How to use Billing Addon

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1 How to activate Billing Addon

To activate the Billing Addon, please offer the MAC of LAN port of your MyPBX, which you can find in the motherboard or the enclosure of MyPBX.

Here is the screen shot of MAC address:

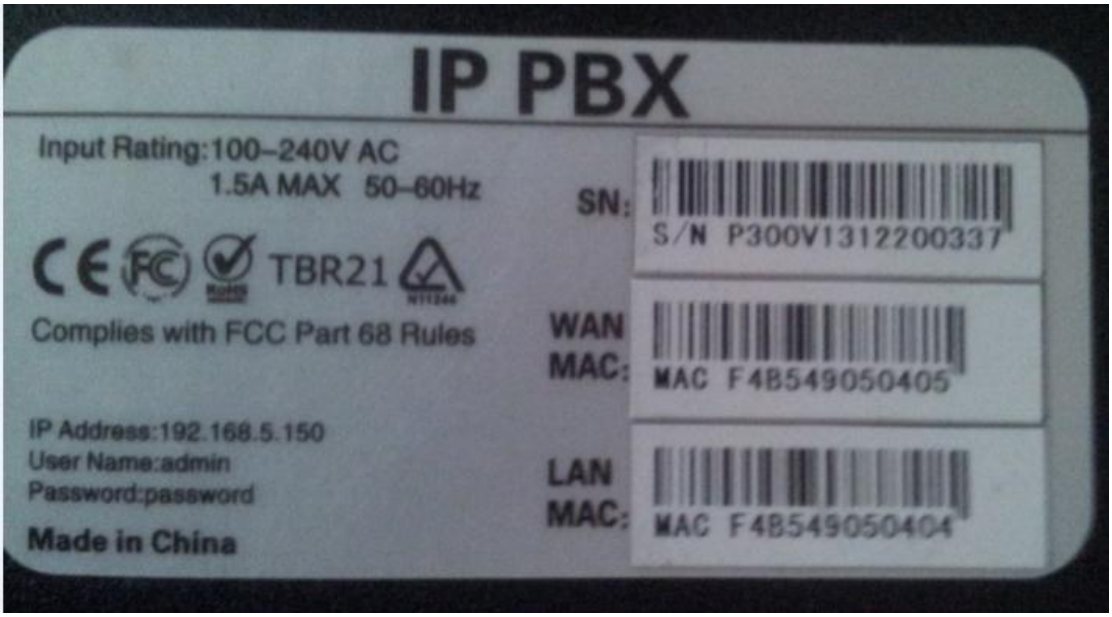

Figure 1-1

In this example, the MAC address of LAN port is F4B549050004.

Note:

1. Billing Addon is avilable in MyPBX Enterprise/U100/U200/U300/U5XX.
2. The MAC of LAN port is the key when purchasing the license.

Please contact our reseller/dealer from whom you get your MyPBX to purchase the activation license.

Steps to activate Billing Addon:

1) Click 'Addons' label to switch to the billing system activation page.

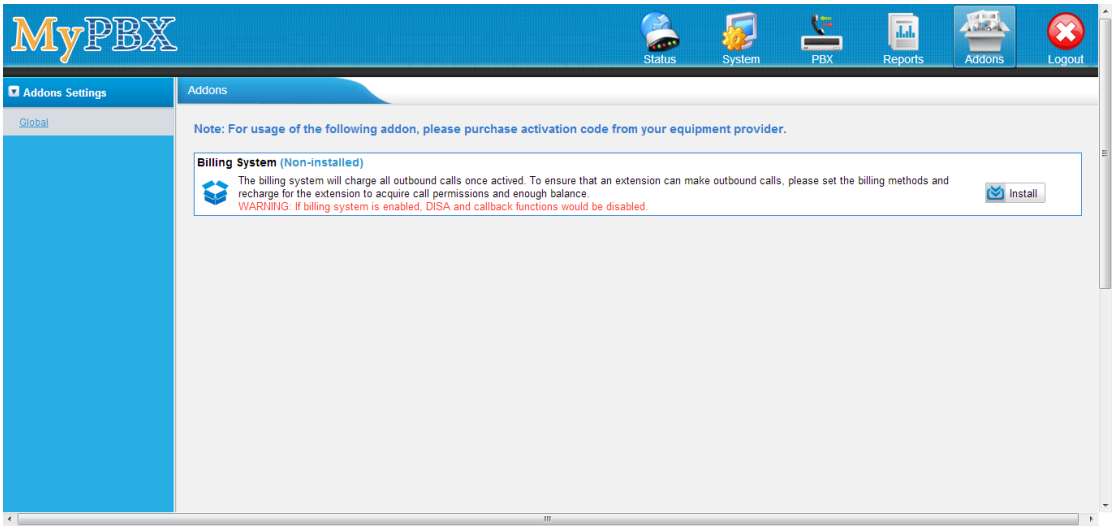

Figure 1-2

2) Click 'Install' and input the license you purchased, click 'Active'.

