

www.ecm2.us

WEBSITE OPERATIONS MANUAL

CUSTOMER

© 2013 ECM2

Version 1.4 5/13/2013

New York Office: 665 Main Street Niagara Falls, NY 14301 (716) 284-0789 Pennsylvania Office: 1008 Corporate Lane, Export, PA 15632 (724) 519-7698

Table of Contents

CUSTOMERS AREA

- 1. Home Page
 - a. Login Area
 - b. Create an Account
 - c. Forgot Password
 - d. Logging into your Account
- 2. Customer Home Page
- 3. Manage Message
 - a. Delete Messages
 - b. Export Messages
- 4. Manage Subscriber Info
 - a. Change Email Address
 - b. Change Password
 - c. Edit Subscriber Info
- 5. Set-Up 2nd Recipient
- 6. Send Message
- 7. Manage Devices
- 8. Back to Admin
- 9. Distribution Lists
- 10. Data Integrator
 - a. Download Software
 - b. <u>Set-Up</u>
 - c. Download Messages
- 11. Station Manager And Mobile Map
- 12. <u>Log Off</u>
- 13. Off-Duty Status
- 14. ECM2 Support File

The Home Page

Welcome to the ECM2 Home page. The menu tabs at the top will help you navigate through the web site quickly. This manual will help you understand how this website works and how to utilize its advanced features. Once you create an account you can use the website to control phone devices, phone numbers, user accounts, editing users details, create distribution lists, edit distribution lists, allow access to certain program download and many other features,

In order to use the advanced features of this website completely you must create an account with ECM2. After you complete the login request, you will receive an email stating that the account request has been submitted and that you will shortly receive another email granting your request.

The following pages of this manual will show you step-by-step, how to create your account and how to log into your account and operate various sections of the website.



Login Area

After you have received your email stating that your account has been approved, you can log in. The email will contain your user name, password, secret question and secret answer (keep this email somewhere safe). The Login page can be found by selecting the "LOGIN" menu tab at the top of the page and the page will look like this:

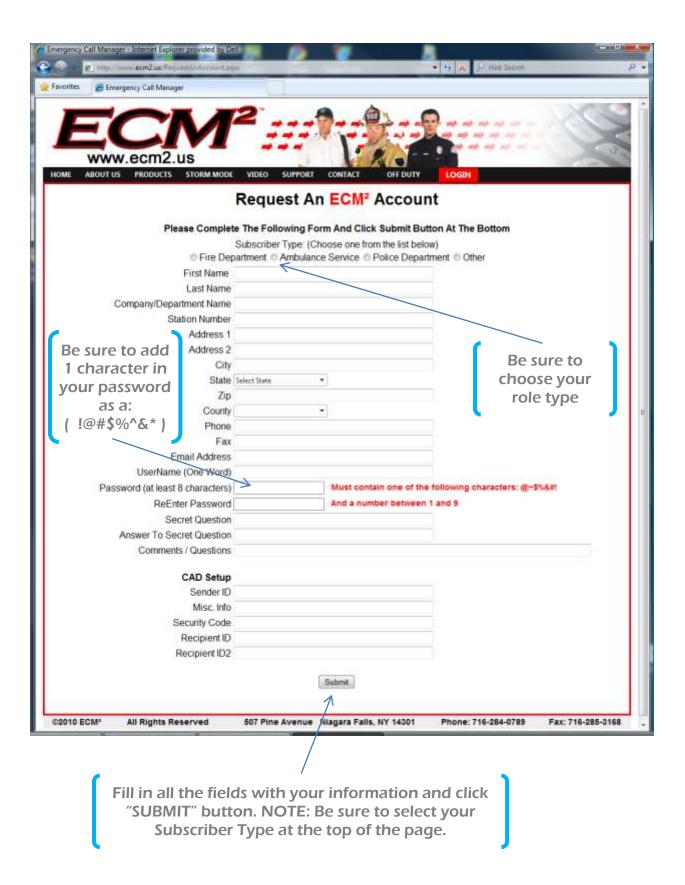
Nilp. and	obernet Europeer provided by acmZun Login mov ncy Call Managar		<u> </u>	• to A Print	Sentex	P •	
HOME ABOUT US	ecm2.us PRODUCTS STORM MOD		NEACT OFF DUTY	LOGIN		Ma	
		LOG) IN				
ì		er to to access the se tly have an account wi			lick Here"		
		Log User Name: Password: ERemember n		Login			
62010 ECM*	If you already hav	e an account and have		password "Clic Phone: 718-28	7	6,285-3168	
	AREA	and the station way				in Accourt	nt L
		/ Forgot you l	Password	Link	•		

Create an Account

To create an account, follow the instructions below:

E	ergence Call Manager	2		N.
OME ABOUT U		DE VIDEO SUPPORT CONTACT	OFF DUTY LOGIN	
		fer to to access the secure are	a, you must log in. and would like one " <mark>Click Hen</mark>	ə"
		Log In User Name: Password: ERemember me next til	me.	\
			en your password "Click Here"	
2010 ECM*	All Rights Reserved	507 Pine Avenue Niagara Falis, M	VY 14301 Phone: 716-284-0789	Fax: 716-285-316

Click Here"



This is the first email you will receive stating your request for an account has been sent successfully:

) 🔒 י	9 5 4 4	⊧ -				ECM2 Referral Request - Message (Plai
File	Message	Insert	Options	Format Text	Review	
You a	re not respon	ding to the I	atest message	e in this conversa	tion. Click her	e to open it.
	То	frank@wor	ker.com			
 Send	Cc					
	Subject:	ECM2 Refe	rral <mark>R</mark> equest			
	Attached:					
Thank Ye	ou For Your Rec		ur confirmed lo	ogin information ar	d link to our si	te as soon as your request has been processed.
The ECM	12 Team					
				g your requ	,	

This is the 2nd email you will receive after you are processed and approved and you will receive you username and your password. You now have the 2 most important parts to LOGIN.

ile	Message	Insert	Options	Format Text	Review	
You a	re not respor	nding to the l	atest message	e in this conversat	ion. Click here to	open it.
	То	frank@worke	er.com			
end	Cc					
	Subject:	ECM2 Login	Creation Con	firmation		
'o: frank oubject: mporta Dear Fra 'our log lere is γ	ursday, Januar @worker.com ECM2 Login C nce: High nk Guy,	reation Confir been success	mation		"USERNAM	IE″
	d: bobolink76	~				
asswor	d recovery sec	ret question: \	What is your pe	t's name?	"PACC	WORD"
asswor	d recovery sec	ret answer: Fig	ot		17.55	WORD
Thank Y	ou For Your Pa	articipation,				
he ECM	12 Team					
	1		1	have been p		1

