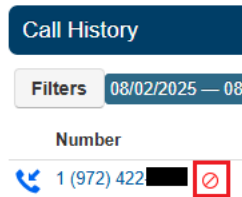
An office Manager can block/unblock a phone number from call history for an entire domain.

### Block Phone Number

In Call History, click the block number icon and select Yes.

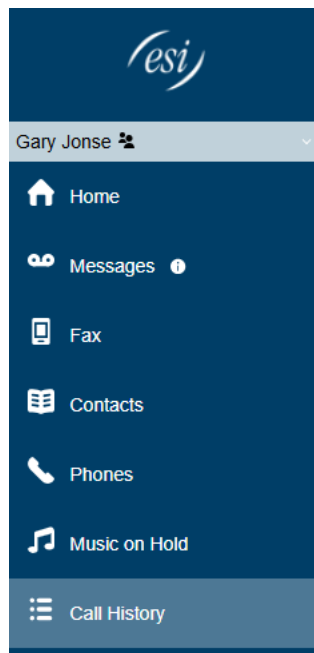


You will see a blocked symbol appear next to the number.

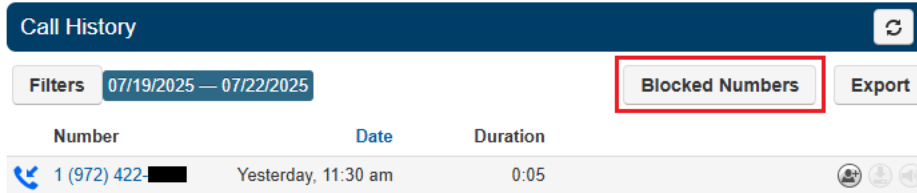


Alternatively, you can block phone numbers in call history by doing the following:

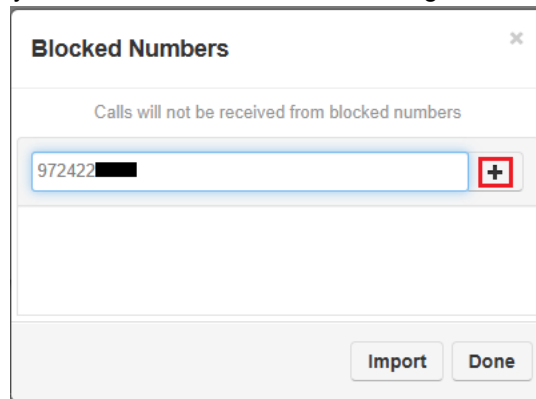
1. Select Call History from the menu



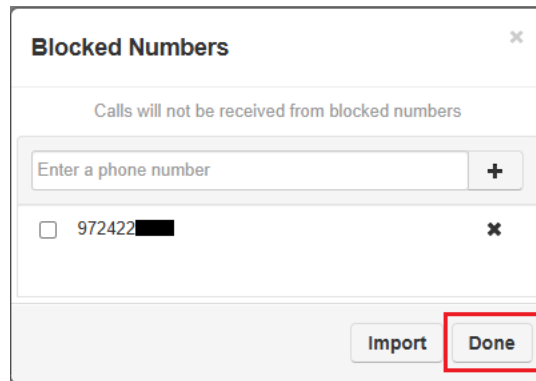
2. Click Blocked Numbers



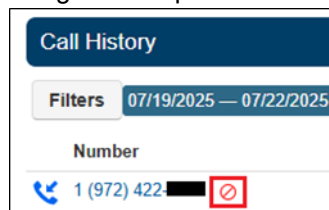
3. Type the number that you want to block and click the + sign



4. The number is now listed. Click Done

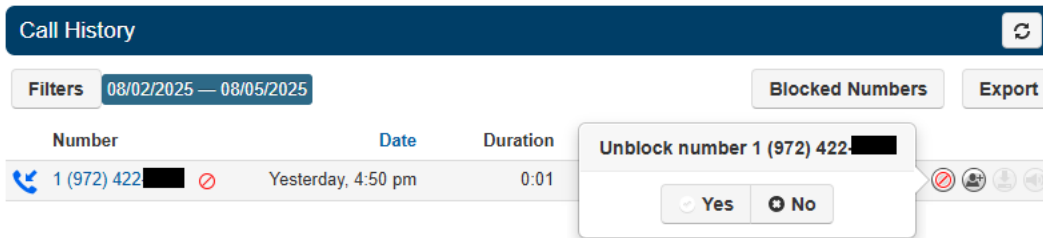


5. A block symbol will appear to the right of the phone number that was blocked

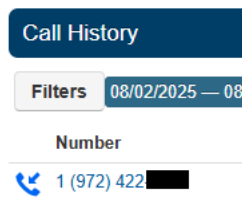


## Unblock Phone Number

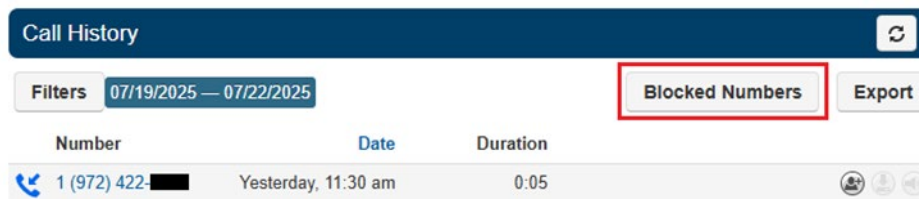
To unblock a number, click the block number symbol to the far right of the number and select Yes.



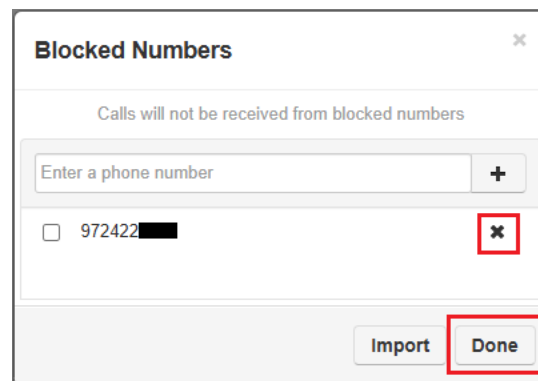
You will see that the block symbol no longer appears next to the number.



Alternatively, to unblock a number, click Blocked Numbers



and simply click the X next to the right of the number and click Done.



# Bulk Call Recording Downloads

The Bulk Recording Downloads feature gives Office Managers the ability to download all recordings associated with the eCloud Call Logging feature. These recordings can be kept on your company server for safe keeping for as long as necessary.

## How does it work?

At the end of each day, the call recordings will be compressed into a .ZIP file and made available for download through ESI eConsole. Once in eConsole the file can be downloaded to a user-defined location. The individual recordings are standard .WAV files.

## How long are the recordings kept on the system?

See the chart below. It's important to understand the distinction between an individual call logging recording and a .ZIP file containing copies of multiple call logging recordings. The ZIP file is only kept for 30 days, while the individual recordings are kept for 90 days. Either type is accessed through the eConsole for Office Managers. Therefore you still have access to those recordings for 90 days and you can still download them individually.

*Example:* You have a .zip file that was created on October 1, 2018. You must download this file from eConsole by 11:59 PM on Oct. 30, 2018. At midnight on October 30th, the .zip file will be purged. Remember, the individual recordings remain available for 90 days.

