



# All Business Phone Line

**ExecCONNECT USER GUIDE**

**Rely on us to take care of your business.**

## Welcome.

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

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 **1235** as the default password. Once you log in, see page 14 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:

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Call Settings

Dashboard Messages & Calls Contacts Call Manager Apps Settings

You have no messages

Contacts

Search for...

ACME CONF BRI...

Ancilaide, Mimi

Bains, Lynne

Elfour, David

Banks, Scott

Bannis

Baroug

First Name: ACME CONF BRIEF

Last Name:

Organization:

Telephone Numbers

(337) 555 5853

Missed Call Time of call

HIGGINS GEORGE	6/1	10:18 am
HIGGINS GEORGE	4/20	7:12 pm
Acme Business Sys	3/2	8:33 pm
Acme Business Sys	3/1	5:29 pm
Acmetess Sys		
Jones, Alcides	2/28	12:31 pm
Kingsman, Thomas	2/27	7:16 pm
Bank of Acadiana	2/27	9:17 am
BeBe's Candle Store	2/26	9:02 am
Jones, Alcides	1/7	9:23 am

Message, missed call indicators

Settings

Forward

Selective Call Acceptance

Reject Anonymous Calls

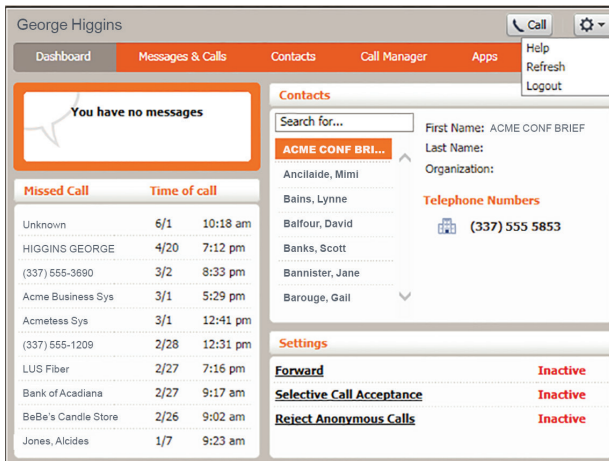
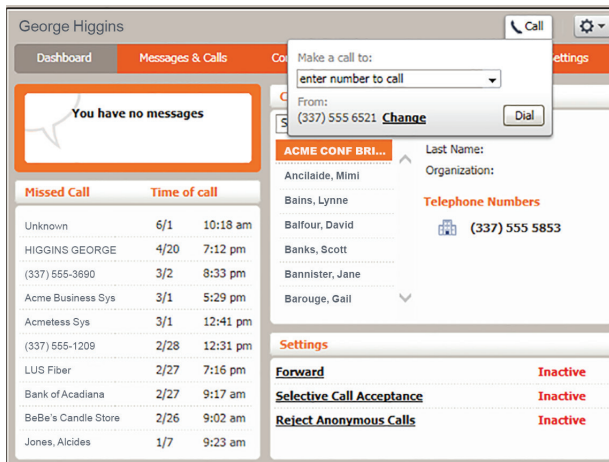
Inactive

Inactive

Inactive

- **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

At the top right of the screen, you will see two icons.



allows you to immediately enter the number you would like to call. It also allows you to modify the number you would like to pick up the call from. As an example; you are at your computer accessing ExecCONNECT online, but you will be walking away and want to take the call with you. Instead of using your default desk phone, you simply change the "From" number to your cell number. Now when the call rings through to your contact, it will be connected to your cell.

- allows you to
- Search the HELP menu
  - REFRESH the screen
  - Logout

## 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.

**Voicemails** – click this area to view and retrieve any voicemails

**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

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

Click on the name of the caller to display call back options and adding to Contacts list.

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



## MESSAGES & CALLS

The **Messages & Calls** tab displays all the recent call activity you have had.

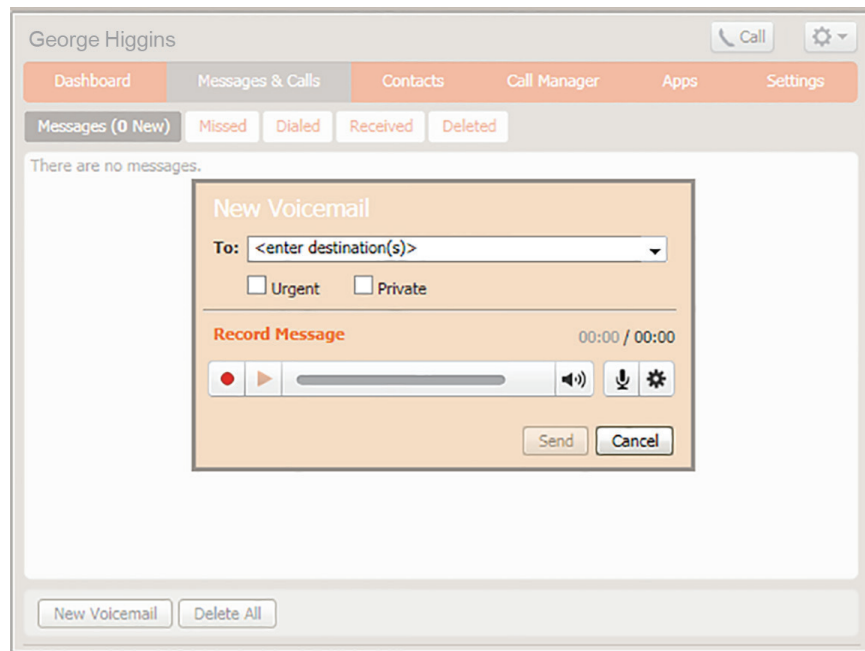
Here you can retrieve voicemails and view calls based on whether they were missed, answered, dialed, or deleted.