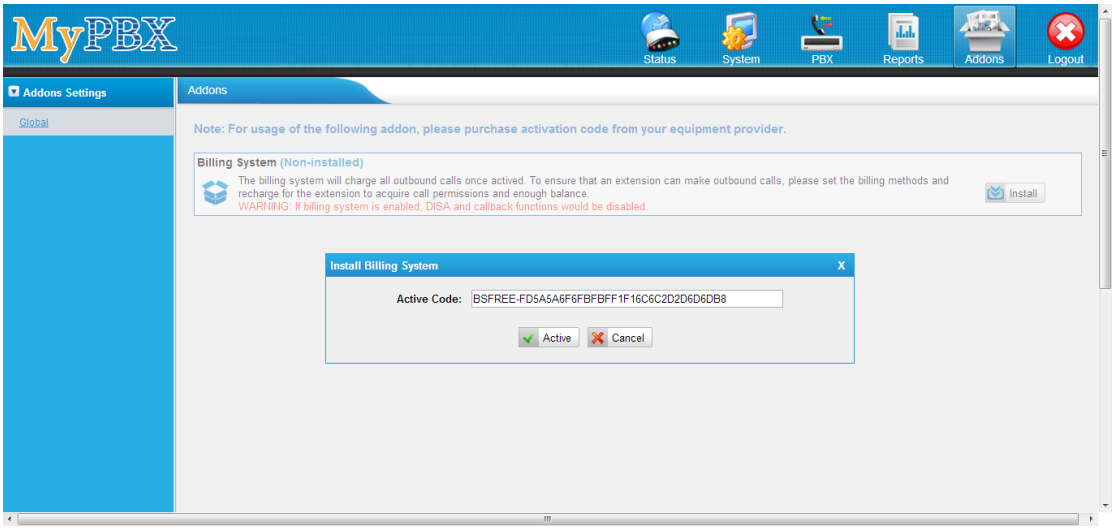

Figure 1-3

3) After click 'Active', MyPBX will pop up the reboot tag; click 'Reboot Now', the activation will take effect after MyPBX boots up again.

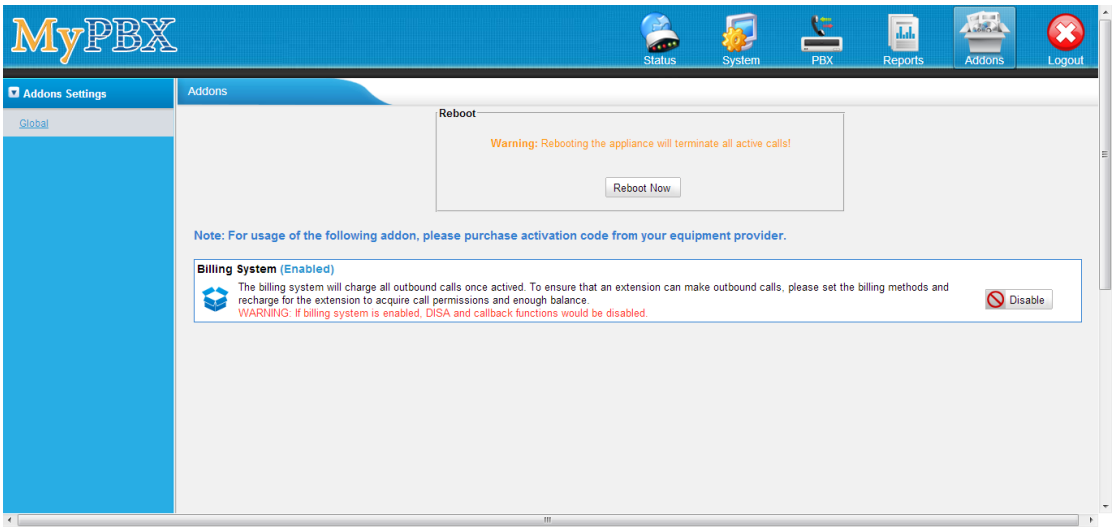

Figure 1-4

Note:

1. Billing activation is permanent in MyPBX even you reset it to factory defaults. I.e. it's not supported to be repealed when it's activated successfully. You can only enable or disable this feature.
2. The license is a unique one; you cannot install one license in another MyPBX.
3. Once Billing Addon is activated, DISA, call back and outbound route destination in inbound route will be disabled.

