# AVAYA

Experiences That Matter

# MESSAGING ™

## Server Configuration Guide

# SERVER CONFIGURATION GUIDE

The Avaya Messaging Server Configuration Guide is designed to be a complete reference covering every setting available in Messaging. However, due to the vast nature of the Messaging application, you may find the content overwhelming or difficult to understand at times. If you are trying to find out how to implement a certain feature within the Messaging platform, it is recommended that you reference the Feature Description Guide first. If a certain setting during such feature implementations raises concerns, you should refer to this guide for details and technical notes for clarification.

Another point to consider while utilizing this guide is the dependencies of fields. Some fields within IXM Admin are closely tied to others and require the parent field to be activated first. The easiest way to learn about a group of fields which are related is to reference the Feature Description Guide as it covers all of the fields related to a specific topic.

The Server Configuration Guide also covers the various applications which are installed on the Messaging server. These utilities are designed to make server management as easy as possible, allowing you to efficiently administer a site. Familiarize yourself with these applications so that you can make the most of them right from the start.

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## Virtualization

The following applies if the product is deployed on a virtual machine. Each product has its own ordering code and license types. Note, unless otherwise stated, that each Instance of a product must be separately licensed and ordered. For example, if the end user customer or Avaya Channel Partner would like to install two Instances of the same type of products, then two products of that type must be ordered.

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# 1 INTRODUCTION TO SERVER CONFIGURATION

## Introduction

Messaging Unified Communications Server is a voice processing system designed to function with an organization's existing telephone system to enhance its overall telecommunications environment. Messaging acts as an unified messaging solution, offering call and voice messaging control from virtually any device on the user end. System Administrative functions may also be performed either by using a touch-tone telephone or the Windows interface from the Voice Mail server.

## Before you begin

The Supervisor plays a key role in the everyday operation of the Messaging server. It is important that the Supervisor understands the basics of how Messaging operates. The Supervisor should be familiar with all features available to users and completely understand the various user guides including the current document which explains the server configuration in detail.

## Basic system maintenance

The Supervisor performs a key role in the operation of the Messaging system. The following are some examples of the basic duties as a Supervisor:

- Add a new user to the Messaging system
- Generate reports showing basic system administration such as call counts, port use, message counts
- Understand how to record the system greetings

## Questions and Answers

The Supervisor is responsible for answering questions from users and having a working knowledge of how the system operates. The Supervisor will also help new or inexperienced users become accustomed to using the system. Resources can be found in a variety of locations, including the following documents:

- Server Installation Guide
- Server Configuration Guide
- Client Application Guide

# Reporting problems

In the event that a user or caller reports a problem with the system, the Supervisor and/or the vendor's technical personnel work to determine the cause of, and the solution to, the problem. Problems may be a result of one or more of the following:

- User error
- Insufficient training
- Incorrect system configuration
- Faulty hardware
- Faulty software

The Supervisor plays a central role in separating those issues that can be addressed from within the organization (for example, training or user error), and those issues that need to be addressed by the vendor's technical personnel. A complete description of the situation is vital in determining the problem and the solution. Information should be gathered regarding when the situation occurred, who was involved (caller and/or User), what occurred, and how the system was being used at the time.

# 2 MESSAGING ADMINISTRATION INTERFACES

## Introduction

Configuring and managing Avaya Messaging is accomplished using either the Microsoft Management Console (Messaging Admin) included with Windows, or using Google's Chrome web browser (Web Admin).

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**Note**: All administrative functions are available through MMC. Web Admin provides a subset of all functions; **User Management** (Feature Groups and Mailboxes), **Voice Menus**, and **Routing Tables**.

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## Messaging Admin: Microsoft Management Console (MMC)

The installation of Avaya Messaging will have added an icon to the voice server desktop. Clicking this icon launches the MMC with the Messaging plug-in. Login to the application using either the default administrator credentials, or (once they have been setup) the domain login credentials.

All administrative functions are available when using Messaging Admin.

### Default Credentials

The default administrator password was configured during the installation of Messaging.

1. On the voice server, double-click the Messaging Admin icon on the desktop.



2. Enter an administrator username and password. When ready, click **Login**.

**3.** If you have a High Security license, you will see the last successful and unsuccessful login attempts. Click **OK** to start the management console.



If you have a standard license, the management console will start immediately.



**4.** The administrator console will launch.

# Domain Credentials

The default credentials for Messaging Admin were configured during the installation of Messaging. The management console can be configured to use domain login credentials instead.

**Note**: Making the change to Domain Login also affects logging in to the Remote Administrator, Web Administrator, and Web Reports consoles. The same credentials are used for each application.

**1.** Login to the Messaging Admin console with the default credentials and go to **Configuration > User Manager**.

2. Double-click **User** to open its properties window.



3. In the **Domain Account** field, enter an email address for the domain you want to use for logging in.  The supported domains are Google, Office 365 and Windows.

   Click the  to verify the entered value.  If a valid address was entered, the **Verified** checkbox will be enabled. Click **OK** when ready.



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**Warning**: Configuring Domain Login on **any** account will activate it for **ALL**.  If different credentials are required for each account, each must be configured separately.

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After making this change, whenever you login to the management console you will be prompted to choose the domain credentials to use for authentication.  Provide your username and password when prompted.



Once the selected application verifies your identity, Messaging Admin will start.

# Web Admin: Google Chrome Web Browser

Once Avaya Messaging has been installed on the voice server, the more common administrative functions can be accessed using the Google Chrome web browser.

1. From any computer with Internet access, open the Google Chrome web browser. Enter the **IP Address for the Messaging voice server**. For example:

   **https://192.168.0.1**

   **Note**: The Messaging server must be configured to allow access via the Internet.  Refer to the Server Install Guide for complete details.

2. From the Web Console menu, select **Web Admin**.



3. At the login screen, enter the administrator **User name** and **Password** for the Messaging voice server, then click **Log in** and **OK**.



4. The Web Admin screen appears in the browser window.

# 3

## In This Chapter:

# Introduction

The PBX make and model is selected during the installation of Messaging. The installer will automatically append the specific PBX related settings to the appropriate fields when you choose a template. Due to the variance in both hardware & software configurations that are involved in a PBX, you may have to fine-tune the settings to match your site's specific requirements. From the PBX settings, you will have the ability to specify exactly how the voice server will interact with the PBX and customize the different types of codes which may be involved in the communication between devices.

This chapter explains all the fields that are involved in a PBX configuration so please use it as a guideline when creating a custom setting for your site.

**Note**: Due to the sensitive nature of server configuration, it is recommended that you backup your settings and other important files (e.g. messages, custom prompts) before attempting significant changes.

# PBX Buttons

| Button | Description |
|---|---|
| | Save all the settings that you have modified in the current PBX properties. |
| | Refresh the properties of the current PBX to view the latest changes in effect. |
| | Modify the Manufacturer / Model of the current PBX. |
| | Add New PBX. |
| | Launch the SIP Configuration Wizard (only functional under SIP integration). |
| | Start the Dial Plan editor (see International Dial Plan on page 449 for details). |

# General

The General tab of PBX allows you to view your current PBX information. You may also modify your extension assignments manually from this section.

## General Tab

**Manufacturer**: This field displays the manufacturer of your PBX.

**Model**: This field displays the model of your PBX.

**Version**: This field displays the version of your PBX.

**PBX Extension Length Fixed**: Enable this checkbox to force the digit length of the extension (e.g. length of 3 will translate to extensions in the form of 001 instead of being simply 1). The default fixed length will be 3 but may be modified using this field.

**PBX Extension Max Length**: Enter the maximum desired digit length of the extension here. If the PBX Extension Length Fixed checkbox is enabled, the extension length will be forced to match the number of digits defined here. If the checkbox is not enabled, the extension length can vary between 1 digit to the assigned maximum in this field.

**Channel Parameters**: This button allows you to modify the default parameters for a Dialogic Voice Board.

**Fax Board Extensions**: This button allows you to manually map a port number to the extension number for Fax purpose.

**Voice Mail Extensions**: This button allows you to manually map a port number to the extension number for Voice Mail purpose.

**Caller ID Lines**: This button allows you to manually integrate outside Caller ID equipment if your PBX does not support it by default.

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**Hint**: Refer to the section **Other PBX Related Options/Configurations on page 40** for more information on these settings.

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# PBX Node

The PBX Node tab of PBX allows you to specify additional PBX Nodes manually so that the server can utilize multiple PBXs at the same time.  Multiple server nodes must be numbered sequentially starting with **1** (e.g. 1 2 3 4...).

## PBX Node Tab

**Display Field**: This field displays all the PBX nodes that have been defined.

**Add**: Click this button to add a new PBX node. Refer to **Add / Edit PBX Node on page 40** for more information.

**Remove**: Click this button to remove one of the current PBX nodes.

**Edit**: Click this button to edit one of the current PBX nodes.

# Inband

The Inband tab of PBX allows you to simulate a C.O. Line identification feature if your system does not have it natively.

## Inband Tab

### Options

**Integration**: From the dropdown menu, select the type of integration your system uses.

**Verify Inband Length**: Enable this checkbox to verify if all inband codes are the same length. This ensures that the inband codes being sent from the PBX are correct. This setting is applicable to Mercator and Matra switches.

**Confirm Inband Signals**: Enable this checkbox to indicate that the system must confirm the inband signals. This is applicable to Mercator and Matra switches. You must also configure the corresponding tab when you enable this option.

**Inband Use Invalid Sender as C.O.**: Enable this checkbox to indicate that the system is to use an invalid sender as a C.O. This is applicable to Mercator and Matra switches.

**Variable Length Inband Caller ID**: Enable this checkbox to indicate to the system that it can receive calls from integers of variable length. This option is used for Inband integration for the Mercator PBX.

**CTI Device**: From the dropdown menu, select the device (or the port) that will be used.

**Serial Integration Device**: This dropdown menu is only available when you choose MD110, MCI, CTI, or ASCOM from Integration dropdown list. From the dropdown list, select the Serial Integration device (or the serial port) that is going to be used.

**Inband Signaling Delay**: Enter the delay (in milliseconds) between packets.

**Maximum Inband Digits**: Enter the maximum inband digits that the system can accept.

**C.O. Digits Length**: Enter the digit length of the C.O. that will be accepted by the system.

**Caller ID Length**: Enter the digit length of the phone number that the Caller ID receives.

**Delimiter**: Enter the delimiter value. Leave this value as default. This field is usually used for troubleshooting purposes by the technicians.

# Definition

The definition tab is only available on Inband integrations.

**Add**: Click this button to add a new entry.

**Delete**: Click this button to delete the currently selected entry.

**Move Down**: Click this button to move the selection bar down.

**Move Up**: Click this button to move the selection bar down.

**Code**: Enter the code that is going to be used.

**Type**: Define the function that the selected code is going to be associated with. The following are the choice of functions available.

- Not Defined
- Login
- No Answer
- Busy
- C.O. Call
- Record Conversation
- Invalid
- Refresh Message Light
- Extension Verify
- PBX Authentication

# Confirm Codes

This tab is only necessary for PBXs that require the inband codes to be confirmed.

**Code for Confirm Login**: Enter the confirmation code for login event.

**Code for Confirm No Answer**: Enter the confirmation code for no answer event.

**Code for Confirm Busy**: Enter the confirmation code for busy event.

**Code for Confirm C.O. Call**: Enter the confirmation code for C.O. call event.

**Code for Confirm Invalid**: Enter the confirmation code for invalid event.

**Code for Confirm Extension Verify (Valid)**: Enter the confirmation code for valid extension verification event.

**Code for Confirm Extension Verify (Invalid)**: Enter the confirmation code for invalid extension verification event.

**Code for Confirm PBX Authentication**: Enter the confirmation code for PBX authentication.

**Confirm PBX Authentication Algorithm**: From the dropdown menu, select the algorithm which will be used during PBX authentication.

# Dial Plan

The Dial Plan tab is used to define how the system parses outgoing telephone numbers.

For example, if you dial 19057079700, the system will break this up into Country Code (1), Area Code (905), and the telephone number (7079700).

Different world regions have different rules.  Use Dial Plan to configure the rules for your location.
These rules are applied to all outgoing calls.

**Country Code**:  Specify the Country Code for your area.  For example, in North America, the Country Code is **1**.

**Dialing Suffix**:  When dialing a call, the system will append this character to the end of the number entered to tell the PBX to place the call.  This varies with your system.

**No of Digits in Phone No**:  Enter the number of digits in a telephone number for your region.

**No of Digits in Area Code**:  Enter the number of digits in an area code for your region.

Some areas may be serviced using numbers with different configurations, such as multiple area codes for a single city.  The system will process the plans from the top down until it finds a match to the dialed number.

Click **Add** to create a new Local area Dial Plan.  Or select a plan, then click **Edit** to modify the settings.

**Code**:  Enter the area code / city code for one region in this space.  Create a new rule for each region.

**Prefix**:  If the local number requires an additional code at the start, put that value here.  Note that this option is unavailable if **All Local** is enabled.

When a number is entered, the system will search through these rules to find a match.  The number will then the correctly parsed (prefix, area code / city code, number), the standard rules are applied (country code, number of digits in the number and area code, etc.), and it is passed on to the PBX for processing.

# Other PBX Related Options/Configurations

The following lists common scenarios and solutions involved with PBX settings.

## Add / Edit PBX Node

If you have multiple PBXs in your system, you will have to define a PBX node so that the server will know where the calls are routed to.

**PBX Network ID**: Enter the PBX node network ID.  Node IDs must be sequential starting with **1** (e.g. 1 2 3 4 ...).

**Node Description**: Enter an unique name/description for the PBX node.

**Node Address**: Enter the PBX Node IP address.

**Dial Prefix**: Enter a dial prefix for the PBX node.

**HuntGroup**: Enter the HuntGroup of the PBX node.

**HuntGroup Speech Dial**: Enter the HuntGroup of the PBX node which is used for speech dialing as opposed to typical integration.

**Country Code**: Enter the Country Code from which most calls will be made.

**Area Code**: Enter the Area Code from which most calls will be made.

## Add / Edit PBX Template

PBX templates will make the configuration of a site easier for you by applying the typical settings for a selected PBX make and model. However, since each site is unique, you must fine tune the settings to ensure proper functionality.

### Adding a New PBX Template

If the PBX you wish to use does not exist as a default template, you may add your own template for easier reference.

When you click on the **Add PBX** button from the **PBX** properties, the above window will appear.

**Add New Model to Manufacturer**: Select this radio button to add another PBX Model to the list of manufacturers that are already available.

**Add New Manufacturer**: Select this radio button to create a new PBX manufacturer and model.

### Editing a PBX Template

If you decide to change the PBX in your system you can reflect the changes to the UC Admin by modifying the current PBX from the PBX Properties.

When you click on the **Modify PBX Template** button from the **PBX** properties, the above window will appear.

**Manufacturer**: From the dropdown menu, select the manufacturer of the PBX.

**Model/Version**: From the dropdown menu, select the specific PBX model/version.

The selections made here will be reflected on the General tab of the PBX properties.

# Caller ID Lines

While the UC system supports Caller ID, some PBX systems require that all calls first go through a third-party Caller ID device (Rochelle, for example), which then passes the call to the PBX.

**Port Number**: Enter the number of the first port.

**Line Number**: When you click on this field after entering the Port Number, the system prompts you to confirm the auto adding of all line numbers.

**Voice Server**: Enter the PBX node.



# Channel Parameters (for Dialogic)

When you install the UC system, the system automatically pre-loads the required settings regardless of the voice board it has detected.

Channel Parameters allow you to change one or more of these predetermined settings. You can also configure UC Voice Mail to integrate with other PBX systems here.

When you install the UC system with a Dialogic voice board, the Dialogic dialog box allows you to change one or more of these pre-installed parameters.

**Note**: Select **Internal**, **External** or **Other** to indicate the source of the call and the strength of the signal.

| Field | Function |
|---|---|
| Start Delay | The delay, once dialing has been completed and prior to analysis for Cadence Detection, Frequency Detection, and Positive Voice Detection, in 10 msec increments. The default is 250. |
| Continuous No Signal | The maximum time of silence (no signal) allowed immediately after Cadence Detection begins. If exceeded, a no ringback is returned in 10 msec increments. The default is 40000. |
| Loop Current Delay | The delay after dialing has been completed and before beginning Loop Current Detection, in 10 msec increments. A value of –1 will Disable Loop Current Detection. The default is 4000. |
| Loop Current Delay 1 | The delay after Loop Current Delay detects a transient drop in loop current and before Call Analysis returns a connect to the application, in 10 msec increments. The default is 100. |
| Hello Edge | The point at which a connect will be returned to the application. Valid Range 1 (rising edge – immediately when a connect is detected) or 2 (falling edge – after the end of the salutation. The default is 2. |
| Continuous NonSilence | The maximum length of the first or second period of non-silence allowed. If exceeded, a no ringback is returned in 10 msec increments. The default is 6500. |
| Reserved | Reserved. This must be set to 0 (zero). |
| Intercept Mode Flag | This parameter enables or disables SIT-Frequency Detection, Positive Voice Detection (PVD), and/or Positive Answering Machine Detection (PAMD), and selects the mode of operation for Frequency Detection. The default is 4. Do NOT alter this value. This value is only used for troubleshooting. |
| Reserved | Reserved. This must be set to 1. |
| Maximum Answer | The maximum allowable length of Answer Size. When Answer Size exceeds Maximum Answer, a connect is returned to the application in 10 msec increments. The default is 10000. |

| Field | Function |
|-------|----------|
| Answer Deglitcher | The maximum silence period allowed between words in a salutation. This parameter should be enabled only when you are interested in measuring the length of the salutation. Measured in 10 msec increments. A value of **–1** disables this option. The default is –1. |
| Dial Tone Present | The length of time that a dial tone must be continuously present. Measured in 10 msec units. The default is 1000. |
| Dial Tone Not Present | The maximum length of time to wait before declaring dial tone failure. Measured in 10 msec increments. The default is 3000. |
| Dial Tone Debounce | The maximum gap allowed in an otherwise continuous dial tone before it is considered invalid. Measured in 10 msec increments. The default is 100. |
| PAMD Fail Time | Maximum time to wait for Positive Answering Machine Detection or Positive Voice Detection after a cadence break. Measured in 10 msec increments. The default is 4000. |
| Minimum PAMD Ring | Minimum allowable ring duration for Positive Answering Machine Detection, in 10 msec increments. The default is 1900. |
| No Answer | Length of time to wait after first ringback before deciding that the call is not answered. Measured in 10 msec increments. The default is 30000. |
| Maximum Inter-ring Delay | Maximum time to wait between consecutive ringback signals before deciding that the call has been connected. Measured in 10 msec increments. The default is 8000. |

# Edit Disconnect Tone

The UC system allows you to manually define the frequency of the signal used for the PBX disconnect tone.



**Note**: If no disconnect tone has been detected, you must first determine the frequency of the unrecognized prompt. To do this, use a secondary audio application (Prompt Studio, for example). In most cases, however, you do not need to make any changes since your disconnect settings have been pre-set during installation.

**Frequency 1**: Enter the first frequency.

**Frequency 2**: Enter the second frequency.

**Cadence On**: Enter the amount of time that the signal is on.

**Cadence Off**: Enter the amount of time that the signal is off.

**No of Cycles**: Enter the number of cycles that the system analyses before reporting the disconnect signal.

**Note**: Two cycles are recommended for the latter field.

# Fax Board Extension

Specifying a fax board extension allows you to match a port number to an extension number. When a fax is received by the voice mail system, the fax call will be transferred to the specified extension.

> **Note**: Fax board settings must be configured only if you have either **fax mail** or **fax on demand software** installed. In addition, a fax board must be installed on the fax server.

> **Note**: The following settings apply to all but soft fax.

**Port Number**: Enter the fax port on the installed fax card.

> **Note**: You must enter the port numbers in consecutive order. If you are specifying more than one fax port, they must be specified in numerical order.

**Extension Number**: Enter the analog extension connected to the associated port.

**Voice Server**: This field should be automatically defined during installation. If not, enter the Voice Server name.

**PBX Node**: This field should be automatically defined during installation. If not, enter the PBX node.

> **Note**: PBX Node is only required if you have 2 or more nodes. These must be numbered sequentially starting with 1 (e.g. 1 2 3 4...).

# Voice Mail Extension

In the UC system, you must match the port number with the line number declared in the PBX configuration.

> **Note**: These are predefined during installation of the switch. For more information, refer to the appropriate TAPI guide.

> **Note**: If you are using inband integration, these extensions do not have to be populated. If you are using **SMDI**, **Ericsson MD 110** or **MCI** integration, the extensions must be populated.

**Extension Number**: Enter the first extension number.

When you click on the next **Extension Number** field, the system prompts you to confirm the auto adding of all line numbers. Click **Yes** to let the system add the rest of the extension numbers, or **No** to enter the rest of the extension numbers manually.

> **Note**: The extension numbers must be entered in sequential order (for example: 100, 101, 102, etc). If an extension number changes, you must specify the new port number/extension number combination.

**Voice Server**: Enter the Voice Server name.

**PBX Node**: Enter the PBX node of the extension.

# 4

## In This Chapter:

# Introduction

Messaging allows you to create a single or multiple companies on a single server with multiple configurations for better management and segregation. Company settings will set the ground rules for security, message management, ASR features, etc. All Feature Groups and Mailboxes under a Company will share the rules and settings established for that Company. The Company settings are also responsible for the greetings and business hour schedules for that group.

**Note**: The number of companies that you can create is determined by the terms of your license. By default, you must have at least one company in order for the system to function properly.

# Company Buttons

| Button | Description |
|---|---|
| | Add a new company. |
| | Copy the configuration of one company to another company. If only a single company exists, clicking this button creates a new company. |
| | Delete current company. |
| | Save company settings. |
| | Refresh company settings. |
| | Move to first company. |
| | Move to previous company. |
| | Move to next company. |
| | Move to last company. |
| | Key mapping configuration. |
| | Configure message menu that is employed by outside callers wishing to leave a message in a Mailbox. |
| | Configure functionality available while a recording is in progress. |
| | Configure company distribution lists. |
| | Configure company contacts. |
| | Configure company business hours. |
| | Configure company holidays. |

# General Tab

The General tab of Company allows you to specify general information about the company, including name, phone number, and company Mailbox.

**Company Number**: This field is entered automatically when you save the company.

**Company Name**: Enter the name of the company. The company name is used to associate users with a particular company when there are two or more companies sharing the same server. If this system is configured for only one company, this field will not affect any functionality of the system.

**Domain Name/IP Address**: Enter the domain name or the company IP address of the server.

**Warning**: This domain name or IP address should not be the same as your mail server, especially when using IMAP synchronization or BES. For example, if you are using **company.com** as your mail server domain (e.g. **user@company.com**), the domain you enter here should be something in the range of **voiceserver.company.com** and never **company.com**.

**Phone Number**: Enter the company's phone number. This information must be specified if you want to create a VPIM address.

**Use Mailboxes From**: From the dropdown menu, select another company if the current company is to share the Mailboxes with another company.

**Fax Extension**: Enter a Mailbox that is associated with a fax extension. This Mailbox will receive all faxes directed to this company.

**Admin Mailbox**: Enter the Administrator's Mailbox. The Admin Mailbox specified must have a VPIM address defined which is used for sending delivery notifications.

**PBX Node**: From the dropdown menu, select the PBX node that the current company will utilize. This option is only available if you have multiple PBXs defined in the PBX settings. You must choose a node whenever the option is available to you so that the system can properly manage the calls.  Node numbers must be assigned sequentially starting with 1 (e.g. 1 2 3 4...).

**Country**: From the dropdown menu, select the country in which the system is located.

**Greeting Format**: From the dropdown menu, select the format that you wish to use to record the greetings.

**Collaboration URL**: Enter the URL of the collaboration service that your company is using. Collaboration services are enabled in the Web Access.

**Time Zone**: Select the time difference in hours between your primary office location and Greenwich Mean Time (GMT).

**Relate Company to**: Select the C.O. Line radio button if C.O. lines are employed to identify the company. Otherwise, select the Port radio button. This field is used for clear identification of how incoming calls are managed in a multiple company environment.

**Note**: Avaya Messaging supports **Multi-Tenanting** where more than one company is setup on a single voice server. Each company is isolated from the others, so incoming calls on specific numbers or lines can be automatically routed to the correct auto attendant, Telephone User Interface and other resources. Additional licensing is required to configure more than one company.

# Advanced Tab

The Advanced tab of Company allows you to specify a variety of options, such as rules followed during calls and paging options within the company.

**Allow Sequential Directory**: Enable this checkbox to indicate whether or not to allow callers to access the sequential directory when they press **\*** while accessing the directory.

**Add Number of Messages to Beeper Number**: Enable this checkbox to indicate whether or not to indicate the number of new messages in the Mailbox when outcalling to a beeper. This is shown with an asterisk (**\***), followed by the number (for example, **201 \*3** indicates **3** new messages in Mailbox **201**).

**Play Mailbox Greeting for Express Voice Mail**: Enable this checkbox to indicate whether to play the Mailbox greeting when callers are sent to Express Voice Mail, or merely the name prompt.

**Drop Messages Less than Max Silence**: Enable this checkbox to disable the delivery of messages that are less than the specified Maximum Silence. Max silence is defined in the PBX properties under Disconnect.

**Use Silence Detection in Record Conversation**: Enable this checkbox to end a recording of conversation when silence is detected. Max silence is defined in the PBX properties under Disconnect.

**Barge in Record Conversation**: Enable this checkbox to allow the barge in during recording of conversations.

**Allow Dialing Extension Starting with 0**: Enable this checkbox to allow the creation of extensions that lead with digit 0 (e.g. 033).

