

## NEC WebPro Admin Guide

### Online System Programming

#### Logging in to Web Pro:

1. Using **Internet Explorer** (do not use Firefox, Google Chrome or any other internet browser, **Web Pro only likes Internet Explorer**), enter IP Address **http://** \_\_\_\_\_.\_\_\_\_.\_\_\_\_.\_\_\_\_

**Note:** If you do not have your IP address, please contact your IT department or Connect Okanagan Telephone.

2. Enter User Name:

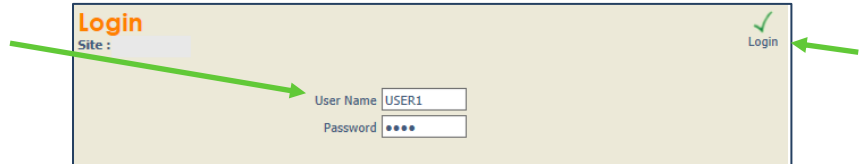
**Connect 5** (SV8100 and SV9100)

**Connect 4** (SL1100)

3. Enter Password: \_\_\_\_\_

**Note:** If you do not have your Password, please contact Connect Okanagan Telephone.

4. Press **Enter** OR Click



**Important Note:** When finished making your programming changes, make sure to log out of programming to avoid accidental changes

**To Log Out:** From the Home



page, click **Logout**



#### Changing the Name of a Set:

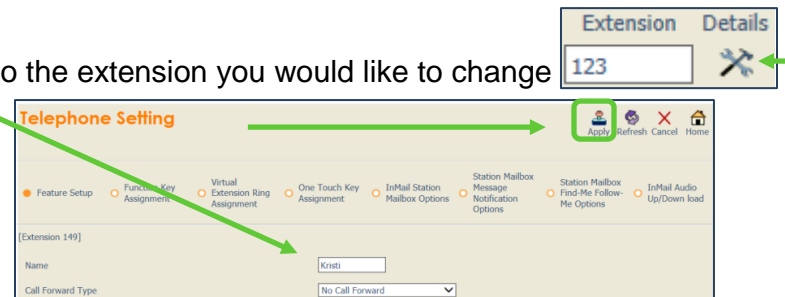
1. Log in to **Web Pro**

2. Click **Telephone Setting**

3. Click on the **Details** bar next to the extension you would like to change

4. **Enter** the new employee's name

5. Click **Apply** when finished



#### System Speed Dials:

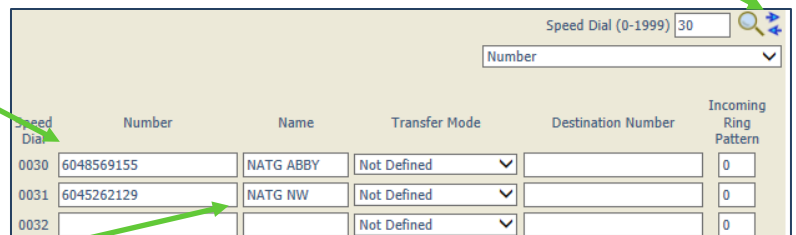
1. Log in to **Web Pro**

2. Click **Speed Dialing Number and Name**

3. **Choose** the **speed dial** number you'd like to program/change (click the right or left arrow to scroll through other pages)



4. **Enter** the **phone number** you'd like to program (with no 9 in front and no dashes (if it's long distance number you must enter a 1 in front of the number))

5. **Enter** the **Name** of the contact and Click **Apply** when finished (can be between 1 & 12 characters) (leave all other columns blank)






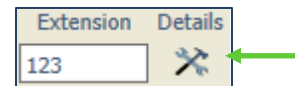
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### Changing the Date & Time:

1. Log in to **Web Pro**
2. Click 
3. Enter correct date and date information
4. Click **Apply**  when finished

### Changing One Touch Key of a Set:

1. Log in to **Web Pro**
2. Click 
3. Click on the **Details**  bar next to the extension you would like to change
4. Click 
5. **Choose the function key** you would like to change




(ex: Function Key 01 would change key 1 on the phone (to find out the key you would like to change, From the phone you're making changes to, Press Help key(by display) then press the key you'd like to program – the display will say Line Key "XX"). To scroll to the next page of keys, click the right or left arrow.

6. **Choose the feature** you would like to program on that key, example:

- a. 01 – DSS/One Touch (programs ext's or external #'s)
- b. 03 – Do Not Disturb
- c. 10 – Call Forward Immediate
- d. 05 – Headset
- e. 78 – Conversation Recording

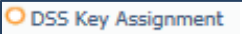
Function	Additional Data
01 - DSS/One Touch	102
01 - DSS/One Touch	96048569155
03 - Do Not Disturb	
10 - Call Forward Immediate	
05 - Headset	

7. If choosing **01 – DSS/One Touch** for extensions or external phone numbers, under Additional Data, **enter the extension number** or **9 + phone number** you'd like programmed.

8. Click **Apply**  when finished

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### Changing One Touch Keys for Reception Console: (if Applicable)

1. Log in to **Web Pro**
2. Click 
9. **Choose** the **DSS key** you would like to program/change


(ex: DSS Key 01 would change key 1 on the console (to find out the key you would like to change, From the phone you're making changes to, Press Help key(by display) then press the key you'd like to program – the display will say Line Key "XX"). To scroll to the next page of keys, click the right or left arrow.

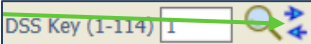
3. Under Function, Choose 01 – DSS/One Touch

4. Under Additional Dial, **Enter an Extension**



DSS Key	Function	Additional Dial
01	01 - DSS/One Touch	101
02	01 - DSS/One Touch	102

4. Under Additional Dial, **Enter an Extension**

5. Click **Apply**  when finished

6. Click the arrows to move to the next page of DSS key's  **OR** click Home to logout

### Changing Voicemail to Email Address for an Employee: (if Applicable)

1. Log in to **Web Pro**
2. Click 
3. Click on the **Details**  bar next to the extension you would like to change

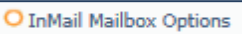

Extension	Details
123	

4. Click 

4. Enter new email address

Voice Prompt Language	US English
Paging	<input type="checkbox"/>
Email Address	klepore@natg.ca
Email Message Attachment	<input checked="" type="checkbox"/>

### Deleting/Adding Mailboxes:

1. Log in to **Web Pro**
2. Click 
3. Beside the Extension you would like to change, click the drop down arrow under **Mailbox Type**
4. Choose which type of mailbox you'd like for that extension:
  - a. **Undefined** – No mailbox ex. Courtesy phone, boardroom
  - b. **Personal** – Basic user mailbox
  - c. **Group** – Mailbox for multiple users to share (ex. Sales, Accounting etc..)
6. Click **Apply**  when finished

Mailbox	Mailbox Type	Mailbox Extension
001	Personal	100
002	Personal	101
003	Group	102