## How do I get access to this feature?

Call your ESI Sales Representative. Once the feature is ordered it will be enabled by the ESI Implementation Team.

Important Notes:

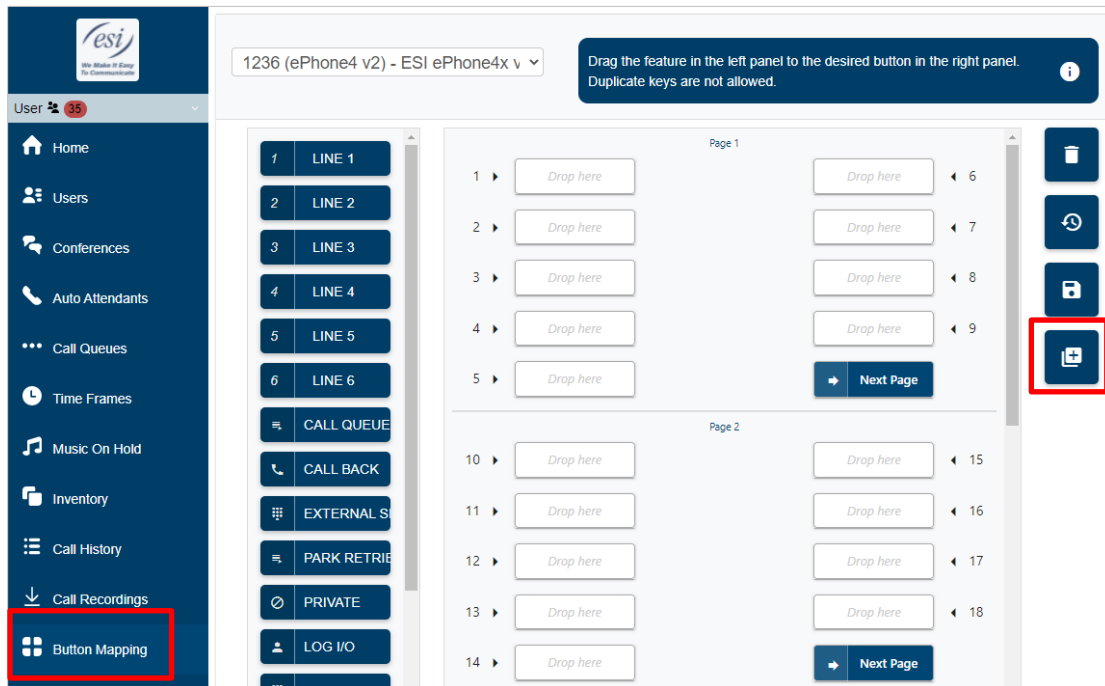
- Only Office Managers have access to the Bulk Recording Download feature.
- Recordings are downloaded by domain (office, site). Therefore, if you are a business that has multiple offices and each office has its own eCloud domain, the Office Manager will only see recordings associated with the domain/site they are logged in to (via eConsole). However, once the recordings are downloaded, the business can choose to keep all the recording files in one central location.
- The Bulk Download feature does not include personally recorded calls. These are recordings generated when pressing the RECORD button on the ESI SIP (ie: session initiation protocol) phone.

Each day's zipped file must be downloaded from eConsole one at a time. We do not currently offer a "Download All" function, however we do have this identified as a future enhancement.

# Bulk Button Mapping

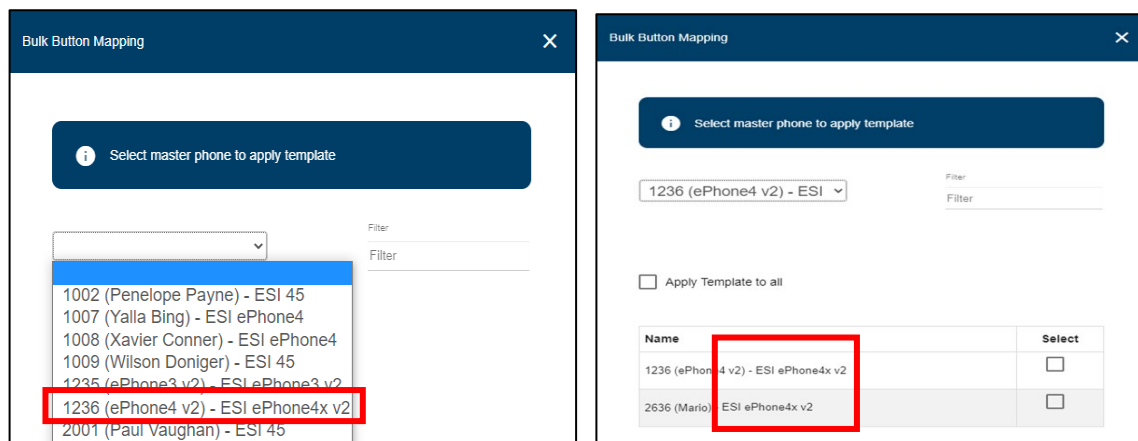
This feature allows Office Manager's to program buttons for multiple phones at once. You'll begin with a "master" phone. Once programmed you can share the same button programming with one or more phones of the same type (i.e., ePhone3, ePhone8, etc.).

1. Choose any extension that has the type of phone you're wanting to program (i.e., ePhone3, ePhone8, etc.).
  - a. In this guide, x1236 ePhone4x v2 will be our example.
2. Program the buttons on this extension like normal and click the Save icon that looks like a disk.
3. Select Bulk Button Mapping on the right.



4. In the popup window select the phone that you just programmed as your Master phone.

Note that all ePhone4x v2s on the domain will be listed because the chosen master phone is an ePhone4x v2.



5. Choose the phones to apply the button mapping.
  - a. Method 1 - Select the phones in the list to which the master button programming will be applied, then click save.
  - b. Method 2. If the master button programming will be applied to all phones listed, select **Apply Template to all** and click save.

Bulk Button Mapping

Select master phone to apply template

1236 (ePhone4 v2) - ESI

Filter

Filter

Apply Template to all

Name	Select
1236 (ePhone4 v2) - ESI ePhone4x v2	<input type="checkbox"/>
2636 (Mario) - ESI ePhone4x v2	<input type="checkbox"/>

The button programming from the master phone will be sent to all selected phones.

**Notify users to reboot their phones for programming to take effect.**

## Music-On-Hold (MOH) Management

The purpose behind custom MOH (Music-on-Hold) is that messages can be added to the currently playing audio, e.g. while a customer is on hold, the music can now be briefly interrupted with a message, such as: "Your call is important to us. Please wait on the line and an agent will be with you shortly." This is often called a "comfort message" - a message or recording that reassures the caller to not hang up. The message can be used for advertising, for updating wait time, and more, and is configurable (time between messages, copying messages, etc.).

There are four levels of music-on-hold.