**When Transferring, Play Prompt**: Enable this checkbox to play the "Thank You. Please Hold" prompt when transferring calls from the automated attendant.

**Allow Multilanguage**:  In order for clients to use multilingual prompts on their mailboxes, this option must be enabled.

**Paging Transfer Code**: Enter the sequence of actions or digits that the system is to dial to make a transfer.

**Paging Access Code**: Enter the PBX port number for paging.

**Paging Release Code**: Enter the sequence of actions or digits that the system is to dial to get the caller back after intercom paging.

**Paging Delay Time**: Enter the length of time (in seconds) that the system is to wait after paging before transferring to the extension.

# Call Options Tab

The Call Options tab of Company allows you to define the specific logic related phone calls. These settings will also determine the ground rules for users who are calling or receiving calls through the server.

**Outcall Access Code**: Enter the code required for the system to access an outside line. The code must be followed by a comma.

**Account Code**: Enter the appropriate long distance code. Enable the **Prefix** checkbox if you require the Account Code to be dialed before the long distance number.

**Account Code Dialing Format**: Enter the format required to successfully employ the Account Code. For example, if you require the account code to be entered both before and after the dialed number or even within the dial string, you will define it through here.

**Outcall Retry Time**: Enter the period of time (in minutes) that the system is to wait before attempting to make another outside call. The default is **2**.

**Minimum Message Length**: Enter the minimum length (in seconds) a recorded message should be before the system recognizes it to be valid. If a recorded message is shorter than this value, the system will reject it. The default is **2**.

**Caller Number of Retries**: Enter the number of allowable invalid attempts an <u>outside caller</u> is allowed before being disconnecting from the call.
The default is **3**.

**User Number of Retries**: Enter the number of allowable invalid attempts an <u>internal user</u> is allowed before being disconnecting from the call.
The default is **3**.

**Maximum Call Length**: Enter the maximum time (in minutes) that an incoming call can last. A value of **0** indicates unlimited time. The default is **30** minutes.

---

**Note**: Call needs to be supervised by the server (i.e. Trombone) for maximum call length to be enforced. Calls connected via blind transfer do not have a time limit.

---

**Maximum Time for Call back**: Enter the maximum time (in minutes) that a call-back call can last.

**Inter-Digit Delay Time**: Enter the maximum time (in msec) that the system should wait between inband digit strings before reading. The default is **3000** msec.

**Enhanced Call Control Trigger Key**: Enter the sequence of keys that the user may press to access the Enhanced Call Control feature. The user must have this feature enabled in the feature group for these keys to have an effect.

**Oncall Reply Trigger Key**: Enter the sequence of keys that the user may press to return the user to their mailbox while utilizing the "Call Back to Sender" feature from their TUI. When the trigger keys are pressed, the sender who was called will be disconnected and the user will be returned to their mailbox.

**Number of Rings During Business Hours**: Enter the number of rings before the auto attendant answers during business hours. A value of **1** intercepts calls quickly.

**Number of Rings after Business Hours**: Enter the number of rings before the auto attendant answers after business hours. A value of **1** intercepts calls quickly.

**Press Key**: From the dropdown menu, select either **1 for Q and Z** or **7 for Q and 9 for Z** to specify the numbers to use when entering these letters.

**Free Format Digit Dialing**: Enable this checkbox to allow free format dialing. Free format dialing allows callers to dial any system extension even if a Mailbox is not associated with that extension.

# Mailbox Options Tab

The Mailbox Options tab of Company allows you to specify the options for all Mailboxes associated with the current company, including the Mailbox length (number of digits representing the Mailbox), the length of the directory list, and the method used to sort the Mailboxes.

**Mailbox Length Fixed**: Enable this checkbox to indicate whether or not the Mailboxes associated with this company will be fixed in length. Otherwise, the Mailbox number may be variable in length.

**Mailbox Max Length**: Enter the maximum number of digits that Mailboxes can be.

**Sorted by Last Name**: Select this radio button to have system playback the company sequential directory according to last name.

**Sorted by Mailbox No**: Select this radio button to have system playback the company sequential directory according to Mailbox number.

**Deactivate MWI if**: Enable this checkbox to deactivate message waiting indicators under a set condition below. Selecting this checkbox will enable the Number of internal Recipients more than field.

**Number of internal Recipients more than**: Enter the maximum number of active recipients that will deactivate the MWI. Deactivate MWI if must be enabled to modify this value.

**Refresh Mailbox Message Lights**: Enable this checkbox to automatically audit Mailbox status and reset Mailbox message lights in cases of power failures and computer reboots. This option is turned off by default and is only used when the PBX does not have the capability to store message light status in memory.

**Skip greeting termination keys**: Enter the DTMF key(s) that can be used for skipping the greeting.

# Integrated Fax Tab

The Integrated Fax tab of Company allows you to specify fax options for all Mailboxes associated with the company.

**Integrated Fax incoming folder**: Enter the path of the incoming fax folder for the current company.

**Integrated Fax outgoing folder**: Enter the path of the outgoing fax folder for the current company.

**FTP server address**: Enter the current company's FTP server address.

**FTP server account**: Enter the account name required to access the above FTP server.

**FTP server account password**: Enter the password associated with the above FTP account.

**Confirm account password**: Re-enter the FTP server account password.

**FTP server virtual folder**: Enter the path of the folder on the FTP server where the files will be passed to and from the UC server.

**Send fax expired**: Enter the number of days that must pass before a fax expires.

**Repeat printing of file if no response after**: Enter the length of time (in minutes) the system will wait for a response after a print before attempting to print again.

**Number of retries for printing file if no response**: Enter the number of times the system will attempt a re-print if there is no response.

# Admin Broadcast Messages Tab

The Admin Broadcast Messages tab of Company allows you to send text messages to all users in the current company. Please refer to **Broadcast Messaging on page 77** for details on the procedure.

**List of messages**: This field displays all of the broadcast messages that has been saved.

**New**: Click this button to create a new broadcast message.

**Delete**: Click this button to delete the selected broadcast message.

**Edit**: Click this button to edit the selected broadcast message.

**Send**: Click this button to send the selected broadcast message.

# Synchronization Options Tab

Users can upload photographs to Google as part of their profile. The Synchronization Options tab allows the UC System to update these profile pictures when changes are made to the original online source files.

This tab provides company wide access for the system and requires an OAuth2 Service Account and Private key password to have been created on Google first.

**Public Contact**: Enable to include all corporate Public contacts. Disable to include only corporate contacts in the synchronization.

**Server ID**: Select the server where the profile picture is stored (e.g. **Gmail**).

**User Account**: Enter the user name taken from the **Client ID** of the OAuth2 Service Account. Do not include the domain portion of the Client ID.

**User Password**: Enter the OAuth2 private key password (**notasecret**).

**Confirm User Password**: Re-enter the private key password to confirm.

**Directory**: Select **None** to disable profile picture synchronization. Choose **Pictures** to synchronize with the online source directory.

**Note**: If OAuth2 is not being used, enter the admin explicit password for the login credentials.
   **User Account** - Enter the administrator account and domain name (e.g. **adminuser@domain.com**).
   **User Password** - Enter the administrator password.

## Image Directory Settings

Messaging includes contact pictures if they have loaded a picture onto their Google profile. The **Image Directory Settings** control how the UC server deals with updated picture files.

**Remote directory images, except non-existing**: Picture files that are already in the storage directory that have changed since the last update will be downloaded.

**All remote directory images, including non-existing**: All picture files for contacts will be downloaded to the image directory.

**Only images that are not present in local directory**: Picture files that are not already in the image directory will be downloaded.

# Web Application Settings

For Messaging to access and synchronize the image, the web application must be setup to allow others to view the image.

For example, in Gmail, go to **User Settings > My picture**, and enable the **Visible to everyone** radio button.



# Speech Options Tab

The Speech Options tab of Company allows you to customize the voice recognition options for the Company.



**Voice Recognition**: Enable this checkbox to activate the ASR (automatic speech recognition) engine within the company.

**Confirm Names in Voice Recognition**: Enable this checkbox to play the confirmation prompt when the caller says the name of the desired party.

**Allow Barge-In in Voice Recognition**: Enable this checkbox to allow the voice recognition function to be active during prompts. For example, the caller can say the name of the desired party during the prompt as opposed to waiting for the prompt to finish if this option is enabled.

**Allow Barge-In in Confirm Names**: Enable this checkbox to allow confirmation during the confirmation prompt. For example, the caller can say "Yes" to be transferred right away without listening to the entire confirmation message.

**Allow Say Operator**: Enable this checkbox to allow a caller to be transferred to the operator by saying "Operator".

**Compile Grammar**: Click this button to have the system recompile the grammar files located on the system.

**Voice Verification**: Enable this checkbox to allow voice verification as a login method. This feature may be used in conjunction with the traditional DTMF key input or as a stand alone option. Click on the Settings button for detailed configuration options.

**Failed Voice Menu**: Select the menu that the user will be sent to after voice verification has failed. This option is only available if voice verification is enabled.

**Wait for License Timeout**: Enter the time (in msec) that voice verification will wait before proceeding with a failed action. The voice verification feature requires a license to function and in some cases, the license cannot be verified due to the high volume of traffic on the voice verification ports. Setting a reasonable time within this field will allow the users to wait in the queue rather than failing right away.

**Contact Priority**: From the dropdown list, select which of your contacts (Public, Private or None) is less important when performing speech recognition on contacts. This information will be used to streamline the way in which the server processes the contact database.

**Do not send notification when system disables contacts**: Enable this checkbox to disable message notification when contacts are disabled from the system.

## Voice Verification Security Settings

**DTMF**:

> **Allow Numeric Password**: Select this option to permit the user to enter their password through the telephone keypad instead of using a voiceprint.

> **Allow Numeric Password after...retries**: Select this option to permit the user to enter their password through the telephone keypad after the specified number of failed attempts using their voiceprint.

**Verify only from Trusted Phone**: Enable this checkbox to allow voice verification only from trusted phones. Trusted phones are defined under the Mailbox > Address tab for each individual address setting.

**Allow Identification Number**: Enable this checkbox to allow the users to log into their Mailbox by saying their Identification Number (usually from an external number).

**Force Enrollment**: Enable this checkbox to force Mailbox users to enroll for voice verification at the company level instead of individually.

# Company Languages Tab

The Company Languages tab of Company allows you to configure the languages for the UC system according to the modules that you have installed. The UC has the ability to play system prompts, holiday, business hours and company greetings in selected languages. Please refer to **Add / Edit Language Properties on page 60** for details.

**Add**: Click this button to add a language to selected DTMF key.

**Edit**: Click this button to edit the language associated with the selected DTMF key.

**Remove**: Click this button to remove the language associated with the selected DTMF key.

> **Note**: Each company can have its own default language.

> **Note**: Language availability is controlled by licensing.

# C.O./Channel Assignment Tab

The C.O./Channel Assignment tab of Company allows you to manually define C.O. Lines and Voice Channels to a company. This allows you to efficiently manage your resources, especially under a multi-tenant (multi-company) environment.

Assigning C.O. lines to companies will allow you to control which company picks up calls on a particular C.O. line. For example, if C.O. Line 1 is assigned to Company 1 and C.O. Line 2 is assigned to Company 2, all calls received by C.O. Line 1 will be answered by Company 1 while calls received by C.O. Line 2 will be answered by Company 2. Dividing the companies through C.O. line definition will also allow all the companies to share the port resources.

If your PBX does not support C.O. Line identification, you may divide the companies through ports (Voice Channels). In this case, the ports will be confined to the company they are assigned to.

You may also assign specific channels that are to be used for certain functions in this tab to better manage your resources. You will be able to define channels for 2 scenarios at each company: one for during business hours and one for after hours.

> **Note**: When there is only one company, there is no need to dedicate C.O. lines.

> **Note**: Voice Channels will be defined automatically in the default company upon initial installation/ configuration.

## C.O. Assignment

**Add**: Click this button to add a C.O. assignment.

**Remove**: Click this button to remove the selected C.O. assignment.

## Voice Channel Assignment

**Add**: Click this button to add a voice channel assignment.

**Remove**: Click this button to remove the selected voice channel assignment.

# Business hours Channels

The settings defined here will be used during the business hours of the current company.

**Notification**: Enter the channels to be used for outcall notification (e.g. phone, beeper).

**Wakeup Call**: Enter the channels to be used for the wakeup call function.

**Mass Recall**: Enter the channels to be used for Mass Recall.

> **Note**: This field can have dedicated channels. For light port activity usage, they can be the same as the notification ports.

**Desktop**: Enter the channels to be used for message playback (from Outlook and Client).

> **Note**: It is recommended that you allocate separate ports for **Desktop** and **Notification** to eliminate the chance of collisions between the two events.

**AMIS**: Enter the channels to be used for AMIS.

**Broadcast**: Enter the channels to be used for Broadcast.

**Record Conversation**: Enter the channels to be used for various recording features.

# After hours Channels

The settings defined here will be used outside of the business hours of the current company.

**Notification**: Enter the channels to be used for outcall notification (e.g. phone, beeper).

> **Note**: A range of channels can be addressed with a dash (e.g. 1-4) while many individual channels are divided by commas (e.g. 1,3).

**Wakeup Call**: Enter the channels to be used for the wakeup call function.

**Mass Recall**: Enter the channels to be used for Mass Recall.

> **Note**: This field can have dedicated channels. For light port activity usage, they can be the same as the notification ports.

**Desktop**: Enter the channels to be used for message playback (from Outlook and Client).

> **Note**: It is recommended that you allocate separate ports for **Desktop** and **Notification** to eliminate the chance of collisions between the two events.

**AMIS**: Enter the channels to be used for AMIS.

**Broadcast**: Enter the channels to be used for Broadcast.

**Record Conversation**: Enter the channels to be used for various recording features.

# Passwords/Security Tab

The Passwords/Security tab of Company gives you control over the level of password security for the company.

**Password Auto-Unlock after**: Enable this checkbox to automatically unlock a locked Mailbox (e.g. after too many login attempts, etc.) after the set amount of time passes. The field to enter the amount of time becomes active once the checkbox is enabled.

**Forced password change**: Enable this checkbox to force each Mailbox user (in the current company) to change their password after a period defined in the text box below. The field to enter the period becomes active once the checkbox is enabled.

**Enable Password change every X day(s)**: Enter the number of days after which a Mailbox user must change their password. For example, if you enter 30 in this field, users will be forced to change their password every 30 days. This field becomes active when Forced password change is enabled.

> **Note**: You must enter a value greater than **0** day(s) on this field when utilizing this feature. This is also true when you are utilizing force password change upon reset feature.

**Numeric Password length Fixed**: Enable this checkbox to establish a fixed length for **voicemail** or **numeric** passwords.

**Password Length/Minimum Numeric Password length**: When *Numeric Password length Fixed* is enabled, enter the length for fixed numeric passwords. For example, if you want all mailbox passwords to be seven characters long, enter 7 in this field. When *Numeric Password length Fixed* is not enabled, enter the minimum allowed length for numeric passwords.  Longer passwords can be used if desired.

**Minimum Application Password length**: Enter the minimum allowed length for application (alphanumeric) passwords. Longer passwords can be used if desired.

**Default Application Password**: Enter the default password for all application logins accounts created under the current company.

**Default User Password**: Enter the default password for all new mailbox accounts created under the current company.

**Ask to change password on first access**: Select the **Yes** radio button to force the users to change their password when they first log in to their mailbox. Select **No** to allow the users to use the default password continuously.

**Allow password to be same as mailbox number / user name**: Enable this checkbox to allow a user's mailbox number / user name and the password to be the same (i.e. the password for Mailbox 1234 can be set as **1234**).

**Allow sequential characters in password**: Enable this checkbox if you want to allow users to use sequential characters in their password (e.g. **ABC** or **123**).

**Allow repeat characters in Password**: Enable this checkbox to allow repeated characters in the password (e.g. **AAA** or **555**).

**Allow reuse of passwords**: Enable this checkbox to allow a previous password to be reused. The number of times a password can be reused is defined in the field below.

**Number of periods where passwords cannot be reused**: Enter the period in which the old password becomes reusable. (i.e. if you enter **2** in this field, a user can use a specific password again after 2 cycles of enforced password changes while entering '0' allows the users to reuse the same password continuously).

**Maximum Number of Password changes per day**: To increase system security, set this value to limit the number of times a user password can be changed in one day. Administrator accounts are not affected. Acceptable values are **1-24**.

**Number of incorrect attempts after Mailbox is locked**: Enter the number of failed user login attempts allowed before a Mailbox is locked.

**Login delay time after failed attempts (in min)**: After reaching the set number of failed login attempts, this user will not be allowed another attempt until the specified number of minutes have elapsed.

**Unlock Mailbox if Password updated**: Once enabled, whenever a mailbox password is updated, its locked status will be reset allowing it to be opened normally.  If disabled, a locked mailbox will remain locked after a password update.

# AMIS Parameters Tab

The AMIS Parameters tab of Company allows you to specify the AMIS (Audio Messaging Interchange Specification) settings. AMIS is a standard that enables voice messaging systems produced by different vendors to be networked together.

**Auto Add New Sites**: Enable this checkbox to automatically add sites that are not registered to the network database. The **Description** field of the auto-added sites will show the date the site was auto-added.

**Loop Back Request ID**: Enter the AMIS loop back test number for this site. For LOCAL sites, this defines the loop back test for incoming calls from other sites.

**Admin Message User ID**: Enter the user ID that will receive messages that cannot be delivered or returned.

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**Note**: The default value for this field is blank. If the field is left blank, undeliverable and returned messages will be deleted. This field is used for **local** sites only.

---

**System ID Number**: Enter an unique string that identifies this company to all other sites as an AMIS site. It will also identify the callback telephone number.

**Digital Timeout For Send**: Enter the number of seconds to wait for all digits before timeout. The default is **15**.

**Digit Timeout For Receive**: Enter the number of seconds to wait for all digits before timing out. The default is **15**.

**Packet Delay For Send**: Enter the number of seconds the system should wait before sending a time out message. The default is **3**.

**Packet Delay For Receive**: Enter the number of seconds the system should wait before sending a time out message. The default is **3**.

# Other Company Related Options/Configuration

## Add C.O./Voice Channel Assignment

Line Answering parameters define how the telephone system and the auto attendant system ports are utilized. When more than one company shares the same telephone system, it is possible to set-up the system with "Floating Ports." This means both companies can share the same Inbound Ports.

However, the C.O. Lines used by each company must be identified so that the system knows which company should pick up the call. For example, if you have two companies using a four port system and each company has two incoming C.O. Lines, C.O. Lines 1 and 2 for company A, and C.O. Lines 3 and 4 for company B, both companies will use Inbound Ports 1 to 4, or as many as you have installed.

**Note**: When there is only **one company**, there is **no need** to dedicate any C.O. lines. These assignments do not have to be independent of one another if you setup multi-tenanting with C.O. Line assignment. Under voice channel allocation you must configure channels that have been allocated to this particular company. If the UC server is set up for only one company, follow the outline for a single company. For multiple companies, follow the outline for Multi-Tenanting.

### Adding a C.O. Assignment Entry

**From**: Enter the first number of C.O. lines that the current company will use to receive incoming calls.

**To**: Enter the last number of C.O. lines that the current company will use to receive incoming calls.

**Note**: If you want to add a single entry, simply enter the same number in the From and To field (e.g. From: 1, To: 1).

**Note**: If your telephone system does not have C.O. Line identification, you may simulate C.O. Line identification. Set up the C.O. Lines to ring into real extensions that are programmed to forward all calls to Server Pilot. On the "Inband Parameters" screen, enter the inband that you would normally receive from a forwarded extension into the Parameter 190 - "Inband Outside C.O. Call". On the company screen, enter the extension number of this forwarded extension in the C.O. Lines field.

For example, Extension 123 is to be used to identify a call for company A. The code sent by the telephone system to the server is 99E. In parameter 190, enter 99E. On the company screen, in the C.O. Lines field enter From: 123 and To: 123.

Companies must be listed sequentially according to C.O. Line Number whenever multi-tenanting based on C.O. Line Number is used.

### Adding a Voice Channel Assignment Entry

**From**: Enter the first voice channel that will be used by the current company.

**To**: Enter the last voice channel that will be used by the current company.

**Note**: In majority of cases, the channels will be assigned automatically upon UC server installation.

**Note**: If you want to add a single entry, simply enter the same number in the From and To field (e.g. From: 1, To: 1).

# Add / Edit Language Properties

**Language**: From the dropdown menu, select a language.

**Operator**: From the dropdown menu, select the mailbox number of the company operator (receptionist) for this language. This allows callers to transfer to this extension when they press zero (0) to speak to an operator in the preferred language.

**Greeting**: From the dropdown menu, select a company greeting to be associated with this language.

## Operator Schedule

Refer to Operator Schedule on page 73 for more information.

## Operator Keyword(s)

Operator Keywords will be recognized by the ASR system which will then transfer the call to the default operator when the keyword is spoken by the caller.

## Cancel Keyword(s)

Cancel Keywords will be recognized by the ASR system to cancel input when the keyword is spoken by the callers.

## Login Verification Keyword(s)

Login Verification Keywords will be recognized by the ASR system to send the caller to the corresponding mailbox to login. The caller will have to say additional information (e.g. their name, ID number) if the system does not recognize the user right away. The caller must be a voice verification user to use this feature.

## Recognition Keyword(s)

Recognition keywords are used by the ASR engine to match the voice print of the user during voice verification. It is best to choose words that are easy to pronounce that also have a good mixture of vowels and consonants.

## TTS Voice

**Female**: From the dropdown menu, select the female voice that will be used for the current language.

**Male**: From the dropdown menu, select the male voice that will be used for the current language.

**TTS Default**: Select Female radio button to make the default TTS voice female or Male radio button to make the default TTS voice male.

**Set Language as Default**: Enable this checkbox to make the current language the default for the Company.

**Active**: Enable this checkbox to activate the current language. If not activated, the language will be unavailable in the system when multiple languages are present.

# Business Hours

The Business Hours dialog box allows you to designate your company's office hours. These business hours are used in conjunction with Greeting Times to play the appropriate greeting.

## Buttons

| Button | Description |
|--------|-------------|
| ✕ | Delete the entire Business Hours schedule. |
| 💾 | Save Business Hours schedule. |
| 📊 | View a report of all Business Hours schedules. |
| ⊞ | Create a new Business Hours schedule entry. |
| ⊠ | Delete the current Business Hours schedule entry. |
| ⏮ | Move to first Business Hours schedule entry. |
| ◀ | Move to previous Business Hours schedule entry. |
| ▶ | Move to next Business Hours schedule entry. |
| ⏭ | Move to last Business Hours schedule entry. |

## Business Hours Configuration

**Schedule Enabled**: Enable this checkbox to activate the current schedule.

**Closed Greeting**: From the dropdown menu, select the phrase that you want to play when a call is received outside of business hours.

**Days**: Select the checkboxes of the days of the week on which you want the greeting to run.

**Time From**: Scroll to the time (hours and minutes in 24-hour format) that the greeting is to start, or manually enter the time in the field.

**Time To**: Scroll to the time (hours and minutes in 24-hour format) that the greeting is to end, or manually enter the time in the field.

---

**Note**: Select the **All Day** checkbox if you want the greeting to play by default, regardless of the time. If no time is entered in the **Time From/Time To** fields, the system will select **All Day** for its default value.

---

**Note**: A value of **From 13:00** to **no value** indicates **1:00 PM to midnight**. The minimum value is **0:00** and the maximum value is **23:59**.

---

**Note**: The **From** field can not be greater than the **To** field.

---

**Greeting**: From the dropdown menu, select the greeting that is to play during the specified business hour.

# Company Contacts

The Admin console allows you to create company contacts.

## Company Contacts Buttons

| Button | Description |
|--------|-------------|
| | Add new Company Contact. |
| | Delete selected Company Contact. |
| | Edit selected Company Contact. |
| | Search for a Company Contact. |

# Adding / Editing a Contact

## General

**Speech Enable**: Enable this checkbox to allow this contact to be dialed using voice recognition.

**User Name**: Enter the contact's name as you want it to appear in the list.

**Gender**: From the dropdown menu, select the gender for the contact.

## Personal Info

**Title**: From the dropdown menu, select a salutation for the contact (e.g. Mr.)

**First Name**: Enter the contact's first name.

**Middle Name**: Enter the contact's middle name.

**Last Name**: Enter the contact's last name.

**Suffix**: From the dropdown menu, select a suffix  for the contact's (e.g. Jr.).

**Birthday**: Enter or click on the ellipsis button to select it from a calendar.

## Business Info

**Company**: Enter the name of the contact's company.

**Job Title**: Enter the contact's official job title.

**Office**: Enter the location name of the office where the contact works.

**Department**: Enter the name of the company department in which the contact works.

## Business Address

**Address**: Enter the contact's address directly or through the dialog box by pressing the Address button.

**Phone**: Enter the contact's primary telephone number.

**Phone 2**: Enter the contact's secondary telephone number.

**Fax**: Enter the contact's fax number.

**Mobile**: Enter the contact's mobile phone number.

**Beeper**: Enter the contact's beeper number.

**email**: Enter the contact's email address.

**Web Site**: Enter the contact's business or personal web site.

**Description**: Enter a short description for your reference.

## Other Info

Use the **Other Info** tab to enter additional personal information for the contact.

Click the **Address** button to include more detailed address details.

## Notes

Use the **Notes** tab to enter any notes/comments about the contact.

