



ExecCONNECT

YOUR QUICK START GUIDE TO THE LUS FIBER
ALL BUSINESS PHONE MANAGEMENT SYSTEM

Rely on us to take care of your business.

Welcome.

Welcome to the **ExecCONNECT Quick Start Guide** from LUS Fiber. This guide is designed to get you up and running quickly and efficiently.

Welcome to ExecCONNECT from LUS Fiber! This guide is intended to get you up-and-running for the basic features associated with the product.

George Higgins

Call

Dashboard

Messages & Calls

Contacts

Call Manager

Apps

Settings

You have 1 voicemail

Missed Call	Time of call
HIGGINS GEORGE	3/7 3:03 pm
HIGGINS GEORGE	3/7 3:01 pm
Acme Business Sys	3/7 3:01 pm
Acme Business Sys	3/7 10:07 am
Acme Business Sys	3/5 12:05 pm
Jones, Alcide...	3/5 9:34 am
Kingsman, Tho...	3/4 4:25 pm
Bank of Acadiana	3/4 8:50 am
BeBe's Candle Store	2/26 4:24 pm
Jones, Alcide...	2/26 9:52 am

Contacts

Search for...

ACME CONF BRI...

Ancilaide, Mimi

Bains, Lynne

Balfour, David

Banks, Scott

Bannister, Jane

Barouge, Gail

First Name: ACME CONF BRIEF

Last Name:

Organization:

Telephone Numbers

Settings

Forward Immediately

Inactive

As always, you can contact our local customer service team at **(337) 99-FIBER (993-4237)** and we will be happy to assist you.

ExecCONNECT is the web portal used to configure the features on your new phone system.

With ExecCONNECT, you can:

- View missed calls
- Listen to voicemail messages
- Manage your contacts
- Set-up rules to route your calls
- And many others

To get started, go to the login page at:

<http://voicemail.lusfiber.net>

Use your **10 digit phone number** as your user name and **1234** as the default password. Once you login in, see page 9 to create a new password.

Please note that this Guide is representative and may vary from your individual ExecCONNECT screen.

GETTING ORIENTED

ONCE YOU ARE LOGGED IN, YOU WILL BE ON THE MAIN EXECCONNECT SCREEN:

The screenshot shows the main interface for George Higgins. At the top, there's a header with the name 'George Higgins' and a 'Call' button. Below the header is a navigation bar with tabs: Dashboard, Messages & Calls, Contacts, Call Manager, Apps, and Settings. The 'Messages & Calls' tab is active. On the left, there's a 'Missed Call' section with a table of missed calls. An orange arrow points from a 'You have 1 voicemail' notification to the 'Missed Call' section. Another orange arrow points from the 'Missed Call' section to an orange box containing the text 'Message, missed call indicators'. The 'Contacts' section on the right shows a search bar and a list of contacts. The 'Settings' section at the bottom right shows 'Forward Immediate' and 'Inactive' options.

George Higgins

Call

Dashboard Messages & Calls Contacts Call Manager Apps Settings

You have 1 voicemail

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Settings

Forward Immediate

Inactive

Message, missed call indicators

- **Dashboard** – View most common functions
- **Messages and Calls** – Access call history
- **Contacts** – Store and retrieve contact information
- **Call Manager** – Manage your incoming calls
- **Apps** – Add any available applications to your service
- **Settings** – Change your call settings

DASHBOARD

ExecCONNECT **Dashboard** is the main screen for the portal. On it, you can view things such as recent calls, messages, contacts, and customized settings.

Voice-mails – click this area to view and retrieve any voice-mails

Contacts – Import your contacts from Outlook or create new ones, then click on their name to dial

Use the 'Call' button to make a new call – use for numbers that may not be in your address book

The screenshot shows the ExecCONNECT Dashboard for George Higgins. At the top, there is a navigation bar with tabs: Dashboard, Messages & Calls, Contacts, Call Manager, Apps, and Settings. A 'Call' button with a phone icon is in the top right corner. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'You have 1 voicemail' notification. Below that is a 'Missed Call' table. On the right, there is a 'Contacts' section with a search bar and a list of contacts. Below the contacts is a 'Settings' section with a 'Forward Immediately' option. Annotations with arrows point to specific elements: one points to the voicemail notification, another to the 'Contacts' tab, a third to the 'Call' button, a fourth to the 'Missed Call' table, and a fifth to the 'Forward Immediately' setting.