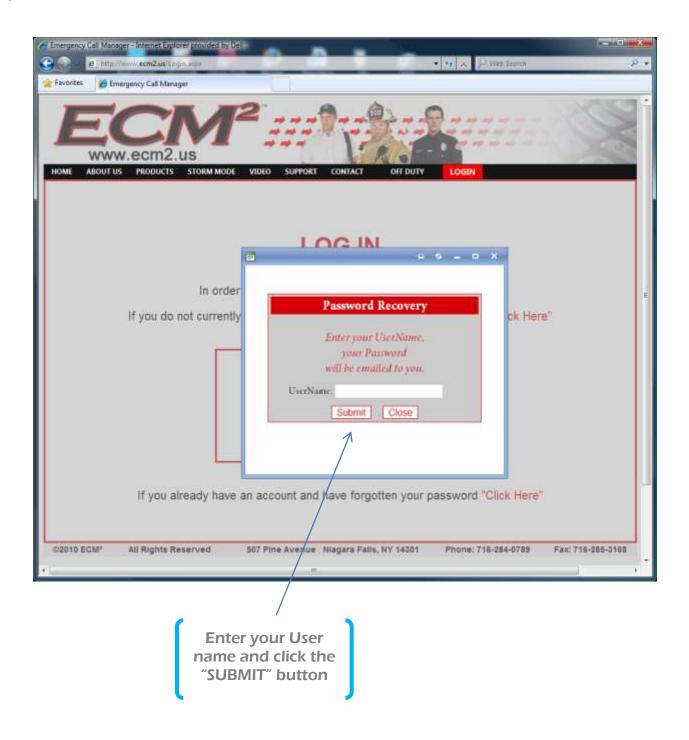
Forgot Password

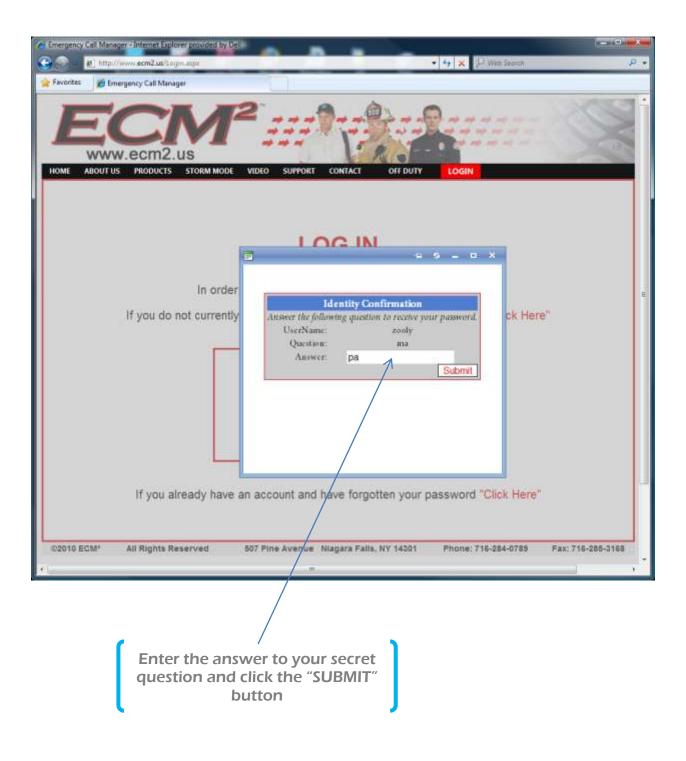
If you have an account with ECM2 and have forgotten your password, follow the steps below to request your password from ECM2. The password will be send directly to the email account you registered with ECM2 when you signed up for your account.

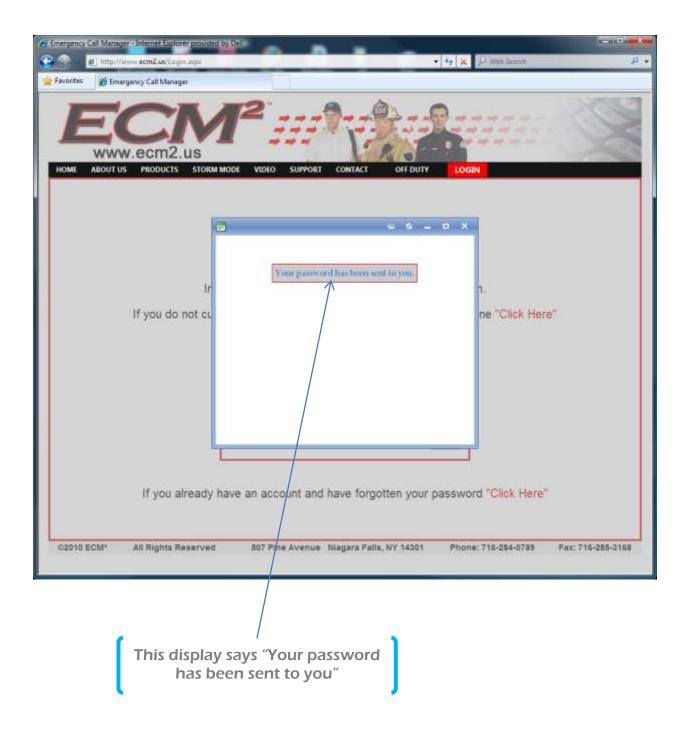
Contraction of the local division of the loc	ager - Internet Exolorer provided by	Del		to A P Wes Search	
Favorites 👩	Emergency Call Manager				
E	w.ecm2.us	2			No.
IOME ABOUT	US PRODUCTS STORM MOD	XE VIDEO SUPPORT	CONTACT OFF DUTY	LOGIN	
		L	DG IN		
	In ord	er to to access th	e secure area, you r	nust log in.	
	If you do not curren	tly have an accou	nt with ECM [#] and wo	ould like one "Click Her	re"
	7				
			Log In		
		User Name: Password:			
		In the second second	nber me next time.		
		27750742940		Log In	
	If you already hav	e an account and	have forgotten your	password "Click Here	
	-			7	
2010 ECM*	All Rights Reserved	507 Pine Avenue	Niagara Falls, NY 14301	Phone: 716/284-0789	Fax: 716-285-31
AND COMPANY OF THE OWNER			A CONTRACTOR OF THE OWNER OWNE		

"CLICK HERE" for forgotten password

A "PASSWORD RECOVERY" window will appear, follow the directions in the window and enter your username and click the "SUBMIT BUTTON"







Check your email and you will have recived a temporary password to log you in. Once logged in with this password you may change it if you like. Changing your password will be explained on page XX.

Logging Into your Account

Enter your username and password in the 2 fields and click the "LOGIN" button.

Contraction of the local division of the loc	Manager =) demet brukter provided by b	9		• 19 A P met Smith	
🙀 Favorites	💋 Emergancy Call Manager				and the second
in the second se	WWW.ecm2.us		CONFACT OFF DUT	LOGAN	Ma
	In ord	LC er to to access the	DG IN	must log in	
			and a second	rould like one "Click Here"	
		User Name: Password	Log In A ber me next time.	Login	
	If you already hav	e an account and f	ave forgotten you	r password "Click Here"	
C2010 EC	M [*] All Rights Reserved	507 Pine Avenue	Nagara Falis, NY 14301	Phone: 718-284-0789	Fax: 716-285-3168
ſ	Enter your "User)	Click "LOGIN	" button
l	your "Passy	word	J		2000

CUSTOMER AREA

Customer Home Page

Welcome to the ECM2 Customers page. Once you create an account you can use the customer area of this website to control managing editing your subscriber information, manage setting up a 2nd recipient, send a message to your distribution lists, manage your devices, create, edit and delete your distribution and download certain program like Data Integrator.

In order to use the advanced features of this website completely you must create an account with ECM2.

Log in to your account and the Customer Home will display.



Manage Messages

Delete Messages

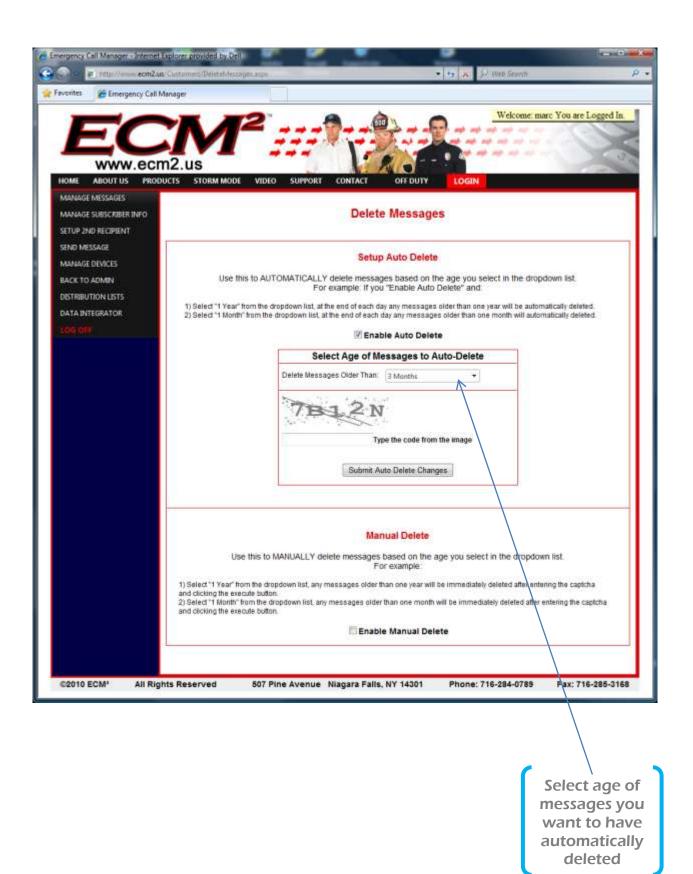
You can Delete Messages 2 ways, you can set up for them to be auto-deleted or manually deleted. If you want to Auto Delete messages, simply click the check box that says "ENABLE AUTO DELETE" and then select the age of the messages you would like to delete in the drop down, type in the characters in the CAPCHA and submit. For example: If you select 1 month, it will automatically delete all messages that are over 31 days old.

