



# ESI eCloud

## eConsole User's Guide

This document will help you navigate the eConsole user's web interface. The features and functions discussed in this document are for the everyday eConsole user. There are additional guides for the eConsole Office Manager, Call Center (Supervisor and Agent), and the PC Attendant, which can all be found on [ESI's Resource Library](#).

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# Getting Started

Welcome to eConsole!

eConsole allows you to make calls, manage your call history, voicemails and chat with other users in the organization and much more. We will discuss how to use the eConsole applications so you understand what the applications do, the configuration options that control the behavior of the application, and how to configure the application to meet your needs.

The following topics are discussed in separate documents found on [ESI's Resource Library](#).

- PC Attendant: Document 0455-0063
- Webphone: Document 0455-0097
- Office Manager: Document 0455-0357
- Call Center: Document 0455-0015

## Accessing eConsole

To manage your account, you will access the eConsole Dashboard from your web browser by going to this URL [my.esihs.net](http://my.esihs.net).

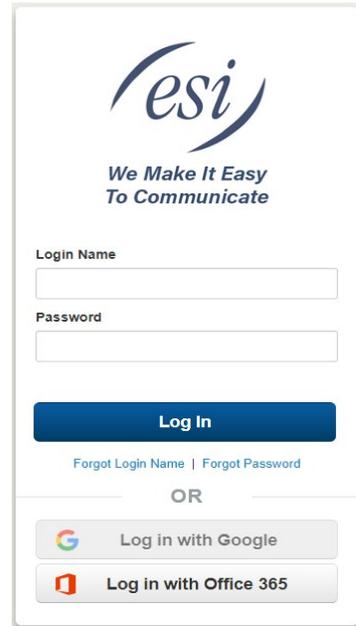
### Logging In

The following login screen will appear when accessing [my.esihs.net](http://my.esihs.net). On the login page, enter your credentials provided by your administrator. After entering your credentials, you are taken to the home page of your account.

There are two ways to login to eConsole.

Use the credentials provided by your system administrator (IT or Office Manager). These credentials will consist of your domain name and password. (i.e., 1000@acmeco.com, p/w 1234). ESI strongly recommends updating your password after your first login.

Use the credentials you use for Google, Office 365 or Apple. This is known as [Single Sign-On \(SSO\)](#).



## Multi-Factor Authentication (MFA)

Multi-factor authentication (MFA) is a multi-step account login process that requires users to enter more information than just a password. For example, along with the password, users might be asked to enter a code sent to their email, answer a secret question, or scan a fingerprint.

While passwords protect digital assets, they are often not enough protection from cybercriminals. Multi-factor authentication acts as an additional layer of security to prevent unauthorized users from accessing your account, even when the password has been stolen. Businesses use multi-factor authentication to validate user identities and provide quick and convenient access to authorized users.

ESI provides this additional security step for eConsole users to ensure only the right person gets access to the eConsole. ESI's MFA uses the Google Authenticator Chrome extension for this purpose.

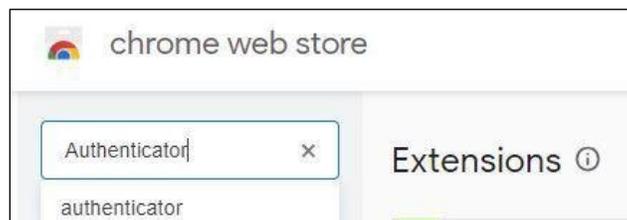
These are the procedures to follow for a user to enable MFA for his/her eConsole account.

### *Installing the Google Authenticator Chrome extension*

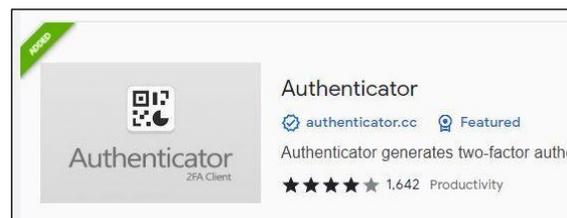
1. Using your Chrome browser, copy the following URL and paste it in the search field of the browser:

<https://chrome.google.com/webstore/category/extensions>

2. In the "Search the store" field, type "Authenticator" and press ENTER



3. Different selections may appear but you'll want the Authenticator Extension by authenticator.cc as shown below.



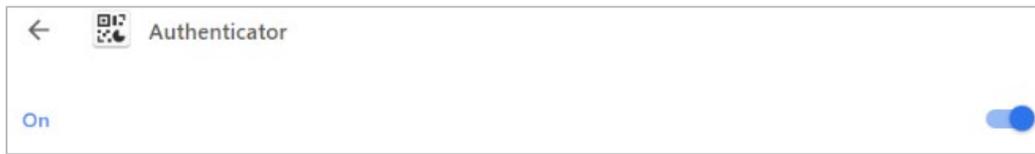
4. Select this Authenticator and click the blue "Add to Chrome" button. Select "Add Extension" in the popup.



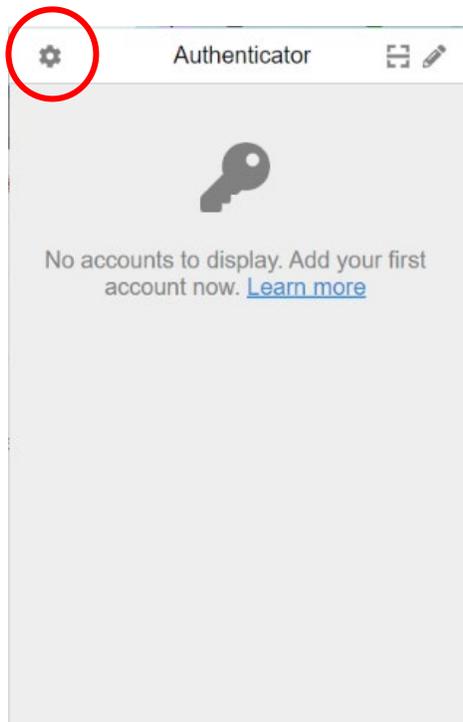
5. Once installed the Extension will appear in the upper right of your Chrome browser. Be aware that the Authenticator Extension may be hiding under the puzzle piece icon.



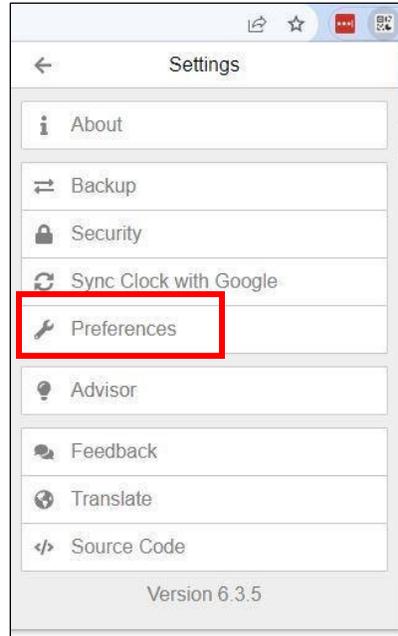
6. Right click on the Authenticator Extension icon and select "Manage Extensions". Make sure the extension is **ON** (enabled).



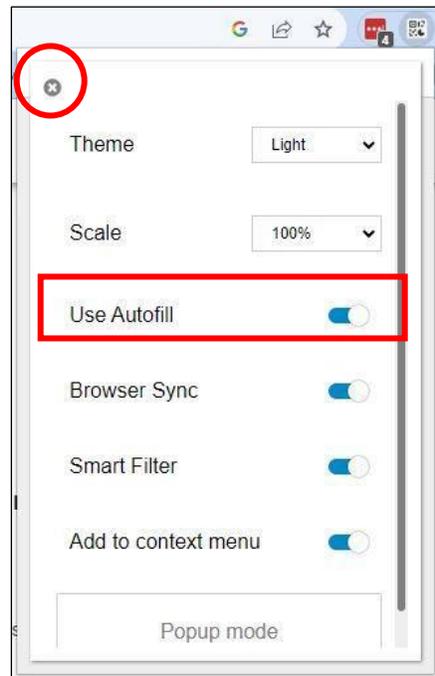
7. Set up the authenticator to autofill. To do this left click on the Authenticator icon and click on the Settings icon (pencil).



8. Select the "Preferences" option from the menu.



9. Enable Autofill to the ON position (blue) and then click on the X at the top-left of the panel.

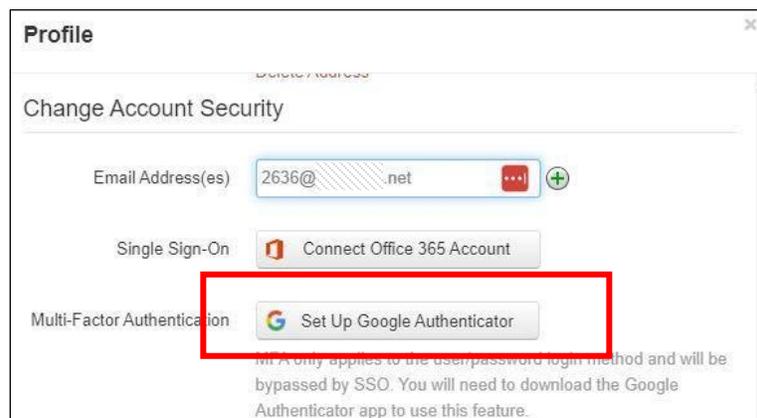


## eConsole Setup

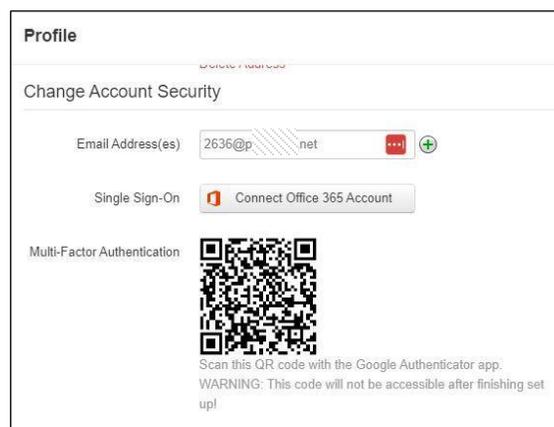
1. Login to the eConsole and go to your Profile.



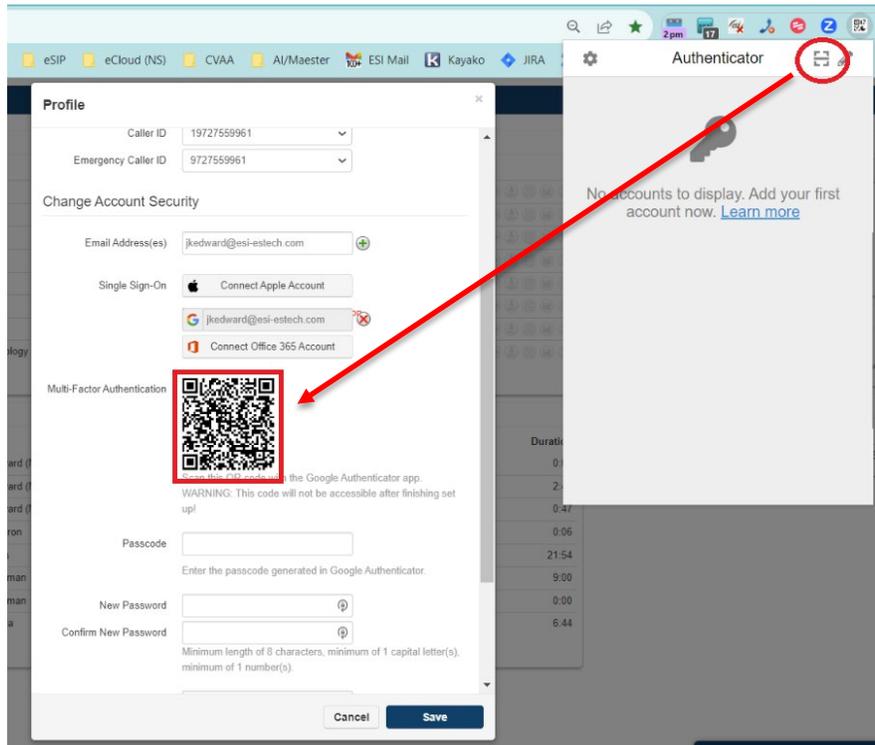
2. Scroll down to the "Change Account Security" section and click the "Set Up Google Authenticator" button.



3. A QR code will appear on the panel and you will be asked to scan it with the Google Authenticator app.



4. While in eConsole, with the Profile popup present, click on the Authenticator Extension icon at the top-right of your browser. Then click on the scanner icon on the pop-up window.
5. Using your mouse, cover the QR code in the Profile panel.



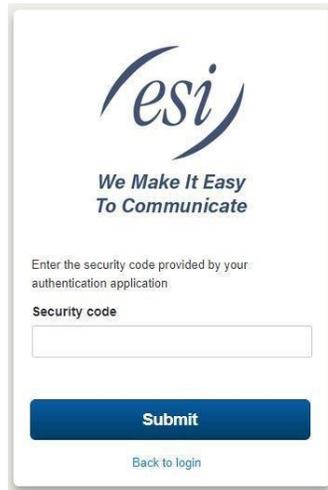
6. You will get a confirmation message stating that your account has been linked to the Authenticator.



7. Click on the OK button and log out of eConsole.

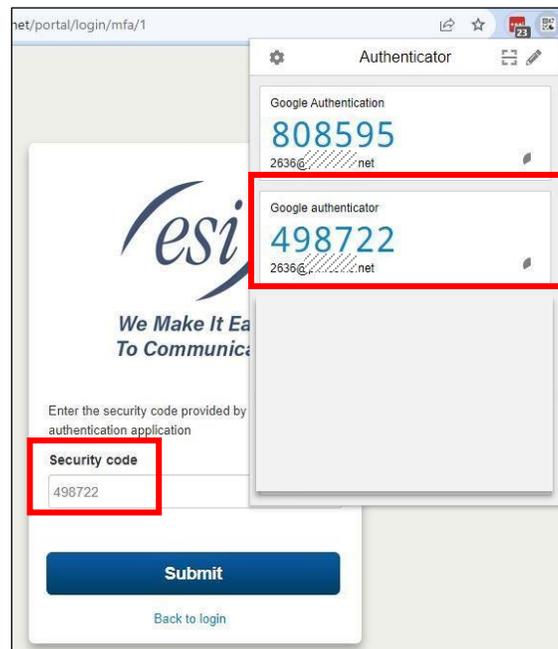
## Logging in with MFA to eConsole

1. Login to the eConsole as usual. A new panel will appear after you enter your eConsole credentials asking for an authentication code.



The screenshot shows a web page for MFA authentication. At the top is the 'esi' logo with the tagline 'We Make It Easy To Communicate'. Below the logo, it says 'Enter the security code provided by your authentication application'. There is a text input field labeled 'Security code' and a blue 'Submit' button. At the bottom, there is a link that says 'Back to login'.