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. Once the player 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**.

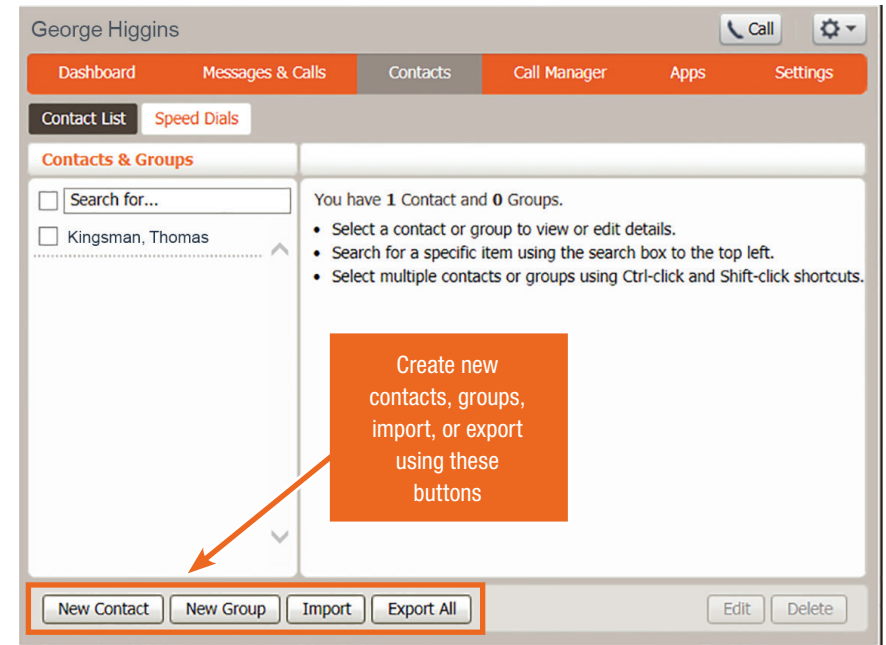
From the **Missed, Dialed, and Received** tabs, you can click on the name and either call them, add them to your contacts, or jump to the caller's existing contact information.



## 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!

The **Speed Dials** tab enables you to assign a reduced number of keys to represent full telephone numbers.

Simply type in the 10 digit number. The next available Speed Dial number will automatically be selected. Select “ADD” to save.

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Call

⚙

Dashboard

Messages & Calls

Contacts

Call Manager

Apps

Settings

Contact List

Speed Dials

Makes dialing faster by allowing you to assign a one or two digit code to speed dial to different telephone numbers. One digit codes can range from 2-9. Two digit codes can range from 20-49.

Speed Dial

Number

2

(337) 555 5853

✕

⬆

New Speed Dial

Speed Dial: 

3

⬇

Number:

Add

Clear List

Apply

Cancel

**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

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Call

⚙

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 your phone.

▪ When busy, calls will be forwarded to voicemail. ⓘ

▪ On no answer, calls will be forwarded to voicemail.

**Forwarding** enables you to route calls to a second number (like a home or mobile number). To set up, choose how you'd like busy/ No Answer calls to be handled. If you do not set up Forwarding Rules, calls will be sent to voicemail.

Forwarding rules can be applied in a number of ways.

- **Immediately** – allows you to route all calls to a selected number.
- **Busy/No Answer** – allows you to handle calls differently based on each status
- **Selected Callers** – allows you to treat specific calls in a certain way
- **Forwarding Destination** – allows you to designate what number calls are routed to

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Dashboard Messages & Calls Contacts Call Manager Apps Settings

Summary Forwarding Screening

Immediately Busy/No Answer Selected Callers Forwarding Destinations

☐ Forward calls immediately.

Forward calls to:

Other

Apply Cancel

**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 cell phones will display anonymously).

Screening rules can also be applied in a number of ways.

- **Selective Acceptance** – allows you to identify number you are willing to accept calls from
- **Selective Rejection** – allows you to identify numbers you are not willing to accept calls from
- **Anonymous Rejection** – allows you to reject all anonymous calls
- **Priority Call** – allows you to identify those important calls with a distinctive ring tone

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Dashboard Messages & Calls Contacts Call Manager Apps Settings

Summary Forwarding Screening

Selective Acceptance Selective Rejection Anonymous Rejection Priority Call

☐ Only accept calls if they are from selected callers.