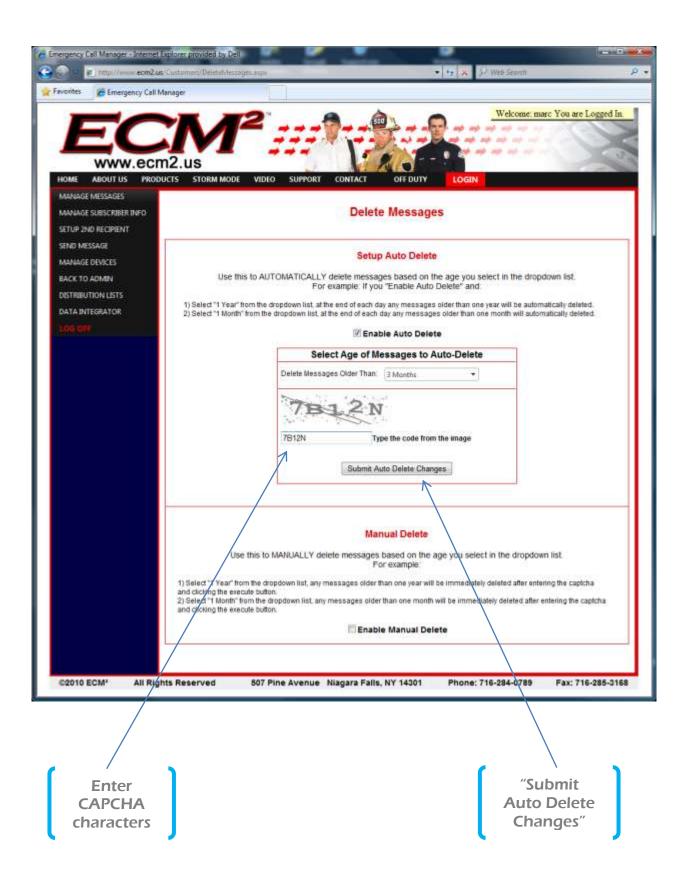
If you wish to manually delete, select the check box that says "Enable Manual Delete", select the age of the messages you would like to delete in the drop down, type in the characters in the CAPCHA and submit.

Emergency Call Manager - Internet Explorer provided by De ÷. 10. . # nttp://www.ecm2.us?Clint * * × Favorites Emergency Call Manager Welcome: marc You are Logged In. www.ecm2.us ABOUTUS PRODUCTS STORM MODE VIDEO SUPPORT CONTACT MANAGE MESSAGES **Delete Messages** MANAGE SURSCRIBER INFO SETUP 2ND RECIPIENT SEND MESSAGE Setup Auto Delete MANAGE DEVICES Use this to AUTOMATICALLY delete messages based on the age you select in the dropdown list. BACK TO ADMIN For example: If you "Enable Auto Delete" and DISTRIBUTION LISTS 1) Select "1 Year" from the dropdown list, at the end of each day any messages older than one year will be automatically deleted. DATA INTEGRATOR 2) Select "1 Month" from the dropdown list, at the end of each day any messages older than one month will automatically deleted. Enable Auto Delete Manual Delete Use this to MAMUALLY delete messages based on the age you select in the dropdown list. For example. 1) Select "I Year" from the dropdown list, any messages older than one year will be immediately deleted after entering the captcha and dicking the execute button. 2) Select "1 Month/ from the dropdown list, any messages older than one month will be immediately deleted after entering the captcha and clicking the execute button Enable Manual Delete Fax: 716-285-3168 All Rights Reserved ©2010 ECM⁴ 507 Pine Avenue Niagara Falls, NY 14301 Phone: 716-284-0789 Select Enable **OR Enable** Auto Delete Manual

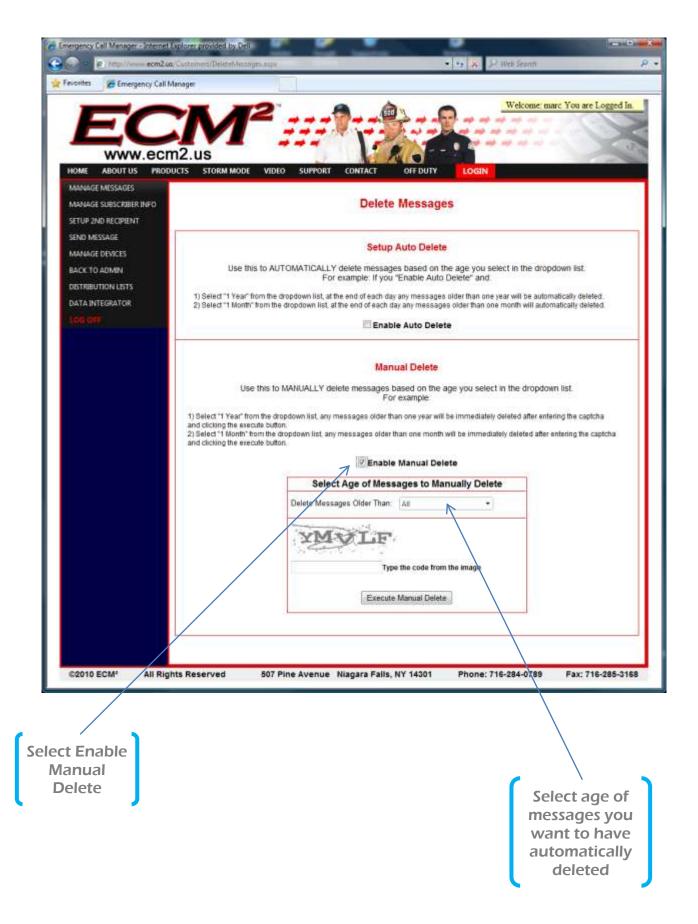
Delete

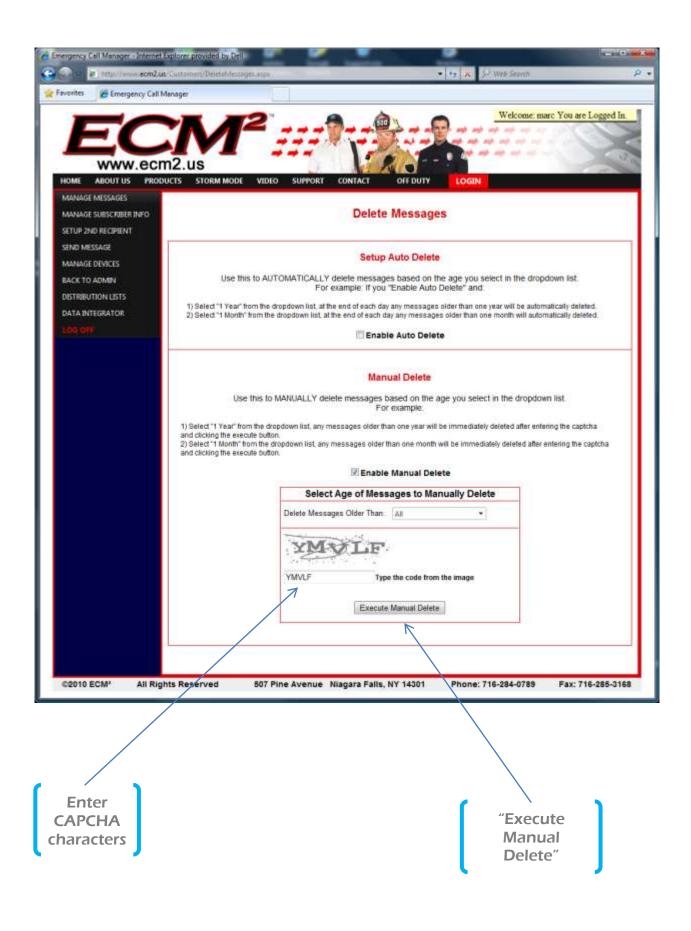
AUTO DELETE:





MANUAL DELETE:





Export Messages

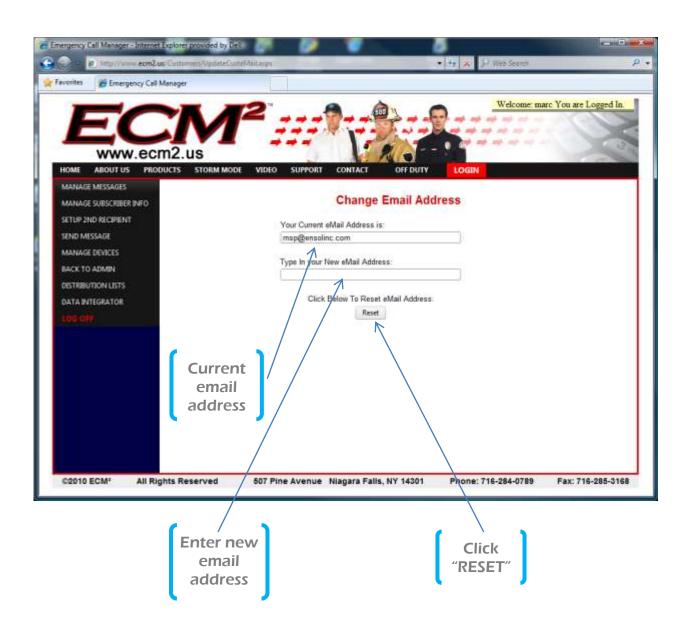
Use this "Export Message" feature to save your message data in an Excel, Word, CSV or PDF file format. You can also sort and filter the message information you are looking for.