4) When MyPBX boots up again, you will see the billing menu in 'Addons' page.

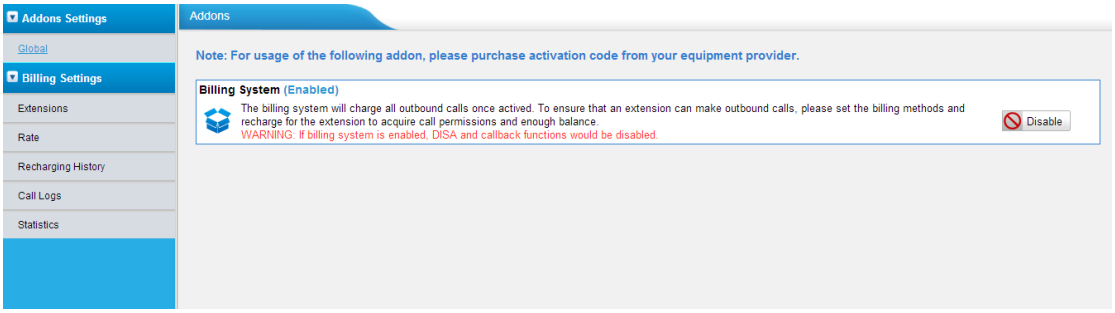

Figure 1-5

The activation process is finished permanently.

2 How to use Billing Addon

2.1 Addons Settings

2.1.1 Global

It's allowed to enable/disable the Billing feature when it's activated successfully.

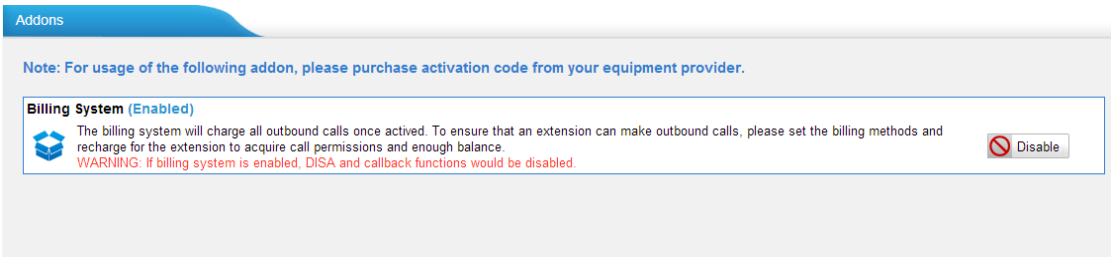

Figure 1-6

Click 'Disable' to disable it temporarily.

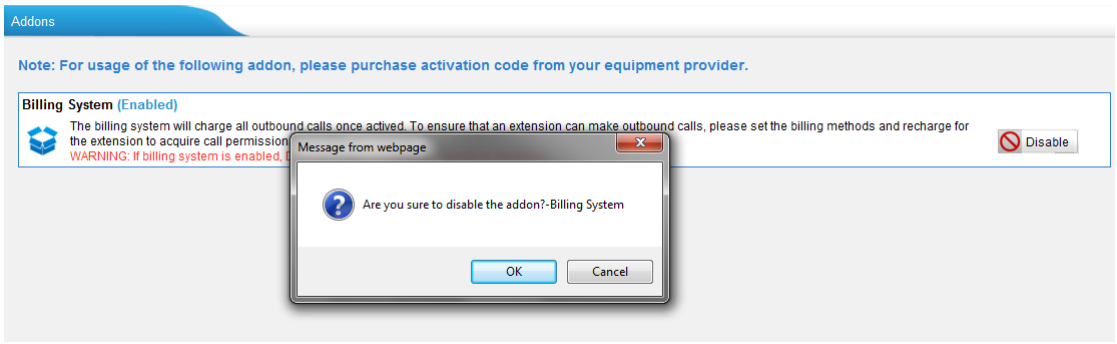

Figure 1-7

Click 'Apply changes' to take effect, you can also enable it again.