Call To Accept

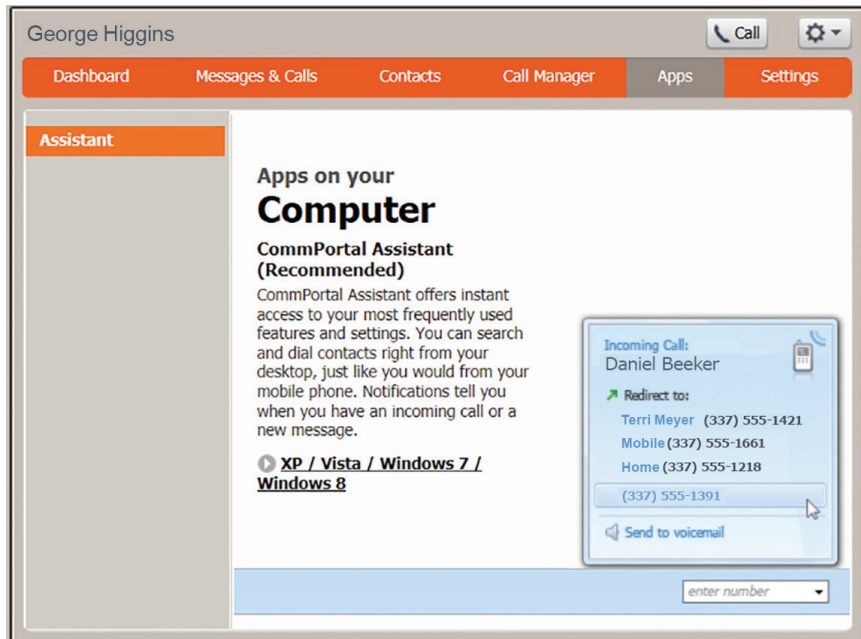
You are not accepting calls from any numbers.

Edit List Apply Cancel

## APPS

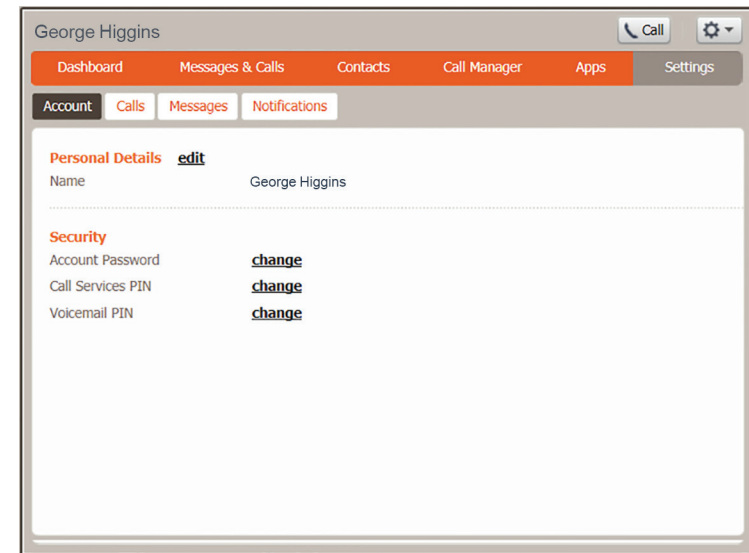
**Apps** allows you to access various applications to your phone service.

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.

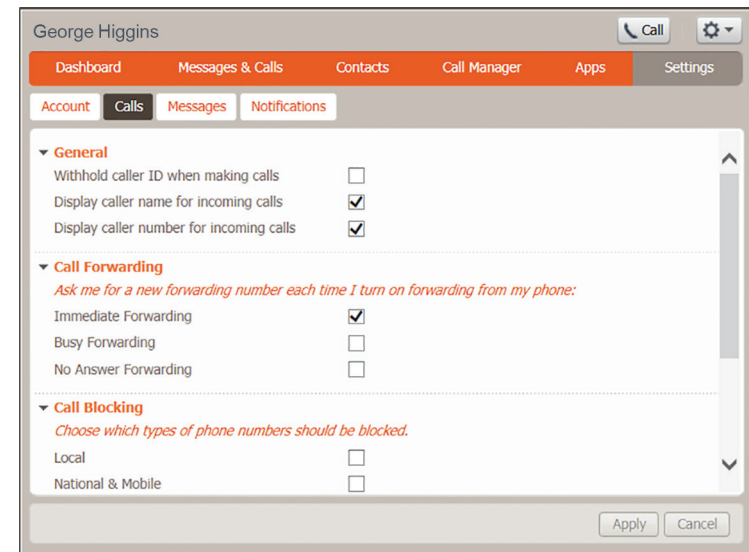


## SETTINGS

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



**Account** – allows you to edit your personal information. Here is where you can change your password and/or PIN.



**Calls** – allows you to manage various incoming call rules.





## NOTES

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**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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