

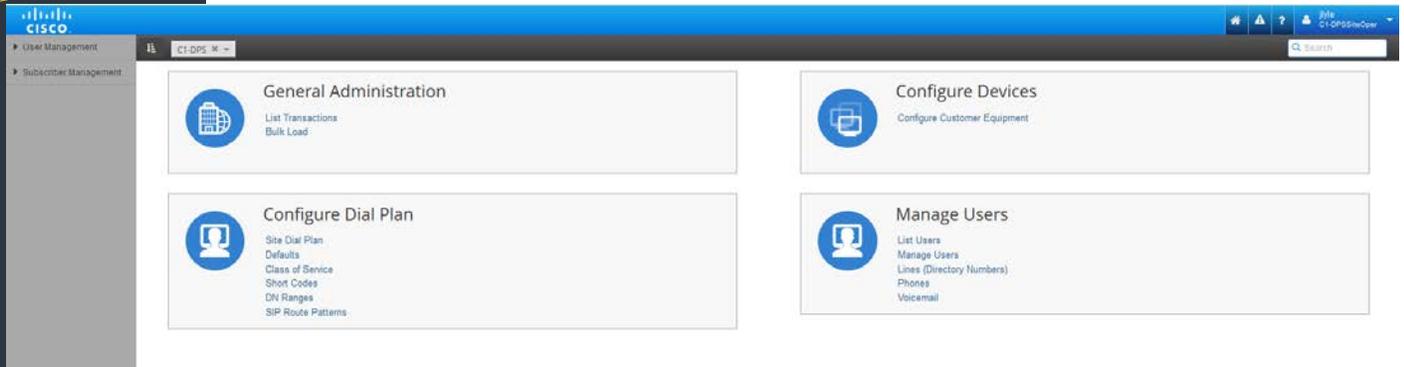
Administration Tool for Helpdesk/IT and Telecom

Go to <https://myphone.ngtsohio.com/login>

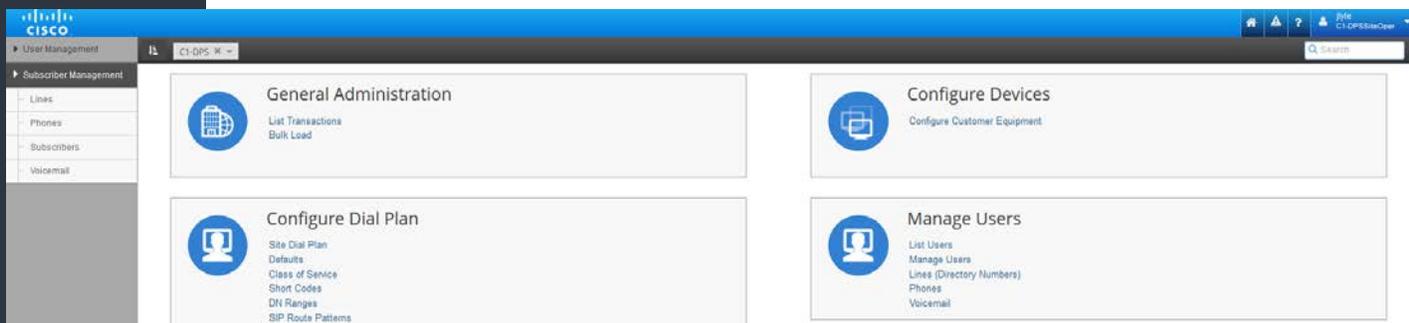
- 1) This is the login screen and username will be phonenumber@ngtsohio.com
 - OAG users will use their email addresses



