# ANSEL
## COMMUNICATIONS

# MANUAL
# PBX-2004

ANSEL

# Telephone System Configuration

This chapter provides information on how to initially set up your telephone system via the AsteriskGUI™. You can then refine your system by utilizing advanced configuration features. The following topics are covered:

The Asterisk Appliance comes with embedded Asterisk Business Edition™. The software includes the AsteriskGUI, a web based configuration interface. The AsteriskGUI gives you the ability to set up your telephone system without the need to use command line configuration. After connecting to the Asterisk Appliance, the primary menu is displayed, giving you the ability to configure your system, as well as add features to your call system as your needs change.

# Log On to the Appliance

Your Asterisk Appliance should already be connected to your computer, as described in the **Installing the Appliance** section. In the address field of a browser (Firefox is recommended), enter the URL assigned to your appliance. The default URL is http:// 192.168.69.1

*The initial GUI login page is displayed.*

**Figure 5: GUI Login**

To log on to the system enter the following credentials:

> **Username**:     admin
> **Password**:     anselmex

The first time you log on you will be prompted to change your password from the default. You will then be prompted to log on with the new password. Once the log on process is complete the AsteriskGUI home page will be displayed.

# Configuring Your Appliance

The AsteriskGUI gives you the ability to configure the basic hardware and dial plan elements you need when initially setting up your system. You must create system users, conferencing, voice mail, etc. After logging into the AsteriskGUI, you're presented with a variety of options on the left side of the page.
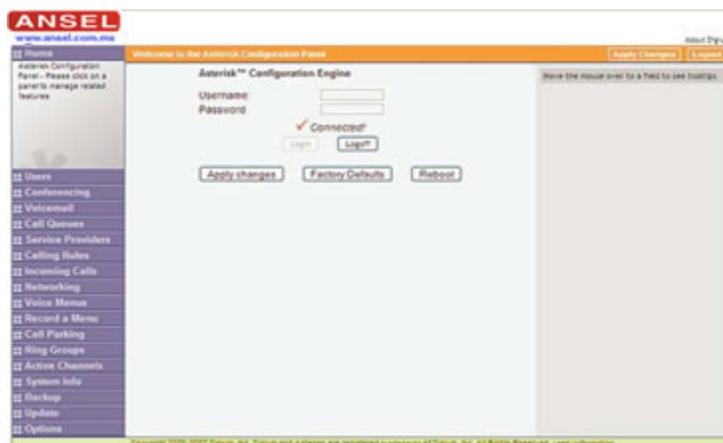


**Figure 6: Home Page**

Every page of the GUI has three columns. The column to the furthest left identifies all the elements for which you can program the Asterisk Appliance. The elements listed begin with **Home** and proceed down to **Options**. They are listed in the order of usage frequency, with each heading down the list utilizing information specified in a previous tab. For example, the users configured in the **Users** tab are used to assign voice mail options on the **Voicemail** tab and can be included in the **Call Queues**.

Clicking any of the tabs on the left of the page opens the heading to list a brief explanation of what's available in that section of the GUI, as well as to add the options to the center section.

The middle of the GUI contains the primary content for each page. The **Home** page is used for log on purposes, as well as saving configuration changes, restoring the configuration defaults, and rebooting the hardware.

- ✓ **Apply Changes -**Each time you make a configuration change on a page, those changes can be made active for the current session by clicking **Apply Changes** in the upper right corner of the page. You may use either this Apply Changes button, or the one on the **Home** page to affect these operations.

- ✓ **Restore Default** - This button gives you the ability to restore all settings you have save to the factory default. Clicking this button will remove any setup information you have previously saved.

- ✓ **Reboot -**The **Reboot** button, as you may have guessed, reboots the Asterisk Appliance.

The far right column of the GUI contains Tooltips. This area provides explanations for any element of the GUI. To see a brief description of any tab on the left, or of some menu elements in the center section, just mouse over the item. The Tooltips section of the page will immediately populate with a definition of the heading.

Above the tooltips section you will see the **Apply Changes** and **Logout** buttons. These buttons appear in the upper right corner of every page. Click **Apply Changes** to activate any changes you have made on a page so that you can utilize the changes. Click **Logout** on any page to exit the Asterisk Appliance interface.

## User Extensions

Click the User Extensions tab and you'll see the extensions you created in the initial setup process.
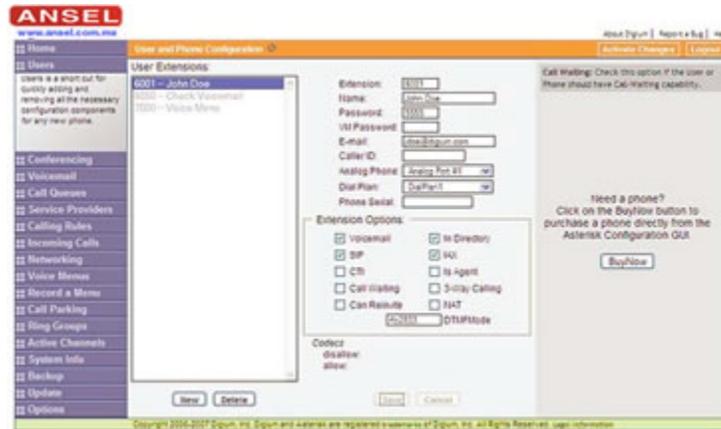
**Figure 7: User Extensions**

The following information comprises a user extension definition:

✓ **Extension** - The extension assigned to the defined user.

✓ **Name -**The first and last name of the individual assigned to this extension. The name can also be that of a department, such as Sales or Support, for example. This is important because the Dial By Name Directory function of Asterisk uses this information to route calls.

✓ **Password -**The password used to access voicemail for the specified extension.

✓ **E-mail Address -**Voice mails received by this extension can be sent as audio file attachments e-mailed to a specific address.

✓ **Caller ID** - Identifies the Caller ID presented when the listed extension dials out.