				OFF DUTY LOGIN	Welcome: marc Y	fou are Logged in
MANAGE MESSAGES MANAGE SUBSCRIBER INFO SETUP 2ND RECIPIENT SEND MESSAGE		ging (exports al	⁸²		Select file to exp	
MANAGE DEVICES BACK TO ADMIN	Export to		Export to Word	Export to CSV	Export PDF	
DISTRIBUTION LISTS	HessageNum 2	MsgType	MagStatus (MsgPayload	MsgRecDate	trackingNumber
	sauz Sort On	24	QUEUED	Codia: EFAL_B Codie Detail: E FALLS BLS Address: 223 CREEK RD X%: CIV: UUZERNE Caller: ORBASH D Caller Ph: 7242408701 Map: Grid: CAD INC #; 2010-0000079229 Unformatical Idessage: FAYETTE-8115EAL_BHE FALLS BLS 223 CREEK RD LUZERNE ORBASH D 7242468701 Map: Grids:, Cad: 2010-0000079229	9/22/2010 2:37:13 PM	SM-3402
	3401	Filter Or	QUESED	Code: EBLD_A Code Detasti F_BLEEDING ALS Address; 945-2ND ST XS; BUFFINGTON RD and BALL PARK RD CIT; INENALLEN Callier: BURNS MARY Callier: BURNS MARY 2010-0000079225 Unformatted Message; FAYETTE- 911:EBLD_ASE_BLEEDING ALS 945-2ND ST XS; BUFFINGTON RD and BALL PARK RD MENALLEN BURNS MARY 7242452242 Map; Grids;, Cad: 2016-000007225	9(22/2010 2:37:12 PM	514-3401

Manage Subscriber Information

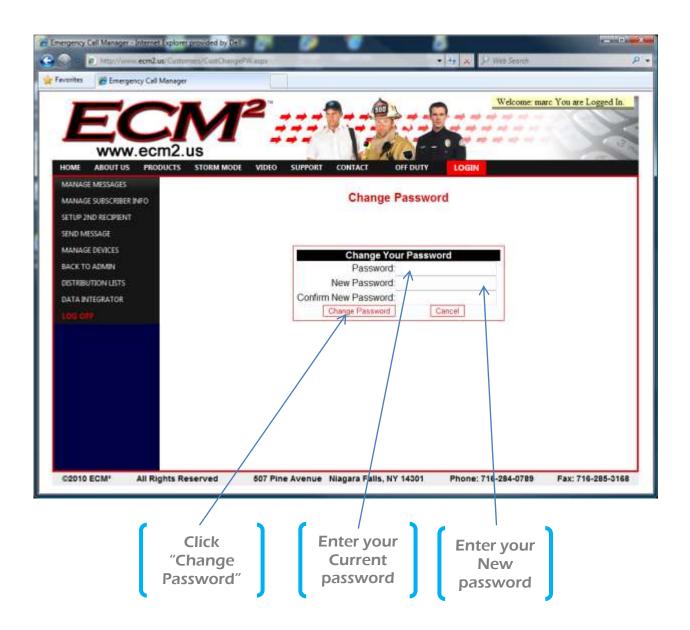
Change Email Address

Use this section to Change your email address. Your current email adress should be shown in the top field. If you wish to change it, simply add your new email address in the field below (Type in your new email address) and click "RESET".



Change Password

Use this section to change your password. Type in your current password, and then type in your new password and confirm it then click "Change Password".



Edit Subscriber Information

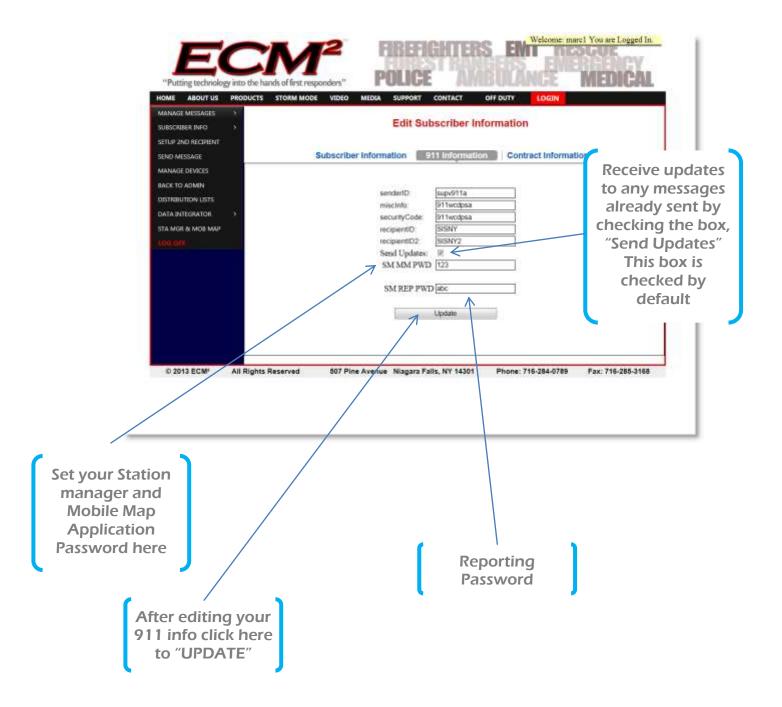
This section has been broken down into 3 areas that can be edited:

- 1. Subscriber Information Personal Info
- 2. 911 Information 911 related Info
- 3. Contract Information Emergency Call Manager Info can only be viewed, not edited.

Subscriber Info

MANAGE SUBSCREE SETUP 2ND RECIPIEN SEND MESSAGE MANAGE DEVICES BACK TO ADMIN DISTRIBUTION LISTS DATA INTEGRATOR LOS OFF	л 	Subscriber Information Subscriber Type First Name Last Name Company Address 1 Address 2 City State Zip County Telephone Fax		Contract Information	
©2019 ECM ²	All Rights Reserved	507 Pine Avenue Niag	ara Falls, NY 14301	Phone: 716-284-0789	Fax: 716-285-3168

911 Info



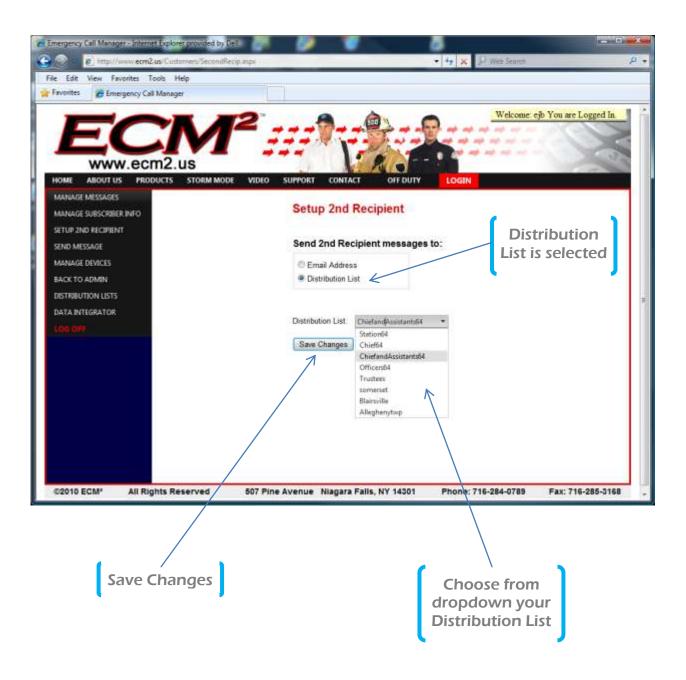
Contract Info

HOME ABOUT US MANAGE MESSAGES MANAGE SUBSCRIBER IN	PRODUCTS STORM MO		TACT OFF DUTY		
SETUP 2ND RECIPIENT SEND MESSAGE		Subscriber Information	911 Information	Contract Information	
BACK TO ADMIN DISTRIBUTION LISTS DATA INTEGRATOR		Start Date Term: Terms of Service:	9/1/2010 5		
		Renew Date Next Payment Due Date Package Size:	9/1/2010 9/1/2010 Large		
62010 ECM ²	All Rights Reserved	507 Pine Avenue Niaga	va Falle NV 14301	Phone: 716-284-0789	Fax: 716-285-316