## User-defined Info

Use the **User-defined Info** tab to create your own entries for this contact.

For example, enter a contact's nickname in the space provided here. In such a case, you would click on the **Add** button. The New Field dialog box appears.

If that contact's nickname was 'Growler', you would enter 'Nickname' in the **Name** field and 'Growler' in the **Value** field, then click **OK**.

# Compile Grammar

Each time you create a Mailbox, you enter the first and last name of the user. Using speech recognition technology, the system allows a caller to speak a user's name and be directly transferred to the appropriate Mailbox. Creating and compiling the grammar file allows you to maximize the ASR/Voice Verification functionality.

When Mailboxes are added or names are modified, grammar compilation is necessary and will automatically be scheduled 5 minutes after the last change is made. To compile grammar manually, go to the **Company > Speech Options** tab and click on the **Compile Grammar** button.

## Compiling Grammar also does the following:

- Allows people to say the name of contacts.
- Allows people to say the name of the party that they wish to message.
- Compiles the Voice Verification keyword list.
- Compiles the list of people who have Voice Verification enabled.

# Distribution List

The UC system allows you to create a distribution list consisting of one or more message recipients. This enables you to send a voicemail, email, or fax to more than one user simultaneously.

When creating the distribution list you can add internal users, users on a site that is networked via AMIS to the server, users on a site that is networked via VPIM to the server, and external email users. This allows you to send messages to any user with one of these profiles.

Each Mailbox has the ability to hold all the distribution lists that you need, each consisting of an unlimited number of Mailboxes.

**Note**: When you are viewing a personal distribution list that consists of both **Private & Public** contacts, you will only see the **Public** contacts on the list from the Admin. However, the list still holds the **Private** contacts and can be accessed by the user who created the contact. This ensures the privacy of individual users and their personal contacts.

## Distribution List Buttons

| Button | Description |
|---|---|
| | Create a new Distribution List. |
| | Delete current Distribution List. |
| | Save current Distribution List. |
| | Move to first Distribution List. |
| | Move to previous Distribution List. |
| | Move to next Distribution List. |
| | Move to last Distribution List. |

# Distribution List Configuration

**List Number**: Enter the Distribution List number.

**List Name**: Enter a name for the Distribution List.

> **Note**: The list name can consist of any combination of alphanumeric characters. If you require the voice mail system to read your distribution lists to you, it will read the characters that you have entered in this field through the telephone handset using the Text-to-Speech (TTS) feature.

> **Note**: Both the list number and list name must be unique within a company.

# After Selecting the Item(s) on the Left Pane:

**Add**: Click on this button to add the selected entries to the Distribution List.

> **Note**: Due to the nature of Remote Site entries you must add them individually. Please refer to the below section to learn more about adding entries to the Distribution List from Remote Sites.

**Add All**: Click on this button to add all Mailbox entries to the Distribution List.

# After Selecting the Item(s) on the Right Pane:

**Remove**: Click on this button to remove the selected entries from the Distribution List.

**Remove All**: Click on this button to remove all entries from the Distribution List.

# Adding an Remote Site Entry

## After Selecting a Remote Site Number from the Left Pane:

Enter the address of the user/Mailbox/extension that you wish to reach.

> **Note**: An AMIS address must be numeric. A VPIM address can be alphanumeric.

# Adding a Manual Entry (Email/Fax/SMS/Phone)

You may add Email, SMS Email, Fax and SMS Phone entries manually to the distribution list.

**email**: Enter the full email address then click on the Add button.

**SMS email**: Enter the full SMS email address then click on the Add button.

**FAX**: Enter the FAX number then click on the Add button. Alternatively, click on the ellipsis button to open a dialogue to define country code, area code and phone number separately.

**Phone**: Enter the Phone number then click on the Add button. Alternatively, click on the ellipsis button to open a dialogue to define country code, area code and phone number separately.

**SMS Phone**: Enter the SMS Phone number then click on the Add button. Alternatively, click on the ellipsis button to open a dialogue to define country code, area code and phone number separately.

# During Record Menu 

The During Record Menu allows you to configure a message menu that will be used by outside callers during a message recording session.

## During Record Menu Buttons

| Button | Description |
|--------|-------------|
| ✕ | Delete current During Record Menu. |
| 💾 | Save current During Record Menu. |

## During Record Menu Configuration

**Menu Name**: Enter a name for the sub menu.

**Actions**: Drag and drop an action in this panel to the DTMF key of choice. By assigning actions to specific keys, outside callers will be presented with the actions you have defined.

Click **Save** when finished.

| Action | Function |
|--------|----------|
| Append to Recorded Message | Adds the message to a previously recorded message. |
| Cancel Message and Exit | Cancels the message and exits. |
| Rerecord Message | Allows a caller to rerecord a message. |
| Review Recorded Message | Plays back the recorded message for review. |
| Send Recorded Message | Sends the message to the destination. When you attach this function to a DTMF key the following window will appear.<br><br>**Urgent**: Enable this checkbox to mark the message as urgent.<br><br>**Certified**: Enable this checkbox to notify the caller when the message is received.<br><br>**Confidential**: Enable this checkbox to restrict the receiver from forwarding the message.<br><br>**Do not play prompt**: Enable this checkbox to disable the prompt, if desired.  The default value is to enable the prompt. |
| Toggle Certified Flag | Flags message as certified. |
| Toggle Confidential Flag | Flags the message as confidential. |
| Toggle Mass Recall | Enables mass recall. |
| Toggle Urgent Flag | Flags the message as urgent. |
| Transfer to Operator | Sends the caller to the company operator. |

# Holidays 



The Holidays parameter allows you to specify holidays so that an appropriate greeting can be played on that day. You can enter as many holiday dates as you require.

## Holidays Buttons

| Button | Description |
|--------|-------------|
|  | Create a new Holiday entry. |
|  | Delete the current Holiday entry. |
|  | Delete all Holiday entries. |
|  | Save Holiday entries. |
|  | View a report of all Holidays. |

## Configuring Holidays



**Note**: When the Company starts with a Voice Menu, the Holidays phrase will only take effect if the Phrase field says "Company Active Greeting" in the Voice Menu. This tells the system to use the **Phrase** defined on the **Greetings** tab of the Holiday screen, and to check if the current day is a Holiday.

**Note**: You can also double click on the date instead of manually adding a Holiday entry on the selected date by clicking on the button.

**Month**: From the dropdown menu, select the month that the holiday appears in.

**Year**: Select or enter the year in which the holiday appears in.

**Start Time**: Select or enter the start time of the holiday. The callers will hear the selected greeting and be sent to the define Voice Menu starting at the define time on the selected holiday. The holiday will expire at 23:59 PM of that day.

**All day**: Enable this checkbox to honor the holiday for the entire day. The callers will hear the selected greeting and be sent to the define Voice Menu starting at 12:00 AM of the holiday. The holiday will expire at 23:59 PM of that day.

**Holiday Greeting**: From the dropdown menu, select the prompt that corresponds to the selected holiday.

**Note**: You must record a new prompt for each holiday that you add. To record these greetings, refer to Recording a company greeting on page 401.

**Voice Menu**: From the dropdown menu, select the Voice Menu that the system will use during the Holiday hours.

# Key Mapping 

The Key Mapping dialog allows you to specify single digit key access, enabling callers to perform actions using a telephone keypad. For example, you can setup your system to allow a caller to press <1> for the Sales Department, <2> for Technical Support, and so on.

Before customizing key mapping, you must be aware of the default keys:

| | |
|---|---|
| * | Directory (access to company directory) |
| # | Login (user's access to the system) |
| 0 | Operator |

## Key Mapping Buttons

| Button | Description |
|---|---|
| | Delete current Key Mapping. |
| | Save current Key Mapping. |
| | Open Start Menu Schedule. Use this schedule to define when the custom Key Mapping is going to be used. |
| | Create a new Sub Menu. |
| | Delete the current Sub Menu. |
| | Move to first Sub Menu. |
| | Move to previous Sub Menu. |
| | Move to next Sub Menu. |
| | Move to last Sub Menu. |
| | Search for a Sub Menu. |

# Key Mapping Configuration 📳

Creating a key mapping sub menu allows the user to create a series of different key mapping definitions based on different times and days of the week. For example, if a caller presses **1** in the morning, they are transferred to Sales.  If they press **1** when the company is closed, however, the system transfers the call to the west coast office where operations are still open to handle the call.

**Menu Name**: Enter a name for current key mapping. This is for administrator use only and has no affect on performance.

**Sub Menu Number**: This number is automatically assigned when you create a sub menu.

**Extension Dialing**: Enable this checkbox to allow callers to transfer to a Mailbox user by pressing the DTMF keys (i.e. if you set 2 to be a disconnect, the user can enter 2022 to be transferred to Mailbox 2022 instead of being disconnected).

**Description**: Enter a description for current key mapping sub menu. This is for administrator use only and has no affect on performance.

**Actions**: This field displays a list of predefined actions you can configure in the automated attendant. The following actions are available for key mapping:

| Action | Function |
|---|---|
| Disconnect | Hangs up the call |
| Recall Caller | Recalls the caller out of the Voice Menu of a defined Mailbox.<br>**Note**: The DTMF Key assigned to this action cannot be the same as the first number of the user's Mailbox number. For example, if a user has the Mailbox number 255, the Recall Caller action cannot be assigned to DTMF key 2. |
| Send to Company Operator | Sends the caller to the company operator. |
| Send to Directory | Sends the caller to the company directory. |
| Send to Login | Allows the caller to log into the system as a user. |
| Send to Mailbox | Transfers the caller to a defined Mailbox. |
| Send to Sequential Directory | Lists the company directory by name in alphabetical order. |
| Send to Voice Mail | Sends the caller to the Mailbox that was entered.<br><br>**Note**: This action works in the same way as if you had pressed # E# (for example, 7#E#). |
| Send to Voice Menu | This transfers the call into a custom Voice Menu for further processing. |

## There are two methods available to add an action to a DTMF key:

- Highlight an action, right click and select **Set Action To**. Select a DTMF key to match to the action. For example, if Disconnect is to be set to DTMF key 1, right click on Disconnect, click on Set Action to, and then select 1. Disconnect should be assigned to DTMF key 1.

- Click and drag the desired action to the DTMF Key in the right pane.

# Key Mapping Schedule

## Key Mapping Schedule Buttons

| Button | Description |
|---|---|
| ✕ | Delete Key Mapping Schedule. |
| 💾 | Save Key Mapping Schedule. |
| 📊 | View a list of all Key Mapping Schedules. |
| ➕ | Create a new Schedule. |
| ⊠ | Delete the current Schedule. |
| ◀ | Move to first Schedule. |
| ◀ | Move to previous Schedule. |
| ▶ | Move to next Schedule. |
| ▶| | Move to last Schedule. |

## Key Mapping Schedule Configuration

**Schedule Enabled**: Enable this checkbox to active the key mapping schedule.

**Default Start Menu**: From the dropdown menu, select the start menu that should be active when there is no start menu defined individually in the sub menus.

**Description**: Enter a brief title/description of the sub menu for your reference.

## Time

**Start** and **End**: Enter the times between which the sub menu will be active. Enabling the **All day** checkbox will make the sub menu active for 24hrs.

# Recurrence Pattern:

**None**: Select this radio button to have the sub menu occur only once for the period of time with no recurrence.

**Daily**: Select this radio button to indicate that the sub menu will be active on a day-by-day basis. You have (2) options:

**Every weekday**: Select this radio button if you want the sub menu to be active every weekday.

**Every X day(s)**: Select this radio button to specify an interval of activity for the sub menu (every second day by entering 2 in the field, for example).

> **Note**: If you wish to define the settings as Every weekday, select Weekly settings and define the weekdays manually. The UC Admin algorithm favors the weekly setting and will enhance your user experience.

**Weekly**: Select this radio button to indicate that the sub menu will be active on a weekly basis. Then, in the **Recur Every X week(s) on** field, enter an interval of activity for the sub menu (every third week by entering **3** in the field, for example). Finally, check the boxes of the days of the week you want the sub menu to be in effect. For example, if you wanted a sub menu to be active every second Monday, Wednesday and Thursday, you would enter **2** in the field and select the **Monday**, **Wednesday** and **Thursday** checkboxes.

**Monthly**: Select this radio button if you want the sub menu to recur on a monthly basis.

You have two (2) options:

Select the **Day** radio button and indicate which day of the month to use the sub menu.

Select the **The** radio button and indicate which day of a month you want the sub menu to be used. For example, if you want the sub menu to be active on the second Monday of every second month, you would select the The radio button, select **Second** and **Monday**, and enter **2**.

**Yearly**: Select this radio button if you want the sub menu to be active on a specific day of the year. You have two (2) options:

Select the **Every** radio button and indicate the day of the year on which you want the sub menu to be active.

Select the **The** radio button and indicate a specific day of a specific month of the year on which you want the sub menu to be active. For example, if you want the sub menu to be active on the second Thursday of every March, you would select the radio button and select **Second**, **Thursday** and **March** from the dropdown menu.

# Range of Recurrence

**Start**: Select the date on which the first occurrence of the sub menu is to take effect.

> **Note**: The sub menu must have a recurrence pattern defined.

**No end Date**: Select this radio button if you want the sub menu to occur indefinitely

**End After**: Select this radio button if you want to disable the sub menu after the specified number of times.

**End by**: Select this radio button if you want to disable the sub menu by the specified date.

# Start Menu

From the dropdown menu, select the start menu that will run during the scheduled sub menu.

> **Note**: If not defined, this will default to the sub menu defined in Default Start Menu field.

# Operator Schedule

Following the creation of operators and their languages, you can specify when each operator is to receive calls based on their spoken languages through the Operator Schedule feature.

## Operator Schedule Buttons

| Button | Description |
|--------|-------------|
| ✕ | Delete Operator Schedule. |
| 🖫 | Save Operator Schedule. |
| 📊 | View a list of all Operator Schedules. |
| ➕ | Create a new Schedule. |
| ⊠ | Delete the current Schedule. |
| ◀| | Move to first Schedule. |
| ◀ | Move to previous Schedule. |
| ▶ | Move to next Schedule. |
| ▶| | Move to last Schedule. |

## Operator Schedule Configuration

**Schedule Enabled**: Enable this checkbox to activate the current operator schedule.

**Language**: From the dropdown menu, select a language for the operator.

**Default Operator**: From the dropdown menu, select the default operator that will be used by the schedules unless a specific operator has been defined.

**Description**: Enter a description or name.

## Time

**Start** and **End**: Enter the times between which the sub menu will be active. Enabling the **All day** checkbox will make the sub menu active for 24hrs.

## Recurrence Pattern:

**None**: Select this radio button to have the sub menu occur only once for the period of time with no recurrence.

**Daily**: Select this radio button to indicate that the sub menu will be active on a day-by-day basis. Afterwards, you will have (2) options:

**Every weekday**: Select this radio button if you want the sub menu to be active every weekday.

**Every X day(s)**: Select this radio button to specify an interval of activity for the sub menu (every second day by entering 2 in the field, for example).

---

**Note**: If you wish to define the settings as Every weekday, please opt for the Weekly settings and define the weekdays manually. The UC Admin algorithm favors the weekly setting and will enhance your user experience.

---

**Weekly**: Select this radio button to indicate that the sub menu will recur on a weekly basis. Then, in the **Recur Every X week(s) on** field, enter an interval of activity for the sub menu (i.e. 3 for every third week). Finally, check the boxes of the days of the week you want the sub menu to be in effect. For example, if you wanted a sub menu to be active every second Monday, Wednesday and Thursday, you would enter **2** in the field and select the **Monday**, **Wednesday** and **Thursday** checkboxes.

**Monthly**: Select this radio button if you want the sub menu to recur on a monthly basis.

You have two (2) options:

Select the **Day** radio button and indicate which day of the month you want the sub menu to be used.

Select the **The** radio button and indicate which day of a month you want the sub menu to be used. For example, if you want the sub menu to be used on the second Monday of every second month, you would select the The radio button, select **Second** and **Monday**, and enter **2**.

**Yearly**: Select this radio button if you want the sub menu to be recur on a specific day of the year. You have two (2) options:

Select the **Every** radio button and indicate the day of the year on which you want the sub menu to be used.

Select the **The** radio button and indicate a specific day of a specific month of the year on which you want the sub menu to be used. For example, if you want the sub menu to be used on the second Thursday of every March, you would select the radio button and select **Second**, **Thursday** and **March** from the dropdown menu.

## Range of Recurrence

**Start**: Select the date on which the first occurrence of the sub menu is to take effect.

---

**Note**: The sub menu must have a recurrence pattern defined.

---

**No end Date**: Select this radio button if you want the sub menu to occur indefinitely

**End After**: Select this radio button if you want to disable the sub menu after the specified number of times.

**End by**: Select this radio button if you want to disable the sub menu by the specified date.

## Operator

From the dropdown menu, select the operator that will be active during the defined period.

# Send Message Menu

The Send Message Menu allows you to configure a message menu that will be used by outside callers who decide to leave messages in Mailboxes on your company system.

## Send Message Menu Buttons

| Button | Description |
|--------|-------------|
|  | Save current Send Message Menu. |
|  | Create a new Send Message Menu. |
|  | Delete the current Sub Menu. |
|  | Move to first Sub Menu. |
|  | Move to previous Sub Menu. |
|  | Move to next Sub Menu. |
|  | Move to last Sub Menu. |
|  | Search for a Sub Menu. |

# Send Message Menu Configuration

**Menu Name**: Enter a name for the current Send Message Menu.

**No. of Retries**: Enter the maximum number of retries a caller is allowed within the sub menu.

**Play Method**: From the dropdown menu, select the play method to use.

**Sub Menu Phrase**: From the dropdown menu, select the phrase to use for the sub menu.

> **Note**: If you are using a language other than English, you must define your sub menu phrases so that they correspond to the language that you are using. By default, the system installs the English language ranges. If you are using a French system, you must select the .VOX file in the French range that corresponds to the default English .VOX file. For example, SAL9501.VOX is installed by default. To define the French equivalent, you must select SA9551.VOX (the last digit must match), and so on, for each Sub Menu Phrase.

> **Note**: For more information on sub menu phrases in the Send Message Menu, refer to chapter 4 on page 75 of this guide.

**Description**: Enter an accurate title/description for the sub menu.

**Timeout**: Enter the amount of time (in milliseconds) the caller has for input before the system processes it.

> **Note**: At the end of the defined timeout, if there is no input, the system will say "I'm sorry, I did not understand that." If there was an input, system will check and process it if it matches any action.

**Actions**: Drag and drop an action in this panel to the DTMF key of choice. By assigning actions to specific keys, outside callers will be presented with the actions you have defined.

| Action | Function |
|---|---|
| Append to Recorded Message | Adds the message to a previously recorded message. |
| Cancel Message and Exit | Cancels the message and exits. |
| Re-record Message | Allows a caller to re-record a message. |
| Review Recorded Message | Replays the recorded message for review. |
| Send Recorded Message | Sends the message to the destination. When you attach this function to a DTMF key the following window will appear.<br><br>**Urgent** checkbox to mark the message as urgent.<br><br>**Certified** checkbox to notify the caller when the message is received.<br><br>**Confidential** checkbox to restrict the receiver from forwarding the message.<br><br>**Do not play prompt** checkbox to disable the prompt, if desired. The default value is to enable the prompt. |
| Toggle Certified Flag | Flags message as certified. |
| Toggle Confidential Flag | Flags the message as confidential. |
| Toggle Mass Recall | Enables mass recall. |
| Toggle Urgent Flag | Flags the message as urgent. |
| Transfer to Operator | Sends the caller to the company operator. |

# Broadcast Messaging

You can send Admin Broadcast Messages to all users in the current company. The message will be sent as a text message to the VPIM address defined in the mailbox.

**New**: Click on this button to add a new admin broadcast message entry.

**Delete**: Click on this button to delete the selected entry.

**Edit**: Click on this button to edit the selected entry.

**Send**: Click on this button to send the selected message.

## Add / Edit a Admin Broadcast Message

**Send**: Click on this button to send the message you are currently creating/editing.

**Save**: Click on this button to save the current message.

**Subject**: Enter the subject of the message.

**Body**: Enter the content of the message.

## Confirmation

Since Admin Broadcast Message is a mass messaging tool, you may be asked to confirm your action. Click Yes to send your message or No to cancel the message. Once a message has been sent, it cannot be recalled.

When the message has been sent, you will see the following prompt. Click **OK** to continue.

# 5

# FEATURE GROUP

## In This Chapter:

# Introduction

Feature Group, similar to Company, determines the rules for the Mailboxes that are associated with it. By creating numerous Feature Groups for different purposes, you will be able to allocate users to custom settings with a single click, rather than having to individually assign multiple rules to each mailbox. The features that the FG is able to manage include recording limits, message expiration, notification, transfer supervision, transfer options, IMAP settings and other features that are related to the mailboxes. Feature Group will prove to be an invaluable tool, especially if you are managing large numbers of users.

# Feature Group Buttons

| Button | Description |
|--------|-------------|
| ⊕ | Add a new Feature Group. |
| ✕ | Delete current Feature Group. |
| 💾 | Save current Feature Group. |
| 🔄 | Refresh current Feature Group settings. |
| ⏮ | Move to first Feature Group. |
| ◀ | Move to previous Feature Group. |
| ▶ | Move to next Feature Group. |
| ⏭ | Move to last Feature Group. |

# General Tab

The General tab of Feature Group allows you to configure identification and localized settings.



**Group Number**: Enter the number that will be assigned to the Feature Group. By default, the next available number will be assigned to a new Feature Group. The range of possible Feature Group numbers is 1-999.

**Group Name**: Enter a name for the Feature Group.

**Caller Language**: From the dropdown menu, select the default language that the caller is greeted by if the caller does not choose a language when prompted by the automated attendant.

**Message Format**: From the dropdown menu, select the format the messages will be stored and played back in.

> **Note**: If you are integrating IBM Notes with the UC system you must select the WAV format and must use the Dialogic JTC voice card.

> **Note**: The message format selections available are defined by the type of board drivers that are loaded on the system.

> **Note**: If set to the WAVMSGSM6106, 6108, 61011 or WAVETPGSM6106, 6018, 61011 formats, the user will not have full Control Key capabilities when using the Telephone User interface. Using the WAVGSM* formats will disable the fast-forward and rewind capabilities while listening to a message.

**Primary Language**:  Select the language to be used as the main language for mailbox prompts for all members of this Feature Group.

**Secondary Language**:  Select the language to be used as an alternate language for mailbox prompts for all members of this Feature Group.

**Multilingual**:  From the dropdown menu, choose the order the prompts will be played: Primary only, Secondary only, Primary then Secondary, or Secondary then Primary.



> **Important**:  The appropriate languages must be installed on the voice server before they will be available here.  Additional languages can be purchased as part of your Avaya Messaging license.

When an external caller reaches the mailbox of a member of this Feature Group, they will hear the mailbox prompts (e.g. "Please leave a message at the tone.") in the order chosen under Multilingual.

When an internal caller reaches a mailbox, the voice server will scan their mailbox language preferences and play the prompts in the appropriate language.

> **Note**:  This option will not be available if has not been enabled in the **Company > Advanced** tab (found here).

# Storage Options Tab

The Storage Options tab of Feature Group allows you to configure message storage settings that will be enforced on the Mailboxes associated with the current Feature Group.

**Maximum Number of Messages**: Enter the maximum number of messages that are allowed for each Mailbox associated with the current Feature Group. The default is 200, and the maximum value is 32,000.

> **Hint**: The maximum messages value should be based on the needs of the user. You should allow more than enough message storage space for each user to make sure that no messages get lost when a Mailbox reaches capacity. Ten (10) megabytes of hard drive space is equal to approximately one hour of voice message storage.

> **Note**: The maximum value for this field is ignored if the mailbox is synchronized with an email environment.

> **Warning**: Users may experience performance degradation with mailboxes having more than 32,000 messages.

**Mailbox almost full pop up**: From the dropdown menu, select a percentage value at which the users will be notified that their Mailbox is almost full in Web Access.

**Maximum Message Length**: Enter the maximum length of time (in seconds) that a recorded message can be for any given Mailbox within the Feature Group.

> **Note**: This number is specified in seconds. This value should be set higher than the anticipated message length to ensure that callers are not disconnected in the middle of a message.

**Maximum Greeting Length**: Enter the maximum length of time (in seconds) that a recorded greeting can be for any Mailbox within the Feature Group. The maximum greeting length is 600 seconds.

**Days to Keep Unread Messages**: Enter the number of days (1-32767) the system will store unread messages before moving them to the deleted items folder.  The default is 14 days.

**Days to Keep Read Messages**: Enter the number of days (1-32767) the system is to store read messages before moving them to the deleted items folder.  The default is 14 days.

**Days to Keep Sent Messages**: Enter the number of days (1-32767) the system will keep sent messages before moving them to the deleted items folder.  The default is 14 days.

**Days to Keep Deleted Messages**: Enter the number of days (1-32767, default is 14) to keep deleted messages in the deleted items folder. The messages are permanently deleted when they are removed from the deleted items folder.

**Days to Keep Calls History**: Enter the number of days to keep the call logs for inbound and outbound calls.

**Days to Lock Mailbox With No Activity**: Specify the number of days that a new voice, text or SMS message can be in the inbox and **Unread** before the mailbox is deemed Inactive and security locked by the system. Mailboxes locked in this manner will have their presence set to **Extended Absence**, and the owner will be flagged as **Unavailable**. This event is also triggered if there is no activity (incoming or outgoing) in the mailbox for the specified number of days. Enter **0** to disable the option.