✓ **Analog Phone -**A drop-down menu is available to identify the analog phone port which this extension will access. If more than one phone is connected to your Asterisk Appliance you will need to confirm the port number listed on the back of the appliance.

✓ **Dial Plan -**This option references the Calling Rules option on the left tool bar. Based on the calling rules you've created, you can restrict the outbound dialing of this extension to local calls, emergency calls, and standard long-distance calls for North America. This option also possibly allows blocking or allowing international (011 prefix dialed) calls.

  ❖ **Phone Serial** - The Phone Serial field is used to specify the MAC address of the SIP phone connected to the port specified above. The MAC address associates the phone with this extension and enables the synchronization of provisioning information.

There are also several advanced extension options available.The advanced options establish the connections from the listed extension to other systems within the Asterisk server. These systems include the following:

Página 5 de 27

✓ **Voicemail -**Builds a voice mail box for the extension that can be reached by dialing the Check Voicemail extension. The Voicemail extension can be configured. The current default is 6050.

✓ **In Directory listing -**Asterisk establishes a directory of all extensions so that inbound callers can reach someone in your office by dialing the first few digits of the person's first or last name. The company directory includes only the name of the extension if this option is checked.

✓ **SIP** - Identifies whether the extension sends and receives calls using the VoIP protocol SIP.

✓ **IAX -**Identifies whether the extension sends and receives calls using the VoIP protocol IAX.

✓ **CTI -**Selecting this option (Computer Telephony Integration) allows the user to connect applications to the Asterisk Management Interface.

✓ **Call Waiting -**If call waiting is not enabled, the extension accepts only one call before it is identified as busy.

✓ **3-Way Calling -**Allows the extension to receive a call and then dial out to another phone number to conference with the inbound call and the recipient of the outbound call.

✓ **Is Agent -**Call queuing is made up of a bank of agents who receive calls. An extension listed as Is Agent can be added to queues from the CallQueues option on the left toolbar.

To add new extensions, select New Entry in the area under Extensions and then click New. The system defaults to four-digit extensions, beginning with the number 6000.

# Conferencing

Every company reaches the point of needing more people on a phone call than it can effectively include through three-way calling. Asterisk conference bridges allow you to include more people as well as project a professional image.



**Figure 8: Conferencing**

The configuration of the conference bridge and standard features is very straightforward. Select the New Entry option in the Extensions window and click New to design a conference bridge. The GUI auto-populates the extension with the next available extension in sequence, but you can always change it to any extension number you want.

After establishing the extension for the bridge, you need to specify the password settings for the conference. Assign the **PIN Code** used by participants to enter the conference as well as the **Administrator PIN Code** used by the moderator of the conference to open the conference bridge.

Now that you have established the conference bridge extension and password codes, you can set your conference room options. The next three options are hospitality features which allow the caller to feel more welcome, as follows:

- ✓ **Play hold music for first caller -** Checking this option makes music play for the first caller entering a conference until another caller joins. Some people don't like sitting in a quiet room — even a virtual room —alone, and this feature prevents anyone from being in that position.

- ✓ **Enable caller menu -**This feature allows callers to access the Conference Bridge Menu by pressing the asterisk (*) key.

    - ❖ **Announce callers -**All new callers to a conference are identified when they arrive when this feature is selected.

The remaining configuration features provide some great functionality and heightened control over your conferences. If you are bringing together sales teams or vendors on a conference, it is preferable to keep them from chatting amongst themselves before the host arrives. These features allow you to handle the following requirements:

- ✓ **Quiet Mode -** You may choose this feature for a conference bridge with room override because it allows all users on the bridge to have listen-only access to the conference. Establishing two access points, with one group of people using the main extension while the other remains in quiet mode allows a controlled environment in which to deliver information while the second group listens.

- ✓ **Wait for Marked User -** This is a feature that keeps all participants in quiet mode until a special participant, using a unique extension, arrives. Only after the marked user arrives is the audio activated so that all of the participants can speak to each other.

- ✓ **Set Marked User -**This option works in conjunction with the Wait for Marked User feature. Checking Set Marked User makes the individual arriving from this extension the Marked User. If the CEO of the company, for example, doesn't want anyone chatting in the conference bridge until he or she arrives, these options are set to keep everything quiet. The main conference extension of 6003 is configured with Wait for Marked User selected. Everyone in the conference arriving from extension 6003 remains silent until the CEO arrives.

# Voicemail

Voicemail is an option available for every extension in Asterisk. The relationship between the extension and the voice mail is established in the User Extension section of the GUI. That section covers only the relationship between the extension and the voice mail but doesn't identify the parameters of the voice mail service itself.
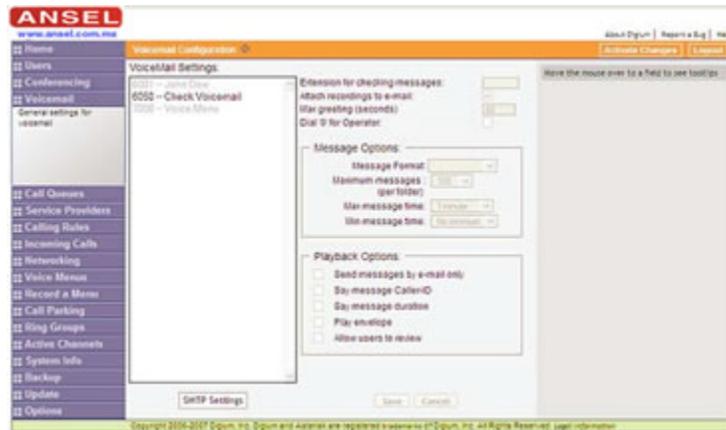


**Figure 9: Voicemail**

The Voicemail Configuration page displays all the extensions to the left, including voice mail. Standard configuration information is also present, allowing you to confirm the extension used to check messages, as well as general parameters such as the following:

  ✓ **Extension for Checking Messages** - This option defines the extension which Users call in order to access their voicemail account.

  ✓ **Attach Recordings to E-Mail -** This option is used to choose whether voicemails are sent to the selected users e-mail address as attachments. Click the check box to enable this option. Messages will be sent in the .wav format.