Set Up 2nd Recipient

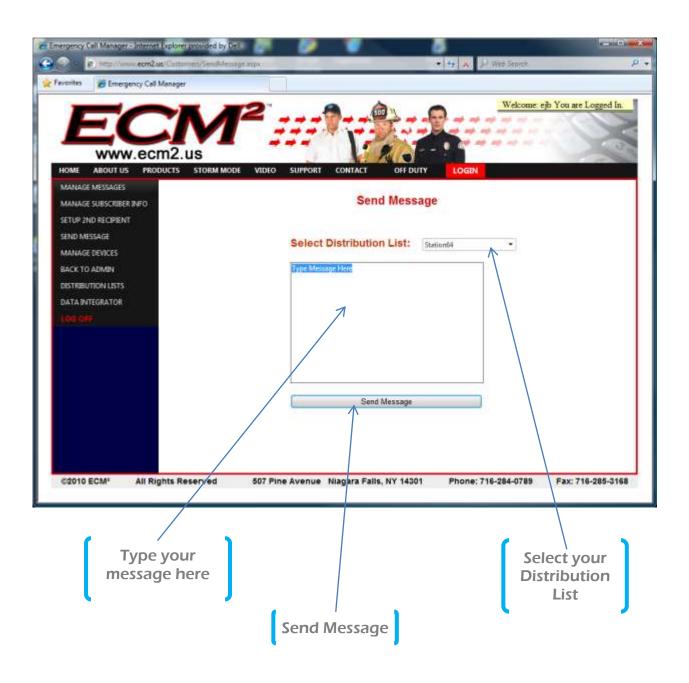
If you would like to set up a 2nd recipient message you can set it up in this section to go to an additional email or a distribution list. Simply choose your email or distribution list and save your changes.

ECM	P	Welcome: marc You are Logged In.
WWW.ecm2.us HOME ABOUT US PRODUCTS STORM M		RN
MANAGE MESSAGES MANAGE SUBSCRIBER INFO	Setup 2nd Recipient	
SETUP 2ND RECIPIENT SEND MESSAGE	Send 2nd Recipient messages to:	_ Email Address
MANAGE DEVICES	Email Address	is selected
BACK TO ADMIN	Distribution List	is selected
DISTRIBUTION LISTS		L J
DATA INTEGRATOR	22 (1)-10 (1) (2)	
100.000	Email Address: userneme@domainneme.com	
	Save Changes	
	7	
	/.	\backslash
	Ent	ter additional
	er	nail address
		here
		- J
©2010 ECM ² All Rights Reserved	507 Pine Avenue Niagara Falls, NY 14301 Phon	e: 716-284-0789 Fax: 716-285-316



Send Message

You can send a message to your distribution lists from this section. Simply choose your distribution list from the dropdown, type in your message in the "Type Message Here" field and send the message.



Manage Devices

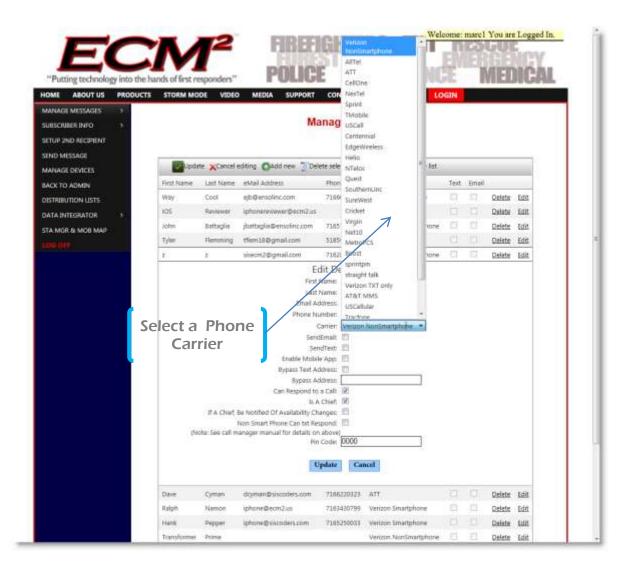
You can manage all your devices here in this area. Manage devices by adding new devices, deleting devices or editing your devices. You can edit device information such as phone number, phone carrier, send email or send text, bypass text address or address and pin code.

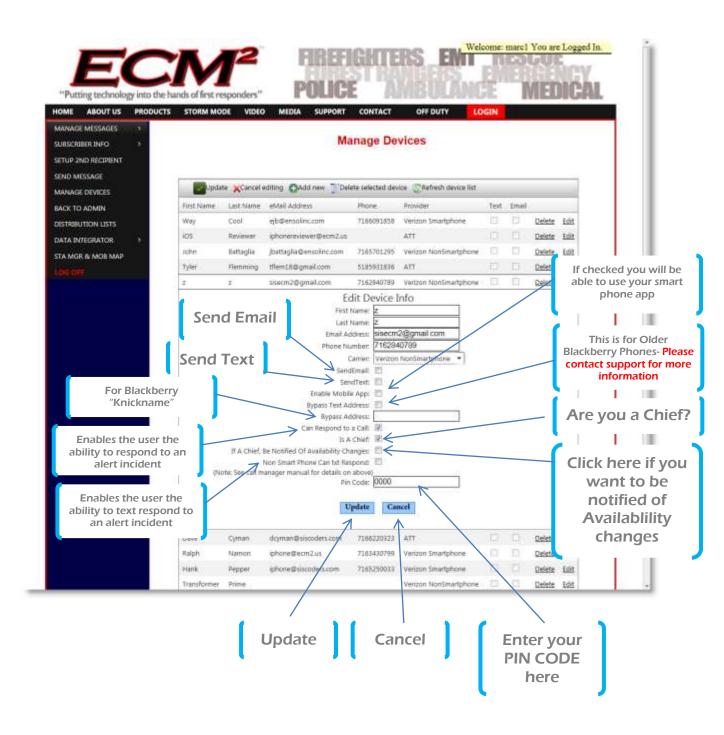
WWW.CCM DME ABOUT US PRODU IANAGE MESSAGES IANAGE SUBSCRIBER INFO STUP 2ND RECIPIENT		DE VIDEO	SUPPORT CONTACT O		OGIN				
IND MESSAGE	Rainach		To Online on based do to a Polo	-Freek should be first					
IANAGE DEVICES	First Name		Id new Delete selected device OR		the sec	T	1000		-
ACK TO ADMIN	John	Lest Name Bolvinc	eMail Address jbohinc@esgenv.com	Phone 7243313122	Providet Verizon	Tet	Email	Delete	Edit
ISTRIBUTION LISTS	Steve	Henninger	SHenninger@spunkmeyer.com	7242162480	ATT	10	12	Delete	
ATA INTEGRATOR	Rich	Rupnik	slettif4@comcast.net	7243317117	ATT	171	10	Delete	Edit
00.097	Darrick	Gerano	dgerano@murrytvillemedicone.com		Verizon	171	D	Delete	
	Greg	Fegert	gfagert@latrobesteel.com	7244936191	ATT	12	0		Edit
	Spencer	Depenegrin	a_depellegrin@hotmail.com	7244204398	ATT				Edit
	Ron	Defilco	an an an an ann ann an Aonaichtean an Aonaichtean an Aonaichtean an Aonaichtean an Aonaichtean an Aonaichtean a	7244338530	Venzon	12	13	Delete	
	Brian	Chinchock	chinchocl/3970@gmail.com	7247872384	Verizon	TV.	12	Delete	Concession in the second
	Rege	Sman	regsynan@aol.com	4128896464	ATT	171	10	Delete	Edit
	Rick.	March		7243090614	ATT	12		Defete	Edit
	14 4 1	23456	7 8 🕨 🕅 Page size: 10 🔹				72 84	m nE;	agis
2010 ECM ^a All Righ	ts Reserved	507 Pi	ne Avenue Niagara Falis, NY	14301 Ph	one: 716-	284/07	789	Fax:	716-285-31

Editing A Device

Here you can delete the instance of your account and all other devices associated with it.