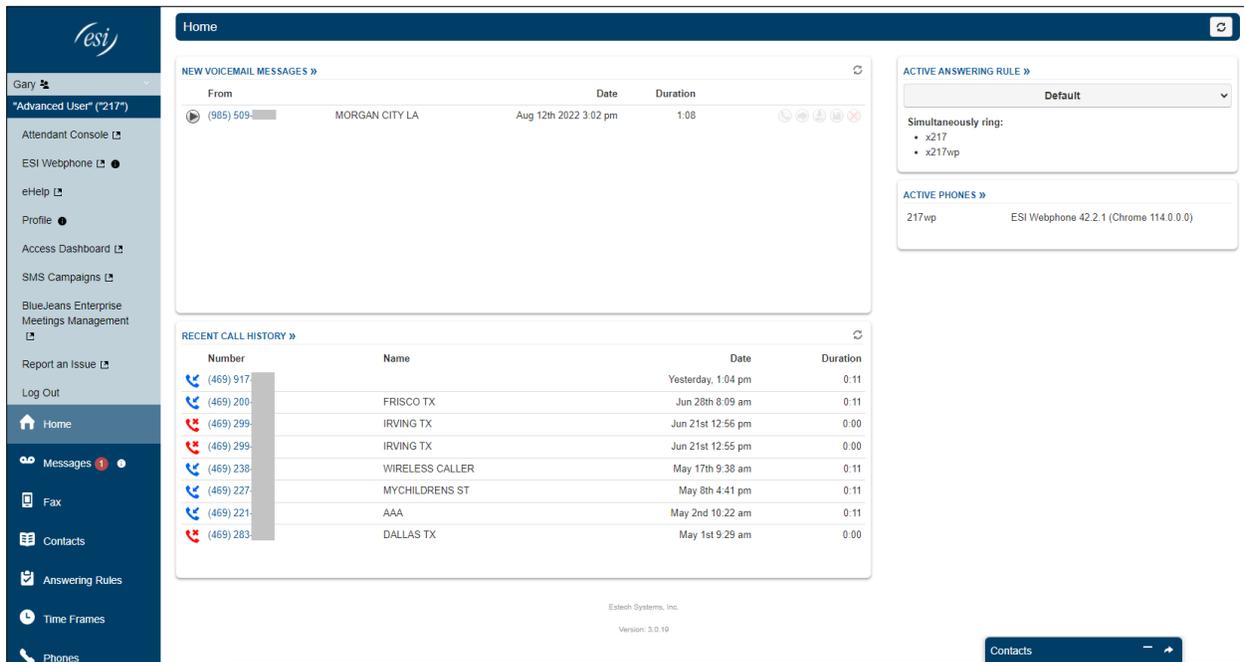
2. Click on the Authenticator icon on your browser and then click on the second code from the list, that will result in the code being copied to the Security Code field of the authentication step.



You will now be logged in eConcsole.

# Homepage Layout

On the left side of eConsole click on your name to expand the list to reveal additional features. You will see the link for the Home page  Home. Click it to view the home page.

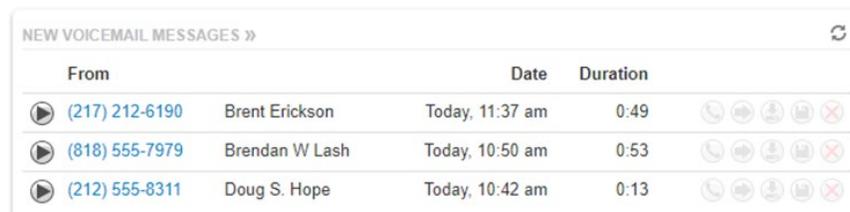


On the left side of the home page is a navigation menu as shown in the picture above. The menu is divided into two sections.

- The light blue section provides access to optional features as described in the [eCloud Special Features](#) section.
- The dark blue section of the menu is where you manage the eCloud PBX services, which is described in the [eCloud User Services](#) section.

## New Voicemail Messages

The Messages panel displays all new voicemails. The voicemails are displayed with the number of the caller that left a voicemail, their Caller ID name, followed by the date and time the message was left and the duration of the voicemail.



To the right of the message you will also see the options to Call to Play , forward the voicemail , download the voicemail locally to your computer , or delete the voicemail message .



## Recent Call History

The Recent Call History panel provides an overview of the last 10 calls.

The color icons to the left of each call log entry mean

- Green – an outbound call
- Red – the incoming call was not answered.
- Blue - an inbound call was answered
- Blue dots - the call was on a conference bridge

To see all your call history click on Call History in the navigation menu.

RECENT CALL HISTORY »				↻
Number	Name	Date	Duration	
 1055	New User	Today, 2:01 pm	0:01	
 (858) 764-5232		Today, 1:58 pm	0:00	
 3000		Today, 1:52 pm	0:00	
 3000		Today, 1:52 pm	0:00	
 (217) 212-6190	Brent Erickson	Today, 1:48 pm	0:28	
 (217) 212-6190	Brent Erickson	Today, 1:17 pm	1:05	

## Active Answering Rule

To the right you will see the Active Answering Rule window, which will display which rule is currently active and provide a summary of how calls are routed when they reach your extension. You can select a different answering rule by clicking the Active Answering Rule drop down and selecting a different rule. For complete information on how to use your answering rules, please refer to the [Answering Rules](#) section in this document.

ACTIVE ANSWERING RULE »

Default ▼

**Simultaneously ring:**

- x5232
- (619) 344-1806
- x5232d

**Forward when unanswered to:**

- Voicemail - 5232 (Nathan Donovan)

## Active Phones

The Active Phone panel lists the active phones currently registered to your account. This includes not only physical phones, but the webphone and the mobile application as well. If you do not see a device listed there that should be, that means the device is not configured for your account or the device is currently unregistered.

ACTIVE PHONES »	
217i	ESI iPhoneGo2/21.1.4 (build 1925489; iO...
217wp	ESI Webphone 42.2.1 (Chrome 114.0.0.0)

## eConsole User Services

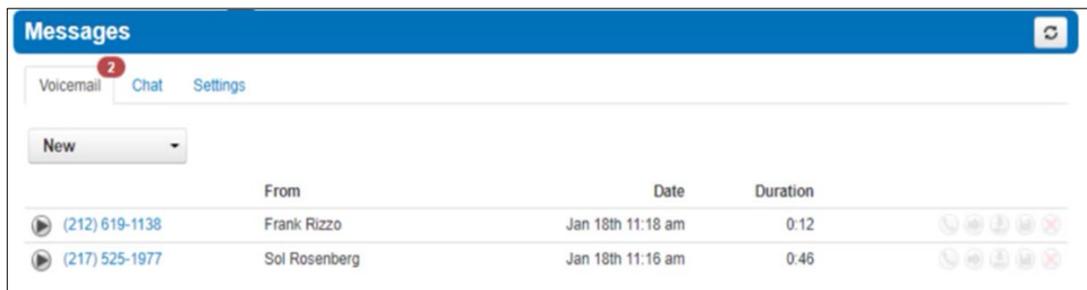
The various options shown in the dark blue, left navigation menu are discussed in this section.

### Messages

The Messages icon  is where all your voicemails, chat messages, SMS messages and voicemail options are located.

#### *Voicemail tab*

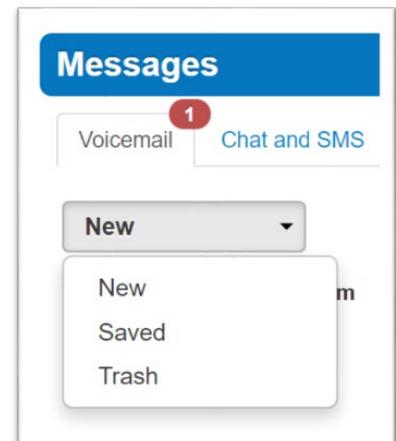
Clicking the Message Center icon will take you to the Messages center voicemail tab. You will see a new message indicator showing how many (if any) new voicemails your account has.



Click the play icon  to play the message. Click the stop icon  to stop playing the message.

Underneath the tab selection you will see a drop down, which allows you to display new voicemails, saved messages, or trashed messages.

- **New** – New voicemail messages displayed with the caller's phone number, Caller ID name (if available), along with the date, time and duration of the message.
- **Saved** – Saved messages are messages that have been saved by clicking the Save icon .
- **Trash** – Trash messages are messages that have been deleted by clicking the delete icon . The Trash folder is auto deleted each day.



To the right of the message and message information you will see the voicemail management options which include call to play, forward, download, save and delete.



- **Call to Play** - The phone icon  will playback the voicemail from within eConsole.
- **Forward Voicemail** – The right arrow  will forward the voicemail to another extension.
- **Download Voicemail** - The down arrow  will download the voicemail to your computer, which is saved a regular WAVE file.

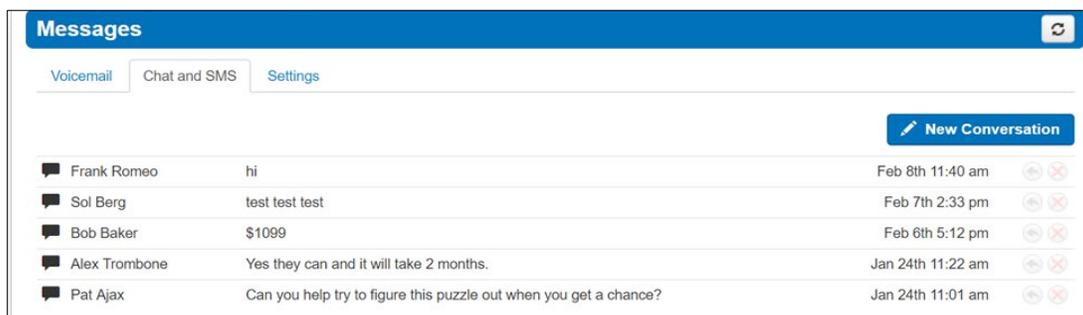
- **Save** - The disk icon  will save the to your to your Saved list and will appear when selecting the Saved option from the voicemail dropdown box options.
- **Delete** - The delete icon  will move the voice mail to Trash.

## Chat and SMS tab

On the Chat and SMS tab you can see all of your Chat and SMS conversations.

**Note:** Chat means instant messaging with users within the PBX using their extension number, while SMS is the regular mobile service for Short Messages which requires a mobile number. The SMS in this tab is not the SMS used with MessageMedia, which is a different application.

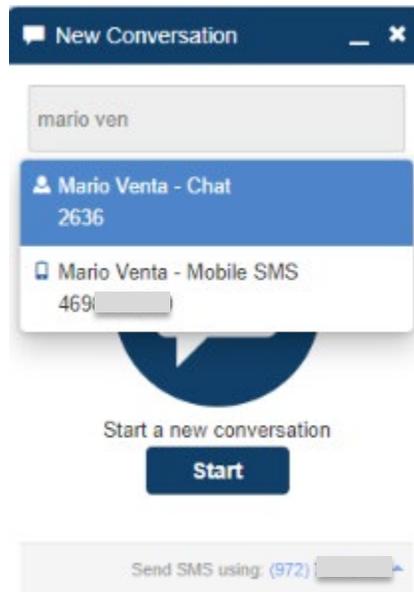
Message are displayed with the contact's name, the first line of the message, the date and time along with two button options.



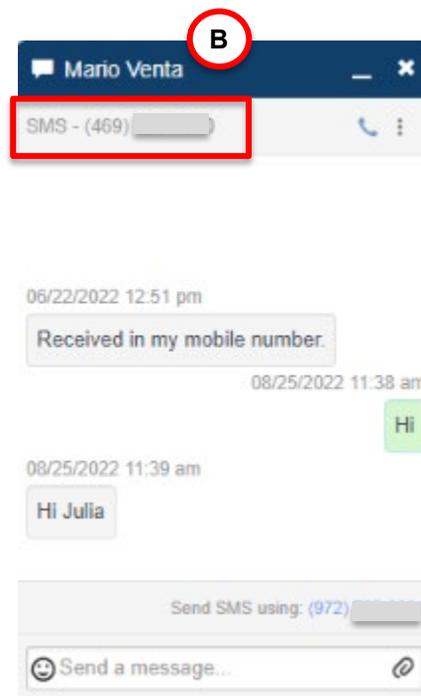
### Start new chat conversation

To start a new conversation

1. Click the New Conversation button  in the upper right-hand side and a new chat window will appear.
2. Start typing the user's name to see a list of everyone in the organization you can select from. Or in your contacts widget  located in the lower right of the screen click the message icon next to the desired contact name.
3. After selecting a contact the following window will appear. Your choices in this window vary based on the contact number you chose.

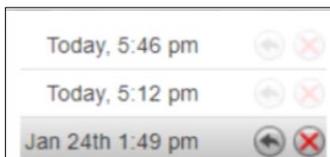


- a. If you chose another extension in your organization you will only be able to perform an internal chat. When you click Start you'll see "Chat" in the upper left.
- b. If you chose a phone number you will be able to send an SMS text. When you click Start it will show the phone number you're texting to in the upper left.



## **Replying to message**

If you would like to reply to a message, simply type in the chat window that displays when receiving a message. You can also click the reply icon  to the right of the message in the message center.



## **Delete a message**

To delete a message, click delete  that appears next to the reply button when hovering over the message.

## ***Settings tab***

The settings tab is where you can make changes to how your account handles voicemail and is represented in the company audible directory as well as the Contacts of the organization.

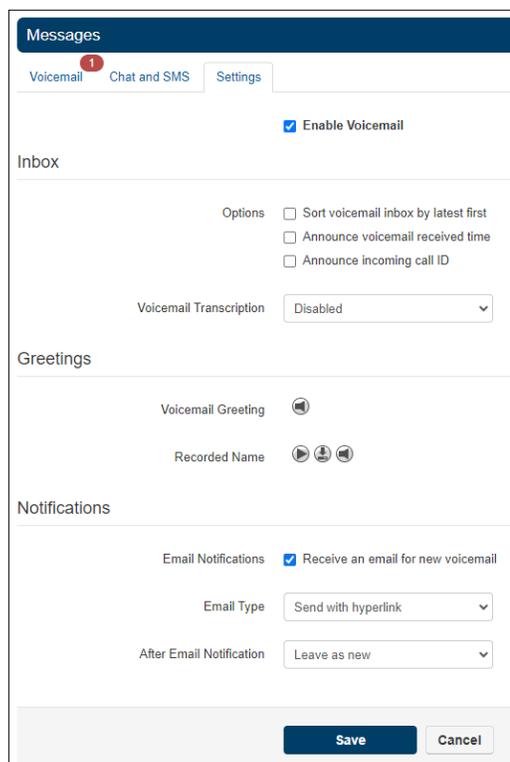
### **Enable Voicemail**

You can enable (blue checkmark) or disable (empty checkbox) the voicemail by clicking the checkbox next to Enable Voicemail option. If the voicemail box is disabled you will not be able to receive any voicemails.

### **Inbox Options**

These options allow you to control your experience when calling into your voicemail box and checking your messages over the phone.

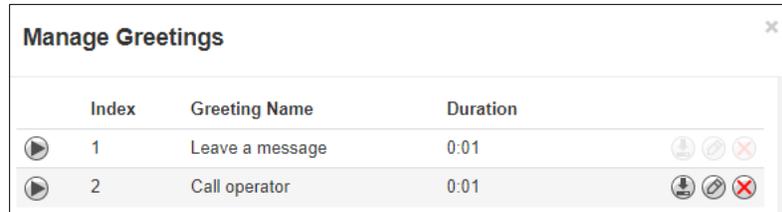
- Sort voicemail inbox by latest first – Enabling this option will configure your voicemail to play the most recent message as the first message you hear (older message play first). If this option is not enabled the voicemails will be played in the order they were received (newest message play first).
- Announce voicemail received time – Enabling this option will have the receive time of the voicemail read to you before playing back the message.
- Announce incoming call ID – enabling this option will have your voicemail read the caller ID number to you before playing back the message.