**Maximum Conversation Length**: Enter the maximum length of time (in minutes) that a conversation can be between two parties before the call is ended by the system. The default is 60 minutes.

> **Note**: The call needs to be supervised (e.g. trombone transfer) in order for the system to restrict the conversation length.

# Notification Options Tab

Notification Options in the Feature Group allows you to configure Message Waiting Light indicators along with paging and other outside notification methods that are enabled for new messages. These settings will be enforced on the Mailboxes associated with the current Feature Group.

## Message Light

**Message Light Activation**: Enable this checkbox to allow the message waiting light to be turned on under the conditions specified.

> **Note**: If you have telephone sets that provide for message waiting lights as well as some that do not, make sure that separate Feature Groups are assigned for each type of set. De-select Message Lights for the Feature Group that does not have message waiting lights.
>
> If you have any Mailboxes that do not have a corresponding telephone extension (for example, phantom Mailboxes that are used for Voice Menus, guest Mailboxes), do not enable this feature, as there are no message lights to activate.

**ON For All Msgs**: Enable this checkbox to turn on the message waiting light (send ON code) when a new message arrives.

**OFF For All Msgs**: Enable this checkbox to deactivate the message waiting light (send OFF code) when at least one new message is read.

**OFF When No New Msg**: Enable this checkbox to deactivate the message waiting light (send OFF code) when no new messages are in the user's Mailbox.

**No of ON Retries**: Enter the number of retries the system will attempt when activating message light fails.

**No of OFF Retries**: Enter the number of retries the system will attempt when deactivating message light fails.

**ON Between Retries**: Enter the duration (in minutes) that the system will wait in between attempts to activate the message light.

**OFF Between Retries**: Enter the duration (in minutes) the system will wait between attempts to deactivate the MWI.

**ON Code**: Enter the code required to turn on message waiting lights.

**OFF Code**: Enter the code required to turn off message waiting lights.

> **Note**: The ON Code and OFF Code fields should be used in situations where the code is too long to be input in the ON Code field in the PBX Message Light tab (usually MCI). As well, for multi-PBX configurations, different codes must be used for different PBXs. In this situation, certain Feature Groups can be assigned to a message waiting light code that reflects the different PBXs being used.

**Channels**: Enter the channel number that will be used to send message waiting light notifications.

## Message Light Type

**All**: Enable this checkbox to send MWL code for all types of messages.

**Fax**: Enable this checkbox to turn on message lights only for new fax messages.

**Voice**: Enable this checkbox to turn on message lights only for new voice messages.

# Outcalling Options

**Beeper**: Enable this checkbox to send notification messages to a pager when a new message arrives.

**Outcall**: Enable this checkbox to send notification messages to a telephone when a new message arrives.

**Long Distance**: Enable to send notification messages to a telephone (long distance) when a new message arrives.

**E-mail**: Enable this checkbox to send notification messages to an email when a new message arrives.

# Transfer Options Tab

The Transfer Options tab of Feature Group allows you to configure the way in which the calls are handled. Transfer Options include Call Screening, Call Forwarding, Busy Hold, Call Queuing, and Paging Capabilities, either before the call is transferred or after the caller has reached the Mailbox.

**Call Screening**: Enable this checkbox to allow Mailbox users in this Feature Group to use Call Screening. Before initiating a transfer, the system will ask the caller for their name. When the recipient picks up, they will hear the recorded name and can decide what to do with the call.

**Call Forwarding**: Enable this checkbox to allow Mailbox users in the Feature Group to use Call Forwarding. When someone calls a Mailbox user, instead of ringing the Mailbox user's location, the system will forward the call to the person s/he has defined in their Mailbox.

**Play Record Conversation Warning**: Enable this checkbox to notify the callers that the call is being recorded if the recipient has recording enabled.

**Busy Hold**: Enable this checkbox to give callers the option to either hold for the extension, leave a message for that extension, or try another extension if the called Mailbox is busy. While on hold, callers may leave a voice message by pressing *.

> **Note**: This feature is only available on telephone systems that provide a busy tone. Most telephone sets with multiple extension appearances do not produce a busy tone.

**Call Queuing**: Enable this checkbox to allow Mailbox users in the Feature Group to use Call Queuing. If someone calls a busy extension, they are given the option to be placed in a queue to hold or leave a message.

> **Note**: Call queuing is available only on telephone systems that provide a busy tone. Most telephone sets with multiple extension appearances do not produce a busy tone.

**Camp On**: Enable this checkbox to allow Mailbox users in the Feature Group to use Camp On. If someone calls a Mailbox user who is on the phone, they can press * to be notified when the Mailbox user has finished their current call.

**Forced Messaging**: Enable this checkbox to force the caller to press a key before they can leave a message. If this is disabled, the system will automatically starting to record a message after the mailbox greeting. This option can help to reduce the number of blank messages left on the system.

**Pre Transfer Paging**: Enable this checkbox to allow Mailbox users in the Feature Group to use Pre Transfer Paging. Before a call is transferred to a Mailbox user, the system will page the user first.

**Post Transfer Paging**: Enable this checkbox to allow Mailbox users in the Feature Group to use Post Transfer Paging. If the Mailbox user is not available, the caller can page the user again.

**Get Caller ID**: Enable this checkbox to send a pop up screen with the Caller ID information to the Mailbox user when they receive an incoming call.

**Play Name During Transfer**: Enable this checkbox to play the Mailbox user's name when the caller is being transferred to the Mailbox.

**Confirm Name during Transfer**: Enable this checkbox to confirm the Mailbox user's name when a caller is being transferred to the Mailbox.

## Auto Attendant

**Try Other Extension After**: Enable this checkbox to give callers an option to try another extension after they leave a message in the Mailbox.

**Notify User of Transfer**: Enable this checkbox to notify the Mailbox user of an incoming call transfer.

# Enhanced Call Control

**Internal Extension**: Enable this checkbox to allow users to have access to Enhanced Call Control features from their internal phones.

**External or External/Internal (Find Me) Extension**: Enable this checkbox to allow Mailbox users to have access to Enhanced Call Control features from their external phones or phones that they are connected to through the Find Me/Follow Me feature. Users must be dialed through the auto attendant in order for them to have access to Enhanced Call Control.

# Paging Zone

**Transfer Code**: Enter the transfer code required for paging.

**Account Code**: Enter the account code required for paging.

**Release Code**: Enter the paging release code.

**Delay Time**: Enter the time (in seconds) that the server is to wait before it transfers the caller to the specified extension after the user is paged.

# Transfer Types Tab

The Transfer Types tab of Feature Group allows administrators to configure the rules associated with transfers that occur between the server and any of the defined extensions.

---

**Warning**: Only one transfer option (in each of Internal and External supervision groups) may be selected per Mailbox group.

---

## Internal Supervision

**None**: Select this radio button to transfer calls to extensions without supervising the call (blind transfer). The caller being transferred to an extension is placed on hold while the system makes the connection. The caller is then released to the telephone system and is no longer in control of any of the actions. Calls may be transferred back to the system if the telephone system has the ability to return the callers if the extension is busy or unavailable.

**Busy**: Select this radio button to supervise the call while the caller is being transferred to the extension. The caller being transferred to an extension is placed on hold while the system makes the connection. If the extension is busy, the system instructs the caller to leave a message. However, if the extension is not busy and a ring signal is heard, the caller is released to the telephone system and is no longer in control of any of the actions. Calls may be transferred back to the system only if the switch has the capability to forward calls on a No-Answer condition.

---

**Note**: Under IP integration the Busy and Busy/NA option will operate in the same manner.

---

**Language**: Select this radio button to supervise the call while the caller is being transferred to the extension, and keep a record of the language selection that the caller has made. When the caller returns to the system (failed transfer or return to system), they will hear the menu in the selected language.

---

**Note**: The port used for supervised transfers will not be available to receive any calls as long as the supervision is active.

---

**Busy/NA**: Select this radio button to supervise the call while the caller is being transferred to the extension. The caller being transferred to an extension is placed on hold while the system makes the connection. The system checks for both the busy and the no answer conditions and informs the caller of the options available to them when either situation arises.

---

**Note**: The port used for supervised transfers will not be available to receive any calls as long as the supervision is active.

---

**No of rings**: Enter the number of rings that the server will detect before returning the caller to the system. In most scenarios this value is set to 0 which means that the value configured in the PBX is used. You may enter a different value here to override the PBX value but the value must be lower than what is currently configured in the PBX.

**Transfer validation prompt**: Enable this checkbox to have the system prompt the extension before transferring the caller.

# External Supervision

**None**: Select this radio button to transfer calls to extensions without supervising the call (blind transfer). The caller being transferred to an extension is placed on hold while the system makes the connection. The caller is then released to the telephone system and is no longer in control of any of the actions. Calls may be transferred back to the system if the telephone system has the ability to return the callers if the extension is busy or unavailable.

**Busy**: Select this radio button to supervise the call while the caller is being transferred to the extension. The caller being transferred to an extension is placed on hold while the system makes the connection. If the extension is busy, the system instructs the caller to leave a message. However, if the extension is not busy and a ring signal is heard, the caller is released to the telephone system and is no longer in control of any of the actions. Calls may be transferred back to the system only if the switch has the capability to forward calls on a No-Answer condition.

**Note**: Under IP integration the Busy and Busy/NA option will operate in the same manner.

**Centrex**: Enable this checkbox to supervise a transferred Centrex line so that the system can send the call back to the server if there is no answer.

**Busy/NA**: Select this radio button to supervise the call while the caller is being transferred to the extension. The caller being transferred to an extension is placed on hold while the system makes the connection. The system checks for both the busy and the no answer conditions and informs the caller of the options available to them when either situation arises.

**Note**: The port used for supervised transfers will not be available to receive any calls as long as the supervision is active.

**No of rings**: Enter the number of rings that the server will detect before returning the caller to the system. In most scenarios this value is set to 0 which means that the value configured in the PBX is used. You may enter a different value here to override the PBX value but the value must be lower than what is currently configured in the PBX

**Transfer validation prompt**: Enable this checkbox to have the system prompt the extension before transferring the caller.

**Outdialing Validation prompt**: Enable this checkbox to have the system prompt the extension before forwarding according to outdialing rules.

**No of times to repeat prompt**: Enter the number of times you want the system to repeat the validation prompts.

# Screen Pop Duration & Pre-Transfer Event

**Ring**: Select this radio button to present the caller with a ring. Enter a length of time value (seconds) in the field.

**Music**: Select this radio button to present the caller with the system default music. Enter a length of time value (seconds) in the field.

**Custom File**: Select this radio button to present the caller with the a custom sound. Click on the ellipsis button to select the file you want the caller to hear.

# Mailbox Options Tab

The Mailbox Options tab of Feature Group allows you to configure the level of features that the Mailboxes associated with the current Feature Group can utilize.

> **Note**: For some functions, the Feature Group only gives the authority to enable the setting from the Mailbox properties. These functions must be manually added to the Mailbox after authorizing from the Feature Group.



## Settings available for the user for Mailbox configuration

**Change Location**: Enable this checkbox to allow users in the Feature Group to change their location in iLink Pro Desktop and Web Access.

**Distribution Lists**: Enable this checkbox to allow members of the Feature Group to use distribution lists.

**Modify Public Distribution List**: When enabled, the user will have access (add/delete members, create/remove lists) to a public distribution list on the system using Web Access. If disabled, users can access the list but not make changes to it.

**Multilingual**: Enable this checkbox to allow users in the Feature Group to record greetings for multiple languages. The user will be prompted to select the language to record the greeting for.

**Record All Incoming Calls**: Enable this checkbox to allow users in the Feature Group to record all incoming calls.

**Record Conversation**: Enable this checkbox to allow users to record a telephone conversation, both incoming and outgoing calls. Recording function is managed through the iLink Pro Desktop.

**Wakeup Call**: Enable this checkbox to allow users in the Feature Group to manage wakeup calls.

**View Geo Location Data**: Enables the **Show on a Map** feature in iLink Pro. Users can click that item and see your location through Google Maps. When disabled, this menu item is not available.

# Settings Activated by the Administrator

**Allow Live Reply-Call Back**: Enable this checkbox to allow Mailbox users to use the "Call Back to Sender" TUI action after listening to a message.

**Allow Multiple TUI Access**: Enable this checkbox to allow two or more users to log into a single Mailbox account at the same time. This feature is intended for shared/public Mailboxes.

**Directory**: Enable this checkbox to allow users to be listed both in the dial-by-name directory and the complete directory. The dial by name directory is set up in ascending order with respect to Mailbox number. Callers may access the dial by name directory by pressing the * key when they reach the auto attendant, or they may listen to the complete company directory (arranged in ascending order according to Mailbox number) by pressing the * key a second time.

**Do not check password**: Enable this checkbox to skip the password check. The user will be sent directly to the TUI.

**Ask For Password (Inband Login)**: Enable to prompt the users to enter their passwords every time they log in.

**Forced Tutorial**: Enable this checkbox to prohibit users from picking up messages until they have completed the tutorial. You can select a full or simple tutorial through **UC Admin > Voice Server > Advanced > Simple Tutorial** (page 227).

**Guest Mailbox**: Enable this checkbox to utilize a simplified messaging menu.

**Hide On Send List**: Enable this checkbox to hide all Mailboxes associated with the current Feature Group from the directory which is used to search users in iLink Pro Desktop and Web Access.

**Chat**: Enable this checkbox to allow users to send and receive Chat messages.

**Press Star to Login to Another Mailbox**: Enable this checkbox to allow users to log into another Mailbox at the Password Request prompt when they dial into the system by pressing *.

**Shared Extension**: Enable this checkbox if the users in this Feature Group are sharing extensions. If the system is dialed from a shared extension, the system will ask for the Mailbox number to log in to. If someone calls a shared extension, when the phone is answered, the system will say who the call is for.

**Web Access**: Enable this checkbox to give the users Web Access capability.

**WebClient Messaging**: Enable this checkbox to allow users to have messaging capabilities (email, voice mail, fax mail) while using Web Access. Users will have no access to their inbox from the Web Access if this feature is disabled.

**Disallow Embedded Login**: Client applications, such as iLink Pro, can login to the voice server automatically once configured. Enable this option to force users to login each time they connect through an app.

**Web Tutorial**: When enabled, the user will be forced to complete the web tutorial to setup their account.

# Message Options Tab

The Message Options tab of Feature Group allows you to configure comment attachments to messages, as well as message sending information.

**Confirm Delete**: Enable this checkbox to have the users prompted to confirm the deletion of a message.

> **Note**: If Message Recovery is active any message that has been deleted may be reclaimed during the same day.

**Confirmation Request-Certified Message**: Enable this checkbox to instruct the server to prompt users to send a standard or certified message.

**Future Delivery**: Enable this checkbox to allow users to schedule a message delivery at a later date.

**Show Message Count**: Enable this checkbox to have the Web Access display how many unread messages are in the Mailbox user's Inbox. Also, when a new message notification appears in iLink Pro Desktop, it will display the number of unread messages in the Inbox.

**Allow Reply to all Recipients**: Enable this checkbox to allow users to Reply All when replying to a message.

**Attach Comment on Reply**: Enable this checkbox to attach the original message body to the new message body when replying.

**Send all Comments**: Enable this checkbox to indicate whether or not to send all attachments of the original message when forwarding.

**Verify Sending Destination**: Enable this checkbox to verify the destination of outgoing messages.

**Automatic Message Forwarding - Webclient**: Enable this checkbox to allow messages received by this Feature Group to be forwarded to other Mailboxes and extensions.

**Allow to attach Voice Menu when sending Message**: Enable this checkbox to allow users to attach a voice menu along with the messages. This feature can be activated in the Voice Menu or the TUI. At the end of message playback, the recipients will be sent to the attached Voice Menu instead of the typical end of message menu.

**Cancel Auto Forwarding Only when Message Saved or Deleted**: Enable this checkbox to instruct the server to cancel auto forwarding if the message has been saved or deleted.

**Message Send Inter-Digit Delay**: Enter the number of seconds that the server will wait while the user is entering a message before it decides that the caller has finished.

**When Sending a Message, ask for Mailbox Number**: From the dropdown menu, choose the option to select the destination Mailbox either before (first) or after (last) recording the message.

# Synchronization Options Tab

The Synchronization Options tab of Feature Group allows you configure the IMAP account for all Mailboxes associated with the current Feature Group. If you are using a superuser account with an Exchange server, this is where you enter the credentials.

**IMAP Account**: Enter the superuser account name. This user was created on the Exchange server and has full control over all other accounts and has a permanent password.

**Account Password**: Enter the password for the superuser.

**Confirm Password**: Re-enter the superuser password for confirmation.

**IMAP Server**: Select the IMAP server from the dropdown menu. The IMAP servers are defined in the chapter Security Enhancements on page 467.

**Calendar Mode**: From the dropdown menu, select **None** to not sync any calendar entries, **Sync with mail server** to sync calendar entries between UC server and Exchange or Gmail servers, or **Outlook client calendar** to sync calendar entries between UC server the Outlook email client. Outlook client calendar requires the user to be logged into iLink Pro Desktop and that a version of Outlook compatible with UC Client forms is installed.

**Max Connections**: Enter the maximum number of failed system connection attempts that can occur before the user is locked out.

> **Note**: It is recommended that this number is kept fairly high (1000+). The user can get locked out when, for example, the IMAP or email server goes down and there is no possibility of establishing a connection. This can happen on a re-boot.

**Max No of Logons**: Enter the maximum number of failed system logons to the IMAP server that can occur before the user is locked out.

> **Note**: This number should be less than that specified in the user's NT account for locking an account.

**Send URL**: From the dropdown menu, select the type of messages that you wish to use the Send URL feature with. Send URL will send a link of the attached files (rather than the actual file itself) for selected type of messages. This feature may be used as a security measure, in addition to reducing bandwidth usage. This feature requires additional configuration setup which can be found in **Security Enhancements on page 467**.

# Synchronization Settings

**Inbox folder**: Enable this checkbox to synchronize the messages in the Inbox folder between the IMAP server and the UC server. This is enabled by default.

**Call History**: Enable this checkbox to synchronize call history from the UC server to the IMAP server.

**System folders**: Enable this checkbox to synchronize messages in default system folders (e.g. Inbox, Sent, Deleted) between the IMAP server and the UC server.

**Custom folders**: Enable this checkbox to synchronize messages in custom folders (i.e. user created folders) between the IMAP server and the UC server.

---

**Note**: Once IMAP synchronization is enabled and configured, the Inbox folder is synchronized at all times between the IMAP and the UC servers.

---

**Note**: In order for actions such as Copy and Delete to be available, checkboxes such as Sync folders and Custom folders must be checked.

---

**Contacts**: Enable this checkbox to synchronize contacts if the email server is compatible with UC server.

**Sync Priority**: From the dropdown menu, select the level of priority for IMAP Feature Group synchronization. This field will work relative to other Feature Groups. For example, all FGs with Maximum priority will sync messages quicker than the FGs with Medium or Minimum setting.

**Msgs per Sync Cycle**: Enter the number of messages that the server will attempt to synchronize during each synchronization cycle.

---

**Note**: The number you enter in this field depends on how evenly messages are distributed between all Mailboxes. The higher the number in this field, the longer it will take the server to start processing messages for the next Mailbox.

---

**TSE Location**: Enter or select the location of the UC TSE Cache Manager. This is only required if your CSE server is different from the UC server (e.g. using a stand alone CSE server).

# Image Directory Settings

iLink Pro and iLink Pro Desktop include contact pictures if they have loaded a picture onto their Google profile. Image Directory Settings controls how the UC server deals with updated picture files.

**Remote directory images, except non-existing**: Picture files that are already in the storage directory that have changed since the last update will be downloaded.

**All remote directory images, including non-existing**: All picture files for contacts will be downloaded to the image directory.

**Only images that are not present in local directory**: Picture files that are not already in the image directory will be downloaded.

# DID Properties Tab

The DID Properties tab of Feature Group allows you to select specific features for incoming DID calls.

## DID Calls

**Play Prompt**: Enable this checkbox to have the default transfer prompt played when a DID call comes in.

**Play PreTransfer Sound**: Enable this checkbox to play the default pre-transfer sound for incoming DID calls.

**Call Screening**: Enable this checkbox to instruct DID callers who wish to transfer to an extension to state their name at the tone.

**Camp On**: Enable this checkbox to enable the Camp On feature. When this function is enabled and the extension is currently busy, the caller may choose to be alerted when the user hangs up and the extension becomes available.

**Call Queuing**: Enable this checkbox to place incoming DID calls in a queue when an extension is busy. Callers are informed of their position in the hold queue and are given opportunities to either continue to hold or leave a voice message.

**CallerID Popup**: Enable this checkbox to have the Caller ID of the DID callers pop up when their call comes in.

**Call Forwarding**: Enable this checkbox to enable call forwarding on DID calls.

## Re-route Options for DID and Internal Calls Using CTI:

**No re-routing**: Select this radio button if DID/Internal calls are not to be forwarded on the UC system. Incoming calls will advance no further than the number originally dialed. This is the default option.

**Forward calls to UC - Location options**: Select this radio button to exploit the UC server's Find Me/Follow Me abilities. Incoming calls will search for the intended recipient according to a previously specified path.

**Forward calls to default address**: Select this radio button to re-route the call to the default address defined in the Mailbox.

**Hunt Group**: Enter the number to be dialed to access DID messages.

# Speech Options Tab

The Speech Options tab of Feature Group allows you to configure **Automatic Speech Recognition** (ASR) related features.

**Allow Voice Verification Security Level**: Enable this checkbox to give the Mailboxes associated with the current Feature Group the ability to change their Voice Verification security level through TUI. The Voice Verification feature needs to be enabled in Company properties first.

**Enable Speech Command**: Enable this checkbox to give the Mailboxes associated with the current Feature Group the ability to use voice as their navigation method along with DTMF input. This feature has to be allowed in Company properties first.

> **Note**: If there is an overlap of commands between a TUI action and an action key (e.g. 7 to save message and also 7 to fast forward during playback), the speech action will always activate the TUI action. Action keys can only be accessed through DTMF key input.

**Enable Speech Numeric Password**: Enable this checkbox to give the Mailboxes associated with the current Feature Group the ability to use voice to enter their password.

This means that the user will be able to say the numeric password (e.g. 1, 2, 3, 4) to log into their mailbox instead of entering the number through DTMF. This feature is different from voice verification and can be a security risk since the spoken password can be heard by a third party.

# Other Feature Group Related Options/Configuration

## Add/Edit Feature Group

### Adding a Feature Group

Double click on a Feature Group entry then click on the Add New button.

OR

Right click on the empty space on the right pane of the Admin window then select New.

### Editing a Feature Group

Double click on a Feature Group entry that you wish to modify.

OR

Right click on the Feature Group Entry that you wish to modify then select Properties.

# 6

# MAILBOX

## In This Chapter:

# Introduction

The Mailboxes represent individual accounts that will be associated with a single user in most cases. The Mailboxes may be customized by the users to configure their addresses, locations and other miscellaneous settings that will assist them with the UC user experience.

The capabilities of each Mailbox are directly related to the Company and Feature Group that it is associated with. The mailboxes may also be divided into different Organizational Units. Organizational Units can be viewed as a "folder" which organizes the Mailboxes on the system. For example, you can create an OU named "Sales" for all users that belong to the sales team. OU will also allow the end users to find someone easily through the Directory available under iLink Pro Desktop.

**Note**: The number of Mailboxes that you can create and the features available in the Mailboxes are also dependent on the server's license.

# Mailbox Buttons

| Button | Description |
|--------|-------------|
| | Add a range of Mailboxes. |
| | Add a new Mailbox. |
| | Reset/Clear current Mailbox settings. |
| | Delete current Mailbox. |
| | Save current Mailbox. |
| | Refresh current Mailbox. |
| | Move to first Mailbox. |
| | Move to previous Mailbox. |
| | Move to next Mailbox. |
| | Move to last Mailbox. |
| | Copy current Mailbox settings to clipboard. |
| | Paste copied Mailbox settings from clipboard to current Mailbox. |
| | Save current Mailbox settings as a Mailbox template. |

# General Tab

The General tab of Mailbox allows you to configure the basic properties of a Mailbox including the number, name, password, etc.



**Mailbox Number**: The UC system automatically fills in the Mailbox number based on the other Mailboxes in the system upon Mailbox creation. If you wish to change it, simply enter the new Mailbox number in the field.

> **Note**: If you want to change an existing user's Mailbox number, enter the new number in the **Mailbox Number** field and click **Save**. As a precautionary step to ensure Mailbox data is not lost, a new Mailbox entry based on the new number is created. The old internal extension number within the address tab will remain the same and can be changed manually.

**Last Name**: Enter the last name of the user.

**First Name**: Enter the first name of the user.

> **Important**: First and Last name must contain **ONLY** letters.  No numbers or special characters are allowed. This is to ensure compatibility with the speech recognition features.

**Gender**: This will be used to select the TTS Voice (female/male) used when playing an email for the user, or generating a name greeting when name is recorded. The TTS Voice used for each gender is specified in the **Company Setup > Company Languages > Add/Edit** tab.

**Feature Group**: From the dropdown menu, select the Feature Group that will be associated with the Mailbox.

**Organizational Unit**: Enter the full name of the Organizational Unit of the Mailbox.

**Account Code**: Enter the account number. This is used to pass account number information for toll charge billing back to an individual user.

**Internal Extension**: This field displays the current address of the Mailbox.

## Voicemail Password

**Password**: Enter the user's password. This password must be **numeric**.

**Confirm Password**: Confirm the user's password.

## Application User

**User Name**: Enter the user name for the account if the user is using the UC server as an email server. This is also the account used to login in to the Avaya iLink packages when using UC Credentials.

