



AT&T CALNET Training Syllabus

Version 3.0



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Training media

- **In person, instructor-led classroom training** – course is delivered live by an AT&T CALNET instructor at AT&T or State approved meeting facility. Attendees would need to travel to training site where instructor would be present in classroom.
 - **Audio/video/web-based instructor-led training** – course is delivered live by an AT&T CALNET Instructor via teleconference, WebEx or other online media. Attendees do not need to travel to attend. Email [CALNET Training](#) to request a training session.
 - **Web-based self-paced distance learning** – course is delivered via pre-recorded session. This may include recorded iMeetings and in-house developed training videos.
 - **Web-based written tutorials** – course is in .pdf format that provides screenshots and step-by-step instructions.
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Available Courses

AT&T Billing Consolidator

Course length: 2 hours

Target audience: This course is designed for customers who are new to using AT&T Billing Consolidator. It is for those whose role includes validating invoices, paying bills or monitoring services and usage (i.e. billing department or accounts payable).

Course description: AT&T Billing Consolidator, formerly known as ACUS, is the tool for an agency to view bill detail online. It retains billing data, including usage detail, and payment history, for the life of the Contract. Users can run reports, search for specific information, and download complete invoices into .pdf format. This course will provide a high-level overview of invoices and interaction with the billing system.

Medium: Audio/video/web-based instructor-led training

Course content:

- What is AT&T Billing Consolidator
- Accessing AT&T Billing Consolidator
- Accessing an invoice
 - Navigation
 - Detail of Charges
 - Detail & Downloads
 - PDF download
 - Search functionality
- AT&T Billing Consolidator basics – home screen
 - Maintenance information
 - Reporting
 - Help

Course is available: June 2020 – ongoing



AT&T CALNET NextGen contract overview

Course length: 1 hour

Target audience: This course is designed for any agency who wants a high-level overview of the CALNET contract.

Course description: This course will provide a general overview of contracts, tools, reports and resources available under CALNET. This includes a general understanding of billing, ordering and tools available under the CALNET contract.

Medium: Audio/video/web-based instructor-led training

Course content:

- CALNET highlights
- CALNET contract terms
- Transition overview
- Who can use CALNET NG and how do they order?
- Authorization To Order (ATO)
- Billing
- Trouble Ticketing Reporting Tool (TTRT)
- Resources & support

Course is available: July 2020 - ongoing

AT&T Hosted Voice Service (HVS) administrator portal

Course length: 90 minutes

Target audience: This course is designed for the administrators of the agencies who will be using the Clearspan OpEasy® administrator portal.

Course description: This course will provide a high-level overview of the AT&T Hosted Voice Service (HVS) portal for administrators. This course will cover how to view and manage the HVS application for your organization. This includes updating user profiles, phone features, voicemail passwords and adding or deleting phones from the HVS system.

Medium: Audio/video/web-based instructor-led training

Course content:

- What is AT&T Hosted Voice Service?
- Logging in to the Clearspan OpEasy® portal
- Clearspan OpEasy administrator home screen
- Provisioning
 - Users
 - Virtual Users
 - Import / Export
 - Scheduling
 - Phone Management
 - Phone Templates
 - User Profiles
 - Group Settings
- Reporting
- Support

Course is available: April 2020 – ongoing



AT&T Hosted Voice Service (HVS) IP phones

Course length: 90 minutes

Target audience: This course is designed for the end users who will use the phones at their desk.

Course description: This course will provide a detailed description of the features and functionality of the Internet Protocol (IP) Polycom or Mitel phone device and the Clearspan Personal Voice Portal®. Participants taking this course will learn how forward, transfer, and park calls and setup conference calls. At the end of this course, participants will also be shown how to retrieve voicemail messages using their IP phone, or a touch-tone phone (wireline or wireless) from a remote location.

Medium: Audio/video/web-based instructor-led training

Course content:

- What is AT&T Hosted Voice Service?
- IP phones
 - Phone controls
 - Dialing basics
 - Phone features
 - Conference calling
 - Transferring calls
 - Parking and retrieving calls
 - Do Not Disturb settings
 - Feature access (star) codes
- Clearspan Personal Voice Portal
 - Overview
 - Setup
 - Phone keypad shortcuts
 - Mailbox settings

Course is available: March 2020 – ongoing



AT&T Hosted Voice Service (HVS) soft phones – MS Teams

Course length: 45 minutes

Target audience: This course is designed for the end users who will have the MS Teams voice client installed on their computers or mobile devices.

Course description: This course will provide a detailed description of the features and functionality of the MS Teams soft phone client. Participants taking this course will learn how to forward, transfer, and set up conference calls. At the end of this course, participants will also be shown how to retrieve voicemail messages using their MS Teams client.

Medium: In person, instructor-led classroom training or audio/video/web-based instructor-led training

Course content:

- Logging in to MS Teams
- MS Teams voice settings
 - Device settings
- Placing a call
- Answering a call
- During a call
 - Transferring a call
 - Placing a call on hold
 - Forwarding a call
 - Adding participants to a call
- MS Teams voicemail
 - Setup
 - Voice to text translations
 - Configuring speed dials

Course is available: July 2025 – ongoing



AT&T Hosted Voice Service (HVS) soft phones – PING

Target audience: This course is designed for the end users who will have the Clearspan® PING client installed on their computers or mobile device.

Course description: This course will provide a detailed description of the features and functionality of the Clearspan® PING soft phone. Participants taking this course will learn how to forward, transfer, and set up conference calls. At the end of this course, participants will also be shown how to retrieve voicemail messages using their PING soft phone, or a touch-tone phone (wireline or wireless) from a remote location.

Medium: In person, instructor-led classroom training or audio/video/web-based instructor-led training

Course content:

- Installing PING on your PC
- PING settings
- Placing a call
- Answering a call
- During a call
 - Transferring a call
 - Placing a call on hold
 - Forwarding a call
 - Adding participants to a call
- Chat sessions
 - Joining a chat
 - Sharing content
 - Group chats
- Clearspan Personal Voice Portal
 - Overview
 - Setup
 - Phone keypad shortcuts
 - Mailbox settings

Course is available: July 2025 – ongoing



AT&T IP Flexible Reach – Department administrator portal

Course length: 1 hour

Target audience: This course is designed for the department administrators of customers with AT&T IP Flexible Reach services.

Course description: This course will cover how to use AT&T IP Flexible Reach services to manage your network. This includes viewing user profiles, modifying departments, group trunk groups, call routing features, and managing phone features.

Medium: Audio/video/web-based instructor-led training

Course content:

- What is IP Flexible Reach Premier?
- Logging into Premier for IP Flexible Reach
- Viewing user profiles
- Overview of the IP Flexible Reach Department administrator dashboard
 - Home
 - Resources
 - Administrators
 - User management
 - Reports
- Support

Course is available: September 2019 – ongoing

AT&T IP Flexible Reach – End user portal

Course length: 1 hour

Target audience: This course is designed for end users with AT&T IP Flexible Reach services.

Course description: This course will provide an overview of the IP Flexible Reach end user portal and managing services including modifying your profile, managing inbound call features, viewing outbound call features, and using schedules.

Medium: Audio/video/web-based instructor-led training

Course content:

- What is IP Flexible Reach Premier
- Initial Premier membership setup
- Logging into Premier for IP Flexible Reach portal
- Overview of the IP Flexible Reach End user dashboard
 - Home
 - Resources
 - Administrators
- Support

Course is available: September 2019 – ongoing



AT&T IP Flexible Reach – Enterprise administrator portal

Course length: 1 hour

Target audience: This course is designed for the enterprise administrators of customers with AT&T IP Flexible Reach services.

Course description: This course will cover how to use AT&T IP Flexible Reach services to manage your network. This includes creating and updating user profiles, managing trunk call routing features, modifying group and department settings, and managing phone features.

Medium: Audio/video/web-based instructor-led training

Course content:

- What is IP Flexible Reach Premier
- Logging into Premier for IP Flexible Reach
- Manage Administrator and user profiles
- Overview of the IP Flexible Reach Enterprise administrator dashboard
 - Home
 - Resources
 - Administrators
 - User management
 - Reports
- Support

Course is available: September 2019 – ongoing

AT&T IP Flexible Reach – Group administrator portal

Course length: 1 hour

Target audience: This course is designed for the group administrators of customers with AT&T IP Flexible Reach services.

Course description: This course will cover how to use AT&T IP Flexible Reach services to manage your network. This includes viewing user profiles, modifying groups, group trunk groups, call routing features, and managing phone features.

Medium: Audio/video/web-based instructor-led training

Course content:

- What is IP Flexible Reach Premier
- Logging into Premier for IP Flexible Reach
- Viewing user profiles
- Overview of the IP Flexible Reach Group administrator dashboard
 - Home
 - Resources
 - Administrators
 - User management
 - Reports
- Support

Course is available: September 2019 – ongoing



AT&T Trouble Ticket Reporting Tool – Administrator

Course length: 1 hour

Target audience: This course is designed for customers with administrator access to the Trouble Ticket Reporting Tool.

Course description: This course will provide an overview of the AT&T Trouble Ticket Reporting Tool (TTRT). TTRT provides online access to view and open customer trouble tickets on CALNET Contract Services. Currently supporting CALNET Legacy Services categories with Data Networks and Communications Services categories coming soon.

Medium: Audio/video/web-based instructor-led training

Course content:

- What is Trouble Ticket Reporting Tool?
- Accessing Trouble Ticket Reporting Tool
- Using Trouble Ticket Reporting Tool
 - Searching tickets
 - Displaying ticket search results
 - Creating new tickets
 - Managing and updating tickets
 - Manage administrator and user profiles
 - Creating / deleting user accounts
 - User management

Course is available: February 2021 – ongoing

AT&T Trouble Ticket Reporting Tool – End user

Course length: 1 hour

Target audience: This course is designed for customers with end user access to the Trouble Ticket Reporting Tool.

Course description: This course will provide an overview of the AT&T Trouble Ticket Reporting Tool (TTRT). TTRT provides online access to view and open customer trouble tickets on CALNET Contract Services. Currently supporting CALNET Legacy Services categories with Data Networks and Communications Services categories coming soon.

Medium: Audio/video/web-based instructor-led training

Course content:

- What is Trouble Ticket Reporting Tool?
- Accessing Trouble Ticket Reporting Tool
- Using Trouble Ticket Reporting Tool
 - Searching tickets
 - Displaying ticket search results
 - Creating new tickets
 - Managing and updating tickets

Course is available: February 2021 – ongoing



Voicemail Services: Enterprise Messaging Administration Tool (ECAT)

Course length: 1 hour

Target audience: This course is designed for the Office Administrators for an agency's voicemail services.

Course description: This course will provide instruction on using the Enterprise Messaging Administration Tool (ECAT).

Medium: Audio/video/web-based instructor-led training

Course content:

- Login screens
- Manage Enterprise screen
- Voicemail PIN resets
- Maintain call tree
- Weekly schedule
- Glossary of terms

Course is available: December 2015 – ongoing