A screenshot of the 'Messages' settings interface. At the top, there are three tabs: 'Voicemail' (with a red notification badge), 'Chat and SMS', and 'Settings'. Below the tabs, there is a section for 'Inbox' with a checked checkbox for 'Enable Voicemail'. Underneath, there are 'Options' with three unchecked checkboxes: 'Sort voicemail inbox by latest first', 'Announce voicemail received time', and 'Announce incoming call ID'. There is also a 'Voicemail Transcription' dropdown menu set to 'Disabled'. Below that is a 'Greetings' section with 'Voicemail Greeting' and 'Recorded Name' options, each with a play button icon. At the bottom is a 'Notifications' section with a checked checkbox for 'Receive an email for new voicemail', an 'Email Type' dropdown set to 'Send with hyperlink', and an 'After Email Notification' dropdown set to 'Leave as new'. At the very bottom are 'Save' and 'Cancel' buttons.

## Greetings

Under the voicemail inbox options, you will see the *Greetings* section. This is where you will record your Voicemail greeting and name to be used in the company directory.

You can have multiple voicemail greetings. By clicking the Manage icon  you can add greetings and select which greeting callers will hear when reaching your voicemail.

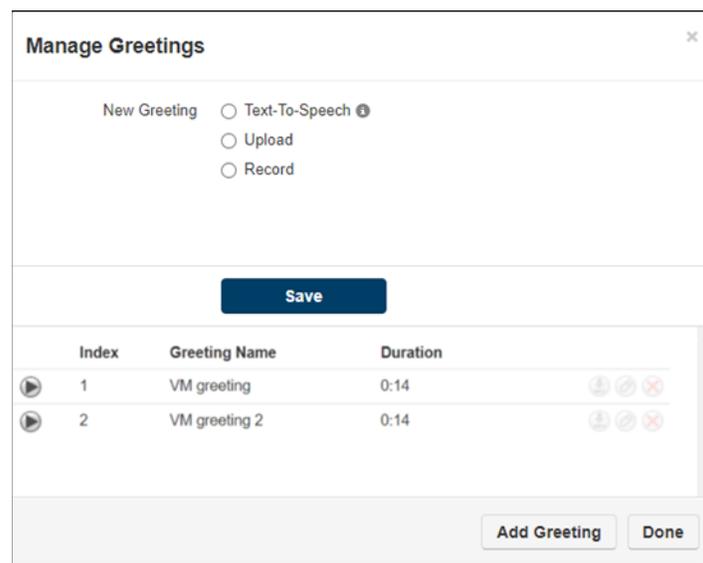


Index	Greeting Name	Duration	
 1	Leave a message	0:01	  
 2	Call operator	0:01	  

- Adding voicemail greetings - To add a voicemail greeting, click the *Add Greeting* at the bottom of the Manage Greeting page. You will see three options
  - Text-To-Speech – Will generate an audio greeting using a text-to-speech engine. For specific instructions on how to use this feature refer to the [Text-to-Speech](#) section in this guide.
  - Upload: Upload a WAVE file recording from your computer.
  - Record: This is using your ESI phone to live record a greeting.
    1. Select Record and enter a greeting name
    2. Enter the extension number to call and click Call.
    3. A call will automatically be placed to your extension. When your phone (webphone or mobile app) rings, answer it.
    4. At the beep record your greeting. When finished, hang up.

After the greeting is created you will see the message displayed as shown below. Each recorded greeting as three options:

- The play icon  will play the greeting back through eConsole.
- The download icon  will download the greeting as a WAVE file to your computer.
- The edit icon  will allow you to edit or re-record the greeting.
- The delete icon  will delete the greeting.



**Manage Greetings**

New Greeting  Text-To-Speech   
 Upload  
 Record

**Save**

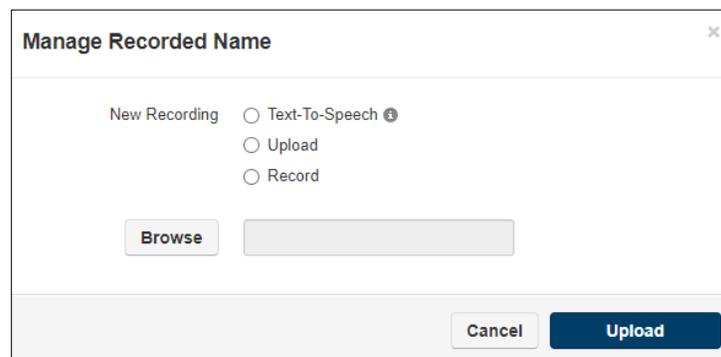
Index	Greeting Name	Duration	
 1	VM greeting	0:14	  
 2	VM greeting 2	0:14	  

**Add Greeting** **Done**

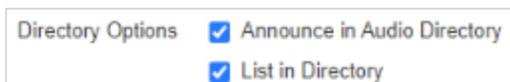
- Recorded Name – Found in Message settings, the Recorded Name option allows you to record your name, which will be played when a caller selects to hear the company directing from the Auto Attendant.



- The options to record your name are exactly like those to record a voicemail greeting. Next to Recorded Name you'll see the following options:
  - Text-To-Speech – Will generate an audio greeting using a text-to-speech engine. For specific instructions on how to use this feature refer to the [Text-to-Speech](#) section in this guide.
  - Upload: Upload a WAVE file recording from your computer.
  - Record: This is using your ESI phone to live record a greeting.
    1. Select Record and enter a greeting name
    2. Enter the extension number to call and click Call.
    3. A call will automatically be placed to your extension. When your phone (webphone or mobile app) rings, answer it.
    4. At the beep record your greeting. When finished, hang up.



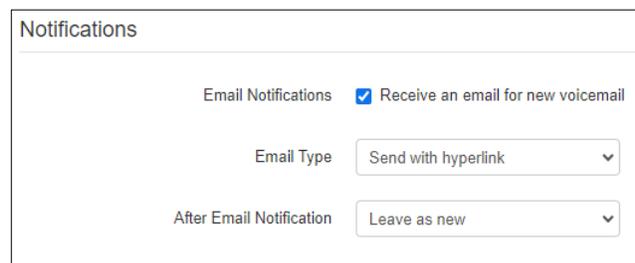
5. In eConsole, under the Profile menu option, be sure to enable “Announce in Audio Directory”, if you want your name to read out to callers. And if you enable this checkbox be sure your name is recorded, otherwise the caller will hear nothing.



### **Notifications**

Under Greetings you will see the Notifications options, which will allow you to manage your email notifications when a voicemail is left for you.

- Email Notification
  - Leaving the box unchecked disables email notifications.
  - Checking the box allows you to select the format of email notifications that you receive.



- Email Type
  - Send with hyperlink - an email will be sent with a hyperlink to download the message.
  - Send with attachment – an email will be sent that contain a WAVE file attachment that you can save to your computer.
- After Email Notification
  - Leave as new - Send email notification and leave voicemail as new.
  - Move to saved - Send email notification and move the message to the saved folder.
  - Move to trash - Send an email notification and move the message to trash folder.

Remember to click Save to keep your changes.

## Text to Speech

Text-to-Speech allows you, the user, to type words into eConsole for the greeting you want to play back to callers. Text can be entered in English, Spanish or French (Canadian), any one of those three languages is selectable for each greeting. The entered text will be played back as the voice you choose in the voice menu options.

Anywhere that normally required a person to record a greeting through the phone's handset or to upload a pre-recorded greeting can now use Text-to-Speech.

- Office managers
  - Auto Attendant intro greeting & menu greeting
  - User's voice mail greeting & recorded name
  - Call Queue greetings
  - Music on Hold messages
- Individual Users
  - Voice mail greeting
  - Recorded name

### Setting up Text-to-Speech

- Log-in to eConsole.
- Access the page within eConsole from where you record the greeting. For example, greetings for Auto Attendants will be found on the AA page. Greetings for voice mailbox will be found under Settings on the Message page.
- Click on the Manage Greeting icon or Edit Greeting/Prompt icon .
- Select Text-To-Speech.
- Select the desired language from the dropdown menu.
- Type the phrase that you want played back to callers.
- Select the desired voice.
- Click the playback button to verify the greeting sounds the way you want.
- Make any adjustments and Save.

\*\*Save the greeting itself and then Save changes to that page in eConsole.\*\*



The screenshot shows the 'New Greeting' configuration interface. At the top, there are three radio button options: 'Text-To-Speech' (which is selected), 'Upload', and 'Record'. Below this is a 'Message' text area containing the Spanish text: 'Para ventas, presione o diga uno., Para atención al cliente, presione o diga 2., Para contabilidad, presione o diga 3.'. Underneath the message is a 'Language' dropdown menu currently set to 'Spanish (United States of Amer)'. A dropdown menu is open below it, showing three options: 'English (United States of America)', 'French (Canada)', and 'Spanish (United States of America)'. At the bottom, there is a 'Voice' dropdown menu also set to 'Spanish (United States of America)', with a speaker icon to its right.

## Tips

- Do not enter carriage returns in the message box.

Good	Bad
For Sales press 1. For Support press 2. For Accounting press 3.	For Sales press 1. For Support press 2. For Accounting press 3.
Thanks for calling. I'm away from my desk right now so please leave me a message.	Thanks for calling. I'm away from my desk right now so please leave me a message.

- Enter a comma where you want a pause.

Examples
For Sales press 1, For Support press 2, For Accounting press 3.
Thanks for calling, I'm away from my desk right now so please leave me a message.

- Some words may need to be spelled phonetically.

Examples	
"100"	"one hundred" or "one zero zero"
"Estech"	"Ez Tech"
"Amy Neidereiter"	"Amy Needer Rider"

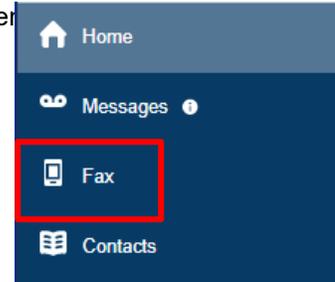
# ESI eFax for Cloud

Users can to send and retrieve faxes from the eConsole. This section describes the procedures for individual users to set up their fax preferences, send and retrieve faxes.

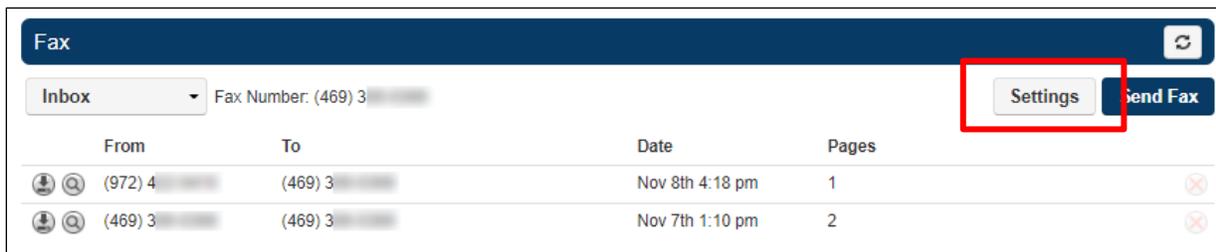
## Fax settings

These procedures are intended for the user for which the fax number has been assigned.

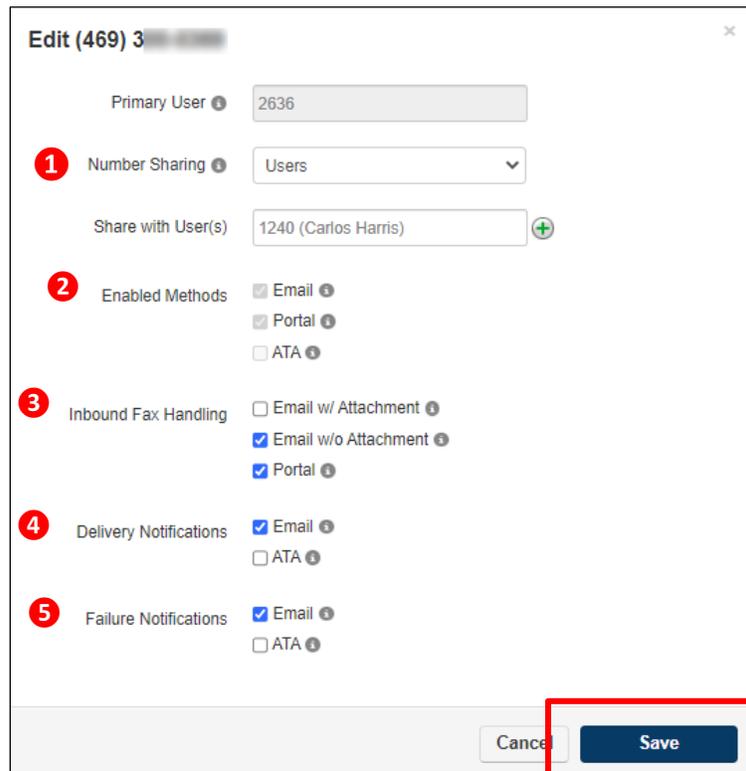
Navigate to the **Fax** Tab in the main Menu of the eConsole.



The fax panel will look like this (initially the inbox will be empty):



Click on the **Settings** button to open the panel where the user can set individual preferences for managing faxes. The **Settings** modal includes similar options as the management interface but these are controlled by the user rather than the Office Manager.



- 1 **Number Sharing.** Select whether this number can be shared with other users, with an entire site or with everyone. Select disabled if this number should only be used by the Primary User. For more information, please refer to the section titled “Sharing a fax service” in this document.
- 2 **Enabled Methods:** These settings are informative for the user and cannot be changed.
- 3 **Inbound Fax Handling:** When a fax is received for this account, select whether the fax should be emailed with attachment or emailed without attachment. Additionally, select whether or not the fax should remain in the portal.
- 4 **Delivery Notifications:** Select whether to send an email notification when an outbound fax through the portal is successful and/or select whether to send an ATA notification to the fax machine when an outbound fax through the portal is successful.
- 5 **Failure Notifications:** Select whether to send an email notification when an outbound fax through the portal fails and/or select whether to send an ATA notification to the fax machine when an outbound fax through the portal fails. Click on the **Save** button to save your setting.

## Sharing a fax service

Sharing the fax service may be useful in some business environments. There are some considerations that need to be taken into account when sharing the fax service with other users.

There are two options to share the fax service:

1. Service shared by the service owner
2. Dedicated Fax extension accessed by multiple users

These options are explained in the following sections.