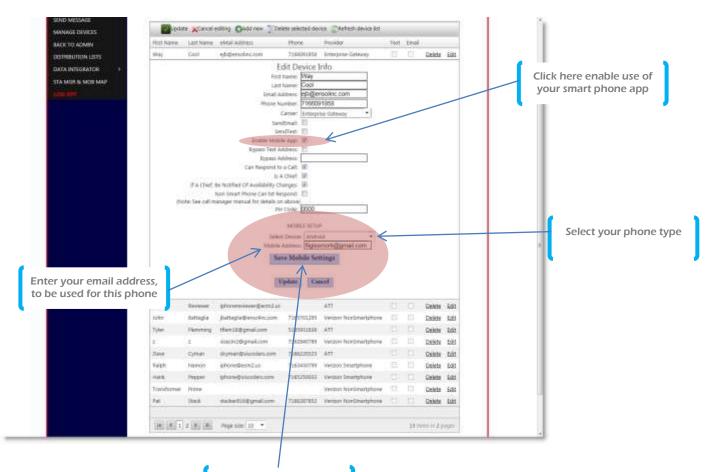
HOME ABOUT US PROD	UCTS STORM MO	DE VIDE	D MEDIA SUPPORT	CONTACT	OFF DUTY LO	GIN			
MANAGE MESSAGES									
UBSCRIBER INFO			Ma	inage De	vices				
ETUP 2ND RECIPIENT									
END MESSAGE									-
MANAGE DEVICES	Upde	ite XCancel	editing OAdd new 🔄 Dek	ete selected dev	ince @Refresh device list				
ACK TO ADMIN	First Name	Last Name	eMail Address	Phone	Provider	Text	Email		
ISTRUBUTION LISTS	Way	Cool	ejb@vensolinc.com	7166091858	Verizon Smartphone	1	=	Delete	Edit
ATA INTEGRATOR >	IOS	Reviewer	iphonereviewer@ecm2us		ATT			Delete	Edit
TA MGR & MOB MAP	John	Battaglu	jbattagl@@ensolinc.com	7165701295	Verizon NonSmärtphone	8	0	Delete	Edit
OR OFF	Tyler	Flemming	tflem18@gmail.com	5185931836	ATT	0	100 101	Delete	Edit
			Send Sen Enable Mobile Bypass Text Ad Bypass Text Ad Can Respond to b A Be Notified Of Availability Ch Non Smart Phone Can txt Res	Email: dText: e App: ddress: a Call: Chief: ppond: above)	• Nordimartphone	W/	Ed /ind	it Iow]
	04	ote: See call n	ianaget manual for details on Pin	Cinder 0000					
	Dave	Cyman	Pin doyman@siscodars.com	7166220323	ATT Veritors Smartichiona	10	0	Delete	Edit
			Pin U	pdate Ca		10 10 10	0 0	Delete Delete Delete	Edit Edit Edit





Editing A Device

Here you can delete the instance of your account and all other devices associated with it.



Save your settings here

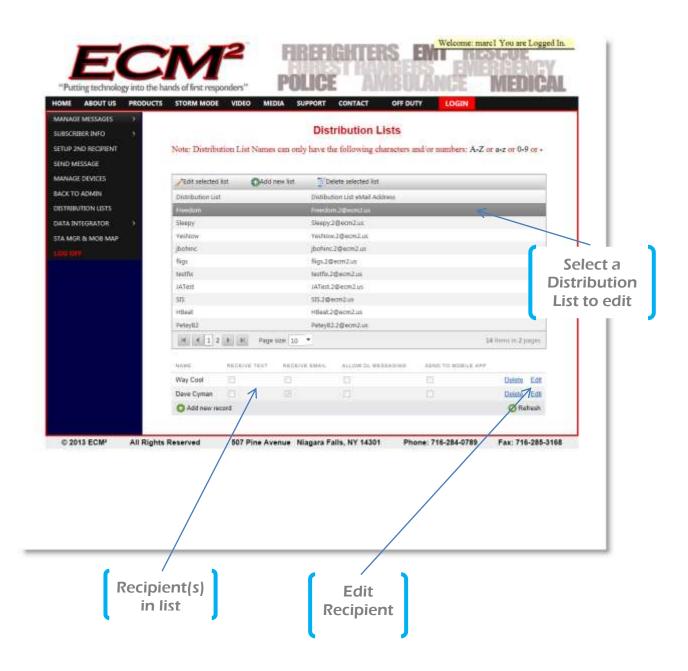
Back to Admin

This TAB is only available for Administrators, NOT for Customers.



Distribution List

You may create, edit or delete your distribution lists in this section.



Editing Distribution List Items

MANAGE MESSAGES			2012/02/02 02:00			
SUBSCRIBER INFO			Distribution Lists			
SETUP 2ND RECIPIENT	Note: Distribution Li	st Names can only	y have the following characters a	ind or numbers:	A-Z or a-z or 0-9 or -	
SEND MESSAGE						
MANAGE DEVICES	For selected list	OAdd new list	Delete selected list			
BACK TO ADMIN	Distribution List		Distibution List ethil Address			
DETRBUTION LISTS	Freedom		Freedom 200 ccm 2 ut.		3	
DATA INTEGRATOR >	Skeepy		Steepy 2:04cm2.us			
STA MGR & MOR MAP	YesNow		VesNow.2@ecm2.in			
100 CHE	jbohinc		Jbohinc2@ecm2us			
(There exists)	figi		Rigs.2@ecm2.us			
	testis		tettfis2@etm2.ut			
	JATest.		/ATest 2@eom2.us			
	515		552@em2us			
	HBeat		Hiturt2@eon2us			
	Peter/E2		Petey82.2@ecm2.ce			
	14 4 1 7 8 8	Page size: 10	•		14 mm in 2 pages	
	HARE REDUCE TEXT RECEIVE EASIL ALLEW IS MERSLINED SHIT TO DESILE APP				8 APP	
	Way Cool 📃	0	Ū.	也	Defete Edit	
ſ			Edit Distribution List Iten	ns		
	Allow		Name: Way Cool 🔹			
	messaging t		Receive Text III		Receive Te	X
	Distribution		# Messaging To DL		and Emai	
		Sen	d To Moble App			1
	List		Update Cancel			
	Davw Cyman	32	7 1		Delete Estr	
	O Add new record	/			Retresh	
	CONTRACT VIEW					
and the second						_
© 2013 ECM ⁴ All Ri	ghts Reserved 607	Pine Avenue N	iagara Falls, NY 14301 Pho	one: 716-284-07	89 Fax: 716-285-3168	£
	/					_