George Higgins

Dashboard Messages & Calls Contacts Call Manager Apps Settings

You have 1 voicemail

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Barouge, Gail

First Name: ACME CONF BRIEF

Last Name:

Organization:

Telephone Numbers

Settings


Forward Immediately Inactive

List of missed calls – if you click one you will have the option of calling the number back

Active settings – for instance, if you are forwarding your number, it would appear here – click to update

MESSAGES AND CALLS

The **Messages and Calls** tab displays all the recent call activity you have had. Here you can retrieve voicemails and view calls based on whether they were missed, answered, dialed, or deleted.

Click on one of the sub-tabs to get more detail. Click the  arrow button next to the caller's name to listen to a voicemail. Note that you can listen to your voicemails in any order. One the player's window is open – you will have the option to save or delete the message either on the player screen or main screen.

Click the 'New Voicemail' button at the bottom of the page to record and leave a voicemail as a memo (note – your computer requires a microphone).

Click the arrow icon ▼ at the end of the line to **Delete, Mark as Heard (or) New, Forward as Email, or Forward as Voicemail**.

From the **Missed, Dialed, and Received** tabs, you can click on the name and either call them, add them to your contacts, or jump to the caller's existing contact information.



The screenshot displays the 'George Higgins' voicemail interface. At the top, there's a header with 'George Higgins' and a 'Call' button. Below this is a navigation bar with tabs: 'Dashboard', 'Messages & Calls' (selected), 'Contacts', 'Call Manager', 'Apps', and 'Settings'. Under 'Messages & Calls', there are sub-tabs: 'Messages (1 New)', 'Faxes (0 New)', 'Missed', 'Dialed', 'Received', and 'Deleted'. The main area shows a list of messages:

- HIGGINS GEORGE**: Received Fri 3/8, 3:34 pm, 2 secs. Action: Delete ▼
- Higgins, Marcia (home)**: Received Thu 2/7, 3:48 pm, 10 secs. Action: Delete ▼

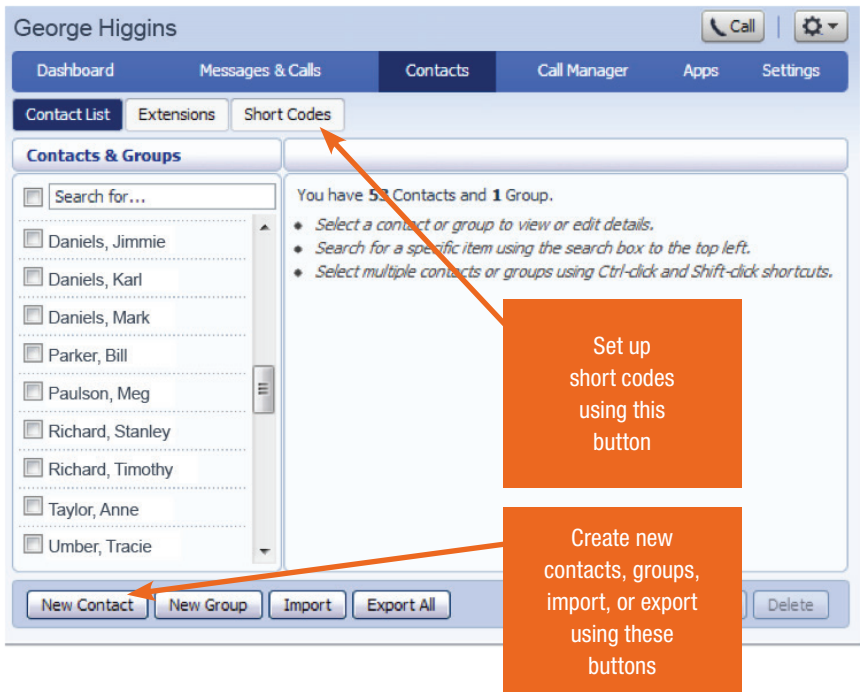
A 'Voicemail Player' window is open, showing details for the selected message from 'Higgins, Marcia':

- Received: Thu 2/7 3:48 pm
- Duration: 10 secs
- Status: Paused
- Progress bar: 0:00:01
- Controls: Play/Pause, Stop, Previous, Next, Volume
- Buttons: Save, Delete, Close

At the bottom of the main interface, there are buttons for 'New Voicemail' and 'Delete All'.