  ✓ **Max Greeting (Seconds)** - With this option, you specify the maximum amount of time available to record your voicemail greeting.

❖ **Dial "0" for Operator** - Callers who are sent to voice mail can press "0" for the operator and be transferred either during the voice mail salutation, or after recording the message. If this option is not enabled, a caller's pressing "0" will be ignored.

There are several options that can be specified to define the voicemail message in the system.

  ✓ **Maximum Messages per Folder -**The maximum number of messages per voice mail box is set here.

✓ **Maximum Message Time -**The maximum duration of a message left by a caller is set here.

✓ **Minimum Message Time -**The minimum duration of a message is dictated here. Any message left that's under the listed duration is discarded and isn't processed or retrievable.

There are several playback options that can be specified.

✓ **Send Messages by E-Mail Only -** You can choose to have e-mail be your only means of notification of voice mails left for you by this option.

✓ **Say Message Caller-ID -**The Say Message Caller ID option reads the caller ID before the voice mail message is played.

✓ **Say Message Duration -**This option identifies exactly how long the message lasted.

✓ **Play Envelope** - The envelope provides the date, time, and caller ID related to a voice mail.

✓ **Allow Users to Review** -This option provides incoming callers the option to review their message before it is saved and can be played back by the owner of the voice mail extension. Standard options are presented to you, allowing you to discard the message or re-record it if you aren't happy with it.

# Calling Queues

A call queue lines up callers and allows them to wait to speak to any group of employees taking a high volume of calls. The feature allows you to speak to more people rather than send callers back to voice mail to leave a message and receive a call back when time permits.

Asterisk identifies which extensions under the **Users** tab are capable of belonging to a call queue by whether the Is Agent option is selected. The Is Agent indicates that the user is available to answer customer calls. If a check mark does not appear next to Is Agent, that extension won't appear in the list of agents in the configuration for this option. The following illustration shows the Queue Extension Configuration window displaying the available options.
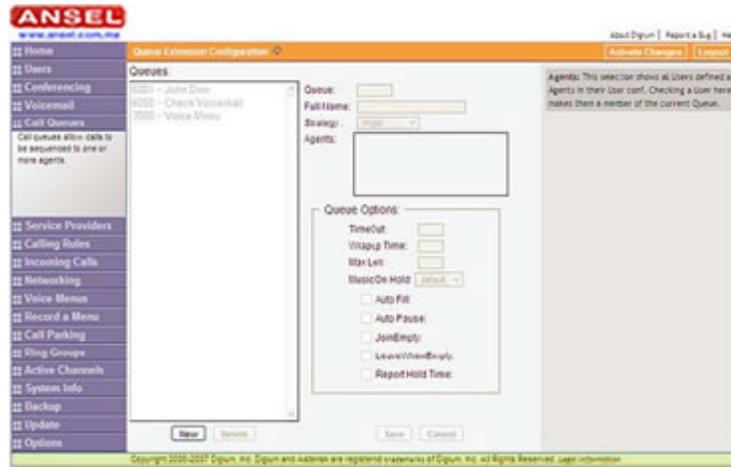
**Figure 10: Queues**

The **Queues** section lists the existing queues. Existing queues are in black. To create a new queue, click **New** below the queue listing. Use the following steps to create a queue. Keep in mind the purpose of the queue and how it should operate.

## Creating a Queue

1) The extension for the queue will automatically populate in the **Queue** field with the next available extension. If you want the number to be something other than the automatically chosen one, enter it in the **Queue** field.

2) Next, give the queue a name that will be meaningful. The queue will be referenced by this name, so be sure to make it sufficiently descriptive as well. For example, "Technical Support" for the technical support queue, "Sales", and so on.

3) You now should choose the strategy used in your queue call logic. Using the **Strategy** drop-down list, choose one of the following options for routing calls:

   ➢ **Ring All** - Rings every agent who isn't on an active call when a new call arrives. The first agent to answer the call receives it.

   ➢ **Round Robin -** Every available agent receives a call in turn, akin to how cards are dealt in a poker game.

   ➢ **Least Recent -** The agent who has been without a call the longest receives the next call.

   ➢ **Fewest Calls -**The agent who has handled the fewest calls receives the next incoming call.

   ➢ **Random -**Goes by the luck of the draw; any agent can receive the next incoming call.

> ➤ **RrMemory -**This option is Round Robin with Memory. It's similar to Round Robin, but smarter — it remembers over the course of days, weeks, or years which agent received the last call so that it can commence with the next agent in sequence when calls begin again.

4) The **Agents** box lists all Users that are designated as an agent that can receive calls as part of a call queue. All users listed have the **Is Agent** checkbox selected on their user profile. Many Users may be listed as potential agents, but some may be assigned to a sales queue and some for a service queue. This box lists all agents and enables you to choose which users you assign to the queue.

The options available in the **Queue Options** section control the timing and managing of the calls as well as the agents. You may not want to work with these finer points of call queuing until after your call queue has been working for a while and you have an idea of call volume and the turnover of calls by each agent. Here's a list of the available options:

- ✓ **Timeout -** The default for this option is 15, representing 15 seconds that an agent's phone will ring before the call is forwarded on to another agent.

- ✓ **Wrapup Time -** This is a buffer of time allowing your agents to finish work on one call and remain unavailable in the queue. The default on this option is 0 seconds, providing no buffer time for your agents and allowing the next call to ring through immediately after a call is complete.

- ✓ **Max Len -**This option sets the maximum number of callers allowed in the queue before they are sent to voice mail or receive a busy signal. The default is "0," which allows for an unlimited number of calls in queue before they are sent elsewhere.

- ✓ **Music on Hold -**This option gives you the ability to select the music played while a call is on hold.

- ✓ **Auto Fill -**This option is enabled by default and allows multiple calls that arrive at the same time to be immediately forwarded on to agents.

- ✓ **Auto Pause -** If an agent fails to answer a call, this option temporarily postpones sending calls to that agent.

