

Icecom SwitchBoard

Version 3.0

Status Manager Module Guide

ICECOM

SwitchBoard



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This manual is made for Icecom SwitchBoard Status Manager Module for Icecom SwitchBoard 3.0.

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INTRODUCTION

This manual is for Status Manager Module of Icecom SwitchBoard 3.0. The manual describes the functions of the Icecom SwitchBoard Status Manager Module and gives instructions for using them.

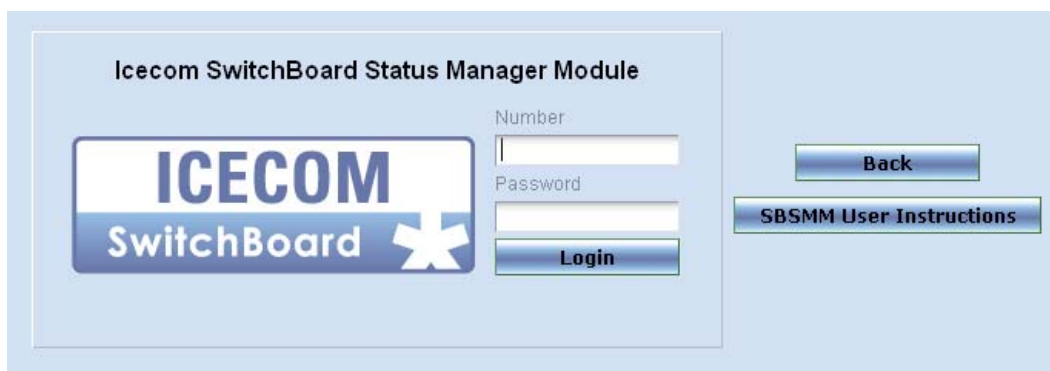
In this manual, the names of buttons have been written with Verdana font, and the names of windows and pages have been written with *italic*.



ICECOM SWITCHBOARD STATUS MANAGER MODULE

The Icecom SwitchBoard Status Manager Module is an added service for other Icecom SwitchBoard users, to communicate and change their presence information shown to the switchboard attendants. All the users added to the Excel files and attached to one switchboard attendant are automatically users of Status Manager Module. When necessary, also a system administrator can change the presence information of a Status Manager Module user through an Excel file, for example in a situation where the user is on vacation and has forgotten to change his/her **presence status**.

Instructions of handling the Excel file are in the Icecom SwitchBoard manual for system administrators. User can log in using his/her own Number (extension) and password (extension by default). The password is individual for every user and can be changed by the user (Figure 2).



The screenshot shows a web interface for the 'Icecom SwitchBoard Status Manager Module'. On the left, there is a logo for 'ICECOM SwitchBoard' with a star icon. To the right of the logo, there are two text input fields: the first is labeled 'Number' and the second is labeled 'Password'. Below these fields is a 'Login' button. To the right of the login fields, there are two buttons: 'Back' and 'SBSMM User Instructions'.

Figure 1. Login page

A user **logs in** to the system with his/her personal identification through the *Login* page of the Status Manager Module (Figure 1). After logging in, the user is directed to the *Icecom SwitchBoard Status Manager Module* window (Figure 2). In this window, the user can edit his/her presence information and change his/her password.



Figure 2. Icecom SwitchBoard Status Manager Module window

From the menu, the user can select a ready placed **presence status** from the “Change your presence” menu or enter free form text in to the “Other reason” field (maximum message length is 64 characters). After selection, user just clicks the Change button to change the presence status. A change in the presence status is displayed to the switchboard attendant immediately. The valid presence status can be checked at the top of the page in “Your presence is” (Figure 2).

A user’s presence status can also be changed with a timer. This is done by choosing first the presence status and after that either a start date or an end date or both and the time of day. To save the timer settings click the change button.

E.g. A user is about to have a summer vacation. He chooses the “Away” status and marks 1st July 2006 as the start date and 30th July 2006 as the end date.



In the Presence note field the user can add information connected with his presence status. The additional information is displayed to the switchboard attendant.

E.g. A user is going out to lunch, but is unsure of when he will be back. The user chooses “At lunch” as his status and types in the Presence note field “Will be back at the office by 2 pm.” This will tell to the attendant when the user in question will be back at the latest in case a phone call is transferred to him.

When changing the **password**, user enters the old password into the “Old password” field in the topmost text field and then the new password below it twice. The maximum length of the password is 16 characters. Re-entering the password ensures typing the new password correctly. Finally user clicks the **Change** button at the bottom of the page.

User can **Log out** from the *Icecom SwitchBoard Status Manager Module* window by clicking the **Leave** button.



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