Telephony Programming Sheet
Product: Splicecom Maximiser

The forms on the following pages cover all the basic programming that we will need to know in order to configure your telephone system. If you have any more complex requirements then these can be discussed with the IntraLAN commissioning engineers during the installation.

There are notes preceding each form giving guidelines on how to fill out each item.

If you should require further assistance or information regarding the completion of these forms please call on 0844 770 7000 or email **paulg@intralan.co.uk**

Company Name : _____

Contact Name : _____

Telephone Number : _____

Email Address: _____

We advise that you keep a copy of your configuration file. Please indicate method of storage:

Server (recommended)   ☐

USB   ☐

CD-DVD ROM   ☐

Once complete, please sign and return to IntraLAN, and keep a copy for your records.

_____   _____   _____/_____/
Customer Authorised Name   **Signature**   **Date**

_____   _____   _____/_____/
IntraLAN Authorised Name   **Signature**   **Date**

Installation Requirements Check List

Your new system will require the following for the installation to take place.

Required Item	Comment
Each Maximiser Module unit will require 1 x 13amp 230VAC mains outlet from a clean source	
Each Zyxel 24port POE switch will require 1 x 13amp 230VAC mains outlet from a clean source	
10BaseT / 100BaseT Ethernet computer network configured for TCP/IP protocol.	
TCP/IP Address for the Call Server	
TCP/IP Address for the Expansion Modules	
TCP/IP Address for each POE switch	
On day of installation – do you have DHCP server in place, and the necessary range of IP addresses needed?	
On day of installation, are desks in place to lay out handsets?	
Please ensure necessary space in patch cabinet for the call server, and a network switch (approx 3U).	
Do you have Mod Taps for any analogue devices?	
Do you have necessary patch leads? We will only provide the fly lead for the handset. No patch leads for comms cabinet are being supplied by IntraLAN unless otherwise stated.	

Outside Number and DDI Routing

Each of your outside telephone numbers, the numbers that people call contact your company, will need to be sent to a destination that will initially receive the call. Your main number may ring a hunt group, you fax number will go to a fax and most of you DDI numbers (outside numbers that are unique to each extension) will ring specific extensions. It is best to read the following pages before completing this table.

Direct Dial Inwards (DDI) Number	Destination (user or group)

Extension Programming:

Call Barring	Please advise us if you would like **all/certain** users to be restricted to dialing International or Premium Rate numbers (e.g. 09n, 00n)
Cat 5 Outlet.	The socket number in which the device will be connected to
Handset Type.	If you have a range of different handsets, please indicate who is having which type of phone
Extn No.	The Extension number for that telephone.
Full Name.	The full name of the user for that particular extension.
Vmail.	Tick this box if **Voicemail** is to be on.
Vmail password.	The password to get into the user's mailbox (4 numeric *digits* only).
Vmail Email.	Enter (if any) the Email address for user's Voicemail messages to be forwarded to.
Vmail Email Type.	The type of Vmail message forwarding to be used: **Off:** Does not send any voicemail messages to Email. **Copy:** Sends voicemail messages to the Email address as well as leaving the message in the users mailbox. **Forward:** Sends voicemail messages to the Email address but deletes the message from the users mailbox. **Alert:** Sends a message to the Email address alerting the user that there is a voicemail message in their mailbox.
Vmail dial 0.	When connected to a users Voicemail the caller can dial 0 to be transferred to either an internal number (e.g. Reception) or an external number (e.g. Mobile). Requires user to announce this on their VM greeting. **Please enter the number to be used**
FWD	Please enter the number to be used with each of the different forward conditions (Busy, Ring No Answer and Unconditional). The number can be either an internal (extension or hunt group) or an external number. When left blank, all calls will divert to voice mail (if enabled).

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Extension Programming

Call Barring	CAT5 Outlet	Handset Type	Extn No.	Full Name	Vmail	Vmail Password	Vmail Email Address	Vmail Email Type	Vmail Dial 0	FWD Busy	FWD RNA	FWD Uncond

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<u>Hunt Groups:</u>

Group Number.   Extension number for the group (If Known). Recommended that group number reflects last 3 digits of DDI number.
Group Name.   The name of the group (e.g. Sales, Support, Accounts etc.)
Extns in Group.   The extension numbers that are to be in this group.
Overflow Group.   The group to be rung if a call is not answered
                       Enter either the group name or number. If no overflow group selected, call can either drop to department voice mail, or continue ringing until call is answered. Further call handling options are available with ESP licenses.
Vmail.   Tick this box if the group is to have Voicemail.
Vmail password.   The password to get into the group's mailbox.
Vmail Email.   Enter (if any) the Email address for user's Voicemail messages to be forwarded to.

Vmail Email Type.   The type of Vmail message forwarding to be used:
                       <u>Off:</u> Does not send any voicemail messages to Email.
                       <u>Copy:</u> Sends voicemail messages to the Email address as well as leaving the message in the users mailbox.
                       <u>Forward:</u> Sends voicemail messages to the Email address but deletes the message from the users mailbox.
                       <u>Alert:</u> Sends a message to the Email address alerting the user that there is a voicemail message in their mailbox.
Queuing.   Tick this box if you want calls to queue for this group if all members are busy.

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Hunt Groups

Group No.	Time Profile	Group Name	Extns in Group	Overflow Group	Vmail	Vmail Password	Vmail Email Address	Vmail Email Type	Queuing