### Option 1 – Service shared by the service owner

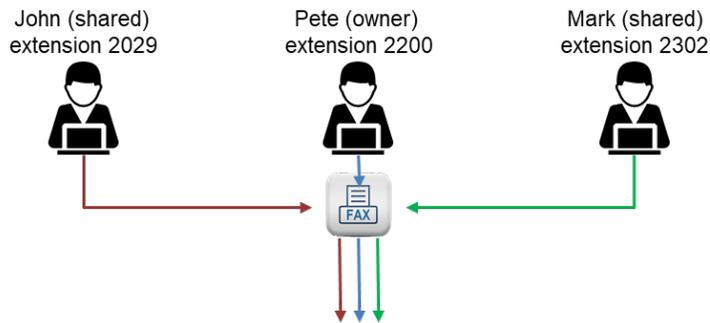
- a) A user owning the fax service can share it with other individual users, all users in a site or all users in a domain. Sharing fax service means that other users will be able to send faxes using the fax number of the person sharing the service with them. These users will not be able to change the settings of the fax service though. The top portion of the fax panel of the user sharing the service will look something like this:

While the top portion of the same panel of the user with whom the service is being shared, will look like this:

- b) Incoming faxes and their corresponding notifications will be received by the owner of the fax service. If other users have given the fax number of the service owner to someone else to receive faxes, then the owner of the service will have to download the fax himself and forward it via email to the appropriate recipient.

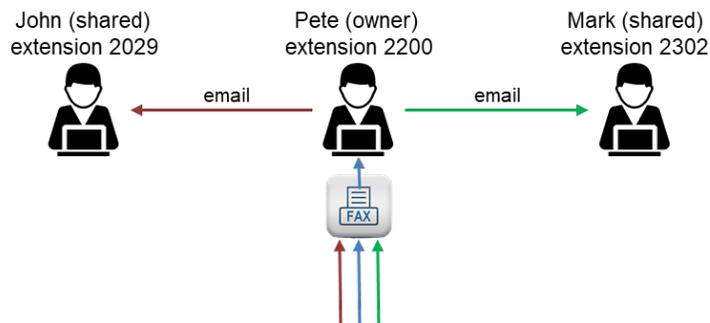
The following figures illustrate this option.

### SENDING FAXES



- Each user can send faxes from their own eConsole using the shared fax number.

### RECEIVING FAXES

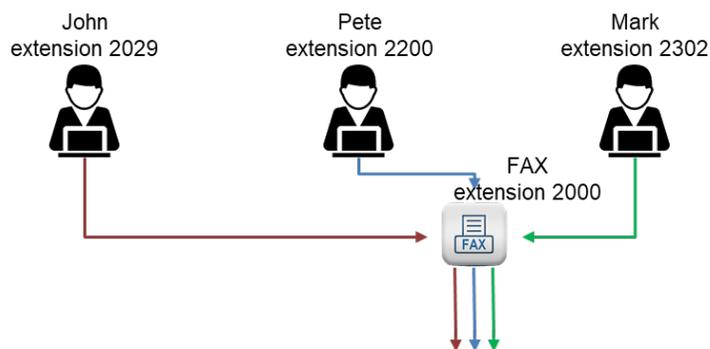


- Faxes to John, Pete or Mark arrive to Pete's inbox.
- Pete distributes faxes to the proper recipient via email, or by other means.

## Option 2 – Dedicated fax extension accessed by multiple users

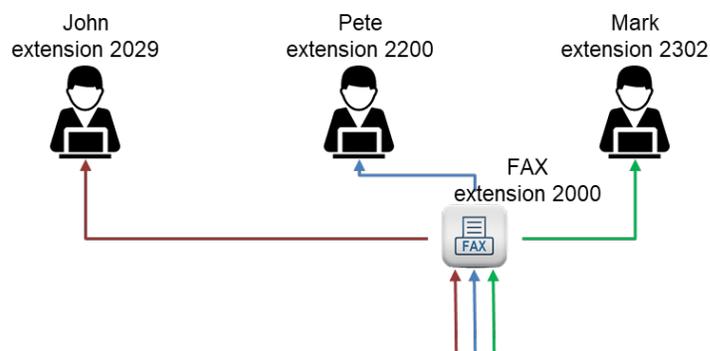
In this option, an extension number is set up exclusively for fax service. There are no other features associated with this extension. The credentials for that fax extension can then be shared with users who need to send/receive faxes. Each user will then need to log-in to that extension's eConsole and send/receive faxes from there. The following figures illustrate this option.

### SENDING FAXES



- The FAX extension credentials are shared to multiple users.
- Each user can log-in to the FAX extension's eConsole and send faxes from there.

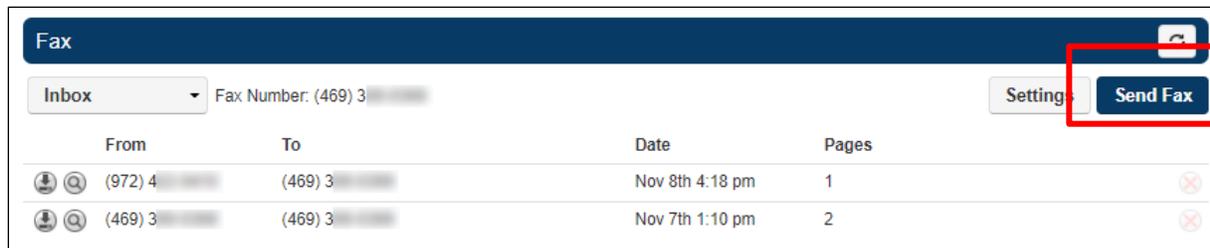
### RECEIVING FAXES



- The FAX extension credentials are shared to multiple users.
- Each user can log-in to the FAX extension's eConsole and receive faxes.

Privacy needs to be considered in both options as more than one person can see other people's faxes. Option 2 gives the possibility for each user to delete their own faxes, but that needs to be managed by the enterprise.

## Sending a fax



Click on the Send Fax button to open up the panel to select what you want to fax and optionally include a cover letter.

The 'Send Fax' dialog box is shown with a close button (X) in the top right corner. It contains a 'Browse' button and a file input field with the text 'Acceptable filetypes: .html, .pdf, .doc, .docx, .jpg, .png, .tif, .odt, .txt'. Below this is a 'Caller ID' dropdown menu set to '(469) 3...'. A red circle with the number '1' is next to the 'Phone Number' label, which is followed by a text input field 'Enter the destination number'. A red circle with the number '2' is next to the 'Add Cover Letter' checkbox, which is checked. Below this are several text input fields for 'Subject', 'Sender Name', 'Sender Company', 'Recipient Name', and 'Recipient Company', each with the placeholder text 'Optional...'. A larger text area for 'Note' is at the bottom with the placeholder 'Optional note'. At the bottom right, there are 'Cancel' and 'Send' buttons, with the 'Send' button highlighted by a red box.

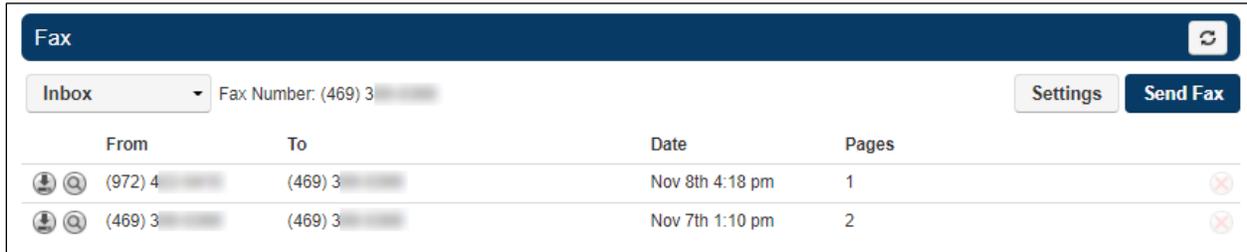
Select the file you want to fax using the Browse button (Acceptable file types are listed under the file field).

- 1 Phone Number.** Enter the phone number of the fax recipient.
- 2 Add Cover Letter.** Check mark this option if you want to add a cover letter to your fax. Fill out the cover letter fields and click on the **Send** button to send you fax.

## Fax retrieval

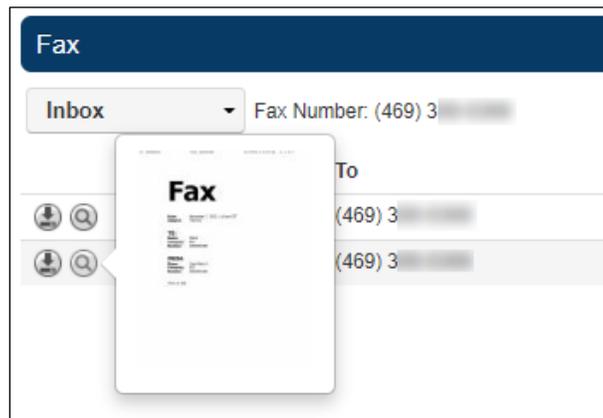
Depending on your selection in the **Inbound Fax Handling** field in the **Fax Settings**, you could receive an email notification with the attached fax file, a simple email notification without an attachment or the fax will show up in your fax inbox in eConsole. The following steps describe how to retrieve a fax in the eConsole.

The inbox in your fax section of the eConsole will look something like this when faxes have been received.

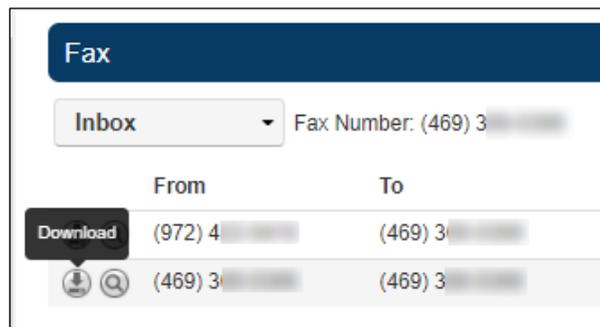


From	To	Date	Pages
(972) 4...	(469) 3...	Nov 8th 4:18 pm	1
(469) 3...	(469) 3...	Nov 7th 1:10 pm	2

The magnifying glass icon gives you an opportunity to have a sneak peek of the first page of the received fax. Just hover your mouse over that icon to get the preview.



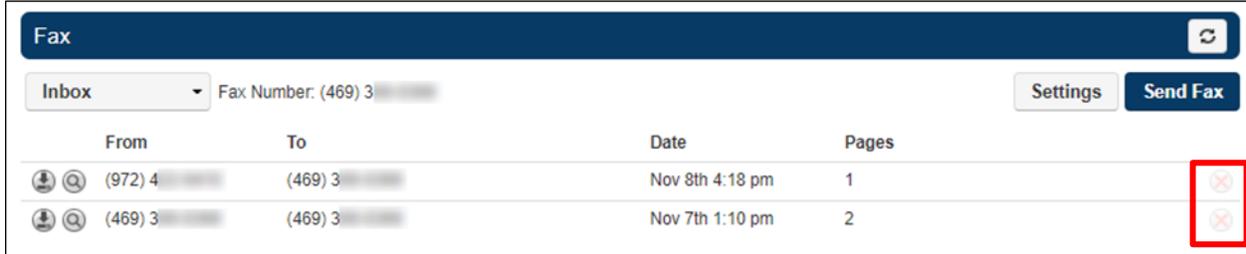
To retrieve the received fax, Click on the **Download** icon.



Check the bottom left corner of your browser and click on the downloaded file to see its contents.



Once you have the actual .pdf file of the fax, you can save it to your own computer and proceed to delete the fax from your inbox. Simply click on the delete icon (✖) to the right of the fax to delete it from your inbox.



We recommend saving your faxes to your own computer and keeping your inbox with a minimum number of faxes in it as there is a limited amount of storage (set for your account and which is shared with emails received). This will also eliminate the risk of accidentally deleting a fax from the inbox and permanently losing its contents.

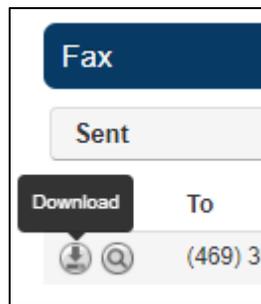
You can also see the contents of faxes already sent. This will give you the opportunity to verify that the intended content was included in any given fax. To do that, simply click on the dropdown menu for the inbox and switch to the **Sent** option.



The procedures are similar to those used in the Inbox. To get a preview of a sent fax, simply hover the mouse over the magnifying glass icon.



To retrieve the sent fax, click on the Download button.



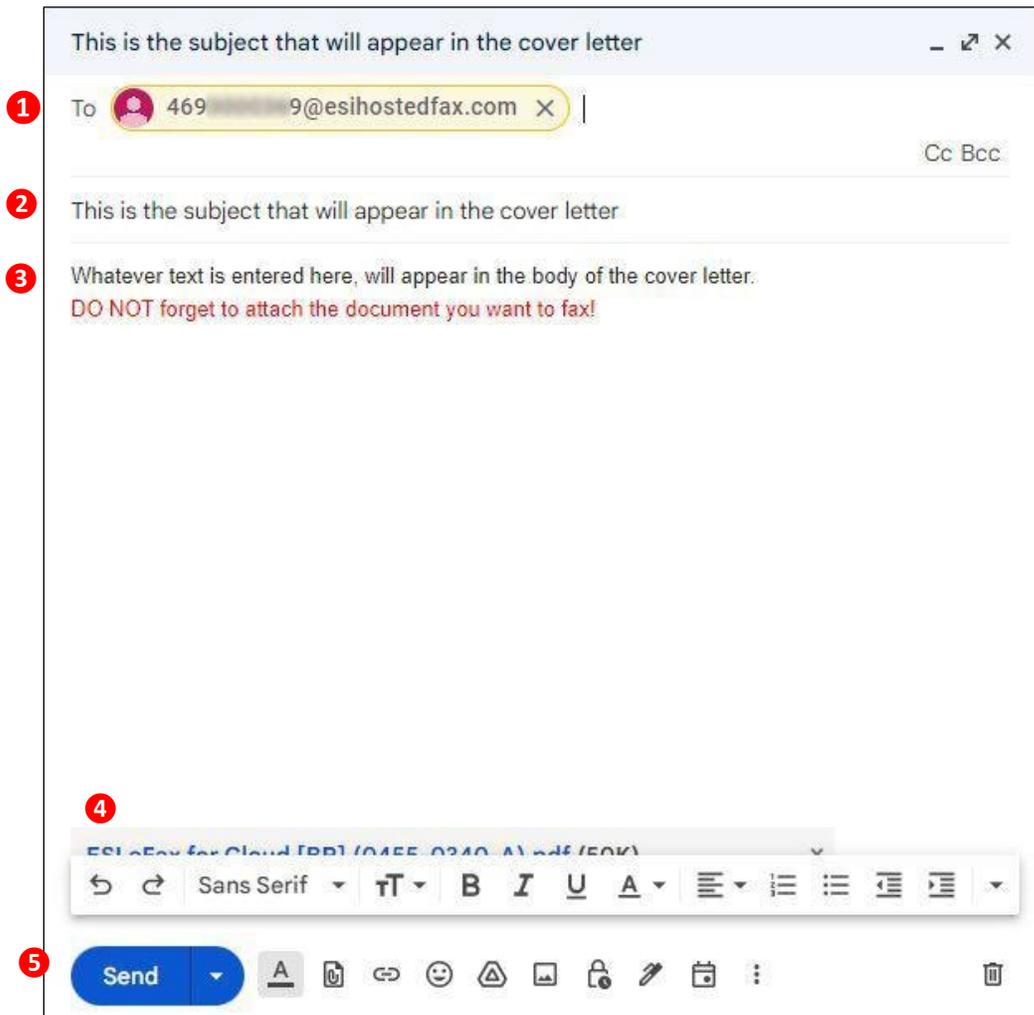
Check the bottom left corner of your browser and click on the downloaded file to see its contents.