- ✓ **Join Empty -**This option allows callers to enter a queue even if no agents are logged into it. If this option is not checked, callers cannot enter a queue until at least one agent is present.

- ✓ **Leave When Empty -**This option mirrors the Join Empty, but it represents a queue in which agents had been logged in but are now gone. At 5:00 pm, when your employees go home, you can program the queue to shut down when the agents log out. The existing callers in queue are forced to exit, and no new callers are granted access to the queue.

- ✓ **Report Hold Time -**The Report Hold Time tells the agent how long the call was holding in queue before it was sent to the agent. If the hold time was short, the agent will probably be happy to accept the call. If the hold time was 10, 15, or 20 minutes, the agent might want to brace for a frustrated customer, but at least the agent isn't overwhelmed.

# Adding Service Providers

Even though you are using Asterisk on the Asterisk Appliance, you must register with a service provider in order to connect to the Public Switched Telephone Network (PSTN). Access to the PSTN gives you the ability to place calls to telephone numbers no matter how they connect to the PSTN (VoIP or standard analog system). Asterisk generically identifies the carriers used to reach your local phone carrier, long-distance carrier, or VoIP provider as service providers. The service providers may use analog lines for your local carrier or IP connections for your VoIP carriers.



**Figure 11: Service Providers**

There are three service provider categories: Analog, VoIP, and Custom VoIP. If you have not yet added a service provider, a message stating that you have not added a provide will be displayed in the Service Providers window. To add a new provider, click **Add Service Provider**. The **Add Service Provider** dialog box will be displayed similar to the following illustration.
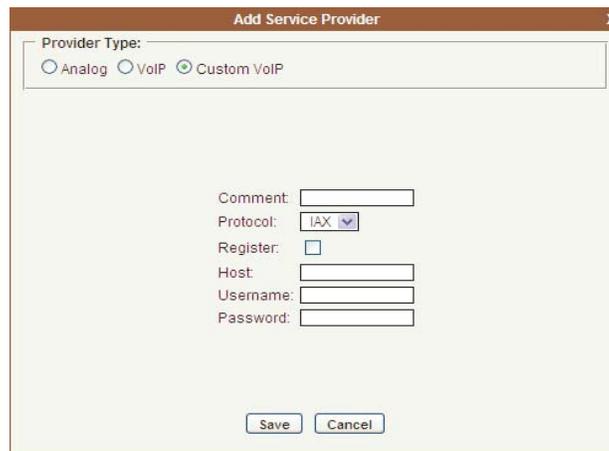


**Figure 12: Add Service Providers**

Select the **Provider Type** depending on your needs. If you wish to use a combination of both analog and VoIP, you will need to add a service provider definition for both.

## *Analog Providers*

If you need to make calls using an analog telephone, you will need to add one or more analog ports (depending on your AA50 configuration) as a service provider. Use the following procedure to add an analog service provider.

**NOTE:** *Before your follow this procedure, ensure that your analog lines are connected to the FXO (Red) ports. Failure to do so will lead to improper configuration of your analog lines.*

1) Click the **Analog** radial button in the **Add Service Provider** window. A list of the available analog ports will be displayed. If an analog port is displayed, but grayed out, it is already part of a service provider definition.

2) Select one or more ports as part of your service provider definition and then click **Save.** The **Easy Calibrate** window will be displayed.

3) The **Easy Calibrate** tool is used to calibrate the optimum performance of your analog port. The tool will tune settings behind the scenes so that you will receive the best possible signal at the best volume.

4) Click **Easy Calibrate** to begin the calibration. The operation may take up to eight minutes to reach optimum setting. A completion notice will be displayed when the procedure has concluded.

5) Click **Save.** Your analog port is now identified and initiated.

6) Click **Apply Changes.** Once your configuration is saved, reboot your AA50.

You may discover, after using your analog port(s), that the volume may need adjustment. You may also wish to re-calibrate the port. Click either **Calibrate** or **Audio Levels** from the **Options** drop-down list to make the desired adjustments.

**VoIP Providers**

The appliance comes pre-loaded with a selection of certified VoIP service providers. If you are already a VoIP provider customer, select the provider from the list and input your user name and password. If you are a new customer, click on the provider logo to establish a new account. Asterisk will confirm your account when you click the **Save** button.

**Custom VoIP**

The Custom VoIP option allows you to create a custom VoIP definition. To create the custom VoIP provider definition you will need to complete the following Custom VoIP fields:

> ➢ **Comment** -The comment field should be used as the name of the custom VoIP definition.

> ➢ **Protocol -**Specify either a IAX or SIP protocol.

> ➢ **Register** -Click the Register checkbox if you need to register your IP address with your service provider. Registering is not required for all providers.

> ➢ **Host -**The IP address of your service provider.

> ➢ **Username -** The user name associated with your provider account.

> ➢ **Password -**The password associated with your provider account.

Click Save to retain your Custom VoIP definition, or Cancel to discard your changes.     Once you have added the service providers needed, click Apply Changes to activate the configuration.

Once you have added a service provider it will appear in the Service Proders list. There is an **Options** drop-down list associated with each Service Provider listing. The Options drop-down list allows you to edit or delete the Service Provider definition, as well as further refine the definition by choosing several advance options. Select either **Codecs**, **Advanced, Calibrate,** or **Audio Levels** to further refine the definition.

- ✓ **Codecs** -Codecs provide the ability for your voice to be converted to a digital signal and transmitted across the Internet. The quality of your call can be affected by the choice you make. The codecs available to you will depend on what is supported by the service provider you choose. All available codecs are allowed by default. Select a codec and transfer it to the Disallowed list if you do not want to use that codec. Select the **Disallow All** checkbox if you do not want to use any of the listed codecs. Click **Update** to retain your changes, or **Cancel** to discard them.

- ✓ **Advanced -**The following advanced options are available to further refine your service provider definition.

- ✓ **Trunkname -**Specify a trunk name if you want to refer to the service provider definition as something other than specified in **Comment**.