**Password**: Enter the user's password for the account. This password must be **alphanumeric** (not all numbers).

**Confirm Password**: Confirm the user's password for the account.

> **Note**: When accessing the system using a telephone keypad, the Voicemail username and password are used. For all other access, such as through the Internet, use the Application User password.

> **Note**: The IMAP password is for integrated messaging. If you are using IMAP, you must ensure that the IMAP settings are configured in VPIM Tools.

# Advanced Tab

The Advanced tab of Mailbox allows you to configure the features that may be attached to the Mailbox such as Custom TUIs, Web Access, etc.

> **Note**: These 2 fields are optional, but if you select an operator, you must also specify an extension or a telephone number. This number is recognized as the operator for this mailbox. When the caller is in this mailbox and hits **0**, if this field is set, this user will be redirected to the location specified here instead of going to the company's active operator.

**Personal Operator**: From the dropdown menu, select a personal operator if you have a different person as your operator than the company default.  If an extension does not have a mailbox associated with it, use Operator Phone Number below instead.

**Operator Phone Number**:  If your personal operator does not appear in the mailbox list above, enter their telephone number here.  If an extension does not have a mailbox associated with it, enter the extension number here.  Incoming calls to your extension will be routed to this number when the caller presses **0**.

**D.I.D Trunk**: Enter the trunk number that the system will use to access the voicemail of this Mailbox. This field is normally used for Norstar Systems.

**Customize TUI**: Enable this checkbox to select a customized TUI from the accompanying dropdown menu. Clicking ▭ allows you to create a TUI or modify one (if you selected a TUI from the drop-down) from the Customize TUI screen.

> **Note**: The Browse button is enabled only if you select **Customize TUI**.

**Voice Menu**: Enable this checkbox to have the user's calls answered with a customized Voice Menu offering callers a variety of choices. Select a Voice Menu to use for this Mailbox in the dropdown menu beside. Click on ▭ button to browse the Voice Menus.

> **Note**: A Voice Menu must be created before it can be applied to a Mailbox.

Collect Geo Location Data: Enables the collection of location data from a GPS on a remote device.

**Domain Account Name**: Enter the Windows domain and account name for this mailbox user (e.g. DOMAIN\USER_NAME). If this is configured alongside Auto Discovery, users will be able to log into their iLink Pro Desktop based on their domain credentials without having to configure or enter any information in iLink Pro Desktop. This single sign on feature is only available when the user is on the same network as the Messaging server.

**Desktop Capabilities**: From the dropdown menu, select the functionality that this user will have (Advanced or Basic).

> **Note**:  If you pick desktop capabilities not available under your company license (i.e.  Advanced license choosing Collaboration), the selection will be denied by the program.  Messaging, Collaboration,  and Fax are included for legacy users only.

**Date Format**: From the dropdown menu, select the date format which will determine the way in which the date is expressed in Web Access.

**PBX Node**: From the dropdown menu, select the PBX node on which the Mailbox will reside. This option is only available if there are multiple PBX nodes defined on the system.  Node numbers must be assigned sequentially starting with 1 (e.g. 1 2 3 4...).

**Web Client User**: Enable this checkbox to give the mailbox Web Access capability.

**Distribution Lists**: Click on this button to manage the Distribution Lists associated with this mailbox.

**Folders**: Click on this button to manage the message folders in this mailbox.

**Directory Listing**: Click on this button to manage the way in which the mailbox is found under the directories.

**Workgroup**: Click on this button to manage the workgroup associated with this mailbox.

# Mailbox Options Tab

The Mailbox Options tab of Mailbox allows you to configure additional features that may enhance the user's experience with the associated Mailbox.

**Security Locked Mailbox**: This checkbox becomes enabled when a mailbox becomes locked after failing to log in X number of times. The X is defined on the Company properties under Password/Security tab. Disable this checkbox to allow users to log into their mailbox.

**Record all Inbound Calls**: Enable this checkbox to have all inbound calls to the current Mailbox recorded.

**Show Hints**: Enable this checkbox to have Hints help documentation displayed by default throughout the Web Access windows. The Hints help documentation, shown in yellow strips at the top of each screen, will display in Web Access for the user until the user turns it off.

**Show Getting Started**: Enable this checkbox to have the Getting Started page displayed by default in Web Access for the user. The Getting Started page will display until the user turns it off.

**Fax Detection**: Enable this checkbox to allow incoming faxes to deliver their message to the user's inbox if the call is unanswered. With this box unchecked, the phone set will ring but a fax call will be dropped if it is not answered.

**Group Mailbox**: Enable this checkbox to convert this mailbox into a group mailbox.  Group Mailboxes are accessible to multiple users, and all activity is tracked.  The administrator can generate a report with the details.
Go to the **Group Mailboxes Tab** tab and add up to 25 users to this mailbox.

---

**Note**:  When this checkbox is enabled, the **Group Mailboxes Tab** tab is added to the panel.

---

If this checkbox is disabled, the Group Mailbox list will be deleted.

---

**Tutorial**: Select On from the radio buttons if you want the user to be prompted with a tutorial when accessing his/her Mailbox through telephone.
You can select a full or simple tutorial through **UC Admin > Voice Server > Advanced > Simple Tutorial** (page 227).

**Say Envelope Information**: Select the Yes radio button if you want the user to be able to hear the envelope information when listening to a message. The information to be relayed is defined in the TUI action.

**Message Playback Order**: Select one of the radio buttons. This allows the users to listen to their messages by either FIFO (plays the oldest message first, newest message last) or LIFO (plays the newest message first).

**Message Light Status**: Displays the current condition (On / Off) of the Message Waiting Indicator for this mailbox.

**Web Tutorial**: Select **On** to enable a tutorial for the user when opening the Web Access. This option is enabled by default and turned off once the user has completed the tutorial or turns it off themselves. When a mailbox is created or reset, an email is sent to the user prompting them to complete the tutorial or to disable the feature.

# Transfer Options Tab

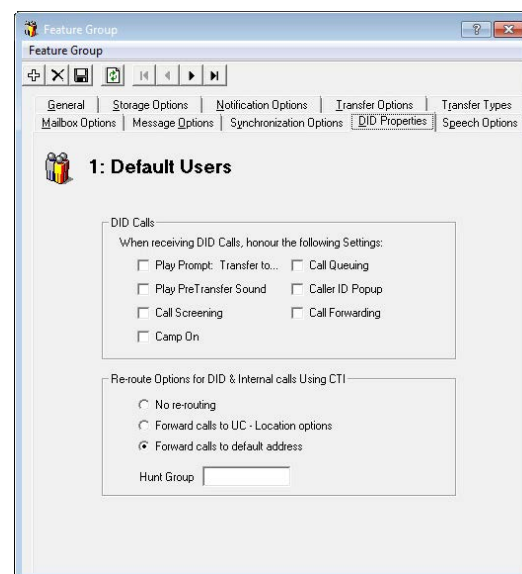The Transfer Options tab of Mailbox allows you to configure the way in which incoming calls for the current Mailbox will be managed.

**Call Screening**: Enable this checkbox to instruct callers who wish to transfer to an extension to state their name at the tone.

> **Note**: Call screening requires the call to be supervised and the user must be in his or her group.

Before the call is transferred, the recipient hears the caller's name and is prompted by the system to accept the call press **<1>**, to send to another extension press **<2>**, to accept and record conversation press **<3>**, to send to your Mailbox press **<#>**.

**Call Queuing**: Enable this checkbox to place incoming calls in a queue when an extension is busy. Callers are informed of their position in the hold queue and are given opportunities to either continue to hold or leave a voice message.

> **Warning**: Call queuing is available only on telephone systems that provide a busy tone. Most telephone sets with multiple extension appearances do not produce a busy tone.

**CampOn**: Enable this checkbox to notify the caller when the recipient of the call is available, assuming that the dialed number was originally busy.

**Busy on Second Call**: With this option enabled, incoming calls will be immediately routed to voicemail if the user is already on the phone. If disabled, incoming calls will keep trying to reach the user at that extension until the line is free.

**Pre Transfer Paging**: Enable this checkbox to page users before the call is transferred.

When a caller requests an extension, the caller is put on hold and the UC system pages the user. The system then waits for a definable period of time (this timer is defined in the Advanced dialog with a default of 5 seconds) and then transfers the caller to the desired extension.

**Post Transfer Paging**: Enable this checkbox to page users after the call is transferred.

When a caller transfers to an extension that is busy or is not answered, the caller is forwarded to the user's Mailbox. In the user's personal greeting, the caller can be given the option to page the user over the telephone intercom system (for example, "Press 4 to have me paged"). Callers must be informed of the paging feature in the user's personal greeting. The system does not have a pre-recorded prompt.

**Caller ID**: From the dropdown menu, select the desired option to configure the Caller ID.

> **Note**: This option is required for desktop screen pops using iLink Pro Desktop. The iLink Pro Desktop settings must also be configured to accept screen pops.

> **Note**: If a blank Caller ID is sent to the iPD, there will be no pop-ups.

**Call Forwarding - Enable**: Enable this checkbox to forward incoming calls transferred from the automated attendant to another Mailbox.

**Call Forward to**: Enter the Mailbox that calls will be transferred to manually or use the directory to select the Mailbox.

> **Note**: When assigning a Mailbox to the fax extension or Admin Mailbox, you can hit the **Check Names** or **Address Book** buttons to find the Mailbox you are looking for.

# Message Options Tab

This tab allows you to control the user's messaging options.

This field displays all the defined message options.

**Add**: This button allows you to add a new message option entry. Refer to page 118 for more information.

**Remove**: This button allows you to remove the selected message option entry.

**Edit**: This button allows you to edit the selected message option entry.

**Delete After Forward**: Select **Yes** from the radio buttons to delete all incoming messages after they have been forwarded or relayed.

# Notification - Options Tab

The Notification Options tab of Mailbox allows you to specify internal or external addresses that can be used to notify a user when they receive new messages.

**Cascade Notification**: Enable to have the system send notifications in consecutive order to a list or defined notification schedule.

**Cascade Notification Loop Back**: Enable checkbox to allow cascade notification loop back, which is like cascade notification except that it will not stop notifications after all retries are complete. It will instead start again from the beginning.

**Fax Mail**: Enable to send a notification when fax mail is sent.

## Voice Mail

Select one or more options from the following choices to activate notification for voice mail messages.

**All** - Notifies user of all voice mail messages that are received

**Urgent** - Notifies user if an urgent voice message has been received

**With Caller ID** - Notifies user only if voice mail message is accompanied by Caller ID

**Certified** (Read Receipt) - Notifies user if a certified voice message has been received

**Confidential** - Notifies user if a confidential voice message has been received

**Internal** - Notifies user if a voice message has been received from an internal caller

**External** - Notifies user if a voice message has been received from an external caller

## email

Select one or more options from the following choices to activate notification for email messages.

**All** - Notifies user of all email messages that are received

**Urgent** - Notifies user if an urgent email has been received

**Certified** (Read Receipt) - Notifies user if a certified email has been received

**Confidential** - Notifies user if a confidential email has been received

**Internal** - Notifies user if a email has been received from an internal caller

**External** - Notifies user if a email has been received from an external caller

# Notification - Notification Addresses Tab

You may define as many notification destination addresses as you want to ensure that you receive all the notifications that you have defined.

## Schedule Notification:

**Add**: Click this button to add a new Notification Address.

**Remove**: Click this button to delete the selected Notification Address.

**Edit**: Click this button to edit the selected Notification Address.

**Summary View**: Click this button to view a simplified version of the Mailbox properties.



# Addresses Tab

The Addresses tab of Mailbox allows you to add many types of addresses to be associated with the current Mailbox. These addresses may be utilized to further customize the way in which the user interacts with the UC system.

Select one of the following radio buttons to filter the displayed Addresses:

**All**: Display all added addresses

**Defaults**: Display all the default addresses

**Only**: After selecting this radio button choose a category from the dropdown menu to display the specific type of addresses

From the dropdown menu, choose the type of addresses you wish to view after selecting the Only radio button.

**Add**: Click this button to add an address. Refer to Add / Edit Addresses on page 111 for detailed information.

**Remove**: Click this button to remove the selected address.

**Edit**: Click this button to edit the selected address.

# Synchronization Options Tab

The Synchronization Options tab of Mailbox allows you connect the current Mailbox with the IMAP CSE feature, allowing you to synchronize information between your UC server and the email server (e.g. Microsoft Exchange, IBM Domino).

**Use Feature Group settings for IMAP**: Enable this checkbox to use the IMAP settings of the Feature Group. This is used when you are using a superuser account to connect to the Exchange server for the IMAP CSE feature.

**User Name**: Enter the IMAP account user name which the UC server will use to synchronize the data. Follow the domainname/username/ alias format for this field.

**User Password**: Enter the IMAP account password.

**Confirm Password**: Re-Enter the IMAP account password.

**IMAP Server**: From the dropdown menu, select the corresponding IMAP server.

**IMAP Locked**: This checkbox is enabled if the user's Mailbox becomes locked. The lock occurs when the account fails authentication numerous times during the IMAP CSE synchronization activity. Disable this box to unlock the Mailbox.

**IMAP Language**: From the dropdown menu, select the primary language of the IMAP account.

**Storage Mode**: From the dropdown list, select IMAP to store messages in the IMAP store, or Database to store messages in the UC database.

---

**Note**: This field indicates whether or not the Mailbox is IMAP-synchronized. Setting storage to Database indicates no IMAP synchronization.

---

**Voice Format**: From the dropdown menu, select the voice compression format which is to be used when the user is sending a voice message outside of the UC server.

**email**: Enter the email address to synchronize for the current user.

## Last Synchronization Time

**Inbox**: This field displays the last time that the inbox of the mailbox was synchronized through the IMAP CSE server with the email server. This field cannot be modified and is for reference only.

**Contacts**: This field displays the last time that the contact entries of the mailbox were synchronized through the IMAP CSE server settings with the email server. This field cannot be modified and is for reference only.

**Calendar**: This field displays the last time that the calendar entries of the mailbox were synchronized through the IMAP CSE server settings with the email server. This field cannot be modified and is for reference only.

**Update Message Status From**: Enable this checkbox to synchronize the legacy IBM Domino and the UC server at a defined time. After enabling the checkbox click on the ellipsis button to manually select the date.

# Locations - Set Current Locations Tab

The Locations tab of Mailbox allows you change the location status of the Mailbox and also modify the list of locations defined for the current Mailbox.

**Use my locations calendar**: Select this radio button to automatically set the location according to the calendar schedule.

**Override my locations calendar and set the current location**: Select this radio button to manually define a location for the current Mailbox. You must also define the following options.

**Location**: From the dropdown list, select the desired location for the Mailbox.

**Availability**: From the dropdown list, specify the availability of the Mailbox.

**Phone Number**: From the dropdown list, select the current phone number that will be associated with the Mailbox.

**Override availability filters**: Enable this checkbox to have the system override the availability filter settings associated with the selected location.

**Appear unavailable if no Caller ID**: Enable this checkbox to have the user appear unavailable if no caller ID is given on incoming calls.

**Until I change my Location**: Select this radio button to keep the defined location settings until they are manually changed.

**Until the next...**: Select this radio button to keep the defined location settings until the next scheduled activity on the calendar occurs.

**Till**: Select this radio button to keep the defined location settings until the designated time. The location will change to the calendar schedule when the defined time is reached.

# Locations - Locations List Tab

**Add**: Click on this button to add a new custom location.

**Remove**: Click on this button to delete the selected location. Only custom created locations can be removed.

**Edit**: Click on this button to modify the selected location.

# Re-route CTI Options Tab

The Re-route CTI Options tab of Mailbox allows you to automatically append availability and/or location settings depending on your telephone settings. This feature is dependent on the telephone system that is utilized with the Mailbox.

## When DND is set on my phone

**Nothing**: Select this radio button to inform the caller that the phone is set to DND.

**Change my availability to Unavailable**: Select this radio button to inform the caller that the user is unavailable.

**Set my location to**: Select this radio button to manually define the location and availability that the callers will be informed of when the phone is set to DND.

> **Location**: From the dropdown menu, select the Location that the DND status of the phone will be associated with.

> **Availability**: From the dropdown menu, select the availability that will be associated with above location.

## When Forward to Voice Mail Group

**Nothing**: Select this radio button to forward the caller according to the phone settings.

**Change my availability to Unavailable**: Select this radio button to inform the caller that the user is unavailable.

**Set my location to**: Select this radio button to manually define the location and availability that the callers will be informed of when forwarding is configured on the phone.

> **Location**: From the dropdown menu, select the Location that the forwarded status of the phone will be associated with.

> **Availability**: From the dropdown menu, select the availability that will be associated with above location.

# Speech Options Tab

The Speech Options tab of Mailbox allows you to configure the enrollment of the current mailbox in the voice verification features and configure the related security levels. You may also enable any transcription options here.

**Enable ASR for Public Contacts**: Enable this checkbox to allow the user of the current mailbox to access their public contacts through ASR along with the traditional DTMF method.

**Enable ASR for Private Contacts**: Enable this checkbox to allow the user of the current mailbox to access their private contacts through ASR along with the traditional DTMF method.

**Enable Speech Command**: Enable this checkbox to allow the user of the current mailbox to navigate the TUI through speech commands along with the traditional DTMF method.

**Enable Voice Message Transcription**: Enable this checkbox to activate speech-to-text transcription for voice messages. Once enabled, voice messages left in this mailbox will be rendered into text, and sent to the associated email address. A transcription add-on to the Messaging license is required.

# Voice Verification Options

**Enrolled**: This checkbox becomes enabled when the user successfully finishes the voice verification configuration during their tutorial or manually through the TUI.

**Forced Enrollment**: Enable this checkbox to force the user to configure the voice verification feature. The users will not be able to skip the tutorial when this option is enabled.

**Voice Verification Enabled**: Enable his checkbox to allow this user to use the Voice Verification feature.

## Security Levels

**Normal**: Select this radio button to use Normal as the voice verification security setting. The security settings are configured under Company properties.

**High**: Select this radio button to use High as the voice verification security setting. The security settings are configured under Company properties.

# Language Options

While the languages for the Auto Attendant are controlled by through system settings, you can use the Language Options tab to setup one or two languages for your mailbox prompts.  Specify one language as the primary, and another as the secondary, then choose which order to play them.

**Primary Language**:  Select the language to be used as the main language for your mailbox prompts.

**Secondary Language**:  Select the language to be used as an alternate language for your mailbox prompts.

**Multilingual**:  From the dropdown menu, choose the order the prompts will be played: Primary only, Secondary only, Primary then Secondary, or Secondary then Primary.

When an external caller reaches your mailbox, they will hear your mailbox prompts (e.g. "Please leave a message at the tone.") in the order chosen under **Multilingual**.

When an internal caller reaches your mailbox, the voice server will scan their mailbox language preferences and play the prompts in the appropriate language.

---

**Important**:  The languages must be installed on the voice server before they will be available here. Additional language licenses can be purchased as part of your Avaya Messaging license.

---

**Note**:  This option will not be available if has not been enabled in the **Company > Advanced** tab (found here).

---

# Group Mailboxes Tab



> **Note**:  This tab only appears if **Group Mailbox** is enabled on the **Mailbox Options Tab**.

When a mailbox is configured as a Group Mailbox, this tab appears and requires the user to create a list of people that have access to the mailbox (Group Mailbox Access List).  At least one contact must be added to the list, but up to 25 may be included.

Each person on the accesslist has access to this mailbox to review, create and delete messages.  Each time the mailbox is accessed, or an action is taken, an entry is created in the database and a report can be generated with the details.  See the Web Report (chapter 24) on page 427 of this document for details.

> **Hint**:  Name a Group Mailbox after its function rather than for a specific person.  For example, "Customer Service" or "Sales".

# Add / Remove Contacts

## Add Contacts

- Click **Add** to join contacts to the Group Mailbox Access List.

- Select the **Directory** icon  , pick a person to add, click **OK**, then click **OK** again at the **Group Mailbox** screen to append that person to the access list.

Repeat to add as many people to the list (one at a time) as required.  Save the mailbox when finished.



> **Note**:  A mailbox ("Customer Service" in this example) cannot be added to its own access list.  Each person can only be added to the list once.  An error will pop-up the second time a user is to be added.

> **Note**:  A group mailbox cannot be included in the access list of another group mailbox.

> **Caution**:  Disabling the **Group Mailbox** option on the **Mailbox Options** tab will permanently delete the access list.

You can also type the person's extension or first name or last name into the space provided on the Group Mailbox screen.

Click the **Verify** button  and the system will return all matching contacts.  Select the correct individual and click **OK** to add them to the access list.



If only a single match is found, then that person's details will be displayed in the text entry field.  Click **OK** to approve the selection.

## Remove Contacts

To delete a person from the list, select the person's extension, then click **Remove**.

# Accessing the Group Mailbox

Any of the people on the Mailbox List can enter the group mailbox.

- From any phone, access the Auto Attendant and enter the extension number for the group mailbox.
- You will be asked to enter your mailbox number, then your password.  This is the same number and password that you use to access your **own** voice mailbox.
- The system will log you into the group mailbox where you can manage the messages.  You can listen to the messages, create new messages, and delete messages from the mailbox.  All activities are recorded in the database.

# Other Mailbox Related Options/Configurations

## Add / Edit Addresses

UC server supports numerous types of addresses that may be assigned to a Mailbox for ubiquitous communication.

### Adding an Address

Click on the Add button then select the type of address that you wish to add.

---

**Note**: You can only have one default address for each type of address. For example, you have may a default Phone Number and a default Fax number together but you cannot have two default Fax numbers. The Default address takes automatic priority when you are trying to be reached by the UC server.

---

### Phone Number - Internal

**Number**: Enter the internal extension number.

**PBX Node**: From the dropdown menu, select the PBX node that the extension resides in.

**Set as Default**: Enable this checkbox to make this address the default for the current Mailbox.

**Message Light Assignment**: Enable this checkbox to enable message lights on the phone system connected to this extension.

**Phantom**: Enable this checkbox to make the current extension a phantom extension. A phantom extension is not connected to an actual phone but can still be used to play greetings and accept messages.

**Alternate ID**: Enable this checkbox to make the current extension an alternate ID. The Mailbox user will be able to use this extension number to login and accept calls as if it were a Mailbox number.

**Trusted**: Enable this checkbox to assign this extension as a trusted number for voice verification features.

### Phone Number - External

**Country**: From the dropdown menu, select the Country code for the telephone number.

**Area/City Code**: Enter the area code for the telephone number.

**Number**: Enter the telephone number.

**Set as Default**: Enable this checkbox to make this address the default for the current Mailbox.

**Trusted**: Enable this checkbox to assign this extension as a trusted number for voice verification features.

**Identification**: Enable this checkbox to use the defined external number as an Identification Number. The Identification Number can be used as an alternative method to log in to the Mailbox when Voice Verification is enabled on the system.

## email

**Address**: Enter the full email address.

**Set as Default**: Enable this checkbox to make this address the default for the current Mailbox.

**Phantom**: Enable to designate this address as a Phantom email. When the system is resolving the address, a phantom email address will not be returned.

## VPIM

**Address**: Enter the VPIM address (the name portion only).

**Set as Default**: Enable this checkbox to make this address default for the current Mailbox.

## Beeper

**Country**: From the dropdown menu, select the Country code for the pager number.

**Area/City Code**: Enter the area code for the pager number.

**Number**: Enter the pager number.

**PBX Node**: From the dropdown menu, select the PBX node that the extension resides in.

**Set as Default**: Enable this checkbox to make this address default for the current Mailbox.

## Fax - Internal / External

Country: From the dropdown menu, select the Country code for the fax number.

**Area/City Code**: Enter the area code for the fax number.

**Number**: Enter the internal extension number for fax.

**PBX Node**: For sites where there is more than one PBX installed, use this field to select which node the fax traffic should be routed through.    Node numbers must be assigned sequentially starting with 1 (e.g. 1 2 3 4...).

**Set as Default**: Enable this checkbox to make this address the default for the current Mailbox.

## SMS - Phone

**Country**: From the dropdown menu, select the Country code for the SMS capable phone number.

**Area/City Code**: Enter the area code for the SMS capable phone number.

**Number**: Enter the SMS capable phone number.

**Set as Default**: Enable this checkbox to make this address the default for the current Mailbox.

## SMS - email

**Address**: Enter the full email address.

**Set as Default**: Enable to make this address the default for the current Mailbox.

# Add / Edit Location

While most users will be able to add and modify their locations through the Web Access interface, you also have the option of manually configuring them through the admin interface.

## General

**Description**: Enter a title for the current location.

**Local Location (within the same time zone)**: Enable this checkbox if the location you are creating is in the same time zone as your primary location.

**Default Availability**: From the dropdown menu, select the default availability for the location.

**Add**: Click on this button to add an address to the current location.

**Remove**: Click on this button to remove the selected address.

## Location Greetings

### Greeting

**Play default greeting**: Select this radio button to play the default greeting when the user is in the current location.

**Automated Name and Location greeting**: Select this radio button to play an automated name and location greeting when the user is at the current location.

**Play Location greeting**: Select this radio button to play the current location's greeting when the user is at that location.

### Options

**Do not allow callers to skip the greeting**: Enable this checkbox to force the caller to listen to the entire greeting unless they disconnect.

**Do not allow callers to leave messages**: Enable this checkbox to prevent the caller from leaving a message in the Mailbox as long as the location is set to the current location.

**Hang up after the greeting**: Enable this checkbox to hang up on the caller right after playing the location greeting.

# Availability Filters

## When I am Available

**Appear Available to everyone**: Select this radio button to appear available to everyone when set to available at the current location.