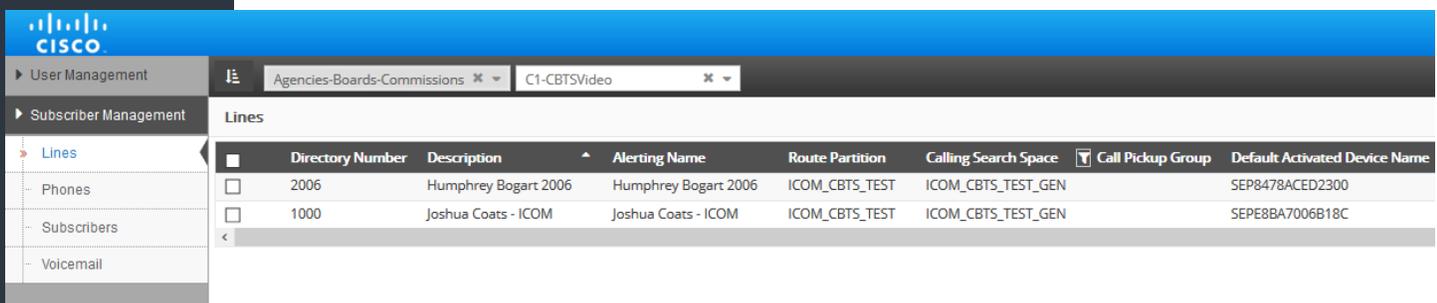
2) This is the Home page once logged in



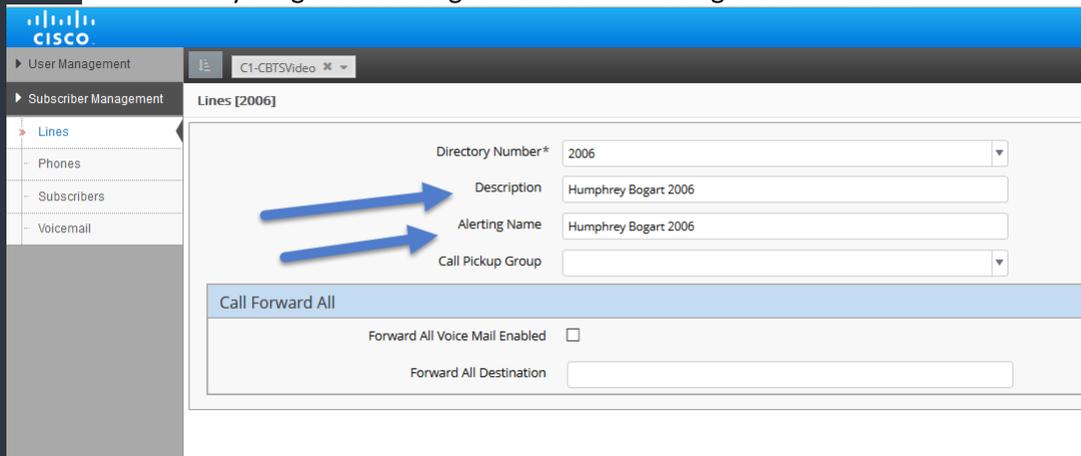
3) The Admin Tool gives access to Line, Phone, Subscriber and Voicemail levels of the system



4) Accessing Lines will give you all of the phone line associated with your entity. This is secondary lines, primary lines etc...



- 5) When accessing a line you can change Description and Call Forwarding. Anything that is changed needs SAVED using the **SAVE** button.