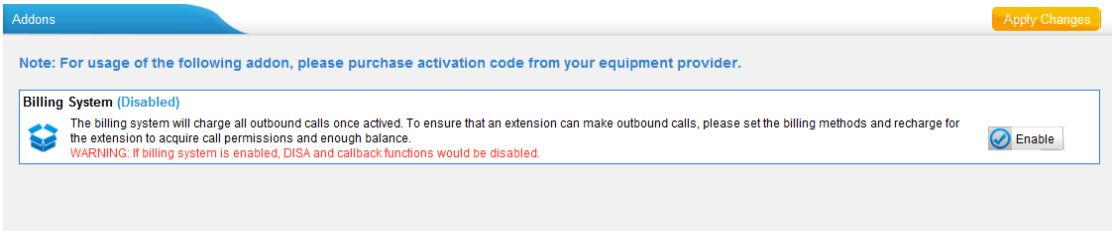

Figure 1-8

2.2 Billing settings

Extensions and rates configurations can be changed on this page.

2.2.1 Extensions

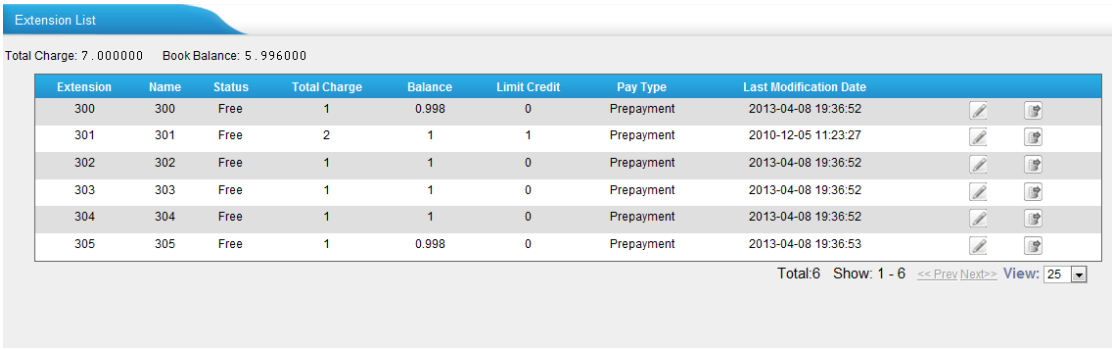

Figure 1-9

Total Charge
The total charge of all extensions.

Book Balance
The total balance of all extensions.

Click to edit the extension settings.

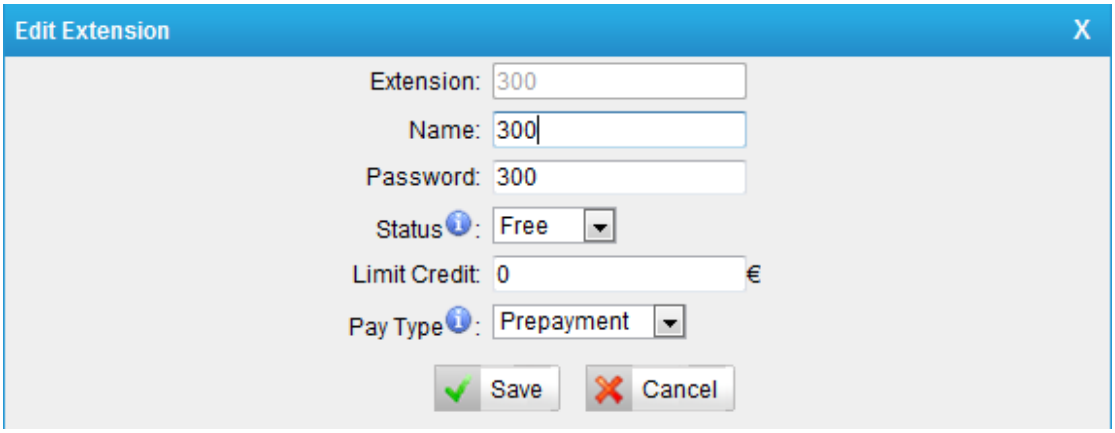

Figure 1-10

Extension
Extension number, un-editable.

