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Introduction

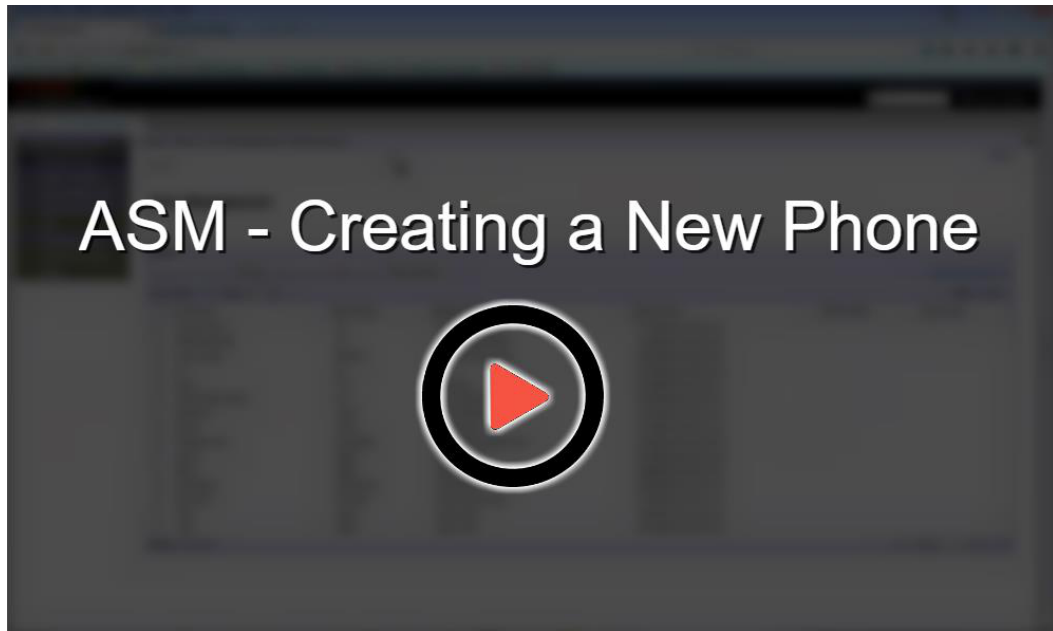
This is a build guide to show how to do the most common tasks in the Avaya phone system for Philadelphia Museum of Art. For each step, there is also a video walk through where you can click the image and the video will be loaded directly off of the local network.

Here is a quick summary of the abbreviations used in this document:

- ASM = Avaya Aura System Manager (ASM)
- AAM = Avaya Aura Messaging (AAM)
- SA = Avaya Site Administrator (SITE ADMIN)

OVERVIEW

- This is a step by step guide to show you how to create a new phone using Avaya Site Administrator (SITE ADMIN) & Avaya Aura System Manager (ASM).
- The link for ASM is: _____
- SITE ADMIN can be installed from: _____



Video Walkthrough for Creating a New Phone

STEP BY STEP:

1. Open and log into **SITE ADMIN**.
2. Enter **list stations** to see every phone created in the system.
3. Find a number within the DID range:
 - 215- -
 - 215- -
 - 267- -
 - 267- -
4. 7113 fits our criteria for this example.
5. Enter **list usa ext 7113** to check to make sure the extension is 100% free and clear. The result should be **No Data in the System to list** at the bottom of SITE ADMIN.
6. Call the extension to make sure it isn't attached to anything on the backend of the system.

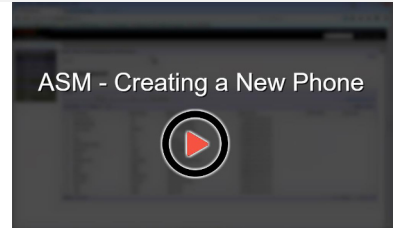
Note: On the next page, we will continue to the ASM to finish setting up the new phone.

REMINDER

- The link for ASM is:
- SITE ADMIN can be installed from: _____

RECAP:

Used SITE ADMIN to find a free extension (7113) and now will set it up in ASM to finish creating the new phone.



Full Video Walkthrough

STEP BY STEP: - Creating a New Phone

1. Open and log into **SYSTEM MANAGER (ASM)**
2. Select **USER MANAGEMENT** then **MANAGE USERS**.
3. Select **NEW** at the top of the menu.
4. On the **Identity Tab**, enter the following information:
 - Enter the user's **first name, last name** and **the Latin Info**
 - Enter the login name: **the extension at philamuseum.org**
(i.e. _____)
 - Enter the user's **First Name Last Name** in the localized and endpoint display **name**
5. Go to the **Communication Profile tab**, click on **CM Endpoint Profile** and enter the following information:
 - For system: _____ - _____
 - For profile: **Endpoint**
 - For extension: **enter the extension #**
 - For templates, **select 1**:
 - PMA
 - PMA
 - PMA (Voicemail Option for the Phone, NOT the actual voicemail service)
 - PMA (Voicemail Option for the Phone, NOT the actual voicemail service)
 - For security code: **the extension again**
6. Click COMMIT at the bottom of the screen.
7. You can check SITE ADMIN for confirmation.
 - Enter _____ * to check the details for the extension.
 - Tab #1 = General Info
 - Tab #4 = Button Assignments

*NOTE: Do not change any settings directly in SITE ADMIN