CONTACTS

The **Contacts** tab enables you to manage all of your contact information. Within it, you can create new contacts (using recent call information like a missed call, or create a new one from scratch), create groups of contacts, or import/export your contacts.



The fastest way to add your contacts is to import them from your email program. If you're using Microsoft Outlook, here's how:

- Open Outlook and go to the 'File' tab – then 'Import and Export'
A new window should appear
- Select Export to File – click Next
- Select Comma Separated Values from the list – click Next
- Select Contacts from the folder tree – click Next
- Save exported file as 'Outlook Contacts' – click Next (Be sure to save in a place you can remember like the Desktop or My Documents)
- Go back to the ExecCONNECT Contacts tab
- Click the Import button
- Click the Browse button to find the 'Outlook Contacts' file
- Click Import
- Your contacts are now in ExecCONNECT!

CALL MANAGER

The **Call Manager** tab is where you view or change the calling rules you have in place.

Summary provides a quick view of your Call Manager settings.

Forwarding enables you to route calls to a 2nd number (like a home or mobile number). To set up, choose how you'd like to answer or busy calls to be handled. If you do not set up, calls will be sent to voicemail.

Screening enables you to block certain numbers. Two options may be available: **Selective Rejection** allows you to enter a list of numbers that will be blocked; **Anonymous Rejection** blocks all anonymous calls (for instance, many telemarketers and prepaid cellphones will display anonymously).

The screenshot shows the 'Call Manager' interface for George Higgins. The top navigation bar includes 'Dashboard', 'Messages & Calls', 'Contacts', 'Call Manager', 'Apps', and 'Settings'. The 'Call Manager' tab is active, and the 'Summary' sub-tab is selected. The 'Summary of Configured Services' section shows three rules: 'All calls will ring', 'When busy', and 'On no answer'. The 'Forwarding' sub-tab is selected, showing 'Forward calls immediately' with a dropdown menu set to 'Other'. The 'Screening' sub-tab is also visible, showing 'Selective Rejection' with a list of numbers to reject, including '(555) 676-1881'. An orange callout box on the right provides a summary of the tabs: 'Summary – quick view of your settings', 'Forwarding – set up call forwarding', and 'Screening – reject unwanted calls'.

George Higgins

Dashboard Messages & Calls Contacts Call Manager Apps Settings

Summary Forwarding Screening

Summary of Configured Services

Calls that you receive will be processed according to the following rules.

- All calls will ring Summary Forwarding Screening
- When busy, Immediately Busy/No Answer Selected Callers Forwarding Destinations
- On no answer

☐ Forward calls immediately.

Forward calls to:

Other

Summary Forwarding Screening

Selective Rejection

☐ Reject calls if they are from selected callers.