**Appear Unavailable to**: Select this radio button to appear unavailable according to the settings defined below when set to available at the current location.

> Select the **Internal calls** check-box if you want to appear unavailable for all internal calls. If there will be exceptions to this rule, select the accompanying **Only allow: Exception List** check-box and select your exceptions using the ▢ button.

> Select the **External calls** check-box if you want to appear unavailable for all external calls. If there will be exceptions to this rule, select the accompanying **Only allow: Exception List** check-box and select your exceptions using the ▢ button.

> Select the **All calls from Contacts** check-box if you want to appear unavailable for all calls from contacts. If there will be exceptions to this rule, select the accompanying **Only allow: Exception List** check-box and select your exceptions using the ▢ button.

**Appear Unavailable to only this list**: Select this radio button to appear unavailable to a specific group of people even when you are available. The list may be defined by clicking on the ellipsis button ▢ on the right.

## When I am Unavailable

**Appear Unavailable to everyone**: Select this radio button to appear unavailable to everyone when set to unavailable at the current location.

**Appear Available to**: Select this radio button to appear available according to the settings defined below when set to unavailable at the current location.

> Select the **Internal calls** check-box if you want to appear available for all internal calls. If there will be exceptions to this rule, select the accompanying **Only block: Exception List** check-box and select your exceptions using the ▢ button.

> Select the **External calls** check-box if you want to appear available for all external calls. If there will be exceptions to this rule, select the accompanying **Only block: Exception List** check-box and select your exceptions using the ▢ button.

> Select the **All calls from Contacts** check-box if you want to appear available for all calls from contacts. If there will be exceptions to this rule, select the accompanying **Only block: Exception List** check-box and select your exceptions using the ▢ button.

**Appear Available to only this list**: Select this radio button to appear available to a specific group of people even when you are available. The list may be defined by clicking on the ellipsis button ▢ on the right.

# Find Me Rules

When an incoming call arrives at your extension, the Find Me Rules determine how the UC System will route the call if you are not currently at your desk.

## General Rule to Find Me

**Only call me at the first number...**: Select this radio button to find the user only at the first number assigned to current location.

**Call me at each of the numbers...sequentially**: Select this radio button to find the user at each of the numbers assigned to current location in sequence.

**Call me at all the numbers...at the same time**: Select this radio button to find the user at all numbers assigned to current location simultaneously.

## Find Me Options

**Automatically Find me**: Select this radio button to have the system automatically search for the user.

**Ask caller to Find me**: Select this radio button to have the system ask the caller if they want the system to search for the user.

## Exception List

**Add**: Click on this button to add Mailbox/contacts to the exception list.

**Remove**: Click on this button to remove the selected exception list item.

**Edit**: Click on this button to edit the selected exception list item.

## Assign My Calls Rules

### General Rule to Assign My Calls



**Assign my call**: Enable this checkbox to have your calls assigned to another Mailbox in the same Company. In the text field to the right, enter or select the Mailbox from the directory.

**Play greeting before Transferring**: Enable this checkbox to have the greeting played before a call is transferred. You may specify the type of greeting to be played below.

**Play Name followed by name of person the call is assigned to**: Select this radio button to have the system explicitly state who the user is assigning the call to before transferring the call.

OR

**Play this greeting**: Select this radio button to select a specific greeting from the dropdown menu to play before transferring a call. If applicable, select the language of the greeting from the Language to play dropdown menu.

### Exception List

**Add**: Click on this button to add Mailbox/contacts to the exception list.

**Remove**: Click on this button to remove the selected exception from the list.

**Edit**: Click on this button to edit the selected exception from the list.

# Add / Edit Message Options

The messages that arrive in the current Mailbox may be automatically forwarded or relayed to a destination of choice.

**Destination Type**: From the dropdown menu, select the address type of the destination.

| Type | Destination | Address |
|---|---|---|
| AMIS | From the dropdown menu, select the desired Remote Site. | Enter the address within the chosen Remote Site that you wish to forward/relay to. |
| Distribution List: | From the dropdown menu, select the distribution list (both public and private from the Mailbox that is being configured will be available). | |
| email: | Enter the desired email address. | |
| Mailbox: | Enter the Mailbox number then click on verify or select a Mailbox from the directory. | |
| Print to Fax: | Enter the fax number or use the ellipsis button ⬚ to open a dialog box. | |
| Print to Server Default Printer | | |
| SMS email | Enter the desired email address. | |
| SMS Phone | Enter the phone number or use the ellipsis button ⬚ to open a dialog box. | |
| VPIM | From the dropdown menu, select the desired Remote Site. | Enter the address within the chosen Remote Site that you wish to forward/relay to. |
| Storage Path | Enter the network path to the storage location. | Must be UNC Compatible path |
| Google Docs | Enter Google Docs Collection location. | Requires an existing collection |

**Destination**: Refer to the above chart.

**Address**: Refer to the above chart.

**Forward Type**: From the dropdown menu, select Forward or Relay.

> **Forward**: Select this option to have messages forwarded automatically. A copy of the message will be sent to the destination with 'FW:' in the subject header. The sender of the message will be the current Mailbox.

> **Relay**: Select this option to have messages relayed automatically. A copy of the message will be sent to the destination. The sender of the message will be the originating Mailbox.

**Voice Format**: From the dropdown menu, select the format of voice messages. The WaveUlaw8 format is recommended as the default.

**Fax Format**: From the dropdown menu, select TIFF or PDF. Fax messages that are automatically forwarded to email addresses will be converted into the selected format.



**Message Type**: Enable the checkboxes for the type of messages you want forwarded/relayed to the destination address.

**After**: Enter a value on either or both of the hour(s) and minute(s) fields to delay the forward/relay by that amount of time.

**Attachment**: Enable this checkbox to allow any attachments to be included in the forwarded/relayed message.

**Disabled**: Enable this checkbox to not automatically forward or relay received messages for the chosen address. This setting can be toggled by the Mailbox user at any time.

**Locked**: Enable this checkbox to not automatically forward or relay received messages for the chosen address. This setting can be toggled by the administrator and is active until changed.

**HTML Content**: Enable this checkbox to have files attached to messages accessible only through a hyper link (HTTP).

---

**Note**: Multiple Destinations require **separate** address entries to be made for each.

---

**Action Schema**: Enable this option to have tags appear in the subject line of emails that contain voice messages, or those that denote missed calls. This feature only applies to email clients that support DKIM verification.



**Dial**: When an incoming call is received but not answered, and the caller does not leave a voice message, the Dial button will appear in the subject line of the email header. Click the button to place a call to the contact.

**View**: When a caller leaves a message in the mailbox, the View button will appear in the subject line of the message header. Click the call to open the playback control window to listen to the message through any audio capable device.



# Add / Edit Notification Addresses



After specifying notification addresses, they can be modified to suit your changing business needs.

**Address**: From the dropdown menu, select an address that will be used for notification. The addresses available on this list are the addresses listed under the current Mailbox's Address tab.

**Busy**: Enter the amount of time (in minutes) that the system will wait before retrying notification when the destination address is busy.

**No Answer**: Enter the amount of time (in minutes) that the system will wait before retrying notification when the destination address does not answer.

**Call It**: Enter the number of times the system will attempt to notify the Mailbox user. If the system is successful, it will not retry.

# Adding a Range of Mailboxes

Instead of creating Mailboxes one at a time, you can create a range of Mailboxes under a particular Feature Group. Once you have created the Mailboxes, you can go back and specify the options for each Mailbox.

**Empty Mailboxes to be edited later**: Select this radio button to add a range of empty Mailboxes that can be edited later.

**Apply Mailbox Template**: Select this radio button to create a range of Mailboxes using the selected Mailbox template. Mailbox templates need to be already defined on the system.

**Copy from Mailbox**: Select this radio button to use an existing Mailbox as the model for creating a range of new Mailboxes.

**Group Name**: From the dropdown menu, select the Feature Group you want the Mailboxes to be associated with.

**From**: Enter the first number in the Mailbox range.

**To**: Enter the last number in the Mailbox range.

# Directory Listing

The UC server allows the Mailbox user to create nicknames and store them in the company directory. A caller can then spell the user's name or speak the name to the speech enabled automated attendant.

The Mailbox must be in a Feature Group that has the company directory feature enabled. The Mailbox will then be accessible via ASR (Automatic Speech Recognition). In the Mailbox, a user can define multiple names that are used for directory purposes (e.g. first name, last name, maiden name).

When a Mailbox is created and the first name, last name and username are specified, the information is automatically input to the Directory List screen. While in this window, you can add and move these names, as necessary.

> **Note**: The basic ASR license supports **250** names. Please check your ASR license for the number of names your system will support and upgrade the license if necessary.

> **Note**: The Mailbox must be in a Feature Group that has the Company Directory feature enabled.

> **Important**: First and Last name must contain **ONLY** letters.  No numbers or special characters are allowed. This is to ensure compatibility with the speech recognition features.

## Company Buttons

| Button | Description |
|--------|-------------|
| ⊕ | Add a new Directory Listing entry. |
| ✕ | Delete selected Directory Listing entry. |
| ▦ | Edit selected Directory Listing entry. |

## Directory Listing Configuration

> **Note**: The basic ASR license supports **250** names. Please check your ASR license for the number of names your system will support and upgrade the license if necessary.

To add a new directory listing, click the Add icon, then enter the details for the new directory item.

## Finding a Mailbox

In a system that has a large number of users, it may be difficult to scroll through the entire directory to find a specific Mailbox. The find Mailbox function can be used to easily locate the desired Mailbox(es) by using search filters.

**Mailbox, From** and **To**: Enter the range of Mailboxes you wish to search. Enter the starting Mailbox number in the From field and the ending Mailbox number in the To field.

**Feature Group, From** and **To**: Enter the range of Feature Groups you wish to search. Enter the starting Feature Group number in the From field and the ending Feature Group number in the To field. All Mailboxes that are associated with the specified range of Feature Groups will be shown as results.

**Name, First** and **Last**: Enter the first name in the First field and/or enter the last name in the Last field to search for a Mailbox by the user's name.

**User Name**: For contacts with a user name defined, enter it here to begin a search.

**Extension Number**: Type in or select [...] and an extension number to search for.

## Desktop Capabilities

> **Note**: If you have no Desktop Capabilities selected, the search results will be as if you have all Desktop Capabilities selected.

Enable one or more checkboxes to filter the search results according to the Desktop Capability of the Mailbox.

**Unified Communications**: Enable this checkbox to include Mailboxes with Unified Communications capabilities in the search result.

**Advanced Unified Messaging**: Enable this checkbox to include Mailboxes with Advanced Unified Messaging capabilities in the search result.

**Mobility**: Enable this checkbox to include Mailboxes with Mobility (CTI) capabilities in the search result.

**eFax**: Enable this checkbox to include Mailboxes with eFax capabilities in the search result.

**Standard**: Enable this checkbox to include Mailboxes with Standard capabilities in the search result.

## Storage Mode

> **Note**: If you have no Storage Mode selected, the search results will be as if you had all Storage Modes selected.

Enable one or more checkboxes to filter the search results according to the Storage Mode of the Mailbox.

**Database**: Enable this checkbox to include Mailboxes with Database storage mode in the search result.

**IMAP**: Enable this checkbox to include Mailboxes with IMAP storage mode in the search result.

**Server Name**: Enable this checkbox to include Mailboxes with a specific server storage mode in the search result. You must also define the server name in the text field below when you enable this checkbox.

## Folders



You can create custom folders in the user's Mailbox for message storage and organization. The folders created will automatically be created in another message server (e.g. both on UC server and the email server) when the user is configured as a unified messaging user.

## IMAP4 Configuration



IMAP4 and POP3 are no longer supported.

# Location Schedule

Although most users will be managing their location and calendar through the Web Access or Avaya iLink Pro, there is also the option of adding and modifying them manually through the admin interface. Due to the nature of locations, all location related schedules are saved under the location calendar.

## Location Schedule Buttons

| Button | Description |
|--------|-------------|
| ⊹ | Create new Location Calendar. |
| ✕ | Delete current Location Calendar. |
| 💾 | Save current Location Calendar. |
| 📊 | View a list of all Location Calendars. |
| ⊞ | Create a new Schedule. |
| ☒ | Delete the current Schedule. |
| ⏮ | Move to first Schedule item. |
| ◀ | Move to previous Schedule item. |
| ▶ | Move to next Schedule item. |
| ⏭ | Move to last Schedule item. |

## Location Schedule Configuration

**Change current location calendar**: From the dropdown menu, select the calendar that you wish to modify.

**Enable**: Enable this checkbox to activate the current schedule.

**Calendar Name**: Enter a descriptive name for the calendar.

**Time Zone**: Select the time zone to which the location belongs.

**Default Location is**: This field displays the default location for the current calendar. If there are no specific locations defined, this will be used as a default.

**Copy local locations from existing calendar**: Enable this checkbox to copy the location settings from another calendar. You must select the other calendar from the dropdown menu after you enable this checkbox.

**Working Hours, Start** and **End**: Define the working hours of the calendar.

**Location**: From the dropdown menu, select the location that will be active during the period specified below.

**Availability**: From the dropdown menu, select the availability of current location.

**Description**: Enter a short description for your reference.

## Time

**Start** and **End**: Enter the time in which the sub menu will be active. Enabling the **All day** checkbox will make the sub menu active for 24hrs.

## Recurrence Pattern:

**None**: Select this radio button to have the sub menu occur only for the period of time once with no recurrence.

**Daily**: Select this radio button to indicate that the sub menu will be active on a day-by-day basis. Afterwards, you will have (2) options:

**Every weekday**: Select this radio button if you want the sub menu to be active every weekday (Monday - Friday).

**Every X day(s)**: Select this radio button to specify an interval of activity for the sub menu (every second day by entering 2 in the field, for example).

---

**Hint**: If you wish to define the settings as Every weekday, you can instead choose the **Weekly** settings where you can specify which days of the week you wish to be notified.

---

**Weekly**: Select this radio button to indicate that the sub menu will be active on a weekly basis. Then, in the **Recur Every X week(s) on** field, enter an interval of activity for the sub menu (i.e. enter **3** for every third week). Finally, check the boxes of the days of the week you want the sub menu to be in effect. If you wanted a sub menu to be active every second Monday, Wednesday and Thursday, you would enter **2** in the field and select the **Monday**, **Wednesday** and **Thursday** checkboxes.

**Monthly**: Select this radio button if you want the sub menu to be active on a monthly basis.

You have two (2) options:

Select the **Day** radio button and indicate which day of the month you want the sub menu to be active.

Select the **The** radio button and indicate which day of a month you want the sub menu to be active. For example, if you want the sub menu to be active on the second Monday of every second month, you would select the The radio button, select **Second** and **Monday**, and enter **2**.

**Yearly**: Select this radio button if you want the sub menu to be active on a specific day of the year. You have two (2) options:

Select the **Every** radio button and indicate the day of the year on which you want the sub menu to be active.

Select the **The** radio button and indicate a specific day of a specific month of the year on which you want the sub menu to be active. For example, if you want the sub menu to be active on the second Thursday of every March, you would select the radio button and select **Second**, **Thursday** and **March** from the dropdown menu.

## Range of Recurrence

**Start**: Select the date when the first occurrence of the sub menu is to occur.

---

**Note**: The sub menu must have a recurrence pattern defined.

---

**No end Date**: Select this radio button if you want the sub menu to occur indefinitely

**End After**: Select this radio button if you want to disable the sub menu after it occurs the defined number of times.

**End by**: Select this radio button if you want to disable the sub menu by the defined date.

# Notification Schedule

You can create a notification schedule to specify a calendar setting for each notification address. For example, you can schedule an email to be the active notification address for a period of time.

## Notification Schedule Buttons

| Button | Description |
|--------|-------------|
| ⊞ | Create new Notification Schedule. |
| ✕ | Delete Notification Schedule. |
| 💾 | Save Notification Schedule. |
| 📊 | View a list of all Notification Schedules. |
| ⊞ | Create a new Schedule. |
| ⊠ | Delete the current Schedule. |
| ⏮ | Move to first Schedule. |
| ◀ | Move to previous Schedule. |
| ▶ | Move to next Schedule. |
| ⏭ | Move to last Schedule. |

## Notification Schedule Configuration

**Schedule Enabled**: Enable this checkbox to activate the notification schedule.

**Default Address**: From the dropdown menu, select the address that will be used by the schedules by default unless they have a specific address defined.

**Description**: Enter a brief title/description of the sub menu for reference.

## Time

**Start** and **End**: Enter the time during which the sub menu will be active. Enabling the All day checkbox will make the sub menu active for 24hrs.

## Recurrence Pattern:

**None**: Select this radio button to have the sub menu occur only once with no recurrence.

**Daily**: Select this radio button to indicate that the sub menu will be active on a day-by-day basis. Afterwards, you will have (2) options:

**Every weekday**: Select this radio button if you want the sub menu to be active every weekday.

**Every X day(s)**: Select this radio button to specify an interval of activity for the sub menu (every second day by entering 2 in the field, for example).

> **Hint**: If you wish to define the settings as Every weekday, you can instead choose the **Weekly** settings where you can specify which days of the week you wish to be notified.

**Weekly**: Select this radio button to indicate that the sub menu will be active on a weekly basis. Then, in the **Recur Every X week(s) on** field, enter an interval of activity for the sub menu (i.e. enter **3** for every third week). Finally, check the boxes of the days of the week you want the sub menu to be in effect. If you wanted a sub menu to be active every second Monday, Wednesday and Thursday, you would enter **2** in the field and select the **Monday**, **Wednesday** and **Thursday** checkboxes.

**Monthly**: Select this radio button if you want the sub menu to be active on a monthly basis.

You have two (2) options:

Select the **Day** radio button and indicate which day of the month you want the sub menu to be active.

Select the **The** radio button and indicate which day of a month you want the sub menu to be active. For example, if you want the sub menu to be active on the second Monday of every second month, you would select the The radio button, select **Second** and **Monday**, and enter **2**.

**Yearly**: Select this radio button if you want the sub menu to be active on a specific day of the year. You have two (2) options:

Select the **Every** radio button and indicate the day of the year on which you want the sub menu to be active.

Select the **The** radio button and indicate a specific day of a specific month of the year on which you want the sub menu to be active. For example, if you want the sub menu to be active on the second Thursday of every March, you would select the radio button and select **Second**, **Thursday** and **March** from the dropdown menu.

## Range of Recurrence

**Start**: Select the date on which the first occurrence of the sub menu is to occur.

> **Note**: The sub menu must have a recurrence pattern defined.

**No end Date**: Select this radio button if you want the sub menu to occur indefinitely.

**End After**: Select this radio button if you want to disable the sub menu after it occurs the defined number of times.

**End by**: Select this radio button if you want to disable the sub menu by the defined date.

## Address

From the dropdown menu, select the address that will be active during the defined period.

# Organizational Unit

The purpose of an Organizational Unit is to organize the Mailboxes. In a system with large number of Mailboxes, it may be difficult to sort and keep track of all the Mailboxes in one folder. By having Mailboxes allocated to an Organizational Unit you can easily group different types of Mailboxes.

**Note**: Organizational Units are not related to the settings of the Mailbox. However, you can designate a PBX node for the Organizational Unit. If you do so, the Mailboxes associated with the OU will use this PBX node as default, assuming that you do not have a PBX node manually assigned to the Mailbox itself.

## Adding/Editing a Organizational Unit

**Organizational Unit Name**: Enter a unique name for the OU.

**PBX Node**: From the dropdown menu, select the PBX node that this OU will be associated with.

# Workgroup

A workgroup can be conveniently accessed through iLink Pro Desktop. It allows users to send messages to individual members or workgroups via Chat.

# Workgroup Buttons

| Button | Description |
|--------|-------------|
| ⊹ | Add a new workgroup. |
| ✕ | Delete current workgroup. |
| 💾 | Save current workgroup. |
| ⏮ | Move to first workgroup. |
| ◀ | Move to previous workgroup. |
| ▶ | Move to next workgroup. |
| ⏭ | Move to last workgroup. |

# Workgroup Configuration

**Go to**: From the dropdown menu, select the workgroup that you wish to modify.

**Workgroup Number**: Enter a number for the workgroup you are creating.

**Workgroup Name**: Enter a name for the workgroup you are creating.

**Popup notification...**: Enable this checkbox to inform members when other members of the current workgroup log into iLink Pro Desktop.

# Adding Users to Workgroup

**Add**: Select the desired Mailbox from the left pane then click on the Add button to add them to the workgroup in the right pane.

**Add All**: Click on the Add All button to add all Mailboxes from the same company to the workgroup.

# Removing Users from Workgroup

**Remove**: Select the desired Mailbox in the right pane then click on the Remove button to remove them from the workgroup.

**Remove All**: Click on the Remove All button to delete all Mailbox from the workgroup.

# 7

# MAILBOX TEMPLATE

## In This Chapter:

# Introduction

Mailbox templates are essentially pre-configured mailboxes. Mailbox templates contain settings that can be applied during the creation of new mailboxes. It is recommended that you create multiple templates on the system so that different groups of settings can be applied without having to create a custom format every time.

However, not all settings may be applied through a template. Many individual settings (e.g. user name, locations, etc.) cannot be managed through a template and must be modified individually. When you are creating a range of Mailboxes by copying a single Mailbox, individual settings will not be copied.

**Note**: Some items shown in the screenshots that follow are disabled in the Template editor.

**Caution**: The tabs for **Message Options**, **Addresses**, **Locations**, and **Re-Route CTI** have no changeable values in the Mailbox Templates section and have been omitted from this document.

# General Tab

**Template Number**: Enter the template number. This number will be used for sorting the templates.

**Template Name**: Enter the template name for your reference.

**Account Code**: Enter the account number. This is used to pass account number information for toll charge billing back to an individual user.



## Voicemail Password

**Password**: Enter the user's password. This password has to be **numeric**.

**Confirm Password**: Confirm the password.

## Application User

**Password**: Enter the user's application user password. This password has to be **alphanumeric**.

**Confirm Password**: Confirm the password.

**Note**: The voicemail password is used when accessing the system through a telephone keypad. The application user password is used with all other access methods (i.e. Avaya iLink Pro, Web Access).

# Advanced Tab

**D.I.D Trunk**: Enter the trunk number that the system will use to access the voicemail of this Mailbox. This field is normally used by Norstar Systems.

**Domain Account**: Enter the Windows domain and account name for this mailbox user (e.g. DOMAIN\USER_NAME). If this is configured alongside Auto Discovery, users will be able to log into their iLink Pro Desktop based on their domain credentials without having to configure or enter any information in iLink Pro Desktop. This single sign on feature is only available when the user is on the same network as the Messaging server.

**Desktop Capabilities**: From the dropdown menu, select the type of functionality that this user will have (i.e. Collaboration, Messaging).

**Date Format**: From the dropdown menu, select the date format which will determine the way in which the date is expressed in Web Access and/or the telephone.

**Web Client User**: Enable this checkbox to give the Mailbox Web Access capability.

**Speech Server User**: Enable this checkbox to allow the Mailbox Speech Server capability.

# Mailbox Options Tab

**Send Business Card**: Enable this checkbox to allow the user to send personal contact "signature" information with all messages.

**Receive Business Card**: Enable this checkbox to allow the user to receive personal contact "signature" information with all messages.

**Record all Inbound Calls**: Enable this checkbox to have all inbound calls to the current Mailbox recorded.

**Show Hints**: Enable this checkbox to have Hints help documentation displayed by default throughout the Web Access windows. The Hints, shown in yellow strips at the top of each screen, will display in Web Access until the user turns it off.

**Show Getting Started**: Enable this checkbox to have the Getting Started page displayed by default in Web Access for the user. The Getting Started page will display until the user turns it off.

**Fax Detection**: Enable this checkbox to allow incoming faxes to deliver their message to the user's inbox if the call is unanswered. With this box unchecked, the phone set will ring but a fax call will be dropped if it is not answered.

**Tutorial**: Select On from the radio buttons if you want the user to be prompted with a tutorial when accessing his/her Mailbox through telephone.
You can select a full or simple tutorial through **UC Admin > Voice Server > Advanced > Simple Tutorial** (page 227).

**Say Envelope Information**: Select Yes from the radio buttons if you want the user to listen to the envelope information when listening to a message. The type of envelope information that will be played is defined from the TUI associated with the current Mailbox.

**Message Playback Order**: Select one of the radio buttons. This allows the users to listen to their messages by either FIFO (plays the oldest message first, newest message last) or LIFO (plays the newest message first).

**Web Tutorial**: Select On from the radio buttons to have the user work through the welcome tutorial when accessing Web Access. This tutorial takes the user through the personalization of their mailbox and the recording of greetings.

# Transfer Options Tab

**Call Screening**: Enable this checkbox to instruct callers who wish to transfer to an extension to state their name at the tone.

> **Note**: Call screening requires the call to be supervised and the user must be in his or her group.

Before the call is transferred, the user hears the caller's name and will then be prompted by the system: to accept the call press **<1>**, to send to another extension press **<2>**, to accept and record conversation press **<3>**, to send to your Mailbox press **<#>**.

**Call Queuing**: Enable this checkbox to place incoming calls in a queue when an extension is busy. Callers are informed of their position in the hold queue and are given opportunities to either continue to hold or leave a voice message.

> **Warning**: Call queuing is available only on telephone systems that provide a busy tone. Most telephone sets with multiple extension appearances do not produce a busy tone.

**Camp On**: Enable this checkbox to notify the caller that the intended target of the call is now available, assuming that the dialed number was originally busy.