Directory Number* 2006

Description Humphrey Bogart 2006

Alerting Name Humphrey Bogart 2006

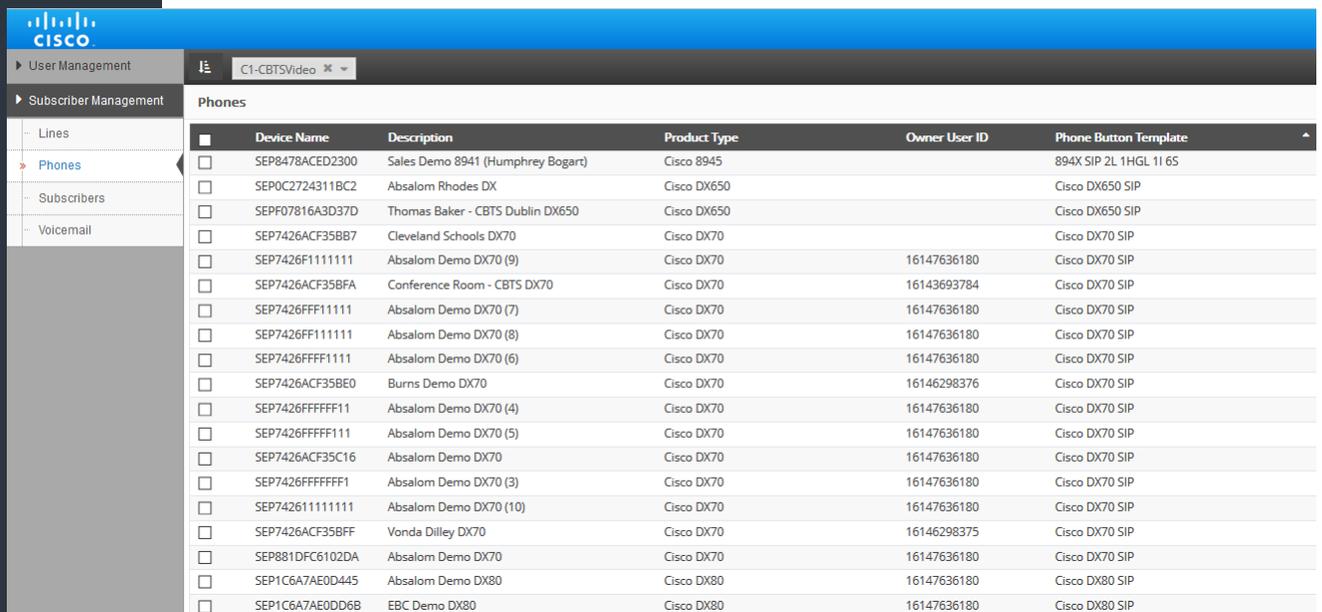
Call Pickup Group

Call Forward All

Forward All Voice Mail Enabled

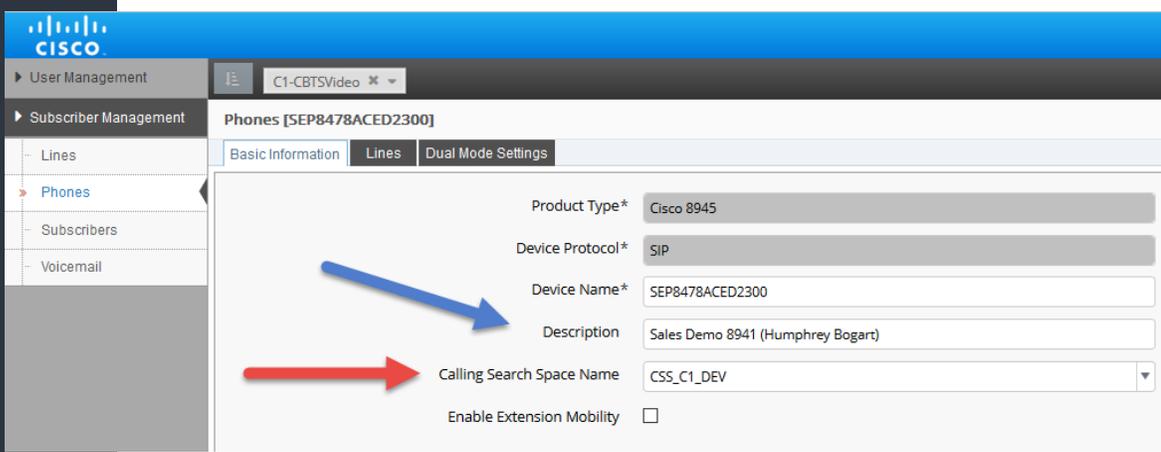
Forward All Destination

- 6) When choosing phones you can see MAC addresses, Models and Descriptions

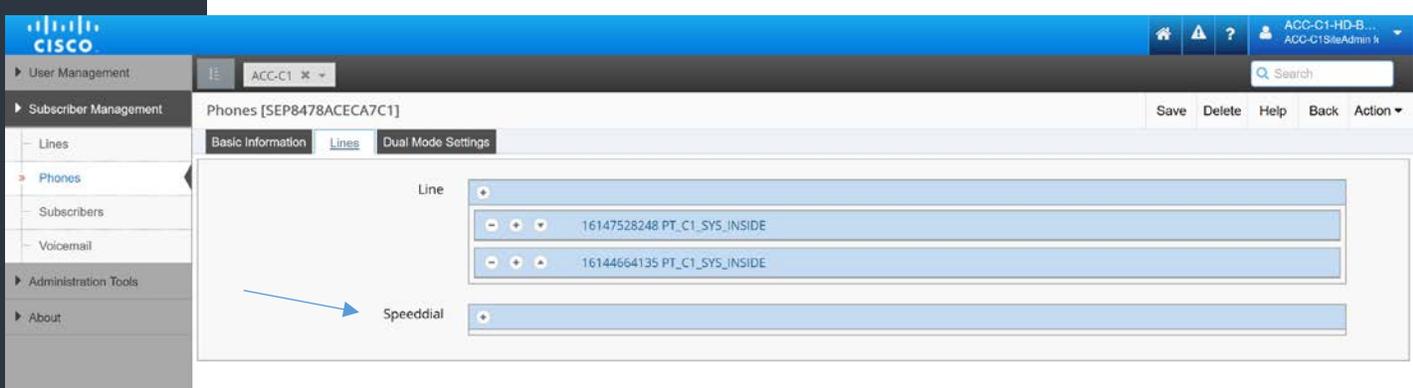


Device Name	Description	Product Type	Owner User ID	Phone Button Template
SEP8478ACED2300	Sales Demo 8941 (Humphrey Bogart)	Cisco 8945		894X SIP 2L 1HGL 11 65
SEP0C2724311BC2	Absalom Rhodes DX	Cisco DX650		Cisco DX650 SIP
SEPF07816A3D37D	Thomas Baker - CBTS Dublin DX650	Cisco DX650		Cisco DX650 SIP
SEP7426ACF35BB7	Cleveland Schools DX70	Cisco DX70		Cisco DX70 SIP
SEP7426F1111111	Absalom Demo DX70 (9)	Cisco DX70	16147636180	Cisco DX70 SIP
SEP7426ACF35BFA	Conference Room - CBTS DX70	Cisco DX70	16143693784	Cisco DX70 SIP