- ✓ **Insecure -**This option specifies how connections to a service provider (host) should be handled. Valid options are very|yes|no|invite|port. The default is **no** (authenticate all connections).

- ✓ **Port -**The register request is sent through the port specified here to the service provider (host). Defaults to 5060.

- ✓ **Caller ID -** The caller ID will be set to the value specified in this field.

- ✓ **Fromdomain -** Sets default **From:** domain in SIP messages when acting as a SIP ua (client).

- ✓ **Fromuser -** Sets default **From:** user in SIP messages when acting as a SIP ua (client).

- ✓ **Contact -**Specifies a primary extension for call routing. Click Update to retain your changes, or Cancel to discard them.

- ✓ **Calibrate -** The Calibrate gives you the chance to re-calibrate an analog port you previously defined, or reset the calibration to the default.

- ✓ **Audio Levels -**The Audio Levels option is used to adjust the audio levels of an analog port. Use the following procedure to adjust your audio levels.

  1. Select **Audio Levels** from the **Options** drop-down list. An **Audio Tuning** dialog will be displayed.

  2. Select the **Port for Adjustment** from the drop-down list.

  3. Select the desired audio level from the list displayed.

  4. Click **Save.**

Click **Apply Changes** in the upper right corner of the page to make your changes immediately available.

# Calling Rules

The Calling Rules tab on the left toolbar allows you to use basic pattern matching to differentiate outbound calls and route them accordingly. The tab displays a rundown of every calling rule established and the service providers assigned.
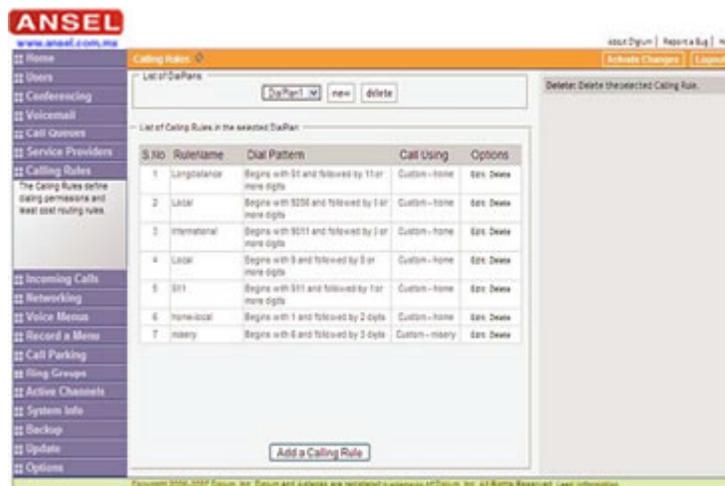


**Figure 13: Calling Rules**

The Calling Rules menu shows every rule name established, a brief description of the rule name, as well as the service provider used to complete the specific type of call.

Click on **Add a Calling Rule** to define a new calling rule. The following dialog will be displayed.
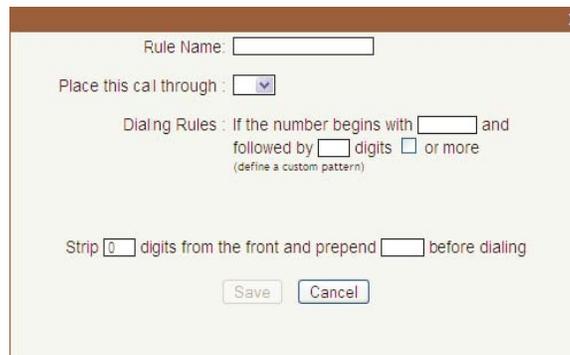


**Figure 14: Add Calling Rules**

A calling rule is comprised of the following items:

- ✓ **Rule Name -**Choose a name that describes the type of rule you are creating.

- ✓ **Place this Call Through -**Select a service provider through which the call should be made.

- ✓ **Dialing Rules** -The Dialing Rule gives you the ability to use basic pattern matching to differentiate calls and route them accordingly. For instance, if a number begins with 9256, and is followed by 7 or more digits, that would define a call within the state of Alabama. If a call began with 9 followed by 7 digits, it would be a local call that probably didn't require a long distance charge. Instead of adding a rule for every extension or phone number you call, specify the pattern in this rule similar to the example.

- ✓ **Strip -**This option gives you the opportunity to remove specified digits from the call being dialed and replace them with the digits needed to make the call. You can also **Prepend** digits to the beginning.

**NOTE:** *You can call international destinations from North America without dialing an 011 prefix. Using a Calling Rule that restricts 011 calling prevents the extension from reaching Africa, Europe, Asia, Oceania, and South and Central America. This won't block all calls outside the United States however. Canada, the U.S. Virgin Islands, Guam, Saipan, and Puerto Rico, as well as a handful of Caribbean countries, are all a part of the North American Dialing plan and can be reached by dialing 1 + the area code and a seven-digit phone number. If you want to block these, it may be best to block all long-distance calls from the extension.*

Once you have completed the calling rule definition click **Save** to accept the rule or **Cancel** to abandon your changes. Click **Apply Changes** in the upper right corner of the page to make your changes immediately available.

The default dial plan, the collection of your calling rules, is **DialPlan1**. You can create more than one dial plan, especially if you want to have different dial plans for different user extensions. Click **New** at the top of the **Calling Rules** page and create a new dial plan name. You can then add calling rules for that dial plan definition.