**Busy on Second Call**: With this option enabled, incoming calls will be immediately routed to voicemail if the user is already on the phone. If disabled, incoming calls will keep trying to reach the user at that extension until the line is free.

**Pre Transfer Paging**: Enable this checkbox to page users before a call is transferred.

When a caller requests an extension, the caller is put on hold and the UC system pages the user. The system then waits for the specified period of time (the timer is defined on the Advanced tab and has a default of 5 seconds) and then transfers the caller to the desired extension.

**Post Transfer Paging**: Enable this checkbox to page users after the call is transferred.

When a caller transfers to an extension that is busy or is not answered, the caller is forwarded to the user's Mailbox. In the user's personal greeting, the caller can be given the option to page the user over the telephone intercom system (for example, "Press 4 to have me paged"). Callers must be informed of the paging feature in the user's personal greeting. The system does not have a pre-recorded prompt.

**Caller ID**: From the dropdown menu, select the desired option to configure the Caller ID.

> **Note**: This option is required for desktop screen pops using iLink Pro Desktop. The iPD settings must also be configured to accept screen pops.

> **Note**: If a blank Caller ID is sent to iPD, there will be no pop-ups.

# Notification Tab



**Cascade Notification**: Enable this checkbox to instruct the system to send notifications in consecutive order to a list or defined notification schedule.

**Cascade Notification Loop Back**: Enable checkbox to allow cascade notification loop back, which is like cascade notification except that it will not stop notifications after all retries are complete. It will instead start again from the beginning.

**Fax Mail**: Enable this checkbox to send a notification when fax mail is sent.

## Voice Mail

Select one or more options from the following choices to activate notification for voice mail messages.

**All** - Notifies user of all voice mail messages that are received

**Urgent** - Notifies user only if an urgent voice mail message is received

**With Caller ID** - Notifies user only if voice mail message is accompanied with Caller ID

**Read Receipt** - Notifies user if a sent voice message has been received

**Confidential** - Notifies user only if voice mail message is of a private status

**Internal** - Notifies user only if voice mail message is from an internal user

**External** - Notifies user only if voice mail message is from an external user

## E-mail

Select one or more options from the following choices to activate notification for email messages.

**All** - Notifies user of all email messages that are received

**Urgent** - Notifies users only if an urgent email message is received

**Read Receipt** - Notifies user if a sent email message has been received

**Confidential** - Notifies user only if email message is of a private status

**Internal** - Notifies user only if email is from an internal user address

**External** - Notifies user only email is from an external user address

# Synchronization Options Tab

**Use Feature Group settings for IMAP**: Enable this checkbox to use the IMAP settings of the Feature Group. This is used when you are using a superuser account to connect to the Exchange server for the IMAP CSE feature.

**User Name**: Enter the IMAP account user name which the UC server will use to synchronize the data. Follow the domainname/username/alias format for this field.

**User Password**: Enter the IMAP account password.

**Confirm Password**: Re-Enter the IMAP account password.

**IMAP Server**: From the dropdown menu, select the corresponding IMAP server.

**IMAP Locked**: This checkbox is enabled if the user's Mailbox becomes locked. The lock occurs when the account fails authentication numerous times during the IMAP CSE synchronization activity. Disable this box to unlock the Mailbox.

**IMAP Language**: From the dropdown menu, select the primary language of the IMAP account.

**Storage Mode**: From the dropdown list, select IMAP to store messages in the IMAP store, or Database to store messages in the UC database.

> **Note**: This field indicates whether or not the Mailbox is IMAP-synchronized. Setting storage to Database indicates no IMAP synchronization.

**Voice Format**: From the dropdown menu, select the voice compression format which is to be used when the user is sending a voice message outside of the UC server.

## Last Synchronization Time

**Inbox**: This field displays the last time that the inbox of the mailbox was synchronized through the IMAP CSE server with the email server. This field cannot be modified and is for reference only.

**Contacts**: This field displays the last time that the contact entries of the mailbox were synchronized through the IMAP CSE server settings with the email server. This field cannot be modified and is for reference only.

**Calendar**: This field displays the last time that the calendar entries of the mailbox were synchronized through the IMAP CSE server settings with the email server. This field cannot be modified and is for reference only.

**Update Message Status From**: Enable this checkbox to synchronize the legacy IBM Domino and the UC server at a defined time. After enabling the checkbox click on the ellipsis button [...] to manually select the date.

# Speech Options Tab

**Enable ASR for Public Contacts**: Enable this checkbox to allow the user of the current mailbox to access their public contacts through ASR along with the traditional DTMF method.

**Enable ASR for Private Contacts**: Enable this checkbox to allow the user of the current mailbox to access their private contacts through ASR along with the traditional DTMF method.

**Enable Speech Command**: Enable this checkbox to allow the user of the current mailbox to navigate the TUI through speech commands along with the traditional DTMF method.

**Enable Voice Message Transcription**: Enable this option to provide ASR transcription service to users of this template. Use of this feature requires additional licensing.

## Voice Verification Options

**Enrolled**: This checkbox becomes enabled when the user successfully finishes the voice verification configuration during their tutorial or manually through the TUI.

**Forced Enrollment**: Enable this checkbox to force the user to configure the voice verification feature. The users will not be able to skip the tutorial when this option is enabled.

**Voice Verification Enabled**: Enable his check to allow this user to use the Voice Verification feature.

## Security Levels

**Normal**: Select this radio button to use Normal as the voice verification security setting. The security settings are configured under Company properties.

**High**: Select this radio button to use High as the voice verification security setting. The security settings are configured under Company properties.

# 8

# REMOTE SITE

## In This Chapter:

# Introduction

Creating a Remote Site allows the UC server to communicate with other voice messaging servers. The two servers can send and receive voice messages from one another by using one of two standardized methods, AMIS (Audio Messaging Interchange Specification) or VPIM (Voice Profile for Internet Messaging).

# VPIM Site

Voice Profile for Internet Mail (VPIM) is an International Telecommunications Union (ITU) standard that allows different types of messaging servers to pass voice and fax messages among each other over the Internet.

Creating a VPIM address allows the UC server to use VPIM to send messages to assigned network voicemail users.

## Remote Site Buttons

| Button | Description |
|--------|-------------|
| ⊕ | Add a new Remote Site. |
| ✕ | Delete current Remote Site. |
| 💾 | Save current Remote Site. |
| 🔄 | Refresh current Remote Site settings. |
| ⏮ | Move to first Remote Site. |
| ◀ | Move to previous Remote Site. |
| ▶ | Move to next Remote Site. |
| ⏭ | Move to last Remote Site. |

# Adding/Editing a VPIM Site

**Site Number**: The site number will be automatically assigned according to the number of Remote Sites that you have defined.

**Description**: Enter a description of the site. Typically, it will be the company name of the site.

**Location**: Enter the location of the site. Typically, this will be the city and state for U.S. locations and city and country for international locations.

**PBX Node**: From the dropdown menu, select the PBX node of the VPIM site. The PBX node is configured from **PBX properties** under the **PBX Node** tab.    Node numbers must be assigned sequentially starting with 1 (e.g. 1 2 3 4...).

**Domain Name**: Enter the domain name of the VPIM site. Alternatively, you may use the IP Address to connect to the VPIM site.

**IP Address**: Enter the IP address and the port number of the VPIM site. Alternatively, you may use the Domain Name to connect to the VPIM site.

**Note**: The Domain name or IP Address entered must correspond with the Domain name or IP address specified in the Company properties of the VPIM site.

**Note**: Enter the information as a standard address, followed by a colon and the port number (e.g. 192.168.0.172:25).

# Enabling Remote Site Network

You must make sure that both AMIS and VPIM is enabled in the configuration in order to utilize the Remote Site Function.

**AMIS Initial Delay**: This is a timer setting for receiving AMIS packets from other sites. The default is 3 but you can adjust it for fine-tuning.

**Remote Site Installed**: In order to utilize the Remote Site function all linked servers must have this value set to **True**. This will enable both AMIS and VPIM on the UC server as long as they are licensed on your system Sentinel.

# 9

# VOICE MENU

## In This Chapter:

# Introduction

Voice Menus are used to allow callers to interact with the voice server. Voice Menus contain actions that can be performed when a specific key on the telephone is pressed. These actions are defined during the creation of the Voice Menu and are deployed in a variety of places (e.g. Company Greeting, Mailbox Greeting, Message Sending, Outcalling, etc.) and can be modified at any given time. Schedules can be applied to these menus, allowing a greater degree of flexibility in controlling the caller's capabilities.

# Voice Menu Buttons

| Button | Description |
|---|---|
|  | Add a new Voice Menu. |
|  | Open a Voice Menu. |
|  | Delete current Voice Menu. |
|  | Save current Voice Menu. |
|  | Open current Voice Menu schedule. |
|  | Print Voice menu. |
|  | Add a new Sub Menu. |
|  | Delete current Sub Menu. |
|  | Move to first Sub Menu. |
|  | Move to previous Sub Menu. |
|  | Move to next Sub Menu. |
|  | Move to last Sub Menu. |
|  | Find a Sub Menu. |
|  | Verify entered Mailbox number. |
|  | Open Mailbox directory. |

# Adding/Editing a Voice Menu

**Menu Number**: This field is automatically generated when you add a new Voice Menu and cannot be changed.

**Menu Name**: Enter the name of the Voice Menu. This is for your reference and has no impact on performance.

> **Note**: Each voice menu file can have unlimited sub menus. You must begin the administration of Voice Menus in sub menu 1. If there is no schedule applied, the UC system starts all Voice Menus with sub menu number 1.

**Web Access Access**: Enter a Mailbox number to assign the current Voice Menu as the Mailbox user's personal Voice Menu.

**Default to Company**: Enable this checkbox to make this Voice Menu the default Voice Menu for the company. The company will use this menu by default even if there are no Voice Menus assigned manually from the company properties.

**Default to Mailbox**: Enable this checkbox to make this Voice Menu the default Voice Menu for all Mailboxes. Configuring a Voice Menu at the mailbox will override this setting (Mailbox > Advanced tab).

**Available for Outcall Service**: Enable this checkbox to have this Voice Menu usable for Outcall Jobs.

**Generate Report**: Enable this checkbox to have the system log the statistics of the Voice Menu on how many times a particular action is chosen.

> **Note**: Even if Generate Report is disabled, the table will appear in the logs but it will not be populated.

**Allow ASR Digit Recognition**: Enable this checkbox to allow callers to say the key they want in addition to pressing it.

## Sub Menu

Please refer to **Sub Menu on page 150** for more information.

## Actions & DTMF Key Assignment

Please refer to **Voice Menu Actions on page 143** for more information on this section.

The Voice Menu must have an action assigned to the DTMF keys to function. The actions are added to a DTMF key by clicking and dragging the desired action from the left pane to the specific DTMF key in the right pane.

## Voice Menu Actions

This section details the function of the Voice Menu actions.

> **Note**: The Description field in most of the actions are for report/logging purposes, as is the Question Label field which appears in some of the outcall related actions. You should fill these fields to make reports and logs easier to understand.

> **Important**: When transferring a call to another mailbox, the destination mailbox user must have an **Advanced Desktop Capabilities** (Avaya Mainstream) account. A **Basic Desktop Capabilities** (Avaya Basic) account alone is insufficient.

# Ask Password

This action prompts the caller for a pre-defined password before granting access to the sub menu. The password must be numeric.

**Password**: Enter the password the caller must enter before granting access to the selected sub menu.

**Next Sub Menu, When Valid**: From the dropdown menu, select the sub menu in the current Voice Menu to send the caller to when the entered password is correct.

# Ask Pin Number

This action prompts the caller to enter their Pin Number. The system will verify the number against the Pin Number Routing Table and route the call accordingly. If the number is incorrect, the caller will be brought to the defined invalid Sub Menu.

**Next Sub Menu, When Invalid**: From the dropdown menu, select the sub menu in the current Voice Menu to send the caller to when the entered Pin Number does not exist in the Routing Table.

**Phrase**: From the dropdown menu, select the phrase to prompt the caller for their Pin Number.

> **Note**: This is a custom prompt and needs to be recorded manually.

**No. of Retries**: Enter the number of times a caller may fail to provide a valid Pin Number before being disconnected.

# Ask Question

This action is used for a Question & Answer script. It enables the system to ask the caller a question and record their response. The results of the Q & A session will be sent to the defined Mailbox.

After answering the question, the caller will be brought to the defined next Sub Menu. In this way, you are able to link several questions together and have the results sent to the defined mailbox in one results page instead of several.

**Next Sub Menu**: From the dropdown menu, select the Sub Menu to bring the caller to after they have answered the question(s).

**Mailbox**: Enter the mailbox where the answers of the callers will be stored.

**Phrase**: From the dropdown menu, select the phrase to play to ask the caller a question.

> **Note**: This is a custom prompt and needs to be recorded manually.

**Voice Message**: Select this radio button to have the caller answer the question vocally.

**DTMF**: Select this radio button to have the caller answer the question with DTMF keys. The length of the answer is defined in the adjacent field.

# Beep Caller Phone Number

This action behaves like Send Beeper Message, an action that is available in all Mailboxes. A caller selecting this option is prompted to enter his/her phone number using the telephone keypad. The DTMF digits that are entered are then sent to the user's alphanumeric pager.

**Note**: The user must have an alphanumeric pager that is configured in the Notification section of the user's Mailbox.

# Call Mailbox

This action allows you to transfer a caller to a specific Mailbox.

**Mailbox**: Enter the Mailbox to which the caller will be sent.

**Language**: From the dropdown menu, select the language you want the system to play when greeting the caller.

# Disconnect

This action disconnects the caller from the system.

# Get Destination from DB

This action is associated with the desktop call control Active X. It asks the caller for their Pin Number and sends the call information to the Active X that has pre-defined actions and an integration setup.

**Pin Number**: Enter the Pin Number the caller must enter in order to continue.

**Phrase**: From the dropdown menu, select the phrase to play to ask the caller for their Pin Number.

**Note**: This is a custom prompt and needs to be recorded manually.

# Get Transfer Mailbox

This action allows callers to transfer directly from within the voice menu to a desired extension. When a caller selects this action from a Voice Menu, they will hear the selected prompt, and then they can enter the mailbox number they want to transfer to.

**Phrase**: From the dropdown menu, select the phrase to play to ask the caller to enter the mailbox user they want to transfer to.

**Note**: This is a custom prompt and needs to be recorded manually.

# Get Transfer Phone Number

This action allows the caller to transfer to a phone number that is off site. When the key for this action is pressed, the caller will hear the dial tone. They can then enter the phone number and the system will execute the transfer.

**Prefix**: Enter the number that is required to access an external line.

# Page Current Mailbox

This action allows the caller to page a specific Mailbox user.

**Mailbox**: Enter the mailbox user to be paged.

# Play Date and Time

This action is used to play the current date and/or time in the selected language.

**Language**: From the dropdown menu, select the language to play back the date and/or time in.

**Date**: Enable this checkbox to have the system play back the date.

**Time**: Enable this checkbox to have the system play back the time.

# Record Conversation

This action is used to initiate and record a conversation with a specific mailbox user.

**Mailbox**: Enter the mailbox user to initiate and record a conversation with.

# Return to Customized TUI

This action allows a mailbox user to be brought back to their Customized TUI. The Voice Menu needs to be bound to a mailbox user. At the mailbox greeting, press the key for this action and the caller will be brought to the mailbox user's TUI.

# Send a Mass Recall Message

This action allows callers to use the Mass Recall feature. The chosen mailbox must have the necessary Distribution Lists configured so that the message is sent to the right people.

**Mailbox**: Enter the mailbox user to have the Mass Recall message sent to. This mailbox must have the proper Distribution Lists set up.

**Language**: From the dropdown menu, select the language to service the caller in.

**Voice Menu**: From the dropdown menu, select a Voice Menu to attach to the message. After the recipients listen to this message, they will be brought to the selected Voice Menu instead of the default.

# Send LAP Message

This action allows callers to send a message to a local area pager (LAP).

**Mailbox**: Enter the mailbox user to have the LAP message sent to.

# Send Predefined Fax

This action will send a fax to the recipient.  The fax must have already been saved to the **UC\Faxout** folder on the voice server hard drive;  PDF or TIFF format only.  Name the file with a document number (e.g. **1001.pdf**, **1002.tiff**).

When this item is selected from the voice menus, the caller will be prompted to enter their fax number and the file will be sent.

**Next Sub Menu**: From the dropdown menu, select the Sub Menu to bring the caller to after they have selected their fax.

**Document**: Enter the document number for the fax that will be sent (e.g. **1001**).  Do not include the file extension (i.e. pdf or tiff).

> **Note**:  This option will not be visible unless the Fax on Demand feature is enabled through Messaging Admin.  In IXM Admin, this is found under **Configuration > Fax Settings**, and should be set to **True**.

# Send Requested Fax

This action will send a fax to the recipient.  The fax file must have already been saved to the **UC\Faxout** folder on the voice server hard drive.  Name the file with a document number (e.g. **1001.pdf**, **1002.tiff**).

When this item is selected from the voice menus, the caller will be prompted to enter the number of the document they want to receive (e.g. **1002**), and their fax number.  The selected file will then be sent.

**Next Sub Menu**: From the dropdown menu, select the Sub Menu to bring the caller to after they have selected their fax.

> **Note**:  This option will not be visible unless the Fax on Demand feature is enabled through Messaging Admin.  In IXM Admin, this is found under **Configuration > Fax Settings**, and should be set to **True**.

# Send to Directory

This action sends the caller to the company directory.

# Send to Express Voice Mail

This action brings the caller directly to the mailbox user's voice mail. Instead of hearing the full mailbox greeting, the caller will hear the mailbox user's name and the record tone.

**Mailbox**: Enter the mailbox user to which the express message is sent to.

**Language**: From the dropdown menu, select the language to service the caller in.

# Send to Fax Mail

This action causes a fax message received at the number to be sent to a mailbox.

**Mailbox**: Specify the mailbox to route the incoming fax message to. If no mailbox is entered, and incoming fax will create a desktop prompt for the destination.

# Send Fax Start Tone

This action allows incoming callers to tell the system that they want to transmit a fax to the recipient. Selecting this option will ready the system to receive the fax.

**Mailbox**: Enter the mailbox number that is to receive the fax when this menu item is selected.

# Send to Login

This action allows the caller to log in to a mailbox. The system will first prompt them for the mailbox number and password.

**Mailbox**: Enter the mailbox user to which the caller will attempt to log in to.

**Note**: If nothing is defined in this field, the system will prompt for both mailbox number and password. Else, the system will prompt just for the password.

# Send to Main Greeting

This action sends the call to the main company greeting.

# Send to Operator

This action transfers the caller to the system defined operator. If the action was performed with a Voice Menu bound to a mailbox, the caller will be transferred to their Personal Operator if they have one defined.

# Send to Phone Number

This action allows a caller to be sent to a specific phone number.

**Country**: From the dropdown menu, select the country to which the call is to be made.

**Area/City Code**: Enter the Area/City code of the phone number to transfer to.

**Number**: Enter the number to transfer to.

**PBX Node**: From the dropdown menu, select the node which the call is to be directed through.

# Send to Requested Voice Mailbox

This action brings the caller directly to the requested mailbox user's voice mail.

When the key for this action is pressed, the caller will be prompted to enter the mailbox number. After they enter the number, the caller will be brought to the mailbox user's voice mail."

**Language**: From the dropdown menu, select the language in which the prompt will be played.

# Send to Sub Menu

This action brings the caller to the specified sub menu for further processing.

**Next Sub Menu**: From the dropdown menu, select the sub menu to send the caller to.

# Send to Voice Mail

This action brings the caller directly to the mailbox user's voice mail greeting.

**Mailbox**: Enter the mailbox user to which the voice message is sent.

**Language**: From the dropdown menu, select the language which the greeting will be played in.

**Voice Menu**: From the dropdown menu, select the Voice Menu to attach to the voice message. After the mailbox user listens to the message, they will be sent to the selected Voice Menu instead of the default.

# Send to Voice Mail Record Tone

This action brings the caller directly to the mailbox user's voice mail. The caller will not hear any record prompts, but will just hear the record tone.

**Note**: This action is only available if the Voice Menu is bound to a mailbox.

# Send to Voice Menu

This action sends the caller to a different Voice menu for further processing. By default, the system will send the caller to the first sub menu of the selected Voice Menu.

**Next Voice Menu**: From the dropdown menu, select the Voice Menu to sent the caller to.

# Sub Menu

Sub menus are used to create multiple actions for a Voice Menu. For example: a Q&A script, an account code verification, or an IVR with password verification. All such applications would be created in a voice menu with multiple layered sub menus to process the caller selection.

> **Note**: While there are no hard limits on the number of sub menus you can create, having too many sub menus can have an impact on the system's performance.

**Sub Menu Number**: This number is generated automatically when you add a new sub menu.

**Extension Dialing**: Enable this checkbox to allow callers in the current Voice Menu to be transferred directly to a Mailbox. The extension must be entered before the Timeout value is reached.

**Sub Menu Phrase**: From the dropdown menu, select the phrase you want played at this particular level. There are several options:

| Salutation | Function |
|---|---|
| Nothing | No greeting is played. |
| Company Active Greeting | Plays the active greeting of the automated attendant that the voice menu is associated with. |
| Company Salutation | Plays a selected prerecorded company greeting. |
| Mailbox Active Greeting | Plays the active greeting for the Mailbox that the Voice Menu is associated with. |
| Mailbox Customized Greeting | Plays a selected customized greeting. |

**Description**: Enter a description for the current sub menu. This is for reference only and has no affect on performance.

**No. of Retries**: Enter the number of incorrect attempts a caller can make before they are disconnected.

**Timeout**: Enter the amount of time (in msec) that the system will wait before processing the caller's input. If the caller did not enter anything, the system will perform the default action.

> **Note**: The default value is **2000**. A value of **0** is not permitted. However, if you want the default action to take effect immediately, you can enter a value of **30** or **1**.

# Schedule

Creating a menu schedule allows you to define when the UC server is to activate a certain sub menu. You can define unique caller actions for weekdays and weekends, so that weekend actions are activated automatically Friday evening and weekday actions are reactivated on Monday morning.

## Voice Menu Schedule Buttons

| Button | Description |
|---|---|
| ✕ | Delete Voice Menu Schedule.. |
| 💾 | Save Voice Menu Schedule. |
| 📊 | View a list of all Voice Menu Schedules. |
| ⊞ | Create a new Schedule. |
| ✕ | Delete the current Schedule. |
| ◄ | Move to first Schedule. |
| ◄ | Move to previous Schedule. |
| ► | Move to next Schedule. |
| ►► | Move to last Schedule. |

## Configuring Voice Menu Schedule

**Schedule Enabled**: Enable this checkbox to activate the current sub menu. Enabling one sub menu disables all other sub menus.

**Default Start Menu**: From the dropdown menu, select the sub menu that will be active during default hours. When all schedules expire, the system will use this sub menu.

**Description**: Enter a brief title/description of the sub menu for reference.

**Time Start** and **End**: Select when the sub menu will become active and when it will cease to be active. Enabling the All day checkbox will make the sub menu active for 24hrs.

## Recurrence Pattern:

**None**: Select this radio button to have the sub menu occur only for the period of time once with no recurrence.

**Daily**: Select this radio button to indicate that the sub menu will be active on a day-by-day basis. Afterwards, you will have (2) options:

**Every weekday**: Select this radio button if you want the sub menu to be active every weekday.

**Every X day(s)**: Select this radio button to specify an interval of activity for the sub menu (every second day by entering 2 in the field, for example).

---

**Hint**: If you wish to define the settings as Every weekday, you can instead choose the **Weekly** settings where you can specify which days of the week you wish to be notified.

---

**Weekly**: Select this radio button to indicate that the sub menu will be active on a weekly basis. Then, in the **Recur Every X week(s) on** field, enter an interval of activity for the sub menu (i.e. enter **3** for every third week). Finally, check the boxes of the days of the week you want the sub menu to be in effect. If you wanted a sub menu to be active every second Monday, Wednesday and Thursday, you would enter **2** in the field and select the **Monday**, **Wednesday** and **Thursday** checkboxes.

**Monthly**: Select this radio button if you want the sub menu to be active on a monthly basis.

You have two (2) options:

Select the **Day** radio button and indicate which day of the month you want the sub menu to be active.

Select the **The** radio button and indicate which day of a month you want the sub menu to be active. For example, if you want the sub menu to be active on the second Monday of every second month, you would select the The radio button, select **Second** and **Monday**, and enter **2**.

**Yearly**: Select this radio button if you want the sub menu to be active on a specific day of the year. You have two (2) options:

Select the **Every** radio button and indicate the day of the year on which you want the sub menu to be active.

Select the **The** radio button and indicate a specific day of a specific month of the year on which you want the sub menu to be active. For example, if you want the sub menu to be active on the second Thursday of every March, you would select the radio button and select **Second**, **Thursday** and **March** from the dropdown menu.

## Range of Recurrence

**Start**: Select the date in which the first occurrence of the sub menu is to take effect.

---

**Note**: The sub menu must have a recurrence pattern defined.

---

**No end Date**: Select this radio button if you want the sub menu to occur indefinitely

**End After**: Select this radio button if you want to disable the sub menu after it occurs the defined number of times.

**End by**: Select this radio button if you want to disable the sub menu by the defined date.

# Printing a Voice Menu 🖨

Voice menus can become quite complex, and are often customized to meet a company's needs. Use the Print Menu icon to generate an printable version of the current setup.



