



All Business Phone Line

ExecCONNECT QUICK START GUIDE

Rely on us to take care of your business.

Welcome.

Welcome to All Business Phone Line from LUS Fiber! This guide is intended to get you up-and-running with the basic features associated with the online web portal. For more in-depth information, please see:

- ExecCONNECT User's Guide
- ExecCONNECT Administrator's Guide

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 manage 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 more

To get started, go to the login page at:

<http://voicemail.lusfiber.net>

Use your **10 digit phone number** as your user name and **1235** as the default password. Once you log in, see page 8 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 dashboard**:

Donna Walters

Dashboard Messages & Calls Contacts Call Manager Apps Settings

You have 4 messages (1 new)

Missed Call	Time of call
Laf Con Govt	10/16 3:05 pm
Michael, James	10/16 12:35 pm
Laf Con Govt	10/16 11:53 am
(337) 303 3033	10/16 10:31 am
(337) 303 3033	10/15 8:49 am
Nichols, Barr...	10/14 12:33 pm
Laf Con Govt	10/14 11:00 am
Nichols, Barr...	10/14 9:08 am
Laf Con Govt	10/11 4:45 pm
G4S TECHNOLOGY	10/11 12:59 pm

Contacts

Search for...

Test

Chambers, Mark

Michael, James

Smith, James

Smith, John

Chambers, Mark

Telephone Numbers

(337) 555-1414

Call Manager Settings

When I receive a call

Use my Normal rules (other times)

[Change settings](#)

- **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.

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Dashboard Messages & Calls Contacts Call Manager Apps Settings

You have 4 messages (1 new)

Voicemails – click here to view and retrieve any voicemail messages

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

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Call Manager Settings

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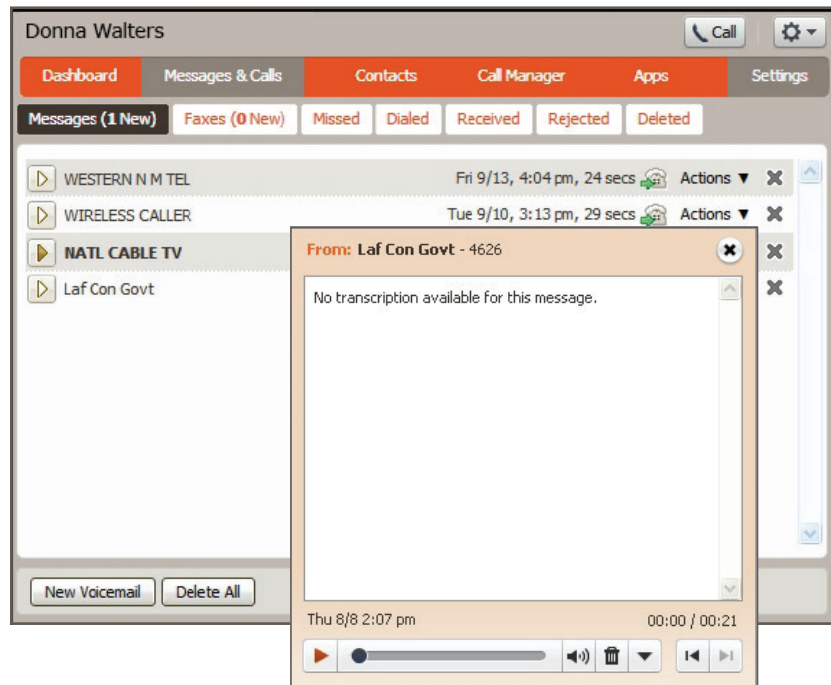
[Change settings](#)

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 adjust

MESSAGES AND CALLS

The **Messages and Calls** tab displays all of your recent call activity. Here you can retrieve voicemail 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 'Play' arrow button to listen to a voicemail message. Note that you can listen to your messages in any order. The window (seen to the right above) will open – you will have the option to save or delete either on the player screen or main screen.

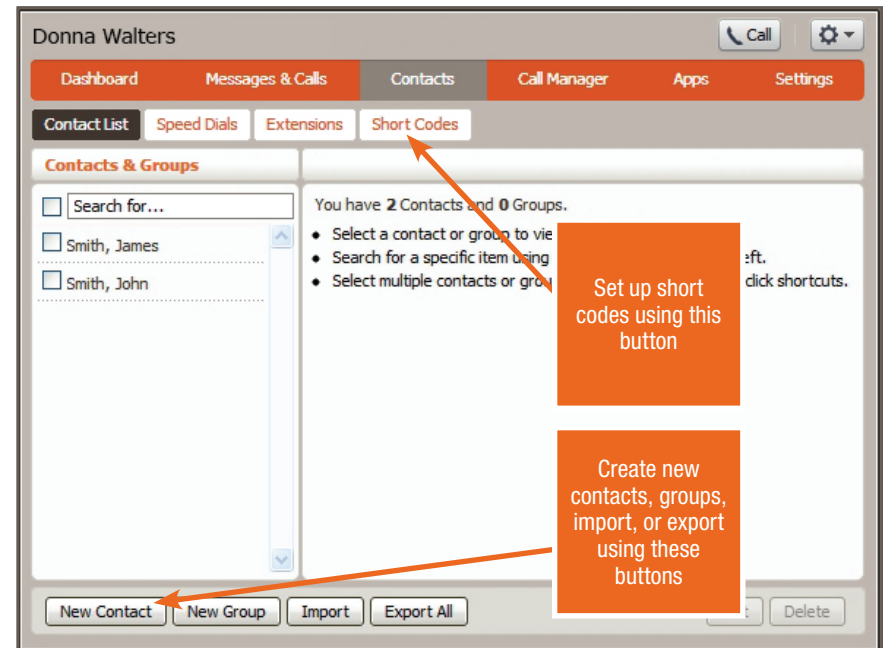
Click the 'New Voicemail' button at the bottom of the page to record and leave a voicemail as a memo (note – your computer requires a microphone).