Name
You can rename the extension to whatever you want The extension name here and the extension name in PBX extension page will be changed to the same as the changed one whichever changes.

Password
The extension's password, which is always the same as the voicemail PIN on extension page.

Status
Administrator can set it to Free or Locked. If it's locked, this extension can't make outbound calls.

Limit Credit
If Prepayment is chosen, when your balance is below the limit of credit, your outbound call will be blocked. If Post-payment chosen, the limit of credit means the maximum money you can owe.

Pay Type
Prepayment or Post-payment.

Click to recharge this extension.

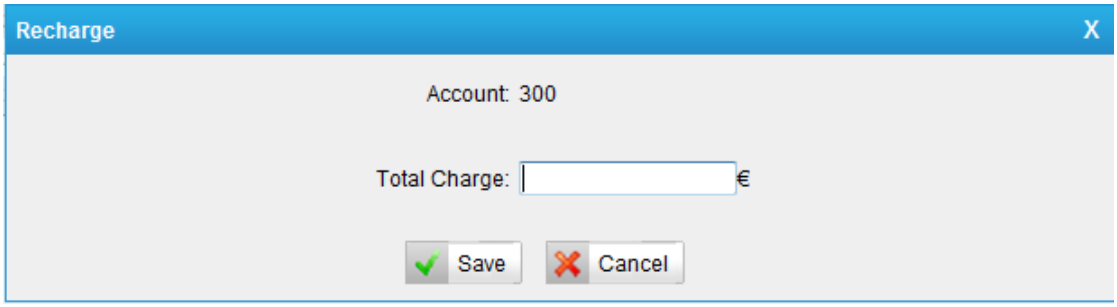

Figure 1-11

2.2.2 Rate

Click 'Rate' to start edit the rate rules, you can also do the import and export the rules you have edited in advance. The format is *.csv.

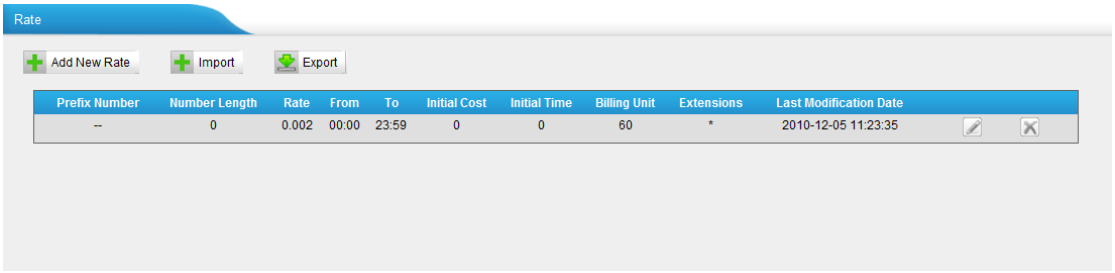

Figure 1-12

Import
Import the configuration file of rate.

Export

Export the configuration of the rate.

Click 'Add New Rule' to start editing the details.

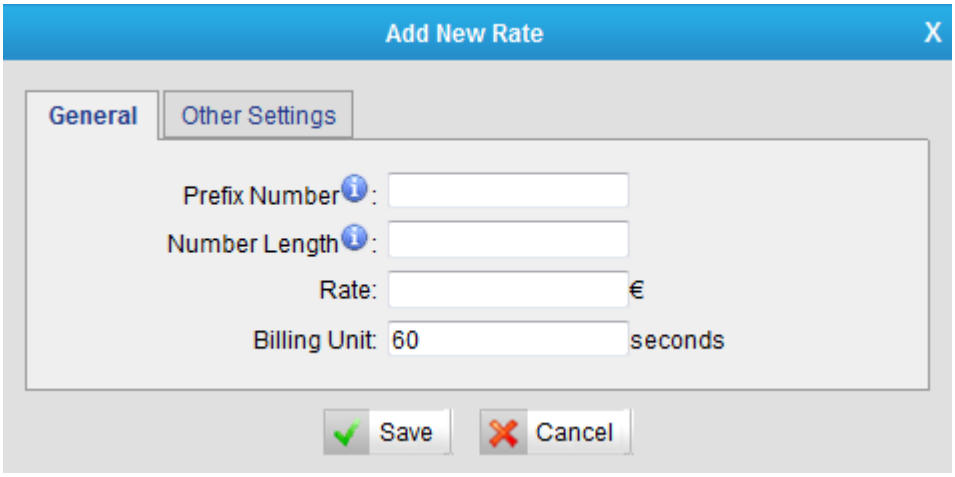

Figure 1-13

1) General

Prefix number

It's the Prefix of the called number. It must match the dial pattern of the outbound route in MyPBX. Leave it blank means matching all dial patterns.

Number Length

It is the total length of the number processed by MyPBX when calling outbound (Include the dial pattern and the number stripped by MyPBX). If dial pattern is "9.", Strip "1" digit, there is not prepended number, when you dial "95503305", the number length is "8". If dial pattern is "9.", Strip:1" digit, prepended number is" 17951", when you dial 95503305, the number length is "13". Put "0" here to apply to numbers of all lengths.
Leave it blank means matching all numbers.

Rate

The rate of one billing unit.

Billing Unit

If the rate is €0.2 and billing unit is 60 seconds, the call you make will cost €0.2 per 60 second(less than one billing unit will be regarded as one billing unit).

2) Other Settings

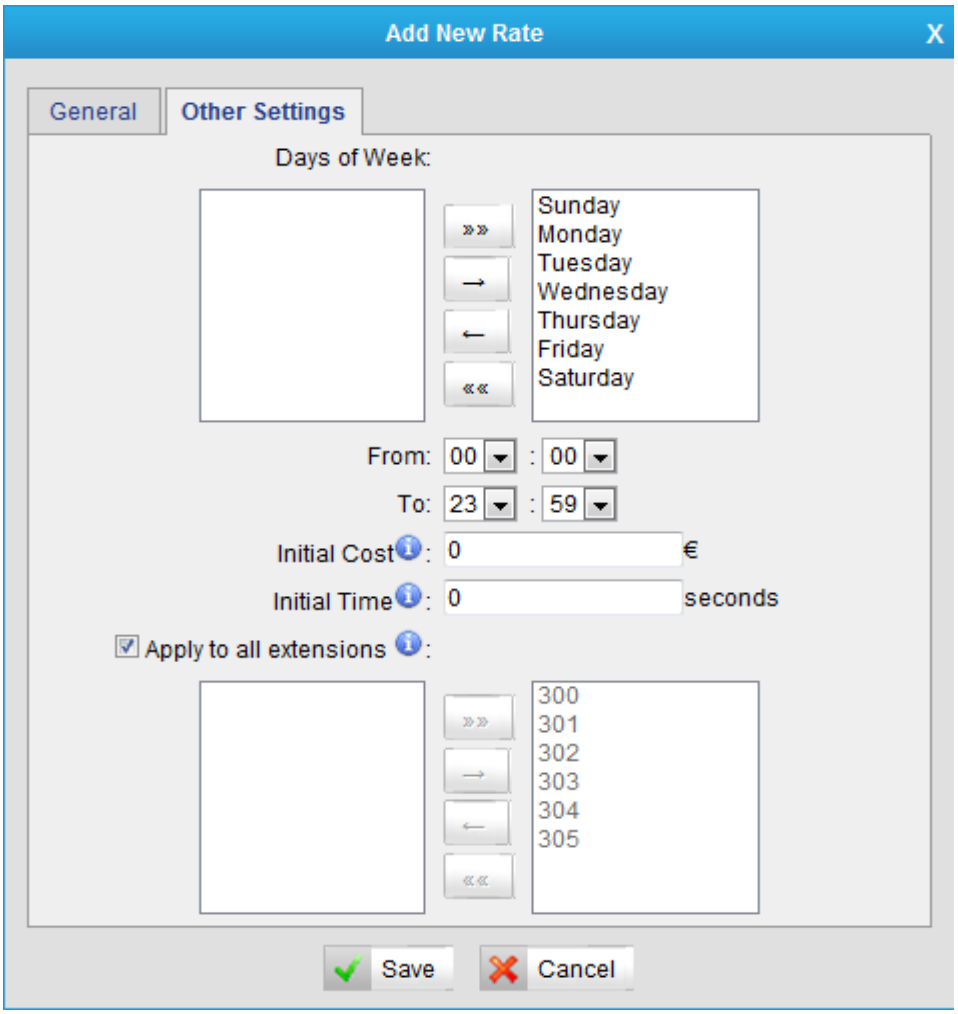

Figure 1-14

Days of week
Choose the weekly days on which this rate takes effect.

From & To
The time period of this rate takes effect in a day.

Initial Cost & Initial time
If the 'Initial Cost' is €0.2 and the 'Initial Time' is 120 seconds means the first 120 seconds of this call will cost €0.2.

Apply to all extensions
Apply this rate to the following extensions or just tick 'Apply to all extensions' to apply to al

2.2.3 Recharging History

Click 'Recharging History' to check the details. You can also clear all balance.

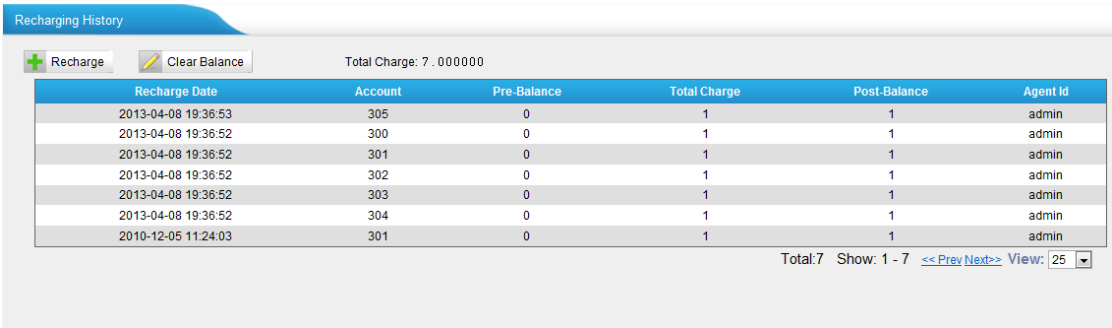

Figure 1-15

1) Recharge

Click "Recharge" and then choose the extension and put in the amount.

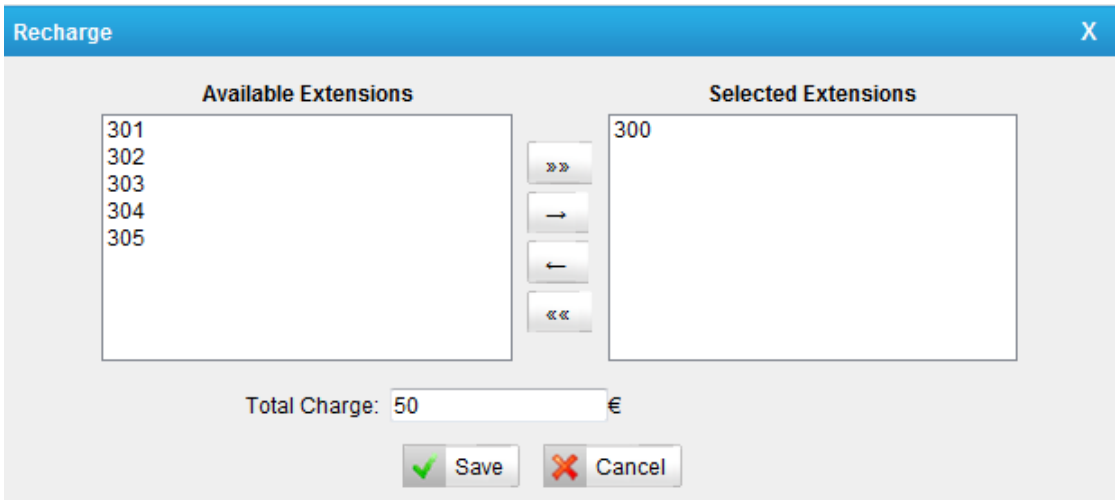

Figure 1-16

In this example, the selected extension 300 recharges 50€ respectively.

2) Clear balance

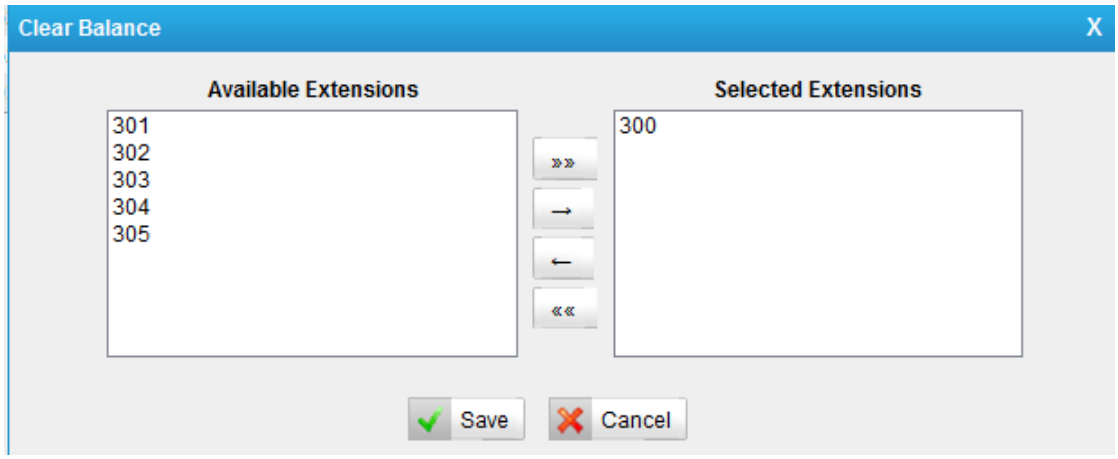

Figure 1-17

In this example, the chosen extension 300's balance will be cleared.

2.2.4 Call Logs

It's the history of all calls generated by extensions. You can download, delete and search the records by date and/or extension number.

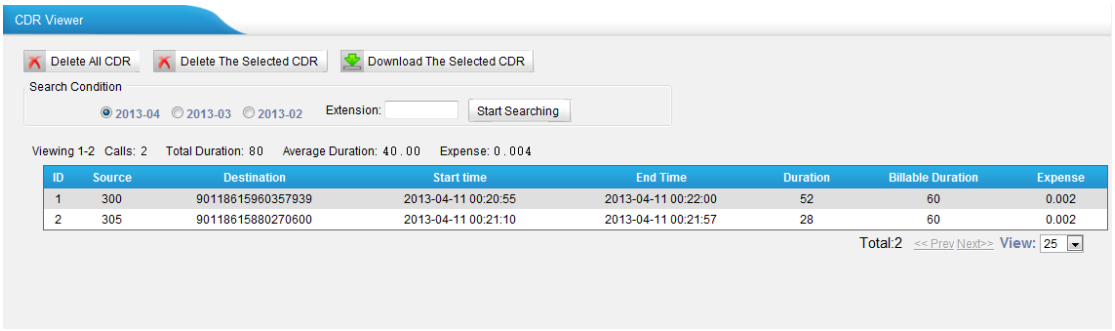

Figure 1-18

Start Search
When there are a great number of calls, you can query call logs by time and extension number.

Calls
The total number of the calls.

Total Duration
The total duration of all calls.

Average Duration
The average duration of all the calls.

Expense
The total expense of all calls.
Download and delete CDR.
You can click "Download the Selected CDR" to download CDR to your PC; also you can click "Delete the Selected CDR" or "Delete All CDR" to delete the CDR.

Note: Only the logs of the latest 3 months will be saved.

2.2.5 Statistics

You can check the statistics here. You can list the statistics by extension number, date, day, month or year.

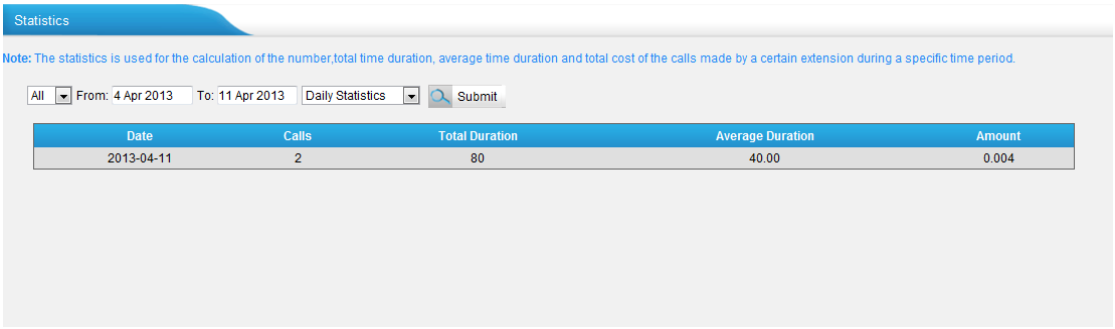

Figure 1-19

Date

The date of the cal

Calls

The number of the calls.

Total Duration

The total duration of all the calls.

Average Duration

The average duration of each cal

Amount

The total cost of all the calls.

[Finish]