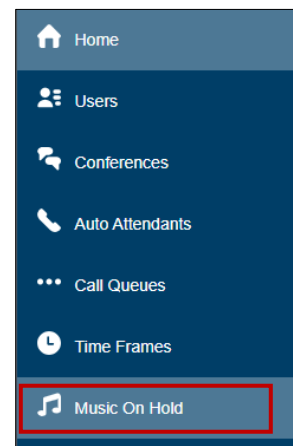
- **Domain-wide** – this is the default MOH for the system. It can be used by all calls or for any user or queue when placing calls on hold or park. The Office Manager can upload new contents to become default MOH for their company. Be aware that the system, by default, provides at least three public domain (not copyright-protected) pieces of music for MOH.
- **Site-wide** - for those companies set up using SITES, each site can have its own default MOH. This is similar to the domain-wide case but affecting only one particular site.
- **User-level** – for those users that would prefer to use an MOH other than the domain-wide default, they can upload new media to the platform. This new media would only be played when that particular user places an incoming call on-hold.
- **Call Queues** – affects callers waiting in a call queue. However each queue can have a different MOH. The Call Center Supervisor can manage those queues and upload new media to be played for MOH.

**Warning:** Your company and its users must be aware that when using copyright-protected contents, you must obtain a proper license to play it as MOH.

### *Domain-Level MOH*

Office Manager seats and above have access to the domain level MOH (ie: Music-on-Hold) layout. By default, this table lists all users and call queues with Music-on-Hold.

Using eConsole and while at the domain level, select Music-on-Hold from the main menu.

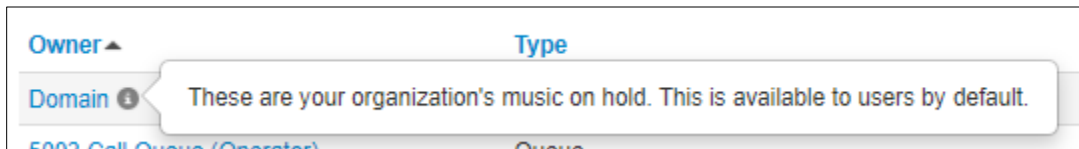


Music On Hold					
Find a user's or site's music		Type	All	<input checked="" type="checkbox"/> Hide Users Without Music On Hold	<input type="checkbox"/> Hide System Users
Owner	Type	Music	Messages	Space Used (KB)	
Domain	Domain	4	Inherit	59.7	
5003 Call Queue (Operator)	Queue	1	Inherit	976.79	
Accounting Call Queue (5002)	Queue	1	Inherit	2.25	
CustomerService Call Queue (5000)	Queue	1	Inherit	2.25	
Frank Sloan (4020)	User	2	1	64.06	
Jose Venta (6362)	User	1	Inherit	976.79	
Julia Kedward (1000)	User	1	Inherit	823.96	
Mario Venta (2636)	User	1	1	985.83	
Park10 Call Queue (10)	User	1	Inherit	2.25	
Park11 Call Queue (11)	Queue	1	Inherit	2.25	
Park31 Call Queue (31)	Queue	1	Inherit	2.25	

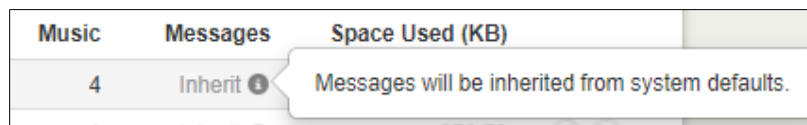
By default, the "Hide users without Music-on-Hold" is checked on this page. Uncheck "Hide users without Music-on-Hold" to view all call queues and all users regardless of whether they have MOH or not.

By default, "hide system users" is unchecked on this page. If it is checked, then the domain system users (queues and sites) will be hidden. When a new domain is created, then the system creates a new user named domain. This user houses all default greeting files and images for the domain.

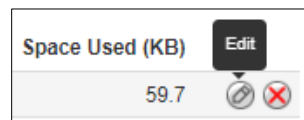
The **Domain User** is also present in this list.



**Inherit** is a term that users may see in these rows to the direct left of either music or messages. This means that a particular user or call queue is using music or messages that are inherited from the site or organization.



With the Edit icon, you can modify the MOH settings for any user in the list. With the red X icon, you can delete that entry in the list.

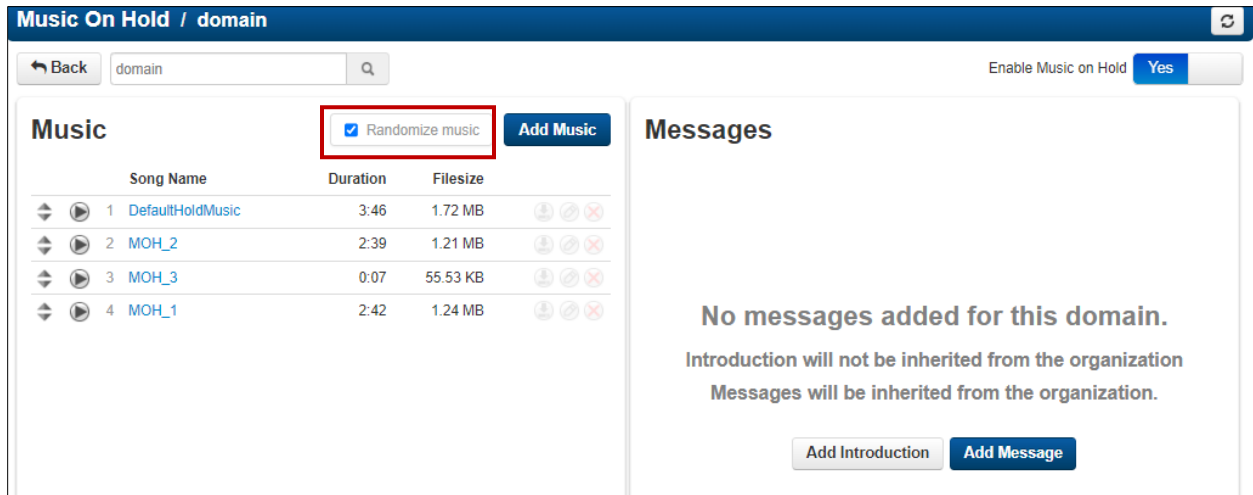


### Editing MOH for the Domain

When clicking on the Edit icon for the Domain User, you can modify the MOH settings available for the entire domain. Clicking that icon opens up the "Music-on-Hold / domain" panel.

On the left hand side of this panel you have the list of MOH options. You may already have uploaded MOH files to the system, as shown in the figure below. For adding music for MOH, please refer to the Add Music to Queue section.

On the right hand side of the panel, you can add an “Introduction” message with the “Add Introduction” button, or a Comfort Message with the “Add Message” button. The Introduction message will play as soon as a user places a caller on hold, if there is no Introduction message, then MOH will start immediately. The Comfort Message interrupts MOH at a given interval and plays that message to let the caller know that he is still on hold. The Introduction message and the Comfort message are customizable.