We recommend cleaning up the Sent faxes area to keep sufficient storage space for future faxes.



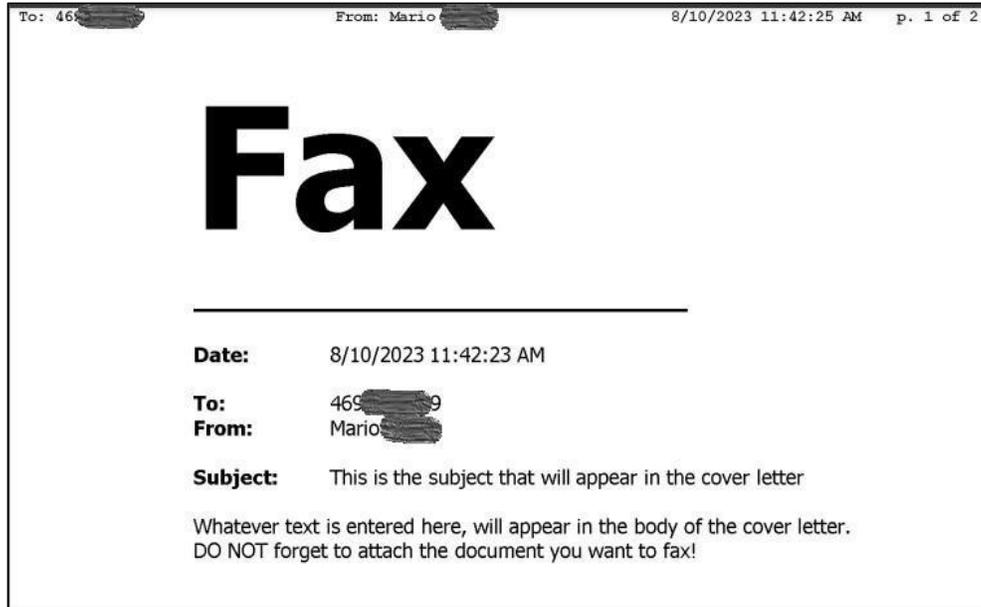
## Sending faxes from email

You can also send faxes using your favorite email application from the email address associated with your eCloud PBX account.



- 1 In the To field, enter the fax number of the destination of the fax as follows: **faxnumber@esihostedfax.com**
- 2 In the subject field, enter the subject of the fax, as you want it to appear in the fax cover letter.
- 3 In the body of the fax, enter any text you want to appear in the body of the cover letter.
- 4 Attach the desired file to be faxed.
- 5 Press Send.

The recipient will see the cover letter looking something like this:



The From field(s) will contain the name of the sender of the fax as entered in your eCloud PBX profile rather than a fax number.

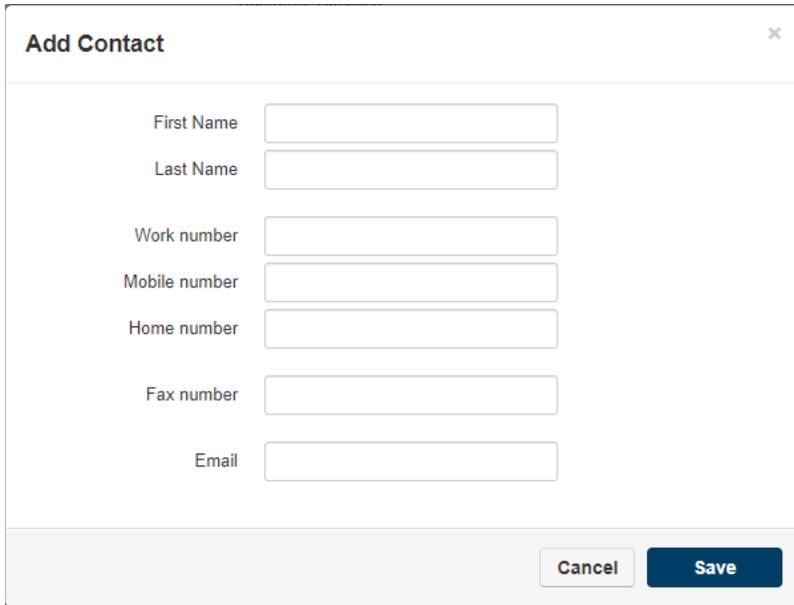
The Subject field and body of the cover letter will contain whatever you have entered in the email where the fax was sent.

## Contacts

The Contacts icon  is where all users with “List in Directory” enabled under their profile are listed. If you do not see a user listed in the contacts that is because “List in Directory” has been disabled.

### *Add Contact*

The Add Contact button  in the upper right-hand corner will open the new contact window will allow you to enter a new contact that will be displayed in your account’s contacts.



The screenshot shows a modal window titled "Add Contact" with a close button in the top right corner. The form contains the following fields:

- First Name
- Last Name
- Work number
- Mobile number
- Home number
- Fax number
- Email

At the bottom right of the form, there are two buttons: "Cancel" and "Save".

### *Import*

The import button  allows you to import contacts from a csv file (Outlook, Google, and Apple vCard) that will bulk create users in your contacts.

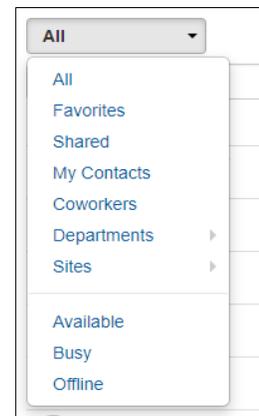
### *Export*

The Export button  will allow you to create a csv file for the contacts group selected in the *Contacts to export* drop down. The Export format will export the csv file into an Outlook, Google, or Apple vCard csv file format.

## Contact Types

In the upper left corner of the Contacts page, you will see a drop down that will let you filter contacts.

- **All** - Displays all users on the system with List in Directory enabled.
- **Favorites** - Displays contacts you selected as favorites. You can add contacts to favorites by clicking the star next to the contacts name.



- **Shared** - Shared contacts are contacts available to the entire organization added by Office Managers.
- **My Contacts** - Contacts you have manually added by clicking the Add Contact button in the top right.
- **Coworkers** - Displays all contacts in the organization with List in Directory enabled.
- **Departments** - Which break users down by the Department entered on their user profile.
- **Sites** - If a business has multiple locations, they will be listed here. This field is only used if your company was set up to use the Sites feature. If you are unsure if your company uses multisite, please contact your system administrator.
- **Available** - Displays contacts that are available to be called or chat via eConsole.
- **Busy** - These are users currently on the phone or have their status set to Do Not Disturb.
- **Offline** - Users who do not have a registered device and not logged into eConsole available to chat.

When selecting a contacts group option, the contacts for that group will appear. You can sort the Name either ascending or descending.

Name ▲	Number(s)	Department	Site	Email
 Tyler Brook	 100	PM		 
 Anthony Burt	 101	Cloud		 

## Contacts Status Icon

- **Green** – Contacts with a green dot are idle and available to receive calls.
- **Red** – Contacts with a red dot are off-hook or busy (on another call).
- **Red with a dash** – Contacts with a white dash in a red dot are in do-not-disturb (DND).
- **Gray** – Contacts with a gray dot do not have a registered or online device.
- **Blue** – Contacts with a blue dot are available to chat in eConsole.

## Chat with contact

Clicking the chat icon  to the right of the contact will open a chat window with that contact. Refer to the [Chat](#) section in this document for details on how to start and manage a chat.

## Edit

The Edit icon  to the right of the contact will open the Edit Contact window where you can configure the contact with a different:

- First & Last Name
- The extension number cannot be changed for coworker contacts
- Work, Mobile, Home or Fax phone numbers
- Email address

## Answering Rules

Answering Rules are how you control what devices ring and how long those devices ring when receiving a call. It is also where you can configure what to do with a call that goes unanswered. You can have multiple answering rules defined, but only one of them can be active at a time. Having multiple answering rules allows you to easily change the behavior for treatment of incoming calls according to various needs such as being on vacation, temporarily out of the office, in an important meeting, etc.

In the Answering Rules section you will see your answering rules list. Every eCloud account is configured with a Default rule that applies to all users and cannot be deleted.

Every rule is displayed with its name, its description of how the rule will route the call and the options to edit or delete (except the default) the rule. If you have multiple answering rules configured the answering rule that is currently in effect will say Active next to the rule.



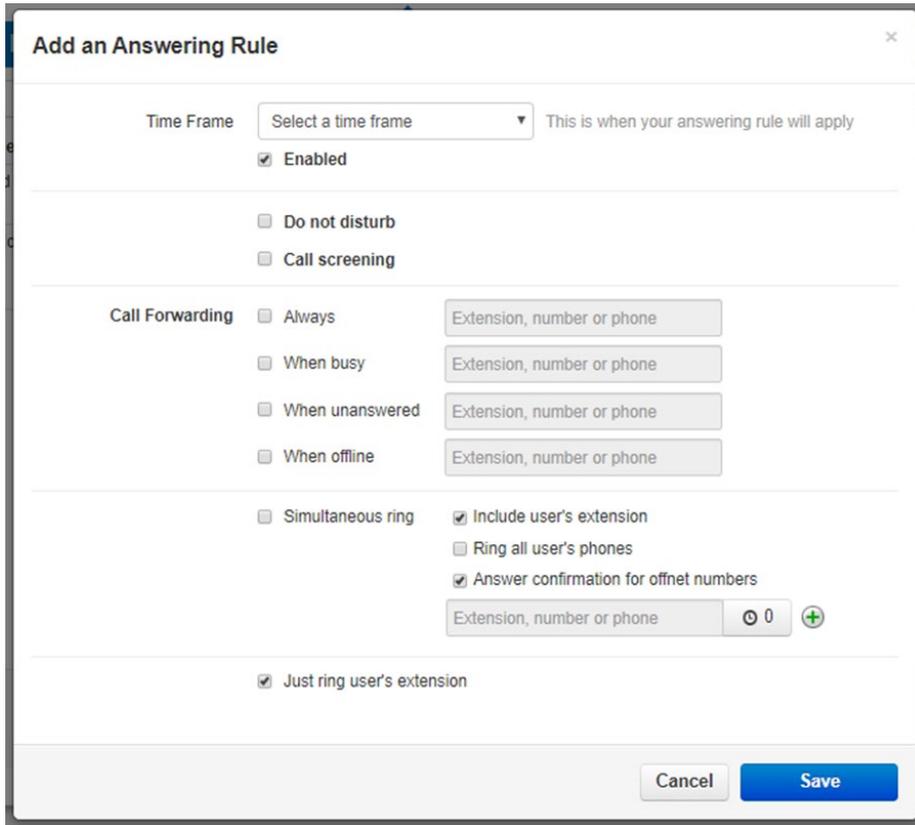
Answering Rules / Gary (217) 

Ring for  seconds Allow / Block Add Rule

Time Frame	Description
Default <span>Active</span>	Simultaneously ring x217, x217wp 

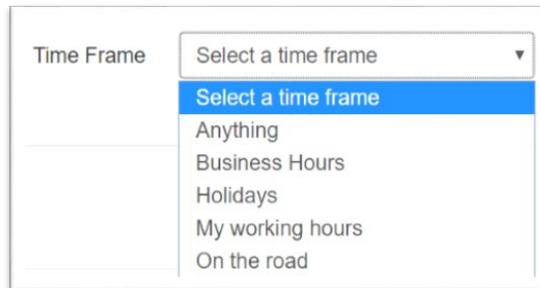
## Add Rule

The *Add Rule* button  allows you to configure new answering rules for your account. Clicking the *Add Rule* button will display the Add an Answering Rule window.



### Time Frame

Time Frames are a set period of time which covers when you want certain events to occur, such as when your phone rings. When configuring a new answering rule you must first choose when the rule will be in effect by selecting a Time Frame. Therefore you'll want to create time frames first then create answering rules. Refer to the [Time Frames](#) section in this document for how to create and manage time frames.



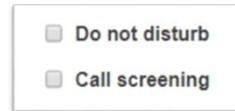
### Enabled

This option lets you easily enable and disable a rule from being in effect. A check in the box means the rule is enabled and will be in effect during the selected time frame.

## Do Not Disturb

The *Do not Disturb* option will prevent calls from reaching your devices and send the call to voicemail if voicemail is enabled or disconnect the call if voicemail is not enabled.

Please notice that clicking on the DND (Do Not Disturb) option, effectively edits the current answering rule. If you uncheck the DND box later on, to turn this feature off, you will have to edit the answering rule to whatever behavior you want it to carry out.



Setting DND temporarily for your extension (and all devices registered to it), should be done from your deskphone or webphone, that way your current answering rule is not affected.

**Warning:** Activating DND from the mobile app, only affects the mobile app, and not any other registered devices for that extension.

## Call Screening

When Call screening is enabled, callers record their name. After they record their name, your devices will ring. If you answer the call, it will play the user's name and allow you to press 1 to be connected or hang up the call and have them be sent to voicemail or wherever your Call Forwarding options are configured to send unanswered calls.

## Call Forwarding

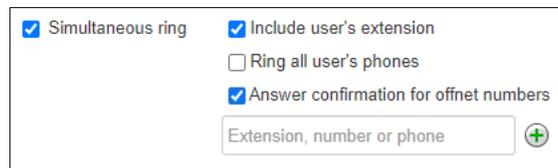
The Call Forwarding options will route calls based on the options selected. When entering a destination, it can be anything you would like, another user or another telephone number that does not have to be associated with your account or even on the system.

Call Forwarding	
<input type="checkbox"/> Always	Extension, number or phone
<input type="checkbox"/> On Active	Extension, number or phone
<input type="checkbox"/> When busy	Extension, number or phone
<input type="checkbox"/> When unanswered	Extension, number or phone
<input type="checkbox"/> When offline	Extension, number or phone

- **Always** - This option will forward the call to the destination entered - extension, phone number, or specific phone - every time your account receives a call.
- **On Active** - "On Active" is when the user is on a call on one or more devices. If the user is on a call, then it is forwarded to the specified destination. This would be used in instances where users want to turn off call waiting.
- **When Busy** - "When Busy" is when there are no available call paths. It is only an available option when "just ring user's extension" is selected and not when "simultaneous ring" is selected. Users typically have a configured "user limit" for the number of calls they can accept at the same time. If the dialed device is busy and the limit has been reached, then the caller is forwarded to the dialed user's voicemail. No other destinations can be configured.
- **When Unanswered** - When Unanswered dictates where to send the call when the *Ring For X Seconds* has been reached.
- **When Offline** - When Offline routes the call to the desired destination entered into *extension, number, or phone* field when the user's devices are offline. If you use a softphone on your laptop and shut down the softphone this is where your calls are forwarded. This only works with users who have devices. This is not intended to be used on system users like Auto Attendants and Queues.

## Simultaneous Ring

The *Simultaneous Ring* options, also known as SIM ring for short, allow you to configure what devices ring when receiving a call. Clicking the *Simultaneous Ring* box will allow you to ring more than just your extension and allow you to ring other extensions or phone numbers as well.