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

From the **Missed, Dialed, and Received** sub-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.

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.



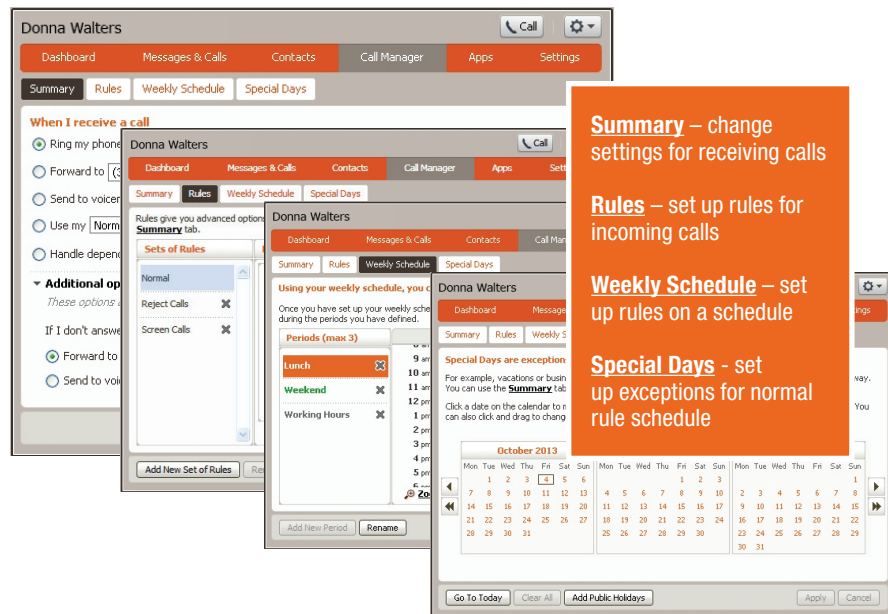
The fastest way to add your contacts is to import them from your email program. If you're using Microsoft Outlook, here's how:

- 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 (Windows) 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 enables you to change the settings for when you receive a call and see additional options.

Rules give you advanced options for handling incoming calls. You can choose which set of rules is active from the Summary tab.

Weekly Schedule enables you to apply different rules at different times of day. Once you have set up your weekly schedule, you can use the Summary tab to choose which rules apply during the periods you have defined.

Special Days enables you to set rules that are exceptions to your normal weekly schedule.

APPS

Apps allows you to access various applications to your phone service from your desktop. 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.



SETTINGS

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

Donna Walters

Dashboard Messages & Calls Contacts Settings

Account Calls Messages Notifications

Personal Details

Name	Donna Walters
Department	LUS Fiber Business Su
Admin	Root admin

Security

Account Password	change
Call Services PIN	change

Devices

Desk Phone	(337) 555-1021 set
Fax	(337) 555-1019

Account – see personal details and change password

Calls – change general and call forwarding preferences

Messages – set up voicemail greetings and settings

Notifications – set up exceptions for normal rule schedule

The **Account** sub-tab allows you to see your personal details, change your password/PIN, and configure the keys on your phone.

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Dashboard Messages & Calls Contacts Call Manager Apps Settings

Account Calls Messages Notifications

Personal Details

Name	Donna Walters
Department	LUS Fiber Business Support Services
Admin	Root admin

Security

Account Password	change
Call Services PIN	change

Devices

Desk Phone	(337) 555-1021 set keys
Fax	(337) 555-1019

SETTINGS

The **Calls** sub-tab enables you to change general phone, caller identification, and call forwarding preferences. Once you decide on your preferences, you should not need to use this tab frequently.

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Dashboard Messages & Calls Contacts Call Manager Apps Settings

Account Calls Messages Notifications

General

- Auto-answer my phone for click-to-dial calls ☐
- Caller transfer is not available as no operator number has been set for your business group.
- Withhold caller ID when making calls ☐
- If not withheld, signal my name as: Donna Walters
- Display caller name for incoming calls ☒
- Display caller number for incoming calls ☒

Call Forwarding

Ask me for a new forwarding number each time I turn on forwarding from my phone:

- Immediate Forwarding ☒
- Busy Forwarding ☐
- No Answer Forwarding ☐

Apply Cancel

The **Messages** sub-tab allows you to make changes in voicemail forwarding number, mailbox access, and your voicemail greeting.

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Dashboard Messages & Calls Contacts Call Manager Apps Settings

Account Calls Messages Notifications

General

- Incoming calls are forwarded to voicemail after seconds
- Enable live screening ☒
- Forward messages and faxes as emails ☒
- jane.doe@lusfiber.net [edit](#) | [remove](#)
- [add an email address](#)
- Leave original in Inbox ☐

Mailbox Access

Voicemail Greeting

Apply Cancel

SETTINGS

The **Notifications** sub-tab enables you to change which notifications you will receive from incoming calls and how you will receive them.

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Dashboard Messages & Calls Contacts Call Manager Apps Settings

Account Calls Messages **Notifications**

MWI Email Pager Outdial Override

☒ Send phone notification of incoming messages

Phone Number All Faxes

(337) 555 4555 ☐

Clear List New Entry

Message Waiting Indicator – send notifications to select phone numbers

Email – send notifications to select email addresses

Pager – send notifications to select pagers

Outdial – send outdial notifications according to a schedule

Override – override your outdial and pager notifications to a schedule

Cancel

Notes

[illegible]

[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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