# Incoming Calls

The same pattern-matching logic used for processing outbound calls can also be employed for inbound calls. The two defaults define routing based on whether an incoming call matches or doesn't match a pattern you define.
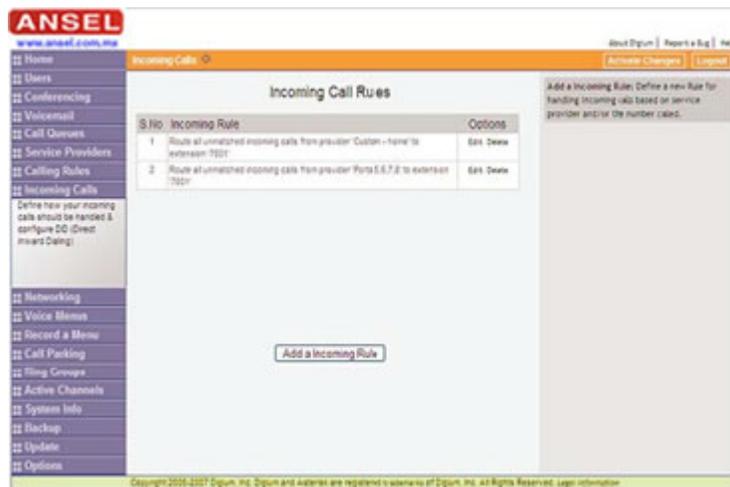


**Figure 15: Incoming Calls Rules**

Some example incoming rules are show in the figure above. Click **Add a Incoming Rule** to create a new incoming rule. There are only a few options you will need to define.

- ✓ **Route -**Make a selection from the drop-down list to choose how the calls will be routed. You can select from **All Unmatched Calls** or **Calls Which Match.**

- ✓ **From Provider** - Select from the list of providers which you previously defined.

- ✓ **To Extension -**The previously defined extension which should receive the call.

Once you have completed the definition of your incoming call rules, click **Save.** Click **Apply Changes** in the upper right corner of the page to make your changes immediately available.

# Networking

The Networking page is used to configure your general network settings, as well as your Wide Area Network (WAN) and local network (LAN) settings.



**Figure 16: Networking**

The General tab, which is the default selection on the Networking page, is used to specify the following settings:

- ✓ **Hostname** - The hostname assigned to the Asterisk Appliance. This name will be used to identify the appliance on your network.

- ✓ **NTP Server** - This field gives you the ability to specify the URL of an NTP server. This is useful if you wish to regularly synchronize the appliance time setting with that of an NTP server.

- ✓ **SSH** - Select the SSH checkbox to activate the SSH server on the Appliance. The default root password is digium. Enabling this option will cause your unit to provide SSH access on both WAN and LAN interfaces, which can pose a security risk.

- ✓ **URL for Auto-Provisioning -** The URL specified in this field is used to enable auto-provisioning for Polycom phones. The default for this field is http://192.168.69.1/phoneprov.

- ✓ The **WAN** tab is used to specify the settings which will enable connection to the Internet, or to an internal, private network.

- ✓ **DHCP** - The DHCP setting enables the automatic assignment of an IP address to the Asterisk Appliance. This checkbox is selected by default.

- ✓ **Enable GUI on WAN Interface** - Select this checkbox only if you are certain you want to enable access to the Asterisk Appliance GUI via the WAN interface. This option is disabled by default as it can pose a security risk.

If you have difficulty obtaining an IP address dynamically, deselect the DHCP checkbox and specify the IP address, Subnet, Gateway, and DNS settings. This information should be available from your company network administrator or Internet Service Provider (ISP).

The **LAN** tab is used to specify the settings for your local network. A local network is usually a smaller network which is part of a WAN. The information specified here is used to access your Asterisk Appliance. The default IP address specified, 192.168.69.1, is used to access the AsteriskGUI. You can change this address to an IP address specified in the IP start and end ranges. In most cases, the default should be used.

The **Timezone** tab is used to specify the default timezone for your appliance. You must load the time zone file from the cd which came with your Asterisk Appliance. To load the time zone file, click **Browse** and then browse to the file on the cd. The time zone files are located in the **timezone/zoneinfo** section of the cd sent with your Asterisk Appliance. Select the appropriate file (i.e. timezone/zoneinfo/America/Chicago for Central time) on the cd and then click **Upload**. The time zone file will be uploaded to your appliance and will be listed on the Timezone tab page. Click **Set as Default** to set the set the time zone as your default time zone.

You will need to restart your appliance in order to complete setting the time zone as your default. Click **Home** to return to the home page. Click **Apply Changes** first to insure that all of your changes have been saved. Then click **Reboot** to restart the appliance.

<u>**NOTE:**</u> *The time zone files are named after cities that adhere to the time zone you need.*

Click **Apply Changes** in the upper right corner of the page to make your changes immediately available.

## Voice Menus

A valuable feature of Asterisk is the ability to create Interactive Voice Response (IVR) or voice menus. Voice menus are designed to allow for more efficient routing of calls from incoming callers. The menus provide a caller with specific instructions, receive responses from the caller, and process those responses into an action.

Each Appliance ships with a default voice menu already created. To better understand the creation and operation of these menus, we will examine the default one.

**Figure 17: Voice Menus**

Voice menus are constructed depending on your needs. Just like your business you need to create the solution best suited to your customers. The best way to understand how a voice menu is constructed is to examine the default "Welcome" menu provided with the Asterisk Appliance. Click **Voice Menus - Welcome** in the **Voice Menus** list. The options for the welcome menu are displayed similar to the example shown in the above illustration. The Welcome menu consists of the following steps:

1. Answer the Call
2. Wait '1' Sec
3. Play 'thank-you-for-calling & Listen for KeyPress
4. Play 'if-u-know-ext-dial' & Listen for KeyPress
5. Play 'otherwise' & Listen for KeyPress
6. Play 'to-reach-operator' & Listen for KeyPress
7. Play 'pls-hold-while-try' & Listen for KeyPress
8. WaitExten '6' Sec

In the example, when a caller dials your company number ending in 7000, the call is answered, and after a pause of one second the caller is greeted in the following manner: "Thank you for calling. If you know your party's extension, please dial it now. Otherwise to reach an operator please dial 0." If the caller tries an extension, the menu will respond with "Please wait while I try that extension." If no action is taken by the caller, the menu will repeat after 6 seconds.

This is an example of a basic voice menu. In the example, each action is a step chosen from the list of available menu options. The available menu options are as follows:

✓ **Answer** - This step is automatically added when creating a new menu. This step answers the incoming call.