The screenshot shows a configuration box for 'Simultaneous ring' with the following options:

- Simultaneous ring
- Include user's extension
- Ring all user's phones
- Answer confirmation for offnet numbers

Below the options is a text input field with the placeholder text 'Extension, number or phone' and a green plus icon to its right.

- **Include user's extensions** - Enabling this option will make sure your extension rings when sim rings is enabled. The user's extension is their main device only. This would not include alphanumeric devices (such as their web phone).
- **Ring all user's phones** - This option will ring all devices registered to your account. This would ring all devices that are registered for that user, including alphanumeric devices (such as their web phone). If checked, it will also include any devices added to that user in the future.
- **Answer confirmation for off net numbers** - This option lets the user know the call is forward from their phone system and gives them the option to be connected to the user by pressing 1 or hanging up the call so they are not connected with the forwarded calling party.

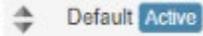
## Just ring user's extension

This option is only available if *Simultaneous ring* is not enabled. If *Just ring user's extension* is enabled, incoming calls will just ring your default device configured under your account.

## Answering Rule Example

### Part 1 – Working Hours

This scenario is a user who is setting their answering rules during working hours.

The user has chosen to edit the answering rule that was enabled for them by default . The time frame in this case will always be the Default time frame, which is typically the company's working hours (i.e., 8a-5p, M-F).

The user did not select Do Not Disturb or Always Call Forward, which means all incoming calls will ring the user's extension (x2112).

This user has 3 devices – Desktop phone, Webphone, and Mobile App (ePhoneGo2). By selecting Simultaneous Ring for all their devices, all incoming calls will ring all three devices at the same time.

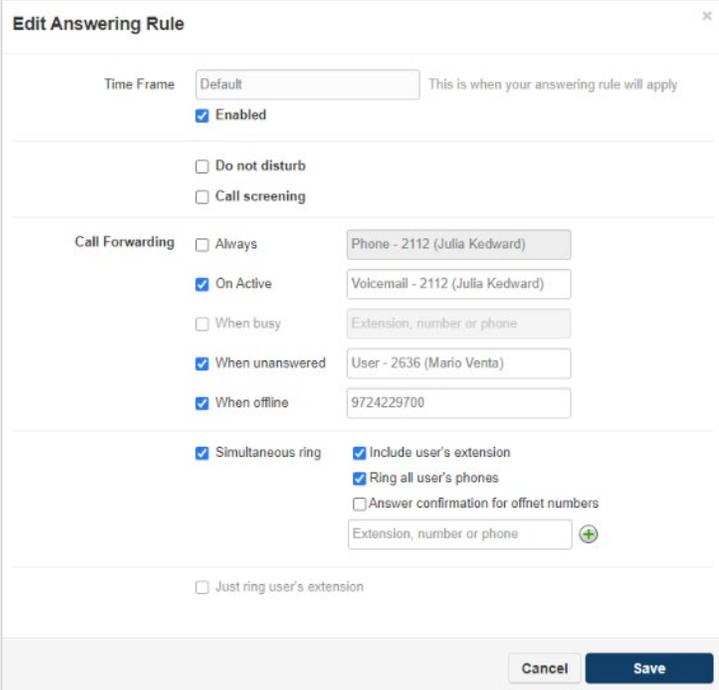
The user has selected three call forwarding options when they are not able to answer the incoming call.

On Active – if the user 2112 is on an active call, a second incoming call will automatically go to their voice mail.

When unanswered – if the user 2112 is not on any call (idle) but doesn't answer the incoming call, it will be forwarded to Mario at extension 2636.

When Offline – if user 2112 has no online devices (phone isn't registered, webphone is not launched/registered, mobile is not running), the incoming call will be transferred (routed) to an offnet telephone number (i.e., their personal mobile number). ESI strongly recommends setting the When Offline field in the case their devices become unavailable. This will allow incoming calls to always reach the user.

For all these settings the user could've chose different destinations – a different extension, call queue, a specific device, a user's voice mail box, an offnet phone number. It simply depends on personal preference.



## Part 2 – After Hours

Using the same user (x2112) in this example, they are setting rules for after business hours.

1. They chose and enabled the After Hours time frame, which was already created and shared by the Office Manager.
2. Keeping it simple the user enables Do Not Disturb (screen shot A). This means all incoming calls, after hours, will go directly to the user's voice mail.

However the user could've chosen several different options. Again, it's a matter of personal preference.

The screenshot shows the configuration for an 'After Hours' answering rule. The 'Time Frame' is set to 'After Hours' and is 'Enabled'. The 'Do not disturb' option is checked, while 'Call screening' is unchecked. Under 'Call Forwarding', several options are listed with input fields for extensions: 'Always', 'On Active', 'When busy', 'When unanswered', and 'When offline'. The 'Simultaneous ring' section is also visible, with 'Include user's extension' checked, and 'Ring all user's phones' and 'Answer confirmation for offnet numbers' unchecked. A 'Just ring user's extension' option is at the bottom.

## Final Result

After both examples are set, here's how user 2112's answering rules appear in eConsole.

The screenshot shows the 'Answering Rules' page for user Julia Kedward (2112). The 'Ring for' timer is set to 25 seconds. There are two rules listed: 'After Hours' (Active) with a description of 'Do not disturb', and 'Default' with a description of 'Forward on active: Voicemail - 2112 (Julia Kedward)', 'Simultaneously ring x2112n, x2112, x2112wp', 'Forward when unanswered to User - 2636 (Mario Venta)', and 'Forward when offline to (972) 755-9961'. A red X is visible next to 'x2112wp', indicating it is offline.

At this time, it's a Saturday morning, which is after working hours. Therefore you see that the After Hours rule is active. Once it's back to working hours (Monday at 8 am), the Default answering rule will become active, automatically. Also note the red X by "x2112wp". This mean the user's webphone (wp) is offline.

## Ring Answer Timer (Duration)

When you click on Answering Rules you will see the option to set the Ring timer. This is what controls how long a call will ring your extension before it's routed to a different location, such as, voice mail, a different extension, a department, etc. If you do not want a ring time out, meaning you want your phone to ring forever, select Unlimited at the bottom of the drop-down.

The screenshot shows the 'Ring for' configuration, which is set to 60 seconds.

## Allow and Block Phone numbers

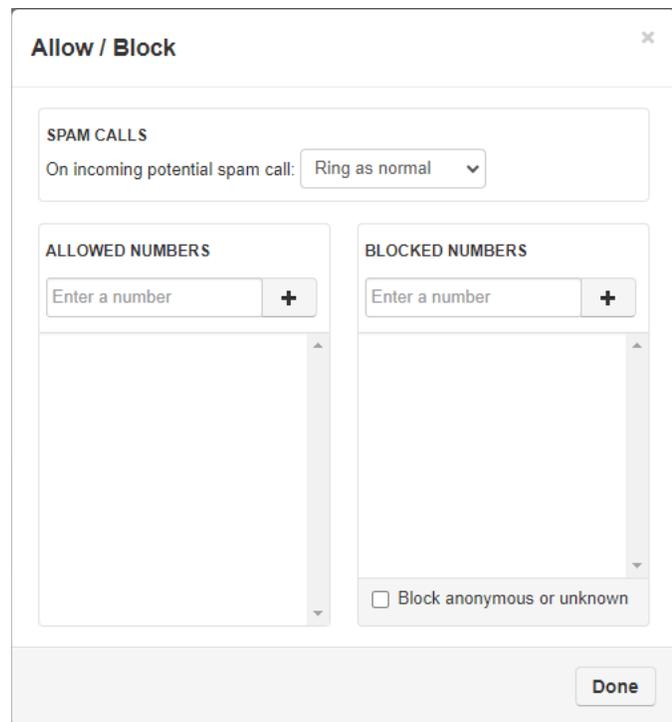
To the right you will see the Allow / Block button , where you can enter certain phone numbers to allow or prevent from reaching you. Clicking the Allow / Block button will open the Allow / Block window.

On the left are the allowed numbers. This allows you to add numbers that are blocked by the domain (ESI eCloud PBX) so you can still receive calls from that user.

Phone numbers added to Allowed Numbers will also let the call bypass Call Screening. If you have Call Screening enabled in an answering rule but want certain phone numbers to not have to record their name when calling you, add them to the allow field. Then when that number calls you, they will be sent directly to you and not have to record their name first like other callers not listed.

Blocked Numbers allows you to add phone numbers you do not want to be able to reach you.

To add a phone number to Allow or Block, simply enter the number into the respective field and click the plus sign to add the phone number.

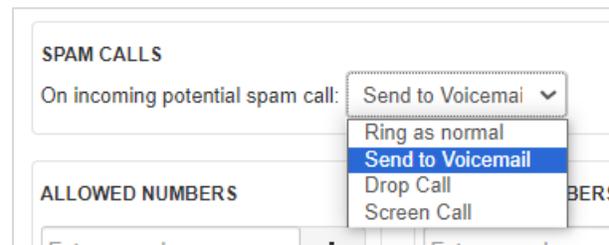


### **SPAM Calls**

Phone carriers and telephony service providers have more tools than ever to identify SPAM calls. Therefore selecting one of the settings below could save you time and frustration on undesired calls.

You can select to have SPAM calls managed separately by

- Ring as normal – will treat the call not differently than a non-SPAM call
- Send to voicemail – will automatically send calls identified as SPAM to your voice mail.
- Drop call – will automatically disconnect from the caller without you having to answer
- Screen call – will allow you to screen the call before answering



### **Block anonymous or unknown**

You can block all anonymous or unknown callers clicking the check box next to *Block anonymous or unknown*.

## Time Frames

Time frames  are a period of time which covers when you want certain events to occur, such as your phone to ring or go directly to voice mail.

You create time frames with different time and date ranges so you can apply them to answering rules, which then allow you to control how calls are routed depending on the time of the day the call occurs.

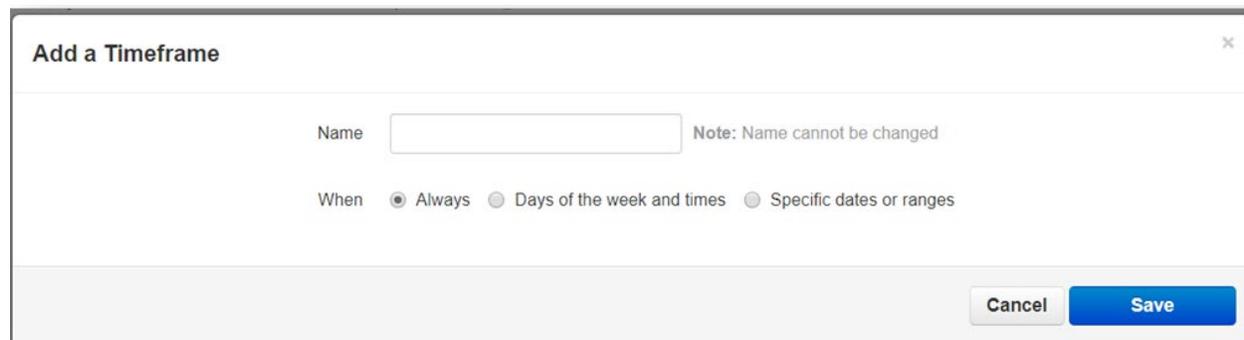
To view and create time frames click on the Time Frame icon that is in the menu on the left. Here you will see all the time frames available.

Name	Description	Owner
Anything	Days and Times ⓘ	Shared
Business Hours	Days and Times ⓘ	Shared
Holidays	Specific Dates ⓘ	Shared
Out of Office	Specific Dates ⓘ	1000  

Time frames with names in black and without the option to edit or delete are time frames created at the domain (organization) level that are available to all users. You can only edit the time frames with a blue name that you created. If you need domain level Time Frames changed contact your Office Manager.

### Adding Time Frames

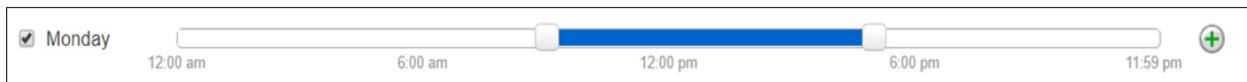
To create a time frame, click on the Add Time Frame button  and the *Add a Timeframe* window will appear.



The dialog box titled "Add a Timeframe" contains a "Name" input field with a "Note: Name cannot be changed" to its right. Below the name field are three radio button options: "Always" (selected), "Days of the week and times", and "Specific dates or ranges". At the bottom right of the dialog are "Cancel" and "Save" buttons.

The Name field allows you to give the Time Frame a name that will help identify the time frame. The name cannot be changed once the rule has been created. If you want to change the name, delete the rule and recreate it with the new name. Under the name field, you will see three options for when the time frame should be in effect:

- **Always** - This option makes the time frame always in effect. 24 hours a day 7.
- **Days of the week and times** - Allows you to select specific days of the week and the hours in the day you want the time frame to take effect. When selecting this option, the days of the week appear with a check box that allows you to select which days you would like the time frame active. Once selecting a day of the week, a blue bar appears allowing you to slide the ends to when you would like the time frame to stop and start.



If you would like your time frame to be in effect from 7am to 7pm, simply click on the edge of the blue bar and slide them over to the desired time.



If you would like a break in the middle of the time frame click the plus sign **+** next to 11:59m. You will then see another blue bar appearing representing when the time frame will take effect



- **Specific dates or ranges** - This option will allow you to configure a time frame to be in effect for specific dates and times. After selecting the specific date or ranges options you will see the **from** and **to** dates.

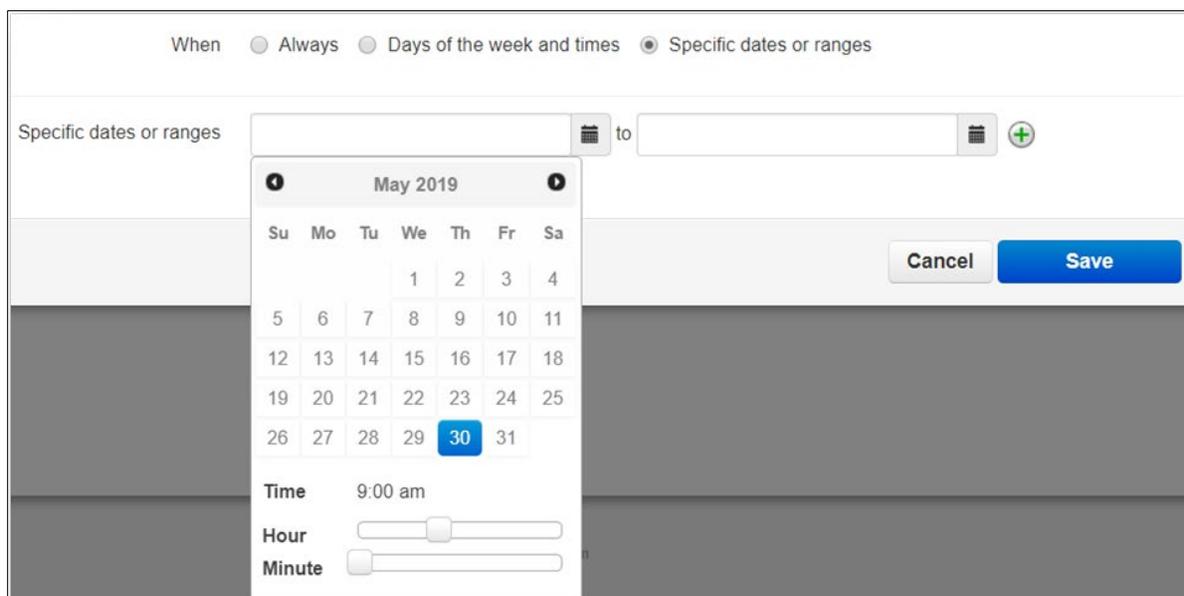
**Add a Timeframe**

Name  Note: Name cannot be changed

When  Always  Days of the week and times  Specific dates or ranges

Specific dates or ranges  to  **+**

When clicking in the *From* or *To* date fields a calendar will appear.