SEP7426FFF11111	Absalom Demo DX70 (7)	Cisco DX70	16147636180	Cisco DX70 SIP
SEP7426FF111111	Absalom Demo DX70 (8)	Cisco DX70	16147636180	Cisco DX70 SIP
SEP7426FFFF1111	Absalom Demo DX70 (6)	Cisco DX70	16147636180	Cisco DX70 SIP
SEP7426ACF35BE0	Burns Demo DX70	Cisco DX70	16146298376	Cisco DX70 SIP
SEP7426FFFFF11	Absalom Demo DX70 (4)	Cisco DX70	16147636180	Cisco DX70 SIP
SEP7426FFFFF111	Absalom Demo DX70 (5)	Cisco DX70	16147636180	Cisco DX70 SIP
SEP7426ACF35C16	Absalom Demo DX70	Cisco DX70	16147636180	Cisco DX70 SIP
SEP7426FFFFF1	Absalom Demo DX70 (3)	Cisco DX70	16147636180	Cisco DX70 SIP
SEP742611111111	Absalom Demo DX70 (10)	Cisco DX70	16147636180	Cisco DX70 SIP
SEP7426ACF35BFF	Vonda Dilley DX70	Cisco DX70	16146298375	Cisco DX70 SIP
SEP881DFC6102DA	Absalom Demo DX70	Cisco DX70	16147636180	Cisco DX70 SIP
SEP1C6A7AE0D445	Absalom Demo DX80	Cisco DX80	16147636180	Cisco DX80 SIP
SEP1C6A7AE0DD6B	EBC Demo DX80	Cisco DX80	16147636180	Cisco DX80 SIP

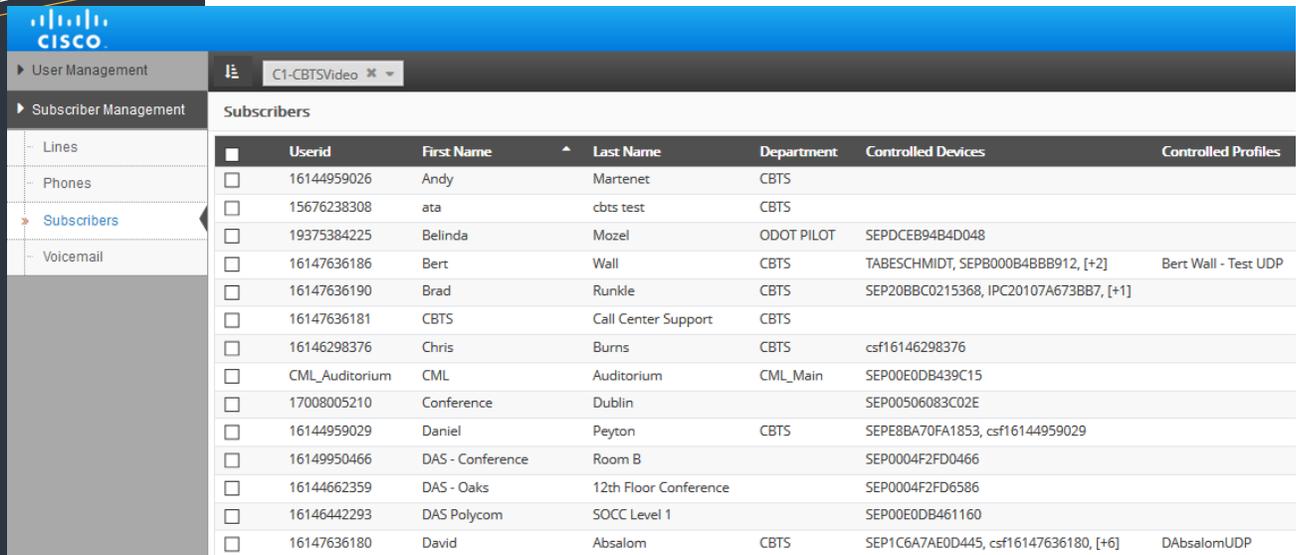
- 7) By choosing a phone and the basic information tab you can change the description.
 - a. DON'T change the **Calling Search Space** or you will break the phone



- 8) Choosing the Lines tab will allow the ability to add speed dials and lines to the phones as well.

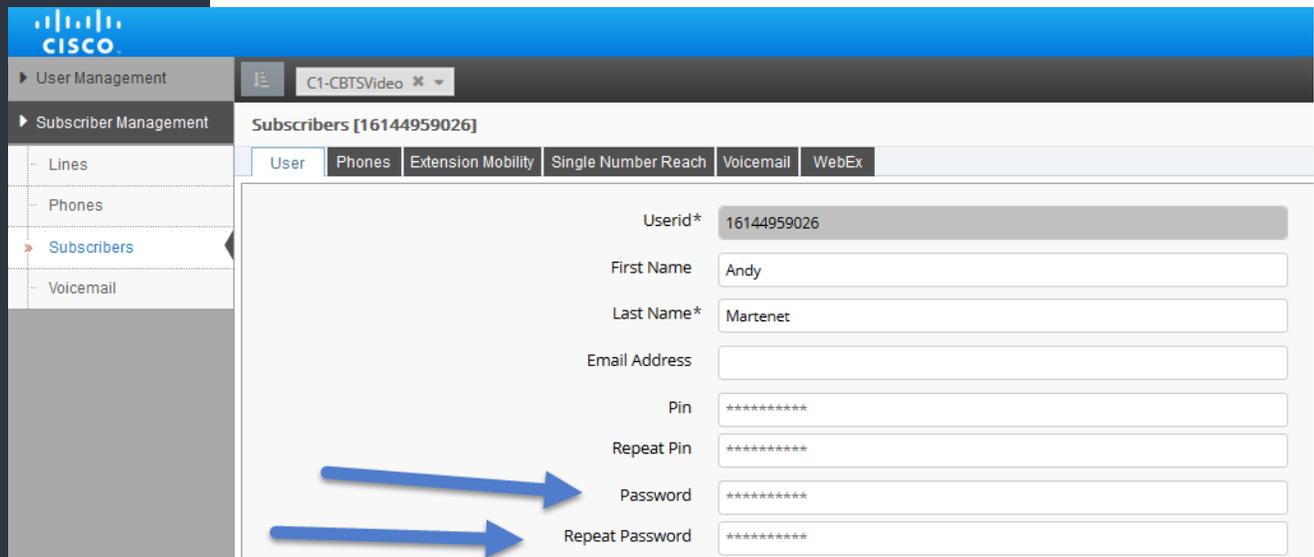


9) The Subscribers tab will give you all of the users associated with your entity.