✓ **Authenticate -** The Authenticate step is used to restrict access one or more areas of your system. This is useful when one wants users to have to enter a PIN code in order to proceed to a particular part of the current menu, to a different menu, or to ring an extension.

- ✓ **Background -**This step is used to play an audio file in the background while waiting for the caller to enter an extension or number. Playback is terminated once the user begins to enter an extension. To select a file to play, click and hold in the field next to the **Background** choice to scroll through a list of pre-recorded sound files. In the example above, "Play 'otherwise' & Listen for KeyPress" is an example of using the **Background** option.

- ✓ **Busytone** - The Busytone option should be selected if there is a step in the process in which you want to play a busy signal to the caller. For instance if the call is over.

- ✓ **Congestion -**The **Congestion** option is similar to the **Busytone** option. A congestion tone will be played to the caller, should be selected if there is a step in the process in which you want to play a busy signal to the caller. For instance if the call is over.

- ✓ **Digit Timeout -**The Digit Timeout option is used to set the maximum amount of time allowed between key presses. If a full extension is not entered in the specified time, the entry will be considered invalid. A field for entering the number of seconds before timeout appears next to the option.

- ✓ **DISA -**The **DISA** option allows callers from outside the system to get access an internal dial tone and place calls from within your internal system. A passcode is required.

**NOTE:** *Use caution when choosing this option. This option can pose a security risk.*

- ✓ **Response Timeout -**If a caller does not enter a response with the time specified in this field, the call will terminate. This step could be put at the end of a series of menu choices.

- ✓ **Playback -**The **Playback** option is similar to the **Background** option because it will play a sound file you select. However, this option does not listen for a KeyPress event, and will move on to the next step in your list.

- ✓ **Wait -**The **Wait** option pauses the execution of steps in the voice menu list for the number of seconds you specify.

- ✓ **WaitExten -**The **WaitExten** option is specified to give a caller a specified amount of time to enter an extension.

- ✓ **Goto Menu -** The **Goto Menu** option sends a caller to one of the voice menus that you specify.

- ✓ **Goto Directory -**The **Goto Directory** option sends a caller to the system phone directory. This gives the user the chance to select a user name from the directory if the extension is unknown.

- ✓ **Goto Extension -**The **Goto Extension** option sends a caller to a specified extension. Select the extension from the available list.

- ✓ **Dial RingGroup -**This option will dial a specified **RingGroup**. For example, if your menu says "Press 1 for Technical Support", the Technical Support ring group will be dialed.

- ✓ **Hangup -**The **Hangup** option terminates the call.

### *Creating a Voice Menu*

Use the following procedure as a guide to creating a voice menu.

1.  On the **Voice Menu** page, click **New** to create a new voice menu.

2.  Specify a **Name** and an **Extension**. The extension will be the direct dial to the voice menu.

3.  Specify the **Steps** of your voice menu using the welcome menu example and step descriptions as guides.

4.  Select the **Dial Other Extensions** checkbox if you want to give a user the ability to break out of the menu selections and dial an extension within your system.

**Warning**: The Dial Other Extensions option is important. This option allows an inbound caller to break out of the listed Keypress Events and dial another extension. A malicious person may be able to hack through your Asterisk implementation to find an outside dial tone and use it for fraud. Any extensions that are known to the public should be completely handled by the Keypress Events; callers should not be allowed to dial other extensions. Sticking to this policy protects your Asterisk system from being compromised.

5.  Specify the **Keypress Event** actions for digits 0-9 as well as *, #, t, and i. The options available for a Keypress Event are:

    ➢  **Disabled -** The associated key is not enabled.

    ➢  **Goto Menu -** Pressing a key with this option will send the caller to a specified menu.

    ➢  **Goto Extension -** Pressing a key with this option will send the caller to a specified extension.

    ➢  **Custom**

    ➢  **Hangup -**Pressing a key with this option will terminate the call.

    ➢  **Play Invalid** -Pressing a key with this option will tell the caller that they have made an invalid entry. Both the t key and i key should be used for specific actions. The action associated with the t key should be the desired action if a user response has timed-out. The action associated with the i key should be the desired action if a user makes an invalid entry.

6.  Once you have constructed your voice menu, click **Save**. You can then click **Apply Changes** to add the voice menu to your current configuration.

# Record a Menu

In the event that one wants to record custom menu prompts for Asterisk, which can be used in a voice menu, the Record a Menu tab may be used. A list of previously recorded menus is displayed. Here, the user may modify several options:

✓ **Record Again** -Clicking this button allows the user to make another attempt at recording and replacing an existing custom sound file.

✓ **Play** - Clicking this button brings up a dialog entry box to allow the input of an extension that Asterisk will dial and play the prompt over.

✓ **Delete** - Clicking this button will delete the selected prompt. There are three options under "Record a new voice menu":

✓ **File Name** -This text entry box specifies the saved name of the file that is to be recorded.

✓ **Extension Used for Recording** - This drop-down select box allows the user to choose which extension Asterisk will dial to wait for the user to speak the prompt.

✓ **Record** -Clicking this button causes Asterisk to launch the call that will record a file.



**Figure 18: Record a new Voice Menu**

# Call Parking

Call parking is an Asterisk feature which allows a user to place a call on hold so that it can be taken off hold from another extension. The **Call Parking** page gives you the ability to define the call parking options which will enable use of this feature.

**Figure 19: Call Parking**

The following options must be configured to enable call parking.

- ✓ **Extension to Dial for Parking Calls -** Specify the extension to call when transferring a call to hold or the "parking lot".

- ✓ **What Extensions to Park Calls On** - The extensions specified here will be the "parking lot" designations for the calls you place on hold. The call on hold will be retrieved by dialing one of these extensions.

- ✓ **Number of Seconds a Call Can Be Parked** - The number of seconds a call can be placed on hold. After the time has elapsed the call will ring the originating extension.