Call To Reject

(555) 676-1881

Edit List Apply Cancel

Summary – quick view of your settings

Forwarding – set up call forwarding

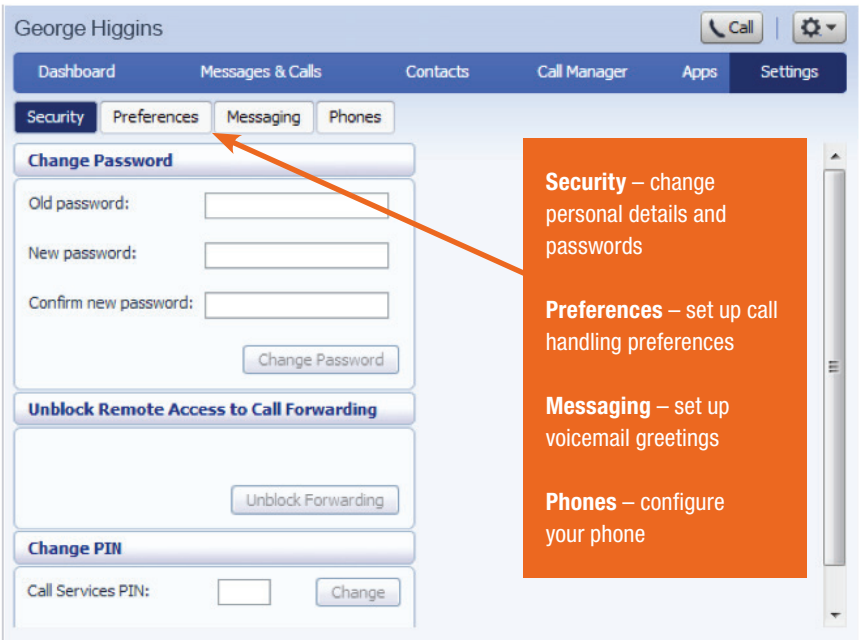
Screening – reject unwanted calls

APPS/SETTINGS

Apps allows you to access various applications to your phone service. At this time, ExecCONNECT Assistant is the only application available for download, but there may be more in the future. Once you get more comfortable with ExecCONNECT, we recommend you download ExecCONNECT Assistant.



The **Settings** tab contains most of your personal and call handling preferences



SETTINGS

To change your password and/or PIN, click on the **Security** tab.

The screenshot shows the 'Security' tab selected in a settings window. The window has four tabs: 'Security', 'Preferences', 'Messaging', and 'Phones'. The 'Security' tab contains three sections: 'Change Password' with fields for 'Old password:', 'New password:', and 'Confirm new password:', followed by a 'Change Password' button; 'Unblock Remote Access to Call Forwarding' with an 'Unblock Forwarding' button; and 'Change PIN' with a 'Call Services PIN:' field and a 'Change' button. A vertical scrollbar is on the right side of the window.

The **Preferences** tab allows you to make additional changes in call forwarding and caller ID Preferences.

The screenshot shows the 'Preferences' tab selected in the settings window. The window has four tabs: 'Security', 'Preferences', 'Messaging', and 'Phones'. The 'Preferences' tab is divided into two main sections: 'Forwarding Preferences' and 'Caller ID Preferences'. 'Forwarding Preferences' includes a text prompt 'Enter number when activating from my phone for', a checked checkbox for 'Immediate Forwarding', and two unchecked checkboxes. 'Line Information' shows 'Line name: George Higgins' and 'Member of Department: MARKETING'. 'Voicemail Preferences' shows 'Incoming calls are forwarded to voicemail after 24 seconds'. 'Caller ID Preferences' includes a checked checkbox for 'Withhold my caller ID when making calls' with a sub-prompt 'If not withheld, signal my name as: Heather Hewitt', and two checked checkboxes for 'Display incoming call name on my phone' and 'Display incoming call number on my phone'. At the bottom right are 'Apply' and 'Cancel' buttons. A vertical scrollbar is on the right side of the window.

SETTINGS

The **Messaging** tab enables you to receive a notification of a voicemail as an email, manage mailbox settings, customize how you are notified of a voicemail, configure greetings, and more. From **Greetings**, you can personalize your voicemail greeting by recording an announcement (a microphone is required).

The screenshot shows a settings window with tabs for Security, Preferences, Messaging, and Phones. The 'Messaging' tab is active, showing sub-tabs for Settings, Mailbox, MWI, Email, Outdial, Override, and Greetings. The 'Voicemail and Fax Auto-Forwarding' section has two checked options: 'Auto-forward all voicemail messages and faxes as emails to:' with the email address 'gorge.higgins@acmetradingco.org' selected in a dropdown, and 'Leave a copy of forwarded voicemail messages and faxes in the inbox.' The 'Display Name' section explains that this is the name shown in the 'From' header and lists 'First Name: George' and 'Last Name: Higgins'. 'Apply' and 'Cancel' buttons are at the bottom right.

The **Phones** tab enables you to configure your phone according to your preferences. Once you configure your phone, you should not need to use this tab frequently.

The screenshot shows the 'Phones' tab selected in the settings window. It contains the text 'You can configure your desk phone by clicking the link below.' followed by a blue hyperlink labeled 'Configure your phone'.

NOTES

[illegible]

**L U S F I B E R A L L B U S I N E S S
C U S T O M E R S E R V I C E & O F F I C E**

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