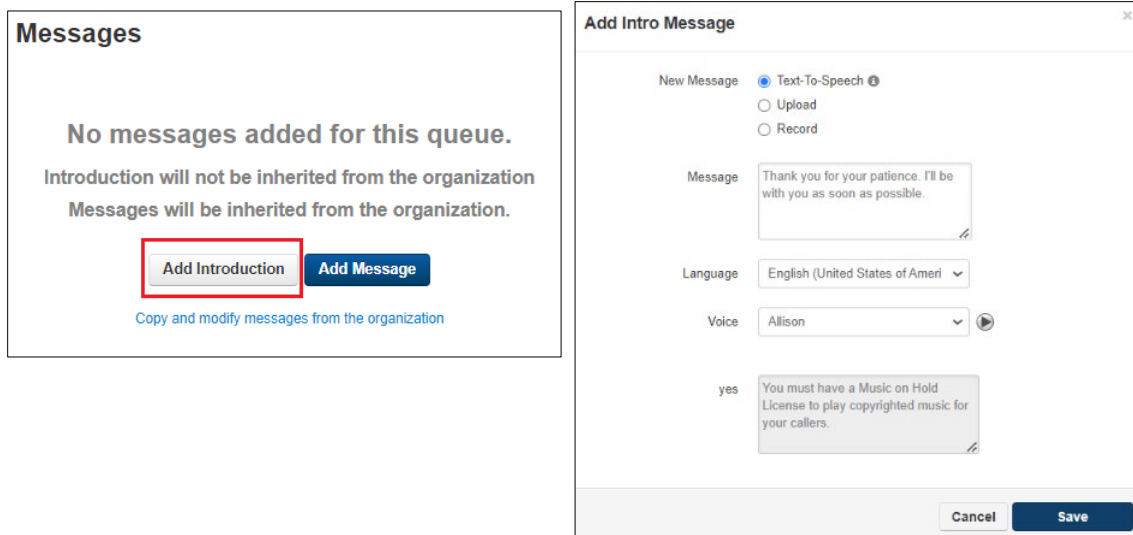
By default the Randomize music option is checked. If you have several pieces of music uploaded for MOH, they will play in random order when needed. Uncheck that box to play the music clips in sequential order.

### Adding an Introduction Message

An introduction message plays to the caller before the caller begins to hear music.

To define a new Introduction message,

1. Click on the Add Introduction button, which will present the Add Intro Message pop up window.



2. Here you can define the contents of the introductory message, using Text-to-Speech, uploading a recording from your computer, or live recording the contents of the message from your ESI phone.
  - a. In the example to the right, the Text-to-Speech option is used. Type the contents of the Introduction Message, select the desired language, and then select the voice you want to use. You can hear the message by clicking the “Play” icon. Once you’re satisfied with the message, click the “Save” button.

- Once you have saved the message, it will appear in the list of messages with an indication of its duration in seconds and the size of the recording in KiloBytes (KB).

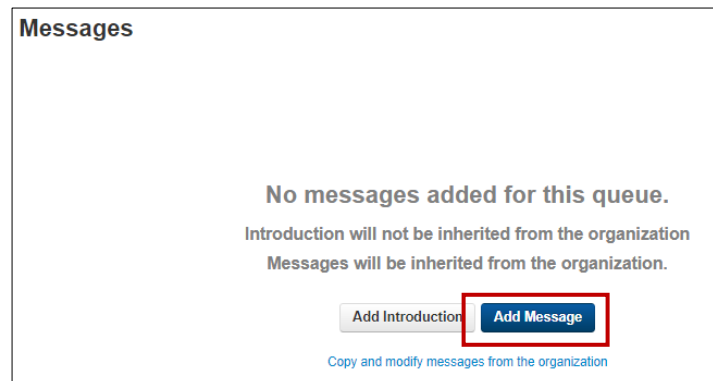
You can only have one Introduction message.



## Adding a Comfort Message

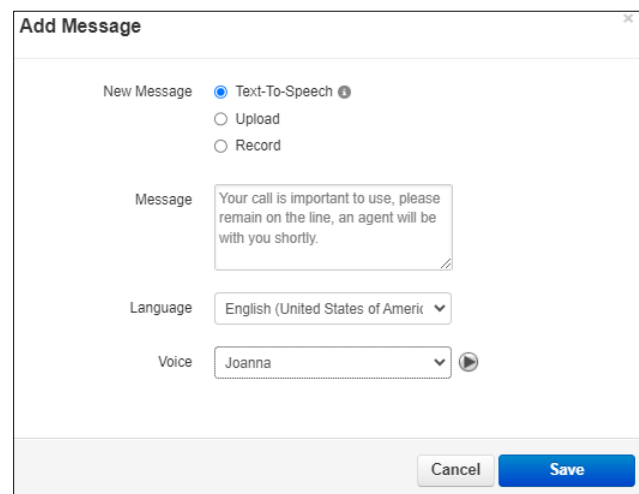
A comfort message is a message that plays during the music to give comfort and assurance to the caller that they are not forgotten or somehow lost in hold limbo.

- Click the Add Message button, which will present a pop up window.

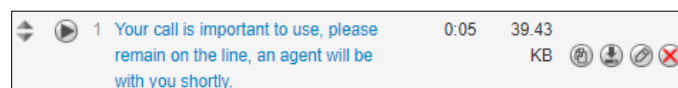


- Here you can define the contents of the introductory message, using Text-to-Speech, uploading a recording from your computer, or live recording the contents of the message from your ESI phone.

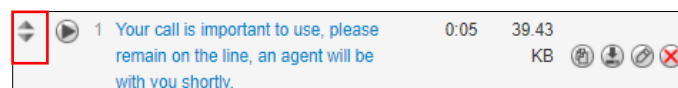
- In the example to the right, the Text-to-Speech option is used. Type the contents of the Introduction Message, select the desired language, and then select the voice you want to use. You can hear the message by clicking the "Play" icon. Once you're satisfied with the message, click the "Save" button.



- Once you have saved the message, it will appear in the list of messages with an indication of its duration in seconds and the size of the recording in KiloBytes (KB)



You can have multiple comfort messages and change the order in which they will play while the caller is on hold using the drag icon to the left of the message.



You should now be able to see what music, Introduction message and Comfort message(s) are available for the user.

Music		Duration	Filesize
1	DefaultHoldMusic	3:46	1.72 MB
2	MOH_2	2:39	1.21 MB
3	MOH_3	0:07	55.53 KB
4	MOH_1	2:42	1.24 MB

Messages		Duration	Filesize
	Introduction	0:02	18.81 KB
1	Your call is important to us. Please remain on the line and someone will be with you shortly.	0:06	43.74 KB

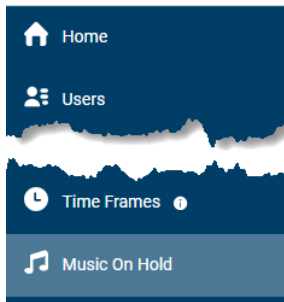
You can copy any comfort message if you want to add it to the list by clicking on the “copy” icon to the right of the message. You can then edit its contents to modify it as you wish.

The interval at which comfort messages will interrupt the MOH and play themselves is controlled by the slider to the left of the “Add Message button. The default value is 30 seconds.

### Call Queue MOH

Office Managers have access to the domain level MOH (ie: Music-on-Hold) layout. By default, this table lists all users and call queues with Music-on-Hold.

Using eConsole and while at the domain level, select Music-on-Hold.