Then select the end date you would like the time frame to start and stop.

Below the calendar is the *Hour* and *Minute* options so you can configure your time frames to start and stop certain hours on the selected dates.

Clicking the plus sign  will allow you to add more date ranges for the time frame to be in effect.

## Edit Time Frame

To edit a time frame click the pencil icon  to the right of the time frame. You can edit the When options however not the name. If you would like to rename the time frame, delete it and create a new plan.

## Delete Time Frame

To delete a time frame click the delete icon .

## Phones

The phone icon  Phones will take you to your phone center where all registered devices to your account are listed.

Name	Device Type	IP Address	MAC Address	Line	
 217wp	ESI Webphone 42.2.1 (Chrome 114.0.0.0)	47. [REDACTED]	-	-	
 217i	eGo2	165. [REDACTED]	DF: [REDACTED]	1	
 217	Estech ePhone8 2.6.2.2	47. [REDACTED]	00: [REDACTED]	1	

- Green icon - the device means the device is registered and will be able to send and receive calls without issue.
- Red icon - the device is unregistered. This could be caused because the device is a softphone and currently turned off. Or the phone system is unable to communicate with the device.

To the right of the status indicator is the name of the device, followed by device type, the manufacturer and model number of the device, the IP address the device is registered at, the MAC address of the device. Then the line number the device has the extension number displayed.

### Device Name Lettering Format

You'll notice that there are letters next to the extension name. These letters have a specific meaning as described below. There are areas of programming and options discussed in this document that allow you to use specific devices. For example instead of generically referring to all extension 1000's devices you may want to target just the Webphone. Therefore in those fields you'd enter 1000wp.

Letter	Meaning	Example
no letter	Primary desktop phone of the extension	1000
a	Secondary desktop phone on extension	1000a
b	Tertiary (3 <sup>rd</sup> ) desktop phone of the extension	1000b
c	Owned conference bridge	1000c
i	ePhoneGO2 iOS	1000i
n	ePhoneGO2 Android	1000n
t	eTeams client	1000t
ta	ePhoneGo (tablet) Android	1000ta
ti	ePhoneGo (tablet) iOS	1000ti
wp	ESI Webphone	1000wp

Some device types are automatically created by the system, such as ePhoneGo2 and Webphone. Once those types are devices are accessed/used for the first time the system automatically populate the extension with letters. Therefore there is no need to manually create the extension letter.

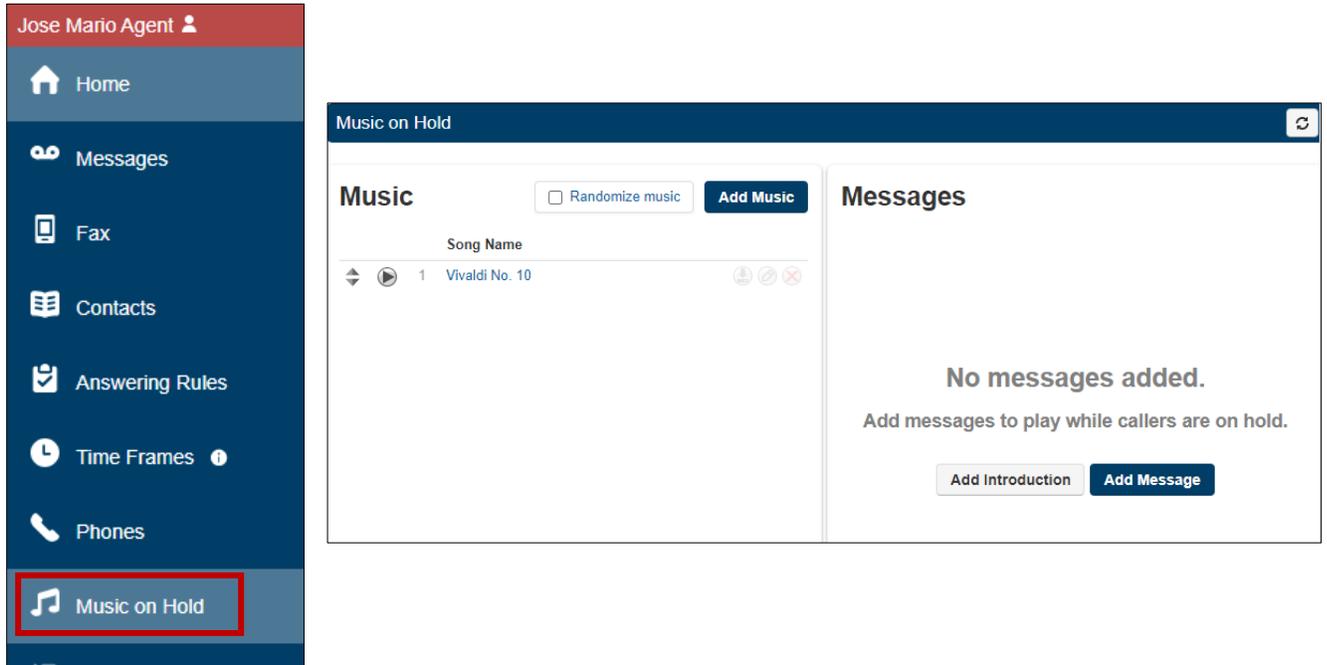
**Note:** The m, ma and mi extensions should be deleted, if they still exist, as those applications are no longer in production or supported by ESI.

**Note:** Users may see "Acrobits SIPIS" under Device Type but this is actually the mobile app ePhoneGO2. Here's why that happens. ePhoneGo2 needs to maintain a live registration with eCloud at all times so that incoming calls or messages can be delivered to the mobile device. In order to avoid using up battery life of the mobile device, the mobile app, "hands over" the keep alive mechanism to servers in ESI's network, when the application is closed in the mobile device. Servers in ESI's network then keep the registration alive on behalf of the mobile device. During this time, the name of those servers appear under Device Type in this panel. When the mobile app is owned by the user, or an incoming call or message arrives for that extension, the servers hand over the registration process to the ePhoneGo2 app while the application is open in the mobile device. During that time the Device Type for the mobile app will display the name of the application, the software build being used and the operating system of mobile device (something like ESI ePhoneGo2/21.1.5 (build 1955986; Android 13).

# Music on Hold (MOH)

Most eCloud seat types have access to the end-user level Music-on-Hold (MOH) feature, which allows you to select your own music that plays when you put a caller on hold. If you do not see this selection please contact your system administrator.

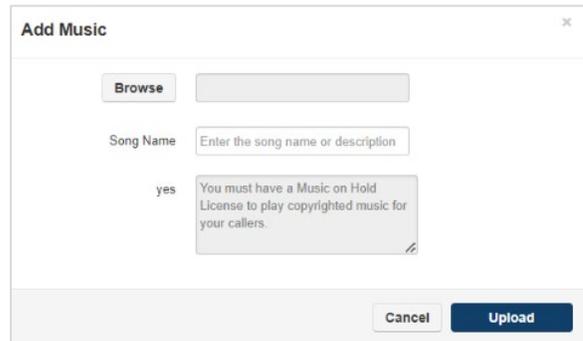
To access this feature login to eConsole and in the main menu choose Music On Hold



## Adding Music

1. In the left panel choose Add Music button.
2. Upload the desired M P3 or WAV file.

**Warning:** It is your responsibility to obtain a Music on Hold License to play copyrighted music for your callers.

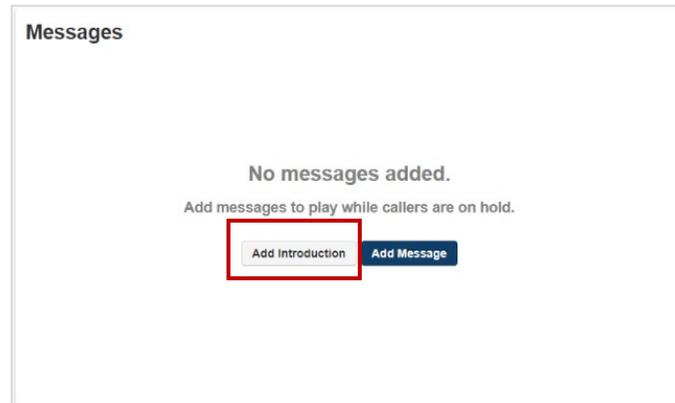


## Adding an Introduction Message

An introduction message plays to the caller before the caller begins to hear music.

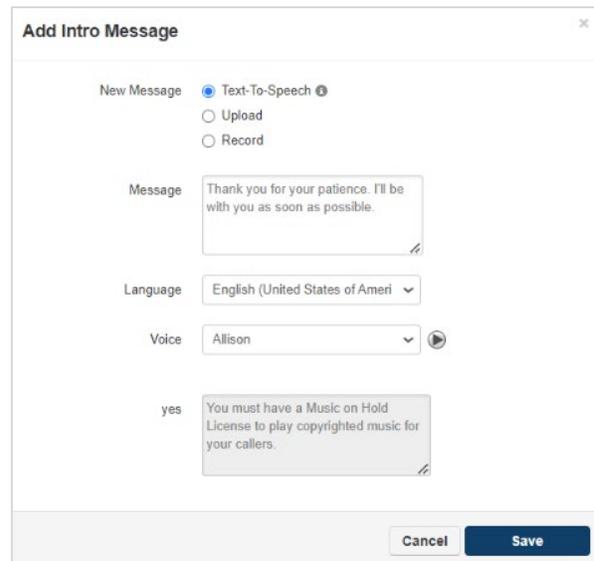
To define a new Introduction message,

1. Click on the Add Introduction button, which will present the Add Intro Message pop up window.



2. Here you can define the contents of the introductory message, using Text-to-Speech, uploading a recording from your computer, or live recording the contents of the message from your ESI phone.

- a. In the example to the right, the Text-to-Speech option is used. Type the contents of the Introduction Message, select the desired language, and then select the voice you want to use. You can hear the message by clicking the "Play" icon. Once you're satisfied with the message, click the "Save" button.



3. Once you have saved the message, it will appear in the list of messages with an indication of its duration in seconds and the size of the recording in KiloBytes (KB).

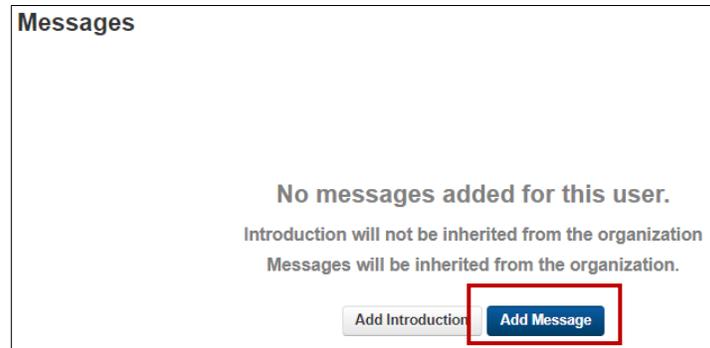
You can only have one Introduction message.



## Adding a Comfort Message

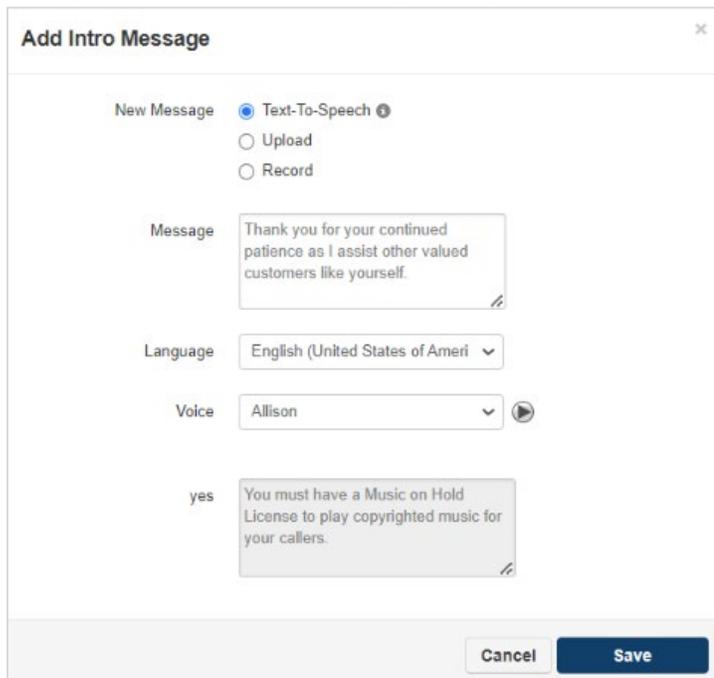
A comfort message is a message that plays during the music to give comfort and assurance to the caller that they are not forgotten or somehow lost in hold limbo.

1. Click the Add Message button, which will present a pop up window.



2. Here you can define the contents of the introductory message, using Text-to-Speech, uploading a recording from your computer, or live recording the contents of the message from your ESI phone.

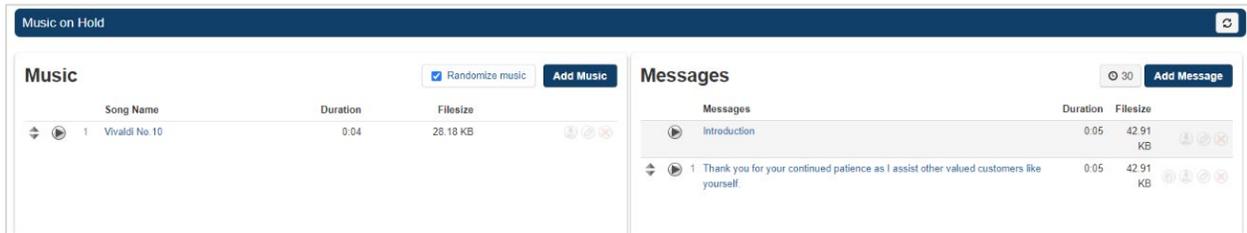
- a. In the example to the right, the Text-to-Speech option is used. Type the contents of the Introduction Message, select the desired language, and then select the voice you want to use. You can hear the message by clicking the "Play" icon. Once you're satisfied with the message, click the "Save" button.



3. Once you have saved the message, it will appear in the list of messages with an indication of its duration in seconds and the size of the recording in KiloBytes (KB)



You should now be able to see what music, Introduction message and Comfort message(s) are available for the user.