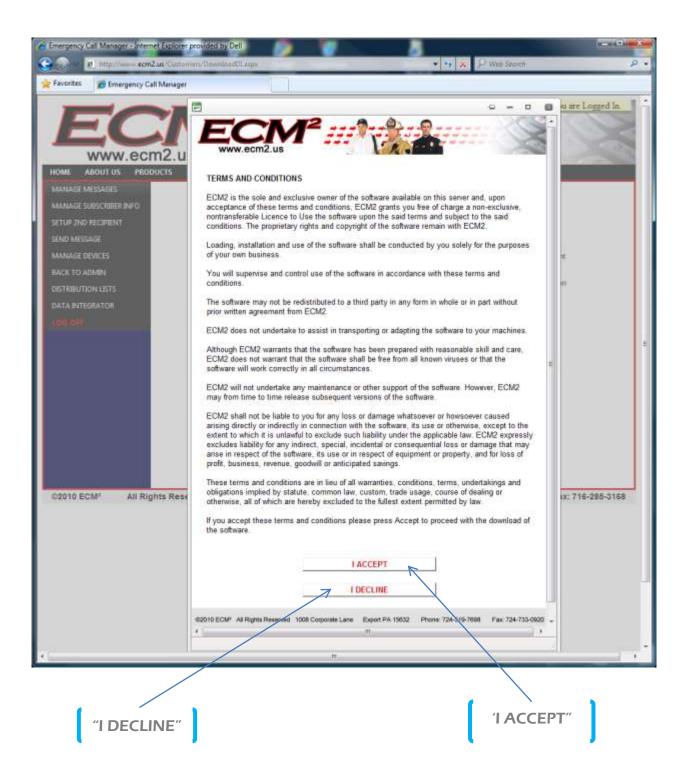
Data Integrator

Download Software

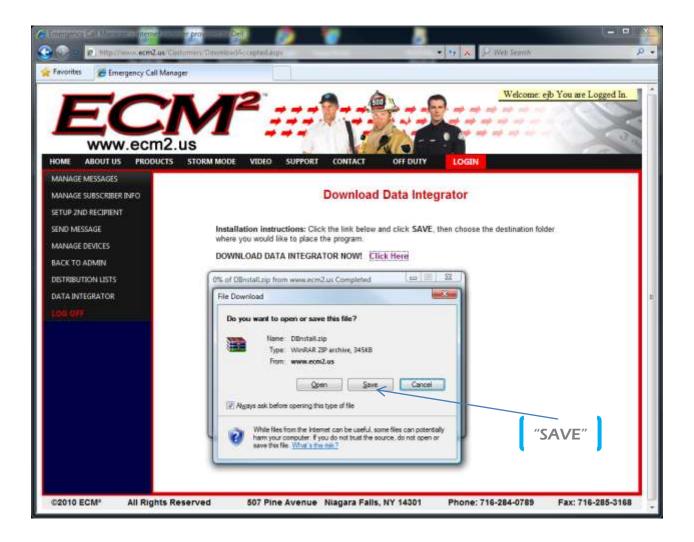
If you are enabled by your administrator to download the Data Integrator software, you can download it here in this section. Be sure to click the "TERMS AND CONDITIONS" button. After read through the terms and conditions you will have the option to accet or decline. If you "Decline" you will return to the "Customers Home Page", if you "Accept" you will be brought to the "Download Data Integrator" page to download. Make sure you click "CLICK HERE" to download. Save to the folder of your choice on your computer to download.

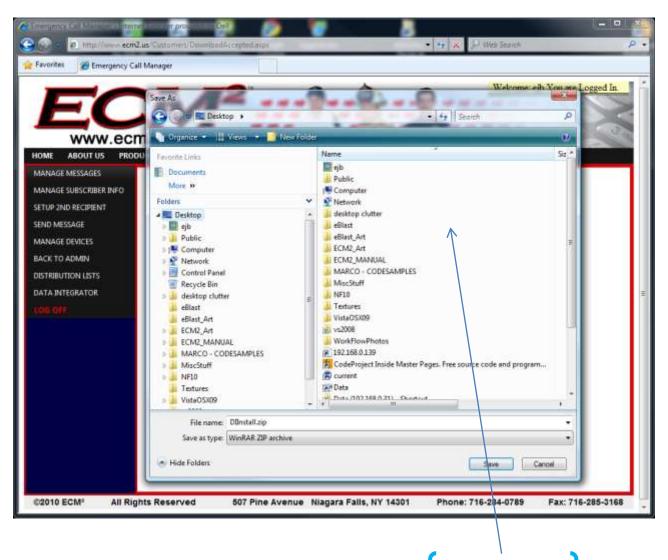


button





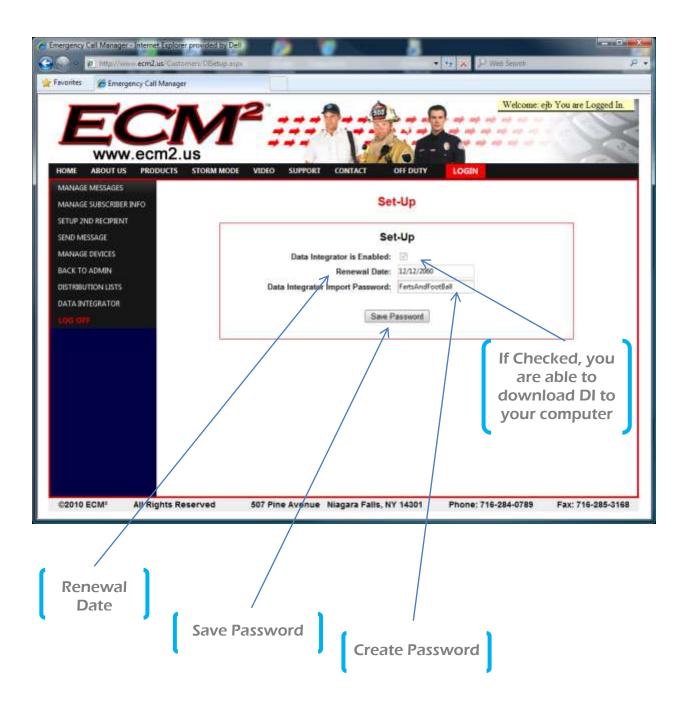




Save to a place on your computer

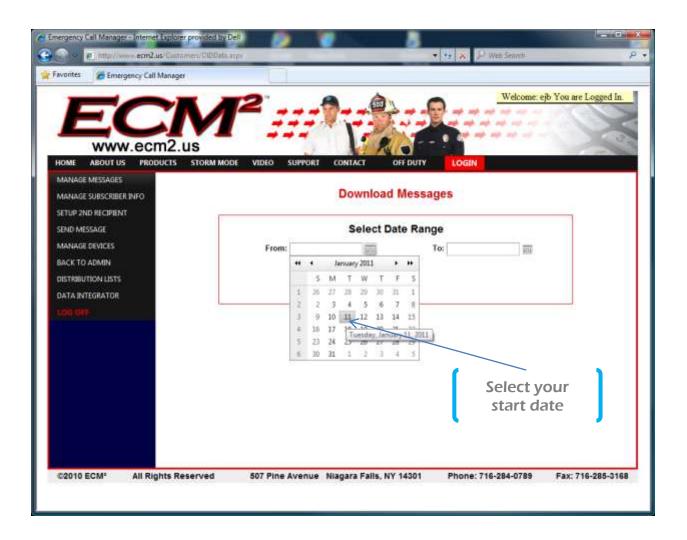
Set-Up

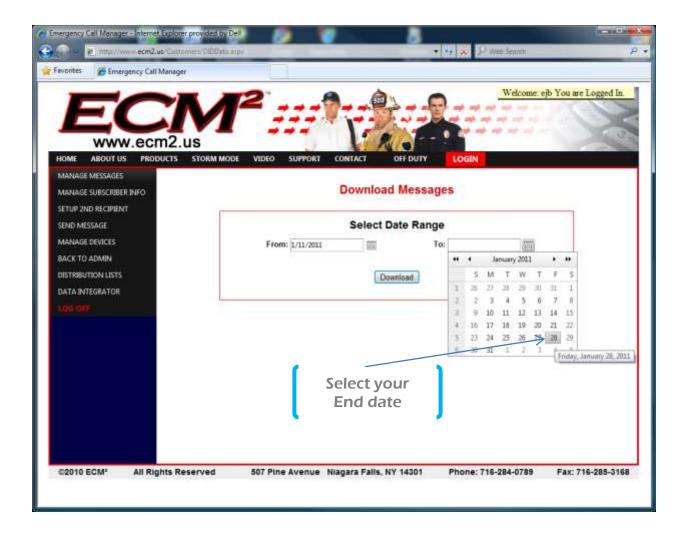
If you are enabled by your administrator to use the Data Integrator software you will see a checked, checkbox. Renewal Date will be set in "Edit All Users Details" in the Admin section by an Administrator. The Account administrator will create the password.