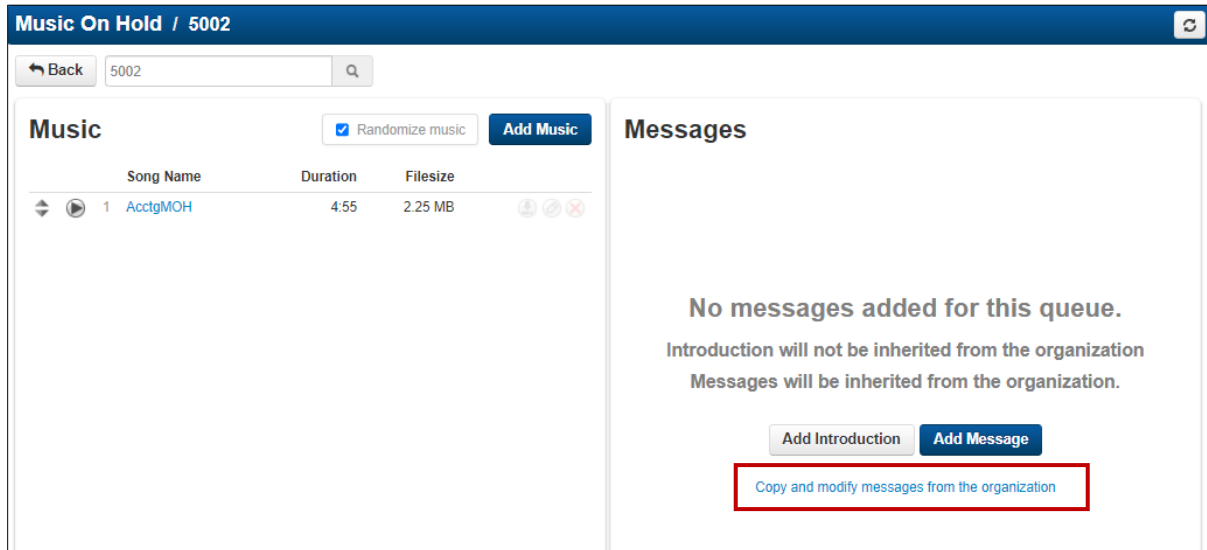
Either of the two options mentioned above, will open up the Music-on-Hold panel for the queue.

Owner	Type	Music	Messages	Space Used (KB)
Domain	Domain	4	Inherit	59.7
5003 Call Queue (Operator)	Queue	1	Inherit	976.79
Accounting Call Queue (5002)	Queue	1	Inherit	2.25
CustomerService Call Queue (5000)	Queue	1	Inherit	2.25
Frank Sloan (4020)	User	2	1	64.06

Alternatively, you can also edit MOH settings from the Call Queues tab in eConsole, by clicking on the MOH icon to the far right of the queue you want to modify MOH for.



And then click on the Edit button for the queue in the list for which you want to edit the MOH.

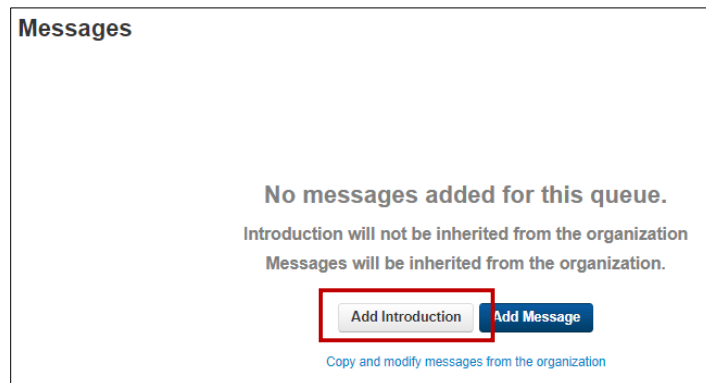


You may already have uploaded MOH files to the system. For adding music for MOH, please refer to the Add Music to Queue section.

On the right hand side of the panel, you can add an “Introduction” message with the “Add Introduction” button, or a Message with the “Add Message” button. The Introduction message will play as soon as a user places a caller on hold, if there is no Introduction message, then MOH will start immediately. The Comfort Message interrupts MOH at a given interval and plays that message to let the caller know that he is still on hold. The Introduction message and the Comfort message are customizable as shown below. Alternatively, you can use the Introduction Message and Comfort message(s) defined for the domain by selecting the “Copy and modify messages from the organization” text (shown in the figure above).

### Adding an Introduction Message.

Click on the Add Introduction button and Add Intro Message panel will pop-up



Here you can define the contents of the introductory message. You can do that using Text-to-Speech, Uploading a recording you have stored in your computer, or recording the contents of the message right then. When the Text-to-Speech option is used type the contents of the Introduction Message, select the language you have used in the test and select the voice you want to use. You can hear the message by clicking on the “Play” icon. Once you’re satisfied with it, click on the “Save” button.

The screenshot shows a dialog box titled "Add Intro Message". It contains the following elements:

- New Message:** Three radio buttons: "Text-To-Speech" (selected), "Upload", and "Record".
- Message:** A text input field containing the text "While you're on hold, enjoy this music".
- Language:** A dropdown menu set to "English (United States of Americ)".
- Voice:** A dropdown menu set to "Joanna" with a play icon to its right.
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

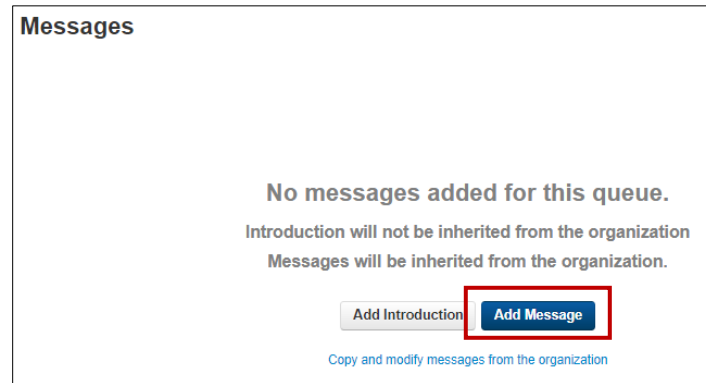
Once you have saved the message, it will appear in the list of messages with an indication of its duration in seconds and the size of the recording in KiloBytes (KB).



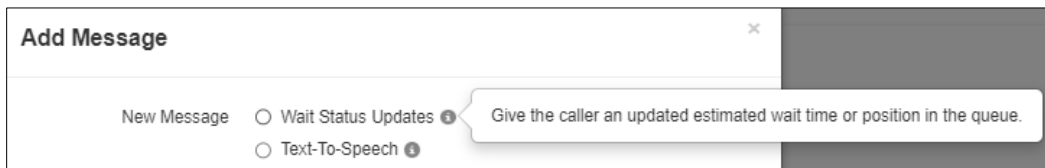
You can only have one Introduction message.

## Adding a Comfort Message.

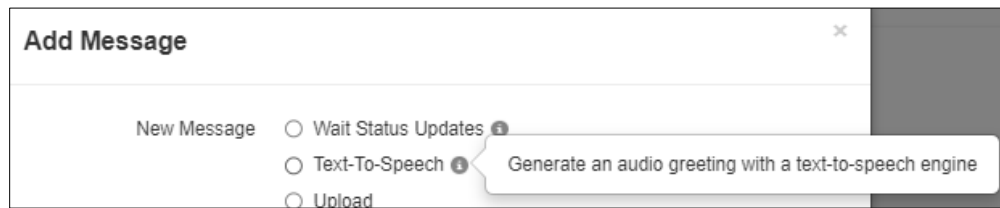
Click on the Add Message button and Add Message panel will pop-up



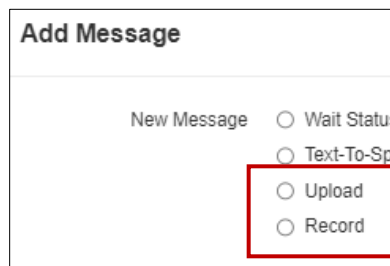
You will be presented with four options for creating the comfort message:



- Wait Status Updates: This option will generate an automatic message, informing the caller of his/her estimated waiting time and position in the queue, or



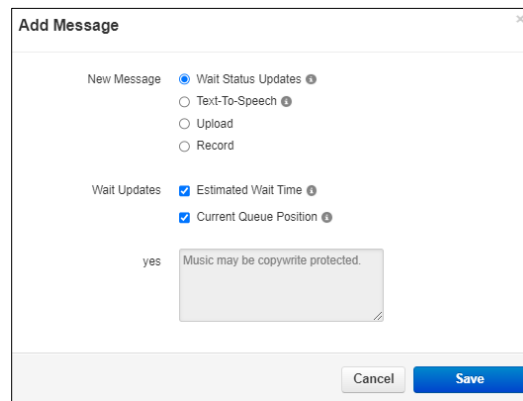
- Text-To-Speech: This option will use Text-to-Speech to generate a comfort message.
- Upload and Record: The other two alternatives are to either Upload a pre-recorded message, or to Record the message right then, using your phone.



In this example we will use the first two options Wait Status Updates and Text-To-Speech:

### Wait Status Updates

When you select this option, a new panel will open up when you can select the estimated waiting time or the current queue position, or both. Make your selections and click on the Save button.



The 'Add Message' dialog box shows the 'New Message' section with 'Wait Status Updates' selected. Under 'Wait Updates', both 'Estimated Wait Time' and 'Current Queue Position' are checked. A text area contains the message 'Music may be copywrite protected.' and 'yes'. The 'Save' button is highlighted in blue.

You will now see the recently created comfort message in the messages list:



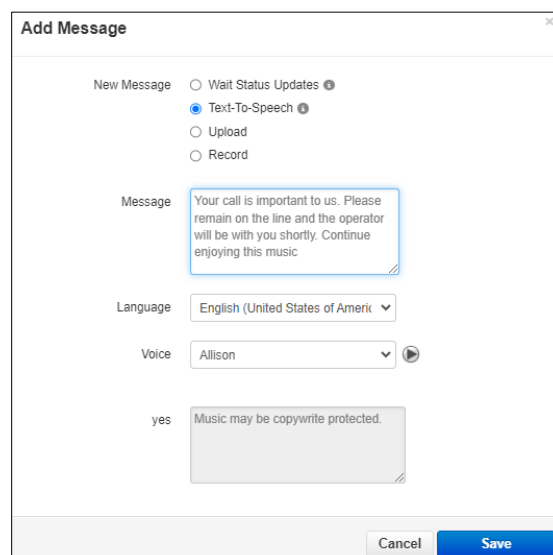
The 'Messages' list shows a table with columns 'Messages', 'Duration', and 'Filesize'. A message is listed with the text '1 Wait announcement: Time, Position', a duration of '0:00', and a filesize of '0 B'. The message is highlighted with a red border.

Messages	Duration	Filesize
No introduction added		
1 Wait announcement: Time, Position	0:00	0 B

### Text-to-Speech

When you select this option, the Add Message panel will open up.

Here you can define the contents of the Comfort message. You can do that using Text-to-Speech, Uploading a recording you have stored in your computer, or recording the contents of the message right then. When the Text-to-Speech option is used type the contents of the Comfort Message, select the language you have used in the test and select the voice you want to use. You can hear the message by clicking on the "Play" icon. Once you're satisfied with it, click on the "Save" button.

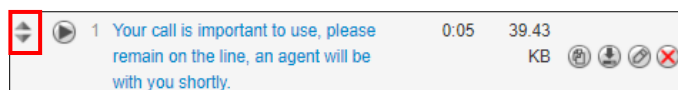


The 'Add Message' dialog box shows the 'New Message' section with 'Text-To-Speech' selected. The 'Message' text area contains the text 'Your call is important to us. Please remain on the line and the operator will be with you shortly. Continue enjoying this music'. The 'Language' is set to 'English (United States of Americ)' and the 'Voice' is set to 'Allison'. A 'Play' icon is visible next to the voice selection. The 'Save' button is highlighted in blue.

Once you have saved the message, it will appear in the list of messages with an indication of its duration in seconds and the size of the recording in KiloBytes (KB). You should now be able to see what music, Introduction message and Comfort message(s) are available for the queue:

Messages	Duration	Filesize
Introduction	0:06	49.37 KB
1 Wait announcement: Time, Position	0:00	0 B
2 Your call is important to us. Please remain on the line and the operator will be with you shortly. Continue enjoying this music	0:08	64.14 KB

Since you have multiple comfort messages you can change the order in which they will play while the caller is on hold using the drag icon to the left of each message.



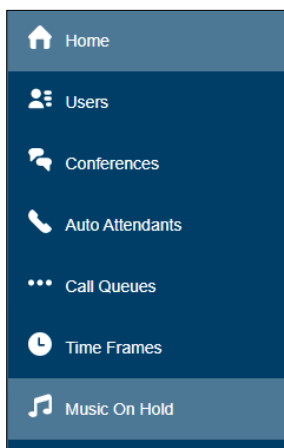
The interval at which comfort messages will interrupt the MOH and play themselves is controlled by the slider to the left of the “Add Message” button. The default value is 30 seconds.



## Site MOH

Office Manager seats and above have access to the Site level MOH (ie: Music-on-Hold) layout. By default, this table lists all users and call queues with Music-on-Hold.

Using eConsole and while at the domain level, select Music-on-Hold.



From the list of MOH users, find the Site for which you want to manage MOH, in this example the Site is Test 1. Click on the Edit icon to the far right of the Site name.

Owner	Type	Music	Messages	Space Used (KB)
Domain	Domain	4	2	122.25
5003 Call Queue (Operator)	Queue	1	3	1090.3
Accounting Call Queue (5002)	Queue	1	1	2.25
CustomerService Call Queue (5000)	Queue	1	Inherit	2.25
Frank Sloan (4020)	User	2	1	64.06
Jose Venta (6362)	User	1	2	1039.34
Julia Kechward (1000)	User	1	Inherit	823.96
Mario Venta (2636)	User	1	4	1224.51
Park10 Call Queue (10)	User	1	Inherit	2.25
Park11 Call Queue (11)	Queue	1	Inherit	2.25
Park31 Call Queue (31)	Queue	1	Inherit	2.25
Test 1 (Test 1)	Site	1	2	1035.03

Alternatively, you can find the site from the Users panel, under the Sites tab and click on the MOH icon to the far right of the Site name.

Name	Timezone	Area Code	Users	Registered Phones
Test 1	US/Central	469	4	2

Either of the two above listed methods will open up the Music-on-Hold panel for the Site. Note that the Site can inherit the music from the domain if no music is uploaded for it. Similarly, Introduction Message and Comfort message(s) can be inherited from the domain if nothing is defined in this panel.

### Music

No music added for this site.  
Music will be inherited from the organization.

[Add Music](#)

### Messages

No messages added for this site.  
Introduction and messages will be inherited from the organization.

[Add Introduction](#) [Add Message](#)

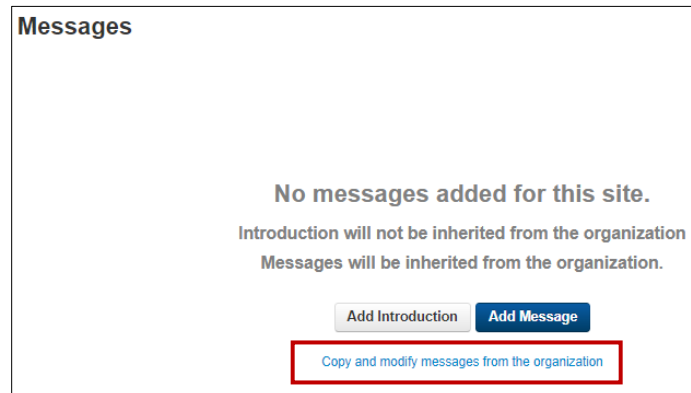
[Copy and modify messages from the organization](#)

In this exercise, we will add music and define an Introduction message and Comfort Message

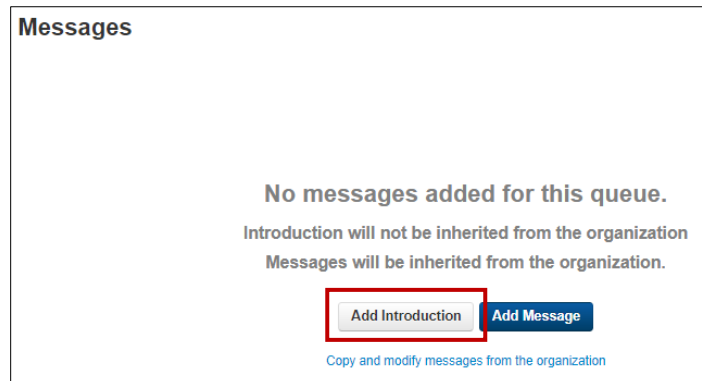
On the left hand side of this panel you have the list of MOH options. You may already have uploaded MOH files to the system, as shown in the figure below. For adding music for MOH, please refer to the Add Music to Queue section.

## Adding an Introduction Message.

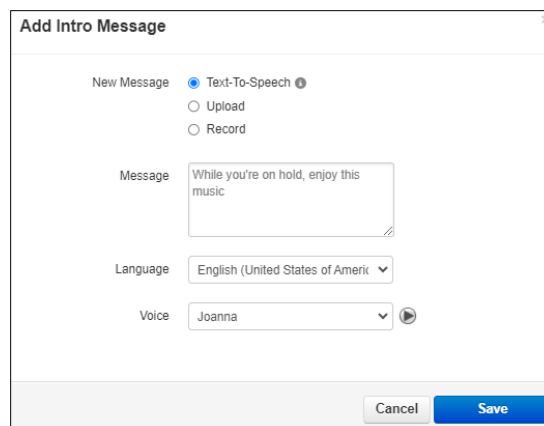
If the Introduction message and comfort message(s) for the site are similar but slightly different from those defined for the domain, you can simply copy and modify those messages by clicking on the **Copy and modify messages from the organization** label.



To define a new Introduction messages, click on the **Add Introduction** button and **Add Intro Message** panel will pop-up.



Here you can define the contents of the introductory message. You can do that using Text-to-Speech, Uploading a recording you have stored in your computer, or recording the contents of the message right then. In the example below, the Text-to-Speech option is used. Type the contents of the Introduction Message, select the language you have used in the test and select the voice you want to use. You can hear the message by clicking on the "Play" icon. Once you're satisfied with it, click on the "Save" button.



The screenshot shows a dialog box titled "Add Intro Message". It has a close button (X) in the top right corner. Under "New Message", there are three radio buttons: "Text-To-Speech" (selected), "Upload", and "Record". Below this is a text input field labeled "Message" containing the text "While you're on hold, enjoy this music". Below the text input is a dropdown menu labeled "Language" with "English (United States of Americ)" selected. Below the language dropdown is another dropdown menu labeled "Voice" with "Joanna" selected and a play button icon to its right. At the bottom right of the dialog box are two buttons: "Cancel" and "Save".

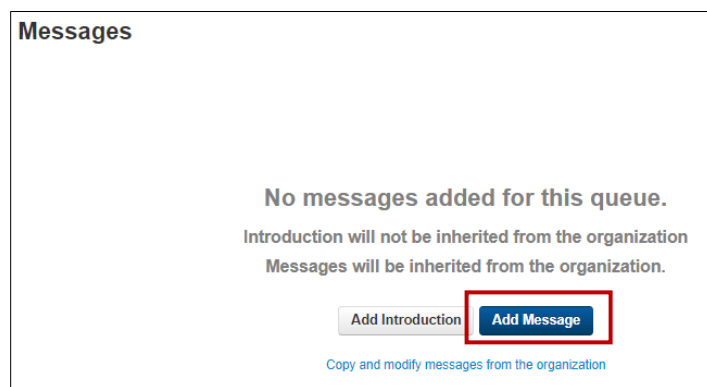
Once you have saved the message, it will appear in the list of messages with an indication of its duration in seconds and the size of the recording in KiloBytes (KB).



You can only have one Introduction message.

### Adding a Comfort Message.

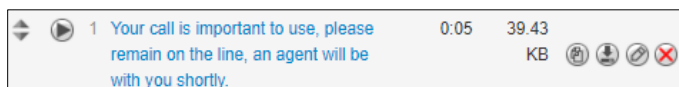
Click on the Add Message button and Add Message panel will pop-up



Here you can define the contents of the Comfort message. You can do that using Text-to-Speech, Uploading a recording you have stored in your computer, or recording the contents of the message right then. In the example below, the Text-to-Speech option is used. Type the contents of the Comfort Message, select the language you have used in the test and select the voice you want to use. You can hear the message by clicking on the “Play” icon. Once you’re satisfied with it, click on the “Save” button.

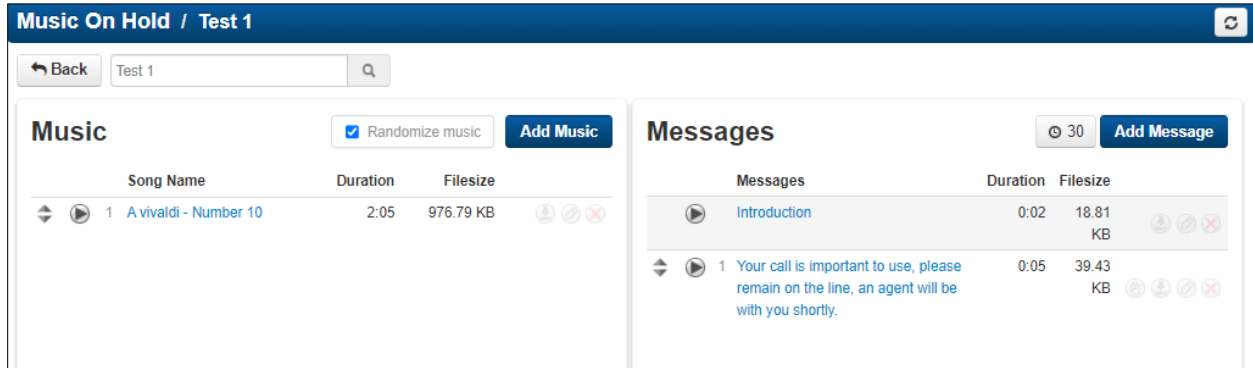
Owner	Type	Music	Messages	Space Used (KB)
Domain	Domain	4	Inherit	59.7
5003 Call Queue (Operator)	Queue	1	Inherit	976.79
Accounting Call Queue (5002)	Queue	1	Inherit	2.25
CustomerService Call Queue (5000)	Queue	1	Inherit	2.25
Frank Sloan (4020)	User	2	1	64.06
Jose Venta (6362)	User	1	Inherit	976.79
Julia Kiedward (1000)	User	1	Inherit	823.96
Mario Venta (2636)	User	1	1	985.83
Park10 Call Queue (10)	User	1	Inherit	2.25
Park11 Call Queue (11)	Queue	1	Inherit	2.25
Park31 Call Queue (31)	Queue	1	Inherit	2.25