	Userid	First Name	Last Name	Department	Controlled Devices	Controlled Profiles
<input type="checkbox"/>	16144959026	Andy	Martenet	CBTS		
<input type="checkbox"/>	15676238308	ata	cbts test	CBTS		
<input type="checkbox"/>	19375384225	Belinda	Mozel	ODOT PILOT	SEPDCB94B4D048	
<input type="checkbox"/>	16147636186	Bert	Wall	CBTS	TABESCHMIDT, SEPB000B4BBB912, [+2]	Bert Wall - Test UDP
<input type="checkbox"/>	16147636190	Brad	Runkle	CBTS	SEP20BBC0215368, IPC20107A673BB7, [+1]	
<input type="checkbox"/>	16147636181	CBTS	Call Center Support	CBTS		
<input type="checkbox"/>	16146298376	Chris	Burns	CBTS	csf16146298376	
<input type="checkbox"/>	CML_Auditorium	CML	Auditorium	CML_Main	SEP00E0DB439C15	
<input type="checkbox"/>	17008005210	Conference	Dublin		SEP00506083C02E	
<input type="checkbox"/>	16144959029	Daniel	Peyton	CBTS	SEPE8BA70FA1853, csf16144959029	
<input type="checkbox"/>	16149950466	DAS - Conference	Room B		SEP0004F2FD0466	
<input type="checkbox"/>	16144662359	DAS - Oaks	12th Floor Conference		SEP0004F2FD6586	
<input type="checkbox"/>	16146442293	DAS Polycom	SOCC Level 1		SEP00E0DB461160	
<input type="checkbox"/>	16147636180	David	Absalom	CBTS	SEP1C6A7AE0D445, csf16147636180, [+6]	DAbsalomUDP

a) By choosing a subscriber you can change their password for Self-service portal/CAD Agent



Subscribers [16144959026]