If you define multiple comfort messages you can change the order in which they will play while the caller is on hold using the drag icon to the left of each message. 

The interval at which comfort messages will interrupt the MOH and play themselves, is controlled by the slider to the left of the "Add Message button. The default value is 30 seconds.



# Call History

The Call History icon  **Call History** will take you to the Call History page where you will see the calls made to and from your account for the specified date range.

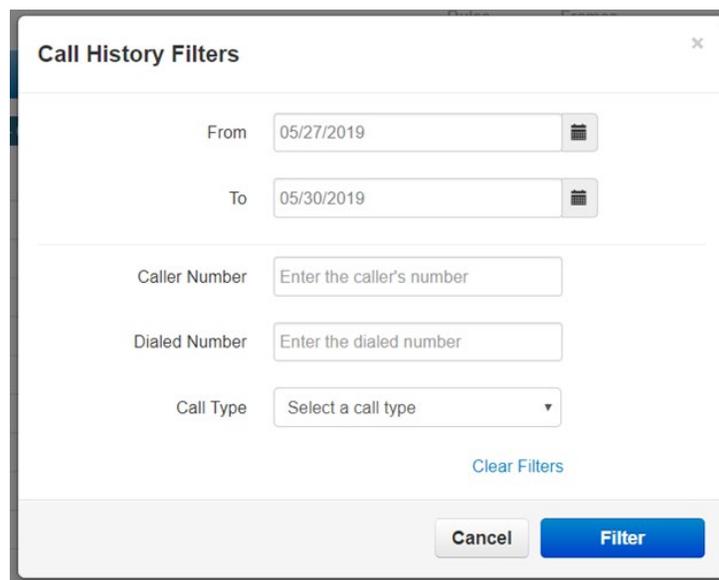


Number	Name	Date	Duration	
 (213) [redacted]	PORTFOLIORECOV	Today, 1:42 pm	0:05	  
 (702) [redacted]	PORTFOLIORECOV	Today, 8:38 am	0:00	  
 (858) [redacted]		Yesterday, 1:48 pm	0:29	  

## Call History Filters

To filter the call log list click the Filters button , which will present a popup window.

Here's a brief explanation of the filter criteria:



**Call History Filters**

From: 05/27/2019 

To: 05/30/2019 

Caller Number:

Dialed Number:

Call Type:

[Clear Filters](#)

- Date range – manually enter the date range or click on the calendar icon to visually pick a date. Call history goes back 90 days.
- Caller Number – enter the number of the person who called you.
- Dialed Number – enter the number you dialed.
- Call Type - choose from inbound, outbound or missed call type.

## Calls Displayed

Clicking the Filter button  will then display the calls that match the filter criteria.

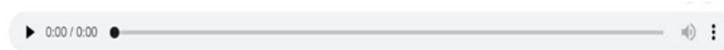
- Green – an outbound call
- Red – the incoming call was not answered.
- Blue - an inbound call was answered
- Blue dots - the call was on a conference bridge

You can set the Call History to display 15, 25, 50, and 100 calls per page.

You can add a call to your contacts by clicking the Edit Icon  next to the call which will display the contact information fields.

You can download the call by clicking the Download icon  if call recording is enabled for your profile, device, or if the call was from a queue configured to record calls.

If you'd like to listen to the call without downloading the call you can click the listen icon  which will open a media player right in your browser.



## *Exporting Call History*

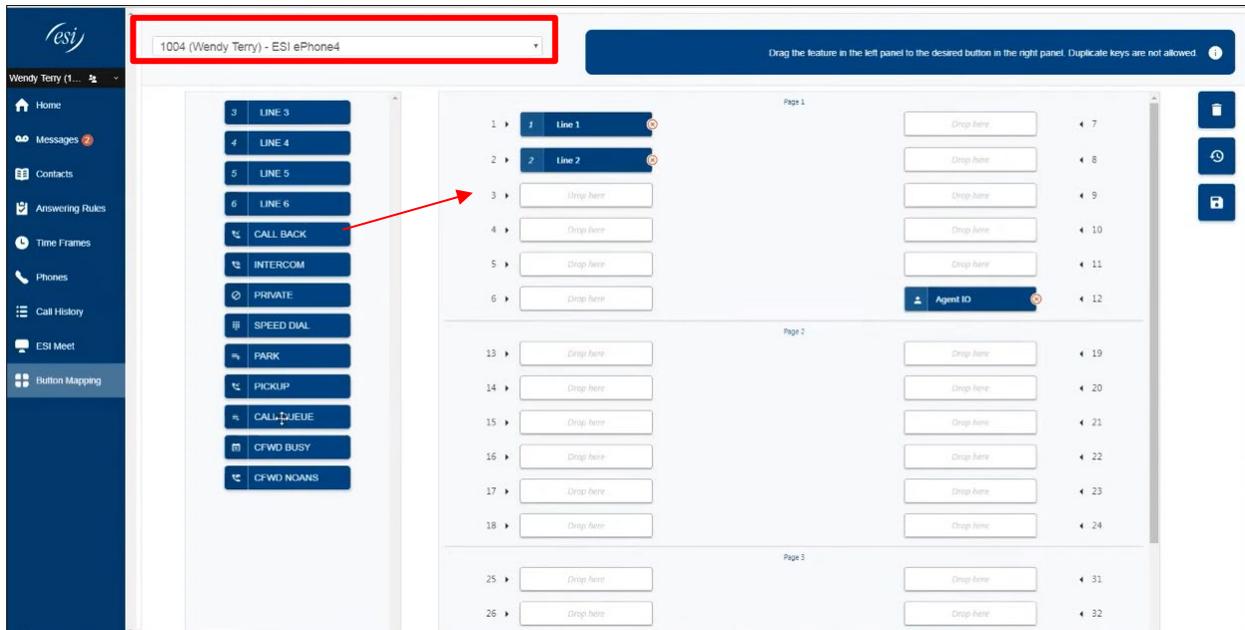
The export icon  allows you to download the call history into a csv file that can be opened in any spreadsheet application such as Excel or Apache Open Office.

# Button Mapping

Click on Button Mapping  Button Mapping  to configure your deskphone buttons. Click on the information icon  to be taken to a button programming video tutorial.

## Program a Button

1. Select a phone from the drop down list at the upper left of the screen.
2. Drag a button from the list of blue buttons on the left to an empty slot on the right as indicated below (red arrow).



To delete a button, click the delete icon  that appears to the right of the button. To delete all configured buttons click the Clear All button  to the right of the screen.

To undo a recent change to a button click the Revert Changes button  to the right of the screen.

To save changes click the Save Changes button  to the right of the screen.

To program a group of phones at once refer to the Bulk Button Mapping instructions in the eCloud Office Manager's Guide in the [Resource Library](#).

## eConsole Special Features

The various options shown in the light blue, left navigation menu are discussed in this section.

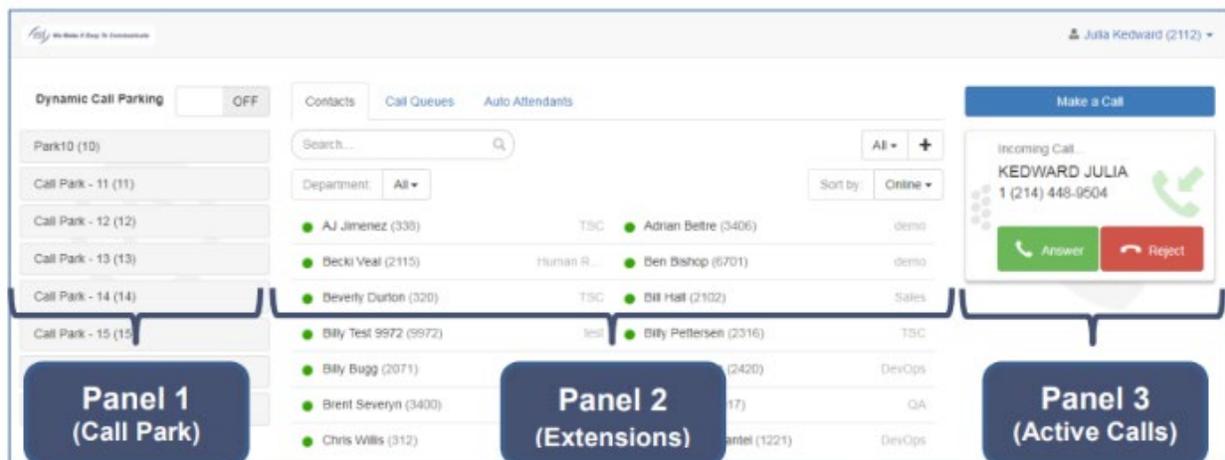
### PC Attendant Console

To access the PC Attendant Console select this option in the light blue menu under your name. Following is a brief view of the Attendant Console. For instructions on the Attendant Console, please refer to the Web Attendant Console User's Guide found on the ESI [Resource Library](#).



The interface consists of 3 panels:

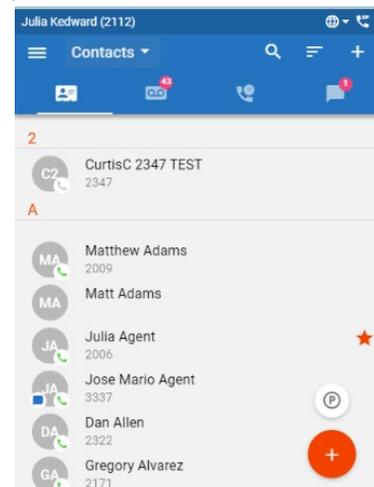
1. **Call Park** – Shows calls that are currently parked and call parks if dynamic call parking is disabled.
2. **Extensions** – By default this will show system users. However there are additional tabs to view queues, and auto attendants.
3. **Active Calls** – This allows the user to make new calls and manage incoming calls.



### ESI Webphone

To access the Webphone [ESI Webphone](#) select this option in the light blue menu under your name. The Webphone will open in a separate window. If you'd like the Webphone to open in a new Chrome tab, right-click on the Webphone in the menu and choose "Open in new Tab". Below is a simple view of the Webphone along with a list of features. For instructions on the Webphone, please refer to the Webphone User's Guide found on the ESI [Resource Library](#).

- View contacts
- View call history
- Listen to voicemails
- View chats & texts
- Manage answering rules
- Create Greetings
- Edit settings



# Profile

The Profile contains some important settings for your extension. To access your Profile select this option in the light blue menu under your name.



## List in Directory

The List in Directory options controls if your extension is listed in the Attendant Console Contacts.

## Caller ID Information

The Caller ID Information section allows you edit your area code that will be in your Caller ID and appended when only dialing 7 digits on outbound calls. You cannot edit your Caller ID or 911 Caller ID. If you need that changed contact your officer manager.

## Change Account Security

The Change Account Security section in the profile windows allows you to manage your passwords and email settings for your account.

- Email Address - The Email Address field is where you configure your email address you would like to receive notification from. You can add more than 1 email address by clicking the green plus sign next to the email address field.
- Single Sign-On - Single Sign On (SSO) is an authentication scheme that provides cloud users with alternative means (credentials) to login to the eConsole applications. Users can now use their Google or Microsoft 365 credentials to log in. SSO will not replace the existing means of logging in to the applications mentioned above, but is an alternative method for users that prefer to manage fewer user IDs and passwords.

A screenshot of the 'Profile' settings form. The form is titled 'Profile' and has a close button in the top right corner. It is divided into several sections:

- Personal Information:** Fields for First Name (Gary), Last Name (H), and Timezone (US/Central).
- Directory Options:** Checkboxes for 'Announce in Audio Directory' (unchecked) and 'List in Directory' (checked).
- Caller ID Information:** Fields for Area Code (972), Caller ID (19724229700), and Emergency Caller ID (1972755). A note below the Emergency Caller ID field says 'You cannot edit your Emergency Caller ID'.
- Change Account Security:** Fields for Email Address(es) (gh@esi-estech.com), Single Sign-On (gh@esi-estech.com), New Password, Confirm New Password, and Current Password. A note below the Current Password field says 'Your current password is required to update your email address or security information.' There is also a 'Connect Office 365 Account' button.
- Change Voicemail PIN:** Field for New PIN (\*\*\*\*). A note below says 'Minimum length of 4 characters.'

At the bottom right, there are 'Cancel' and 'Save' buttons.

- **New Password** - The Password field allows you to configure your account with a new Manager Dashboard password used to log in with. Below is the Confirm Password field which requires you to enter the new password a second time for verification.
- **Current Password** - The Current Password field is required to be filled out with your current password if any changes are made to any of the Change Account Security options.

## Change Voicemail PIN

The Change Voicemail PIN option allows you to change the 4-digit numeric password used to check voicemail messages over the phone. The voicemail PIN is not the same as the eConsole login password.

## Log Out

Back on the homepage is the Log Out [Log Out](#) option which will log you out of the eConsole Dashboard and take you back to the login page.

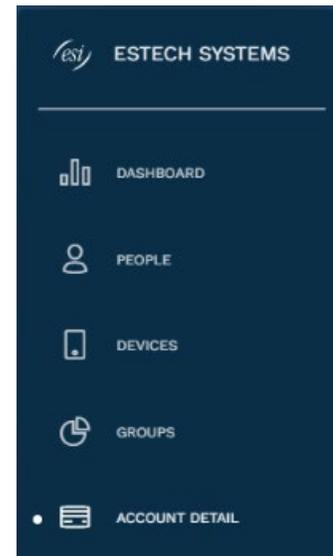
## eHelp

Click eHelp [eHelp](#) to go to the [ESI Resource Library](#), which is a public web page containing ESI's documentation and help videos.

## Access Dashboard

Click Access Dashboard [Access Dashboard](#) to open a new tab for managing ESI Access Devices.

Here you can manage and view the activity of your access Devices and People as well as create time plans (schedules). For details on the Access Dashboard, see document 0455-0288 Access Dashboard User's Guide found on the [ESI Resource Library](#).

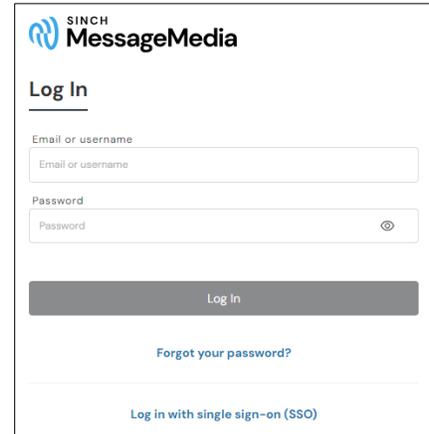


## SMS Campaigns

SMS campaigns are a powerful way for businesses to communicate with their consumers. This is an optional service that ESI offers to small businesses.

If your company has subscribed to the SMS campaigns service and you are one of the SMS campaigns administrators for your company, clicking on SMS Campaigns [SMS Campaigns](#) will open a new tab to the MessageMedia web page where you can then log-in with your MessageMedia credentials.

Please check out [MessageMedia](#) for more information about SMS Campaigns.



**SINCH**  
**MessageMedia**

### Log In

Email or username  
Email or username

Password  
Password

Log In

[Forgot your password?](#)

[Log in with single sign-on \(SSO\)](#)

## Report an Issue

Click on Report an Issue [Report an Issue](#) to open a troubleshoot ticket with ESI Support.