Once you have saved the message, it will appear in the list of messages with an indication of its duration in seconds and the size of the recording in KiloBytes (KB).



You can have multiple comfort messages and change the order in which they will play while the caller is on hold using the drag icon to the left of the message.

You should now be able to see what music, Introduction message and Comfort message(s) are available for the Site.

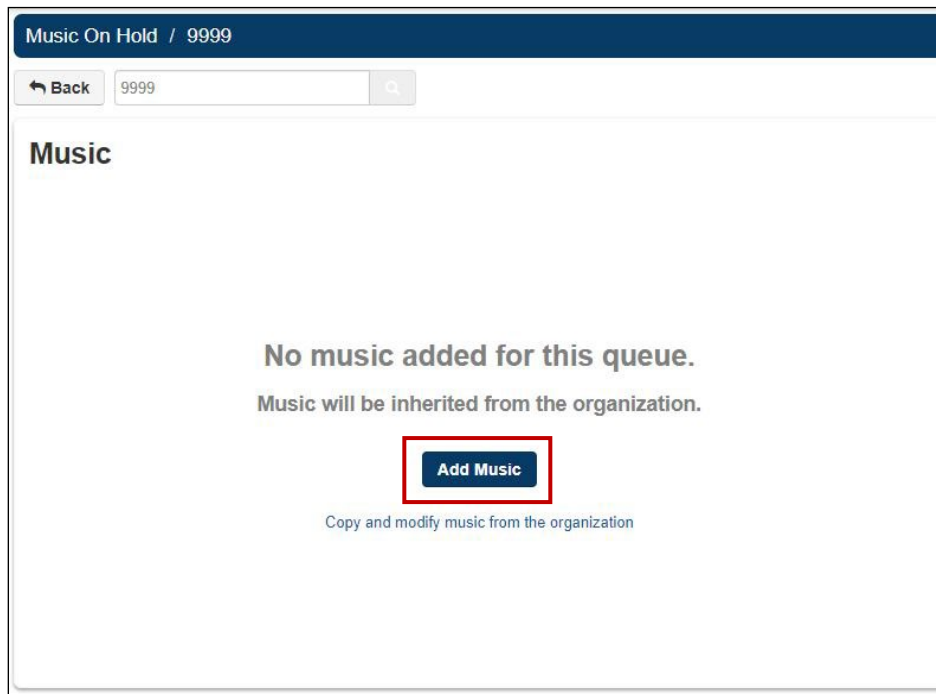


## Adding Music

This procedure applies to any of the instances where a music clip could be added for use as Music-On-Hold. Please note that you should have an appropriate license to use any copyright material as Music-On-Hold. Music can be added to the system at the following levels:

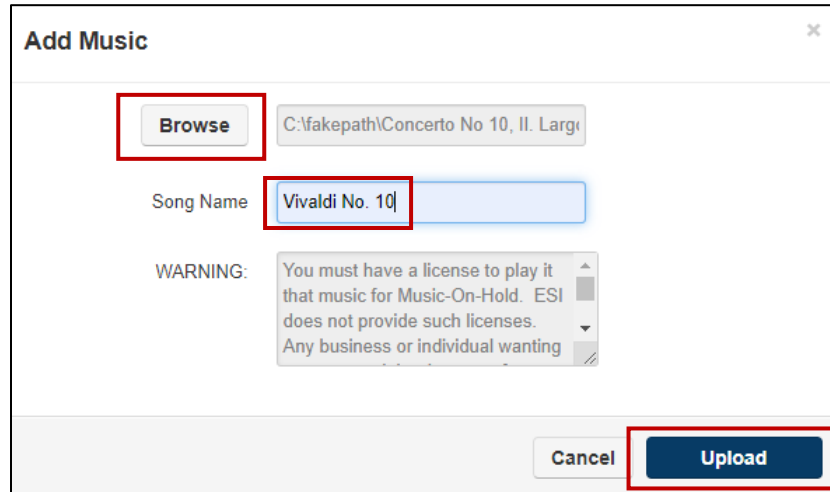
1. Office Manager: can manage Music-On-Hold at the Domain, Site, Queue, or User level.
2. Call Center Supervisor: can manage Music-On-Hold at the Queue level.
3. User: can manage Music-On-Hold to his/her own account.

Navigate to the Music-On-Hold section in the eConsole (for any of the cases mentioned above). Click on the Add Music button for adding music to a queue.

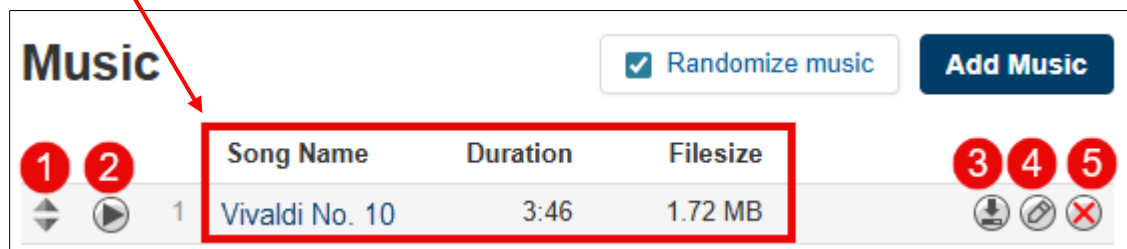


A new panel will open up on the screen. Please read the warning about having a license to play copyright material as Music-On-Hold before you upload any contents to the platform.

In this new panel you can browse for the file you want to upload. The file type must be **.wav** or **.mp3**. Give the selected file a name as appropriate and then click on the Upload button.



You will now see in your music panel the recently added music along with the duration of the contents and its file size.



Repeat the procedure if you want to upload more than one piece of contents.

Notice the randomize box at the top right of the panel, this option can be used when you have several pieces of content to be played in random order.

There are several icons that are useful for the music available to play.

1. Drag: Allows you to move the selected piece of music to a different position in the list (up or down).
2. Play: Allows you to listen to that particular piece of music through your computer speakers (or any currently selected device,
3. Download: Allows you to download the selected piece of music to your computer.
4. Edit: Allows you to edit the existing name for the selected piece of music.
5. Delete: Allows you to delete the selected piece of music.