User | Phones | Extension Mobility | Single Number Reach | Voicemail | WebEx

Userid* 16144959026

First Name Andy

Last Name* Martenet

Email Address

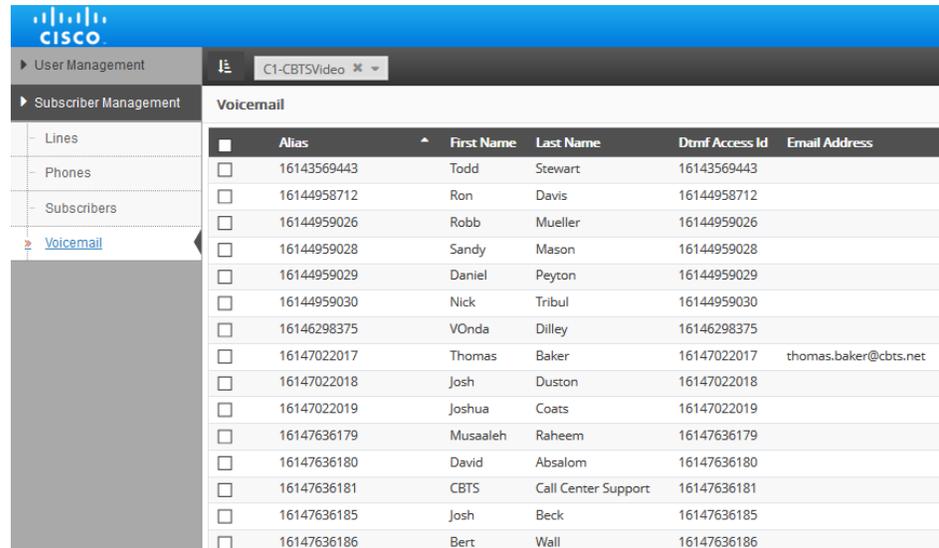
Pin *****

Repeat Pin *****

Password *****

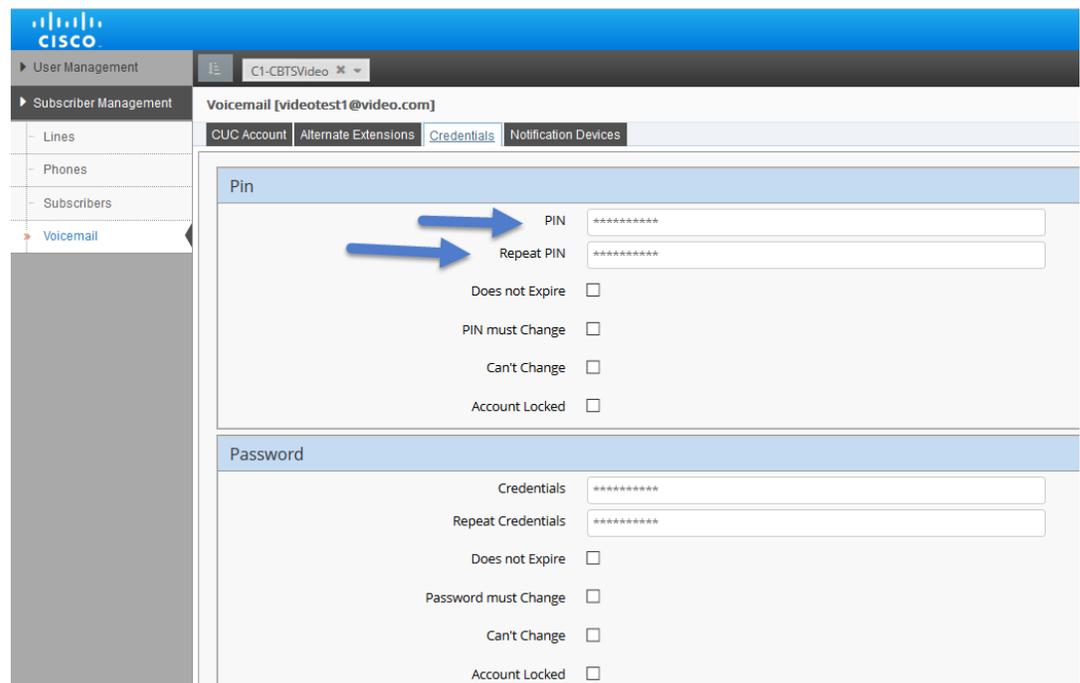
Repeat Password *****

10) Choosing the Voicemail tab will allow you to see all users whom have voicemail. **VM PIN change, there is a known issue that will be fixed in a later release. The workaround for now is to check the 'Account Locked' box and save. Then uncheck the box and save again**



	Alias	First Name	Last Name	Dtmf Access Id	Email Address
<input type="checkbox"/>	16143569443	Todd	Stewart	16143569443	
<input type="checkbox"/>	16144958712	Ron	Davis	16144958712	
<input type="checkbox"/>	16144959026	Robb	Mueller	16144959026	
<input type="checkbox"/>	16144959028	Sandy	Mason	16144959028	
<input type="checkbox"/>	16144959029	Daniel	Peyton	16144959029	
<input type="checkbox"/>	16144959030	Nick	Tribul	16144959030	
<input type="checkbox"/>	16146298375	VOnda	Dilley	16146298375	
<input type="checkbox"/>	16147022017	Thomas	Baker	16147022017	thomas.baker@cbts.net
<input type="checkbox"/>	16147022018	Josh	Duston	16147022018	
<input type="checkbox"/>	16147022019	Joshua	Coats	16147022019	
<input type="checkbox"/>	16147636179	Musaaleh	Raheem	16147636179	
<input type="checkbox"/>	16147636180	David	Absalom	16147636180	
<input type="checkbox"/>	16147636181	CBTS	Call Center Support	16147636181	
<input type="checkbox"/>	16147636185	Josh	Beck	16147636185	
<input type="checkbox"/>	16147636186	Bert	Wall	16147636186	

a) After choosing the users mailbox and the credentials tab you can reset the voicemail pin.



Voicemail [videotest1@video.com]

CUC Account | Alternate Extensions | **Credentials** | Notification Devices

Pin

PIN

Repeat PIN

Does not Expire

PIN must Change

Can't Change

Account Locked

Password

Credentials

Repeat Credentials

Does not Expire

Password must Change

Can't Change

Account Locked



ISSUE Reporting:

Please send all issues and or enhancement requests to incidentsngts@cbts.net .

Thanks

CBTS