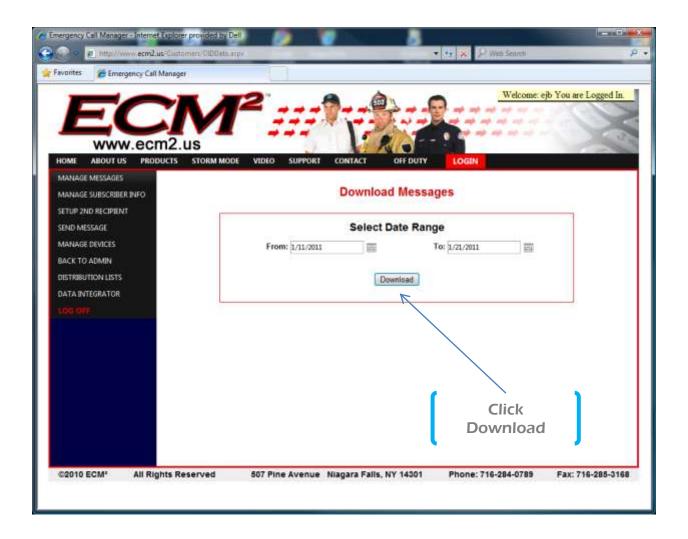


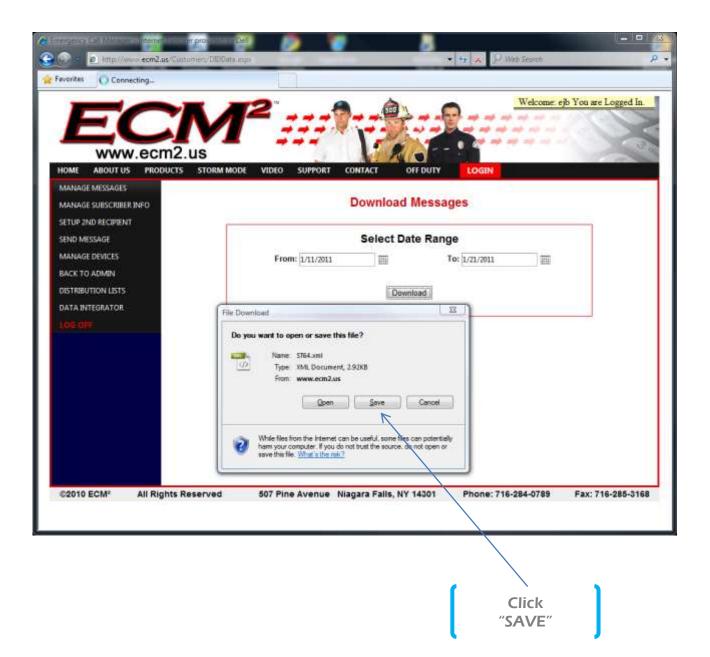
Download Messages

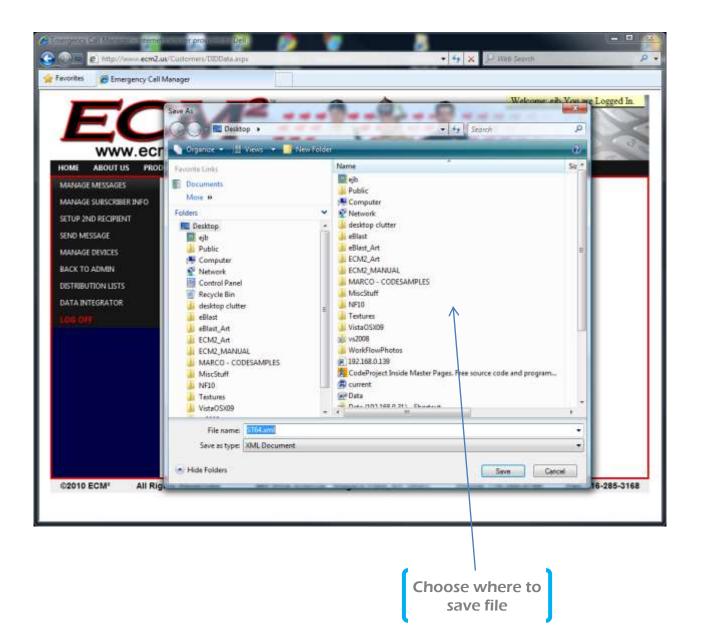
If you would like to download your messages, you can use this section to do so. Select the beginning date range (Starting date) and then select the end range (Ending date), then select download. The file will be downloaded as an .xml file.





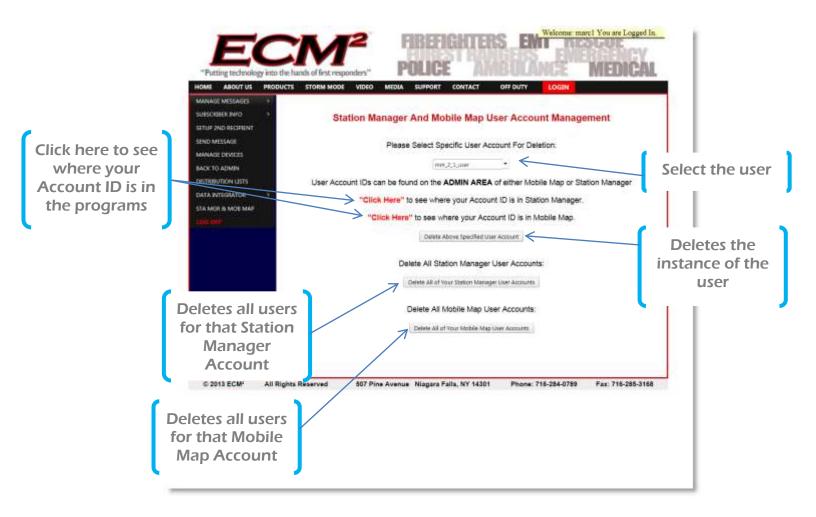






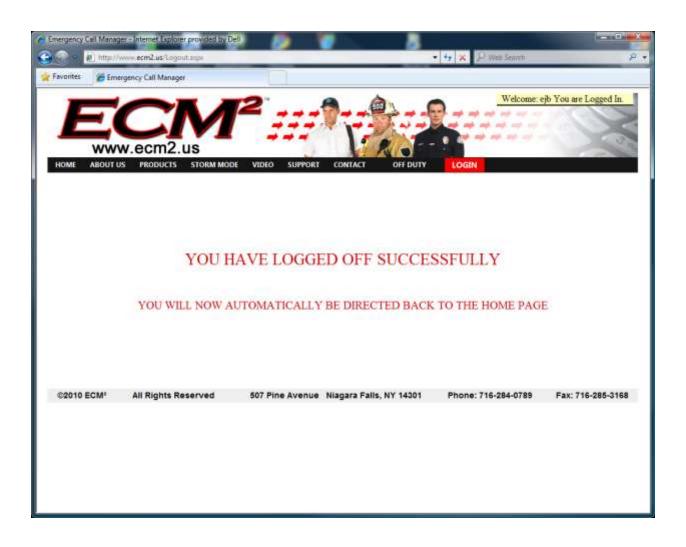
Station Manager & Mobile Map

Here you can delete the instance of your account and all other devices associated with it.



Log Off

This is the screen you will see after logging off. You will automatically be directed back to the ECM2 Home Page.

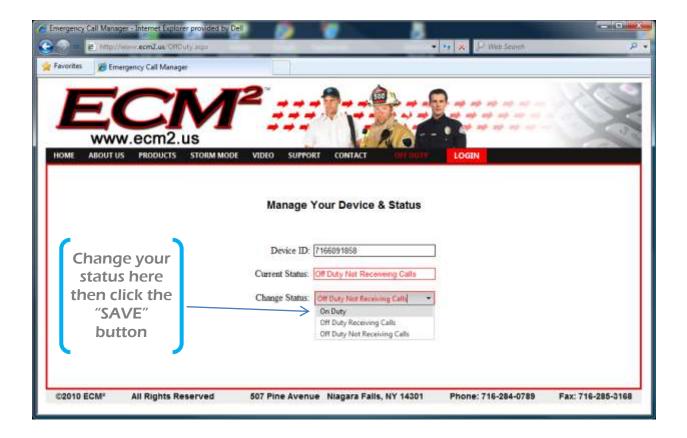


Off-Duty Status

You can set yourself up to be on or off-duty by entering your device ID (which is your phone number + your area code) and then entering your pin number (which you will set up in the "CUSTOMER AREA" under "MANAGE DEVICES", click "Edit" to access the area to enter your "PIN" number and save).

Energency Call Manager - Internet Explorer provided by Energency Call Manager - Internet Explorer provided by Energency Call Manager - Internet Explorer provided by		- O X
🙀 Favorites 🍘 Emergency Call Manager		
HOME ABOUT US PRODUCTS STORM MOD	DE VIDEO SUPPORT CONTACT OF OUT	LOGIN
	Manage Your Device & Status	
	Enter Device ID and Pin Code. Device ID: Pin: Manage	
©2010 ECM ² All Rights Reserved	507 Pine Avenue Niagara Fails, NY 14301	Phone: 716-284-0789 Fax: 716-285-3168
Enter your PIN number		Enter your Device Number (your phone # + Area Code)

Emergency Call Manager - Internet Explorer provided by Dell				
Inter//www.com2.ua/OffDuty.acps			• • × 12 Wet	Search P •
Favorites Benergency Call Manager				
ECKA2				
www.ecm2.us	222	1		
Execution of the second of the second s	DEO SUPPO	RT CONTACT	LOGIN	
	Manage `	Your Device & Sta	tus	
	Device ID:	7166091858		
c	urrent Status:	Off Duty Not Receiveing C		
c	hange Status:	Off Duty Not Receiving Call		Your current
		Save		status display
				()
©2010 ECM ² All Rights Reserved 50	7 Pine Avenu	Je Niagara Falls, NY 1	4301 Phone: 716-2	84-0789 Fax: 716-285-3168
	. The Avena	in any and the second second	There is a second s	



Download the ECM2 Support File

From time to time you may be asked by an ECM2 Technical representative to download a "Support File" from our website. If requested to do so, do the following:

