



















Buttons and Common Tasks

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Buttons and Icons

The button names are displayed when you hover over a button. The available buttons depend on how your Administrator has configured Self Service.

Icon	Button	Description
	Dashboard	Displays an overview of your Self Service configuration, including quick links to the main features and a phones summary view.
	My Information	Provides a view of your personal information as configured by your Administrator.
	Phones	Displays all phones (and associated lines) assigned to you by your Administrator. Also allows you to configure the phone's lines.
	Voicemail	Displays the Voicemail settings that you can configure. Note this area is visible only if you have a Voice mailbox configured. Consult your Administrator if required.
	Call Forwarding	Displays the call forwarding status of your phone lines.
	My Availability	Displays the Do Not Disturb settings for each of your phones.
	Speed Dials and BLFs	Allows you to manage the speed dials and busy lamp fields for each of your phones.

Icon	Button	Description
	Help	Displays the help pages for each area of Self Service, such as Phones, Voicemail, Call Forwarding, Speed Dials, and so on.
	Logout	Logs you out of the Self Service interface.
	Add or Insert	Creates a new item such as a phone, line, or speed dial.
	Edit	Edits an existing item, such as editing a phone description or number.
	Remove or Delete	Removes or deletes the selected item; for example, removes a personal phone or speed dial entry.
	Information Icon	Typically located in the top, right-hand corner of certain display areas such as 'Select a Phone', 'Your Personal Phones', and so on, or next to an item. When you move your cursor over this icon, text is displayed that describes the purpose of the particular area or item.
	Active Flag	Indicates when certain line settings such as call forwarding or do not disturb are active.
	Inactive Flag	Indicates when certain line settings such as call forwarding or do not disturb are inactive.
	Refresh	Located in the top, right-hand corner of each display area that can be edited. Click to update or edit a specific area. Typically done to refresh the view to include any updates, such as adding a speed dial.

Common Tasks

Use the Self Service interface to perform a number of common tasks.

Inline Editing allows you to edit any editable, selectable text directly in place on the page without going to a separate page. It makes the interaction more direct, easier, and faster because you can edit the text in the same place where it is shown.

Inline editing is best for a simple, occasional change. If the primary action on the page is to add or edit detailed information for a phone or line, then it is more efficient to use Edit Mode.

Procedure

Use either of the following methods to perform edits in the user interface.

Option	Description
Inline Editing	<ol style="list-style-type: none"><li data-bbox="643 436 1520 527">1 Click in the relevant field (for example, phone and speed dial names and numbers). The Save changes and Cancel buttons appear when you enter text in the field.<li data-bbox="643 548 1520 579">2 Click Save changes to save the changes or click Cancel to cancel the change.
Edit Mode	Click on a specific phone or line to open a more detailed and editable view of the selected phone or line on the right-hand side of the screen.