## *Parking a Call*

You can park a call using either an analog or VoIP phone. To use an analog phone, hit the flash button, or quickly click the hook switch, wait for a dial tone, then dial the extension (700). With a VoIP phone, initiate the transfer, dial the call parking extension (i.e. 700), then complete the transfer (such as by click send). The method using a VoIP phone will vary depending on the phone.

At this point, the appliance will prompt you with a number. The number it prompts you with is the number from the pool specified. This is the number that can be entered to retrieve the call. To retrieve the call, pickup a phone, and dial the parking number specified by the appliance. The amount of time that the call remains parked is determined by the number of seconds specified. If the call is not retrieved in this time, the call will be redirected to the user that originally parked the call.

**NOTE:** *In order to properly park a call, you must use attended transfer functions. Using a blind transfer function will not provide the parking number to the person parking the call. This makes recovery of the call impossible, except for the fall through timeout.*

# Ring Groups

Ring groups allow a group of phones, or devices, to ring simultaneously or in sequence (ring order). This provides the opportunity for multiple people to answer a call (ring all) or one person can answer a call from any phone. The Asterisk Appliance does not come with a default ring group. To create a new ring group click **New Ring Group** at the top of the **Ring Groups** page.



**Figure 20: Call Parking**

**NOTE**: *You will not be able to define a ring group without user extensions or trunks defined.*

To create a ring group, use the following procedure.

5. Define the **Name** of the group. The name can be any mnemonic such as **Sales** or **Technical Support.**

6. Choose a ring group strategy from the **Strategy** drop-down list. You can choose either **Ring All** which will ring all phones in the defined group simultaneously, or **Ring Order** which will ring phones in sequence determined by the order of the users or trunks in the group.

7. Choose the members of the ring group from the **Available Channels** list. Click on a user extension or trunk, and then click the arrow pointed at the **Ring Group Members** list to transfer. Select a user extension or trunk in the **Ring Group Members** list to and then click the arrow pointing toward **Available Channels** to transfer the selected item back to the list. Click the double arrow symbol to transfer all group members back to the **Available Channels** list.

8. Specify an extension to associate with the ring group. This is the extension that can be dialed to ring all members of the group simultaneously or in order of listing.

9.  Specify the number of seconds that each phone (or all phones) should ring before either ringing the next phone in order.

10. Lastly, determine what action you want the system to take if no one answers the call. You can either direct the call to the voicemail of the first user, go to an IVR menu, or end the call.

# Asterisk Management Options

There are several administrative tabs which are used to manage your Asterisk server and the GUI interface. You may use them often or not at all, depending on how much interaction you have with your Asterisk implementation.   The management selections are as follows:

✓  **Active Channels -**This tab provides you with a remote view of the active calls and devices. It displays a snapshot of the activity of the server and can be refreshed to view the progression of calls.

✓  **System Info -**The general system information of the Asterisk Appliance is displayed from this tab, as well as tabs for your ifconfig, disk partitioning resources, and IP logs.

✓  **Backup -**This is a housekeeping tab which allows you to back up Asterisk to preserve your changes. To create a backup, click **Take a Backup** and then specify a file name (i.e. the backup date).

✓  **Options -** The options tab provides several options which allow you to change the password for your AsteriskGUI logon, modify local extension and agent settings, as well as utilize the **Setup Wizard**. The Advanced/Basic tab allows you to enable or disable advanced options. The basic options are displayed by default. Please refer to the **Advanced Options** section for a description of the advanced options.

## Update

The Updates tab provides an interface for downloading or uploading newer firmware images to the Appliance. Customers with an active Service Subscription may visit the Digium.com website to register their appliance, activate their Service Subscription, and download software updates for the appliance. The Updates tab provides two interfaces for putting a new image on the appliance.
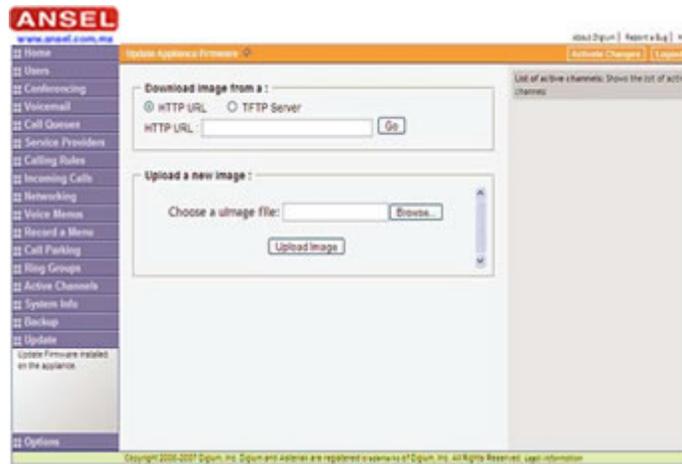
**Figure 21:  Management Option**

The first section provides the user the ability to specify a location from which the Appliance will connect and download the updated software. The user may specify an absolute HTTP location such as:

http://company.com/downloads/software.img or the address and filename on an accessible TFTP server.

The second section provides a web-based interface for uploading software updates. Here, the user may click the "Browse" button, select a local copy of the new software, and click the "Upload" button.

## Advanced Options

There are several advanced options available from the **Options** page which give advanced users with a background in Asterisk the ability to refine the Asterisk Appliance configuration.

**NOTE** *Any changes made on the advanced options pages must be activated by clicking Apply Changes at the top of the GUI.*

- ✓ **File Editor -**The **File Editor** page lets you edit any Asterisk configuration file within the GUI, as well as create a new configuration file.

- ✓ **Asterisk CLI -**The Asterisk CLI is a command line interface which can be used for issuing any Asterisk command or series of commands. The results of the commands are displayed in the pane above the command line field. Enter **Help** in the command line field for a list of commands.

- ✓ **VM Email Settings -** Asterisk can be configured to send voicemail files to a user extension via e-mail. The **VM Email Settings** page give you the ability to modify the e-mail template.

- ✓ **Global SIP Settings -**The SIP configuration settings can be enabled or disabled from this page.

- ✓ **Global IAX Settings -** The IAX configuration settings can be enabled or disabled from this page.