This button creates the file **VMFlowChart.htm** which is displayed in a web browser. Each of the menus is tagged with its Voice menu or Sub Menu number. It includes all of the keys available, and what action, if any, has been bound to each.



This file can be sent to a printer for distribution where necessary. Use the Print button in the browser window.

# 10

# ROUTING TABLE

## In This Chapter:

# Introduction

The Routing Table allows you to customize the way calls are handled depending on the information available. The information used for routing purposes is divided into three parts:



**Caller ID**: UC systems can be configured such that when a caller with a specific Caller ID dials into the system, the call will be routed to a specific Mailbox user. Specific phone numbers or area codes can be routed to a Mailbox user.

**DNIS (Dialed Number Identification Service)**: The calls can be routed according to the dialed number of the destination. While this is usually configured at the switch level, you also have the option of managing it through the UC server.

**PIN verification**: You can enforce a PIN entry on the default Voice Menu and route the calls according to the PIN received. This feature is usually adapted by support centers.



# Caller ID/DNIS

The Caller ID/DNIS tab allows you to create a routing destination that is based on Caller ID and the DNIS (Dialed Number Identification Service). Routing destinations will be based on call information such as Caller ID, Voice Menu or Mailboxes and Account Codes.

## Routing Table Buttons

| Button | Description |
|--------|-------------|
| ⊕ | Add a new Routing Table. |
| ✕ | Delete current Routing Table. |
| ▣ | Edit selected Routing Table. |
| ▣ | Open scheduling menu (during adding/editing of Routing Table). |

# Caller ID/DNIS Entries

## Adding/Editing a Caller ID/DNIS Entry

**Caller ID/DNIS**: Enter the number that will be routed to the Mailbox. You can enter either a Caller ID or a DNIS number.

> **Note**: The Automated Attendant will detect the Caller ID or the DNIS number only if it is configured properly in the PBX configuration.

You can enter the full number or area code with wild cards "?". You can combine the wild cards with any configuration of numbers as well. For example, 416? will redirect all numbers that lead with 416.

## Select one of the following radio buttons:

- **Mailbox**: Select this radio button to have callers that match the Caller ID/DNIS transfer to the selected Mailbox user upon dialing into the system.
- **Voice Menu**: Select this radio button to have callers that match the Caller ID/DNIS brought to the selected Voice Menu upon dialing into the system.

**Sub Menu**: From the dropdown menu, select the sub menu to use. Callers that match the Caller ID/DNIS will be brought to selected sub menu of the chosen Voice Menu. This option is available only when the Voice Menu radio button is selected.

**Associated Name**: Enter the description of the types of calls being redirected to a Mailbox.

> **Note**: After setting Caller ID/DNIS destinations, you must enable the Caller ID feature. In the Admin tree, select **Configuration > Device Management > Caller ID Settings** and enable the Caller ID settings.

# PIN Number

Pin numbers are used to create a custom dialog and action set based on numerical inputs from the caller. Pin number verification and routing may be used in a support center, dealer, or partner log in scenarios.

## Routing Table Buttons

| Button | Description |
|--------|-------------|
| ![plus] | Add a new Routing Table. |
| ![x] | Delete current Routing Table. |
| ![edit] | Edit selected Routing Table. |
| ![open] | Open scheduling menu (during adding/editing of Routing Table). |

## PIN Number Entries

### Adding/Editing a PIN Number Entry

**Pin Number**: Enter the PIN Number to be verified for call processing. The number can be up to 25 digits in length.

**Voice Menu**: From the dropdown menu, select the Voice Menu to direct callers to when they enter the correct Pin Number.

**Sub Menu**: From the dropdown menu, select the sub menu of the chosen Voice Menu to direct callers to when they enter the correct Pin Number.

**Associated Name**: Enter the name that will appear for screen pop-ups if using the "Pin Number as Caller ID" function.

> **Note**: After specifying PIN numbers, make sure that you enable the Ask Pin Number feature in the Voice Menu. In the UC Admin tree, expand the company that this PIN number is associated with and double-click Voice Menu. The Voice Menus appear in the right pane of the UC Admin console.

# PIN Number Schedule

A schedule can be assigned to a PIN Number so that it is only valid during scheduled hours. The callers will not be forwarded to their destination even if the PIN Number is correct when they are calling outside of scheduled times.

## PIN Number Schedule Buttons

| Button | Description |
|---|---|
| ✕ | Delete PIN Number Schedule. |
| 💾 | Save PIN Number Schedule. |
| 📊 | View a list of all PIN Number Schedules. |
| ⊞ | Create a new Schedule. |
| ⊠ | Delete the current Schedule. |
| ◀\| | Move to first Schedule. |
| ◀ | Move to previous Schedule. |
| ▶ | Move to next Schedule. |
| ▶\| | Move to last Schedule. |

## Configuring PIN Number Schedule

**Schedule Enabled**: Enable this checkbox to activate the Pin Number routing schedule.

**Default Voice Menu**: From the dropdown menu, select the default Voice Menu that will be active under the schedule. This will be the default Voice Menu that will be used by all schedules that are created unless defined otherwise.

**Sub Menu**: From the dropdown menu, select the sub menu from the above Voice Menu that will be used as the initial sub menu.

**Description**: Enter a brief title/description of the sub menu for reference.

**Time Start** and **End**: Select when the sub menu will become active and when it will cease to be active. Enabling the All day checkbox will make the sub menu active for 24hrs.

## Recurrence Pattern:

**None**: Select this radio button to have the sub menu occur only for the period of time once with no recurrence.

**Daily**: Select this radio button to indicate that the sub menu will be active on a day-by-day basis. Afterwards, you will have (2) options:

**Every weekday**: Select this radio button if you want the sub menu to be active every weekday.

**Every X day(s)**: Select this radio button to specify an interval of activity for the sub menu (every second day by entering 2 in the field, for example).

> **Hint**: If you wish to define the settings as Every weekday, you can instead choose the **Weekly** settings where you can specify which days of the week you wish to be notified.

**Weekly**: Select this radio button to indicate that the sub menu will be active on a weekly basis. Then, in the **Recur Every X week(s) on** field, enter an interval of activity for the sub menu (i.e. enter **3** for every third week). Finally, check the boxes of the days of the week you want the sub menu to be in effect. If you wanted a sub menu to be active every second Monday, Wednesday and Thursday, you would enter **2** in the field and select the **Monday**, **Wednesday** and **Thursday** checkboxes.

**Monthly**: Select this radio button if you want the sub menu to be active on a monthly basis.

You have two (2) options:

Select the **Day** radio button and indicate which day of the month you want the sub menu to be active.

Select the **The** radio button and indicate which day of a month you want the sub menu to be active. For example, if you want the sub menu to be active on the second Monday of every second month, you would select the The radio button, select **Second** and **Monday**, and enter **2**.

**Yearly**: Select this radio button if you want the sub menu to be active on a specific day of the year. You have two (2) options:

Select the **Every** radio button and indicate the day of the year on which you want the sub menu to be active.

Select the **The** radio button and indicate a specific day of a specific month of the year on which you want the sub menu to be active. For example, if you want the sub menu to be active on the second Thursday of every March, you would select the radio button and select **Second**, **Thursday** and **March** from the dropdown menu.

## Range of Recurrence

**Start**: Select the date when the first occurrence of the sub menu is to occur.

> **Note**: The sub menu must have a recurrence pattern defined.

**No end Date**: Select this radio button if you want the sub menu to occur indefinitely

**End After**: Select this radio button if you want to disable the sub menu after it occurs the defined number of times.

**End by**: Select this radio button if you want to disable the sub menu by the defined date.

From the **Start Menu** dropdown list, select the sub menu that will run at the times specified.

# Caller ID/DNIS Schedule

A schedule can be assigned to a routing destination to determine when a call is to be transferred to an extension. When Caller ID recognizes a particular number, the system will examine the appropriate schedule. If the current day and time fall within that specified in the schedule, the call is routed directly to the Mailbox.

## PIN Number Schedule Buttons

| Button | Description |
|--------|-------------|
| ✕ | Delete Caller ID / DNIS Schedule. |
| 💾 | Save Caller ID / DNIS Schedule. |
| 📊 | View a list of all Caller ID / DNIS Schedules. |
| ⊞ | Create a new Schedule. |
| ✗ | Delete the current Schedule. |
| ⏮ | Move to first Schedule. |
| ◀ | Move to previous Schedule. |
| ▶ | Move to next Schedule. |
| ⏭ | Move to last Schedule. |

## Configuring Caller ID/DNIS Schedule

**Schedule Enabled**: Enable this checkbox to activate the Caller ID/DNIS routing schedule.

**Default Mailbox**: From the dropdown menu, select the default Mailbox.

**Default Voice Menu**: From the dropdown menu, select the default Voice Menu that will be active under the schedule. This will be the default Voice Menu that will be used by all schedules that are created unless specified otherwise.

**Sub Menu**: From the dropdown menu, select the sub menu from the above Voice Menu that will be used as the initial sub menu.

**Description**: Enter a brief title/description of the sub menu for reference.

**Time Start** and **End**: Select when the sub menu will become active and when it will cease to be active. Enabling the All day checkbox will make the sub menu active for 24hrs.

## Recurrence Pattern:

**None**: Select this radio button to have the sub menu occur only for the period of time once with no recurrence.

**Daily**: Select this radio button to indicate that the sub menu will be active on a day-by-day basis. Afterwards, you will have (2) options:

**Every weekday**: Select this radio button if you want the sub menu to be active every weekday.

**Every X day(s)**: Select this radio button to specify an interval of activity for the sub menu (every second day by entering 2 in the field, for example).

**Hint**: If you wish to define the settings as Every weekday, you can instead choose the **Weekly** settings where you can specify which days of the week you wish to be notified.

**Weekly**: Select this radio button to indicate that the sub menu will be active on a weekly basis. Then, in the **Recur Every X week(s) on** field, enter an interval of activity for the sub menu (i.e. enter **3** for every third week). Finally, check the boxes of the days of the week you want the sub menu to be in effect. If you wanted a sub menu to be active every second Monday, Wednesday and Thursday, you would enter **2** in the field and select the **Monday**, **Wednesday** and **Thursday** checkboxes.

**Monthly**: Select this radio button if you want the sub menu to be active on a monthly basis.

You have two (2) options:

Select the **Day** radio button and indicate which day of the month you want the sub menu to be active.

Select the **The** radio button and indicate which day of a month you want the sub menu to be active. For example, if you want the sub menu to be active on the second Monday of every second month, you would select the The radio button, select **Second** and **Monday**, and enter **2**.

**Yearly**: Select this radio button if you want the sub menu to be active on a specific day of the year. You have two (2) options:

Select the **Every** radio button and indicate the day of the year on which you want the sub menu to be active.

Select the **The** radio button and indicate a specific day of a specific month of the year on which you want the sub menu to be active. For example, if you want the sub menu to be active on the second Thursday of every March, you would select the radio button and select **Second**, **Thursday** and **March** from the dropdown menu.

## Range of Recurrence

**Start**: Select the date in which the first occurrence of the sub menu is to take effect.

**Note**: The sub menu must have a recurrence pattern defined.

**No end Date**: Select this radio button if you want the sub menu to occur indefinitely

**End After**: Select this radio button if you want to disable the sub menu after it occurs the defined number of times.

**End by**: Select this radio button if you want to disable the sub menu by the defined date.

From the **Start Menu** dropdown list, select the sub menu that will run at the times specified.

# 11

# CUSTOMIZING THE TUI

## In This Chapter:

# Introduction

A customized Telephone User Interface allows mailbox users to maintain and personalize their mailbox profiles.

# Main Screen

> **Note**: You can only assign 1 TUI to a Mailbox but the same TUI may be assigned to multiple Mailboxes.

**Menu Number**: This field is automatically generated when you create a new Custom TUI.

**Menu Name**: Enter the name of the TUI. This is for reference only and has no impact on functionality.

**Default**: Enable this checkbox to assign the current TUI to all mailboxes that do not have TUIs defined in their profiles.

**No. of Retries**: Enter the number of retries a mailbox user has before the system disconnects them.

**Play Method**: From the dropdown menu, select a setting for the prompt. There are several options available:

| Salutation | Function |
|---|---|
| Nothing | No prompt will be played on this sub menu. |
| Only Sub Menu Phrase | Only the defined Sub Menu Phrase will be played when the user accesses this sub menu. |
| Only Segmented Phrase | Only the Segmented Phrase of each action will be played when the user accesses this sub menu. |
| Both Sub Menu and Segmented Phrase | Both the defined Sub Menu Phrase and the Segmented Phrase of each action will be played when the user accesses this sub menu. |

**Description**: Enter text describing the action of this sub menu in the TUI template.

**Timeout**: Enter the amount of time (in msec) that the system will wait before it processes the mailbox user's input. If the mailbox user did not enter anything, the system will perform the default action.

**Control Keys**: Enable this checkbox to turn on the control key function while listening to a message.

> **Note**: Control Keys must be enabled in all sub menus before this function will work.

> **Note**: Control keys can only be accessed through DTMF input. It is not compatible with speech commands.

**Announcements...**: Click on this button to select which announcements to play when the mailbox user logs in.

**Play message count**: Enable this checkbox to play back the number of message in the mailbox user's inbox.  Enabling this option also plays back messages to the user when their inbox is nearly full as per **Feature Group > Storage options**.

- **Unread**: Enable this checkbox to play back the number of unread message in the mailbox user's inbox.
- **Read**: Enable this checkbox to play back the number of read message in the mailbox user's inbox.
- **Explicit Meeting Requests**: Enable this checkbox to play back the number of meeting requests in the mailbox user's inbox.

**Play announcement**: Enable this checkbox to play back the mailbox user's current availability and location.

- **Availability**: Enable this checkbox to play back the availability of the mailbox user.
- **Location**: Enable this checkbox to play back the location of the mailbox user.

# Actions

> **Note**: For all Actions that require a mailbox, the target mailbox must have a Mainstream license.

## Common Fields

**DTMF Choice**: From the dropdown menu, select the DTMF key that the action will be associated with under the current sub menu. Only 1 DTMF key may be assigned to an action. You must create duplicate actions if you need the action to be valid for more than one DTMF key in a single sub menu.

**Do not play prompt**: Enable this checkbox to ignore the announcement of current action when the system announces all the action in the current sub menu to the users. The action will still be valid and can be used, the users will simply not hear anything when navigating through the menu.

## Accept Meeting

This action will allow the users to accept the current meeting request message they are listening to.

## Accept Meeting Tentatively

This action will allow the users to tentatively accept the current meeting request message they are listening to.

## Active Features

This action will inform the user of their Transfer Options status.

## Add Distribution List

This action will allow the users to create a Distribution List by entering the number then recording a name for it.

**Next Sub Menu**: Select the sub menu that the user will be sent to after creating a Distribution List. This sub menu should contain the actions to manage the list (e.g. Add Distribution List Member).

## Add Distribution List Member

This action will allow the users to add a mailbox to an existing Distribution List. This action must be on a sub menu which comes after Adding/Modifying a Distribution List action.

## Add Notification Schedule

This action will allow the users to add a Notification Schedule entry via telephone. They will be able to define the full phone number along with the exact schedule.

# Add Recipient

This action will allow the users to add more recipients to a message. This action must be on a sub menu which comes after an action that records, forwards or sends a message.

**Next Sub Menu**: From the dropdown menu, select the Sub Menu that the users will be sent to after adding a recipient. This Sub Menu should be a Sub Menu which has the Send Recorded Message action.

# Append to Recorded Message

This action will allow the users to add a message to an existing recorded message. This action must be on a sub menu which comes after an action that records, forwards or sends a message.

# Auto Forward Message

This action will allow the users to set automatic forwarding of all their messages to a destination of their choice.

# Auto Play

This action will allow the users to consecutively listen to all the messages in the specified folder. The type of messages, and the specific information that will be played for the users may be either asked for or forced by the action settings.

**Folder**: From the dropdown menu, select the message folder that the action will browse for messages.

**Message Menu**: From the dropdown menu, select the Sub Menu that has message management actions.

**Meeting Menu**: From the dropdown menu, select the Sub Menu that has management actions for meetings.

**Future Delivery Sub Menu**: From the dropdown menu, select the Sub Menu that has management actions for messages flagged for Future Delivery.

## Sort Order

From the dropdown menu, select None, Read or Unread to prioritize messages according to selected option. Select None if you do not wish to separate Read from Unread.

**Importance**: Enable this checkbox to sort the messages according to their flags (e.g. certified, private, etc.).

**Meeting Request**: Enable this checkbox to sort the meeting request messages separately.

**Auto Play**: Enable this checkbox to automatically start playing the messages in the defined order without user confirmation.

## Message

**Flag**: Enable the **Ask** checkbox to ask the users to select which messages will be played (between Unread and Read). Enable the **Unread** checkbox to only have unread messages available for playback. Enable the **Read** checkbox to only have the read messages available for playback.

**Type**: Enable the **Ask** checkbox to ask the users to select which type of messages will be played (all types of messages will be available to them). Enable the **Fax** checkbox to give users the fax message playback option. Enable the **Voice** checkbox to give the users the voice message playback option. Enable the **email (All)** checkbox to give users the email message playback option. Enable the **email (Non-Meeting Request)** checkbox to give users the non-meeting request email message playback option. Enable the **email (Meeting Request)** checkbox to give users the meeting request email message playback option.

## Envelope Info

**Certified**: Enable this checkbox to inform the user that the message is certified before playback if it was flagged by the sender.

**Private**: Enable this checkbox to inform the user that the message is private before playback if it was flagged by the sender.

**Urgent**: Enable this checkbox to inform the user that the message is urgent before playback if it was flagged by the sender.

**Recipients**: Enable this checkbox to inform the user of all the recipients of the message before playback.

**Message From**: Enable this checkbox to inform the user who the sender of the message is before playback.

**Time Received**: Enable this checkbox to inform the user when the message was received before playback.

# Browse Folder

This action will allow the users to browse specific message folders. The type of messages and the specific information that will be played for the users may be either asked for or forced by the action settings.

**Folder**: From the dropdown menu, select the message folder that the action will browse for messages.

**Message Menu**: From the dropdown menu, select the Sub Menu that contains the message management actions.

**Meeting Menu**: From the dropdown menu, select the Sub Menu that contains the management actions for meeting.

**Future Delivery Sub Menu**: From the dropdown menu, select the Sub Menu that contains the management actions for messages flagged for Future Delivery.

## Sort Order

From the dropdown menu, select None, Read or Unread to prioritize messages according to the selected option. Select None if you do not wish to separate Read from Unread.

**Importance**: Enable this checkbox to sort the messages according to their flags (e.g. certified, private, etc.).

**Meeting Request**: Enable this checkbox to sort the meeting request messages separately.

**Auto Play**: Enable this checkbox to automatically start playing the messages in the defined order without user confirmation.

## Message

**Flag**: Enable the **Ask** checkbox to ask the users to select which messages will be played (between Unread and Read). Enable the **Unread** checkbox to have only unread messages available for playback. Enable the **Read** checkbox to have only read messages available for playback.

**Type**: Enable the **Ask** checkbox to ask the users to select which type of messages will be played (all types of messages will be available to them). Enable the **Fax** checkbox to give users the fax message playback option. Enable the **Voice** checkbox to give users the voice message playback option. Enable the **email (All)** checkbox to give users the email message playback option. Enable the **email (Non-Meeting Request)** checkbox to give users the non-meeting request email message playback option. Enable the **email (Meeting Request)** checkbox to give users the meeting request email message playback option.

## Envelope Info

**Certified**: Enable this checkbox to inform the user that the message is certified before playback if it was flagged by the sender.

**Private**: Enable this checkbox to inform the user that the message is private before playback if it was flagged by the sender.

**Urgent**: Enable this checkbox to inform the user that the message is urgent before playback if it was flagged by the sender.

**Recipients**: Enable this checkbox to inform the user of all the recipients of the message before playback.

**Message From**: Enable this checkbox to inform the user who the sender of the message is before playback.

**Time Received**: Enable this checkbox to inform the user when the message was received before playback.

# Call Back to Sender

This action will allow the users to directly call the sender of the message. They can choose to call the sender directly, assuming that the sender's address can be resolved by the system, or manually enter the phone number to call. This action must be on a sub menu which comes after an action that plays a message.

# Cancel Message and Exit

**Next Sub Menu**: From the dropdown menu, select the Sub Menu that the users will be sent to after canceling a message. This Sub Menu should be a Sub Menu which comes after reviewing a message.

# Change Availability

This action will allow the users to change their availability. If they are currently available, they will now be unavailable and vice versa.

# Change Future Delivery Date/Time

This action will allow the users to change the date on Future Delivery messages. This action must be on a sub menu which comes after reviewing a message.

# Change Location

This action will allow the users to change their location to the one defined in the action.

**Location**: From the dropdown menu, select the location that users will be able to change to. This location has to be one of the default locations. You cannot select a custom location through this method.

# Change Voice Verification Security Level

This action will allow the users to change the Voice Verification security level between none, normal and high.

# Choose TTS Language

This action will allow the users to choose the TTS language defined in the action.

**Language**: From the dropdown menu, select the TTS language that the users will be able to choose.

# Clear Mass Recall

This action will stop sending a Mass Recall broadcast, and clear the queue of all pending outgoing messages.

# Clear Numeric Password

This action will allow the users to reset their password to the default (13579).

# Decline Meeting

This action will allow the users to decline the current meeting request message that they are listening to.

# Define Default Fax Address

This action will allow the users to manually define a destination for all incoming faxes. This will be added as a fax entry under the Address tab of the mailbox.

# Delete Distribution List

This action will allow the users to delete a selected Distribution List.

# Delete Distribution List Member

This action will allow the users to remove a mailbox from the current Distribution List. This action must be on a sub menu which comes after Adding/Modifying a Distribution List action.

# Delete Message

This action will allow the users to delete the current message. This action must be on a sub menu which comes after an action that plays a message.

# Delete Notification Schedule

This action will allow the users to either delete a selected Notification Schedule entry or all schedules.

# Delete Recipient

This action will allow the users to remove recipient from a message. This action must be on a sub menu which comes after an action that records, forwards or sends a message.

**Next Sub Menu**: From the dropdown menu, select the Sub Menu that the users will be sent to after deleting a recipient. This Sub Menu should be a Sub Menu which has the Send Recorded Message action.

# Deliver Now

This action will allow the users to immediately send the current message in the outbox folder. This action must be on a sub menu which comes after reviewing a message.

# Disable Speech Command

This action will allow the users to disable the Speech Command feature for the duration of current login session.

# Disconnect

This action will disconnect the user from the system.

# Envelope Information

This action will allow the users to play the envelope information of a message. The type of envelope information played may be defined within the action. This action must be on a sub menu which comes after an action that plays a message.

**Certified**: Enable this checkbox to inform the user that the message is certified if it was flagged by the sender.

**Private**: Enable this checkbox to inform the user that the message is private if it was flagged by the sender.

**Urgent**: Enable this checkbox to inform the user that the message is urgent if it was flagged by the sender.

**Recipients**: Enable this checkbox to inform the user of all the recipients of the message.

**Message From**: Enable this checkbox to inform the user who the sender of the message is.

**Time Received**: Enable this checkbox to inform the user when the message was received.

# Forward Message

This action will allow the users to forward the current message. The users may forward the message as is or record a comment on the forward during the action. This action must be on a sub menu which comes after an action that plays a message.

**Next Sub Menu with Comment**: From the dropdown menu, select the Sub Menu which contains actions related to recording (e.g. Review Recorded Message).

**Next Sub Menu without Comment**: From the dropdown menu, select the Sub Menu which contains actions related to sending a message.

**Next Sub Menu During Record**: From the dropdown menu, select the Sub Menu that the users will have access to while making a recording.

# Go Back to the Locations Calendar

This action will allow the users to change their location to what is currently defined in their Locations Calendar.

# Keep Future Delivery Date/Time

This action will allow the users to keep the current date on Future Delivery messages. This action must be on a sub menu which comes after reviewing a message. The purpose of this action is to give the users an option when they are on a TUI Sub Menu dedicated to Future Delivery management.

# Listen to Distribution List

This action will allow the users to listen to the list of all available Distribution Lists.

# Listen to Messages

This action will allow the users to listen to the messages in the specified folder. The type of messages, and the specific information that will be played for the users may be either asked or forced by the action settings.

**Folder**: From the dropdown menu, select the message folder that the action will browse for messages.

**Message Menu**: From the dropdown menu, select the Sub Menu that has message management actions.

**Meeting Menu**: From the dropdown menu, select the Sub Menu that has management actions for meeting.

**Future Delivery Sub Menu**: From the dropdown menu, select the Sub Menu that has management actions for messages flagged for Future Delivery.

## Sort Order

**dropdown Menu**: From the dropdown menu, select None, Read or Unread to prioritize messages according to selected option. Select None if you do not wish to separate Read from Unread.

**Importance**: Enable this checkbox to sort the messages according to their flags (e.g. certified, private, etc.).

**Meeting Request**: Enable this checkbox to sort the meeting request messages separately.

**Auto Play**: Enable this checkbox to automatically start playing the messages in the defined order without user confirmation.

## Message

**Flag**: Enable the **Ask** checkbox to ask the users to select which messages will be played (between Unread and Read). Enable the **Unread** checkbox to only have unread messages available for playback. Enable the **Read** checkbox to only have the read messages available for playback.

**Type**: Enable the **Ask** checkbox to ask the users to select which type of messages will be played (all types of messages will be available to them). Enable the **Fax** checkbox to give the users fax message playback option. Enable the **Voice** checkbox to give the users voice message playback option. Enable the **email (All)** checkbox to give the users email message playback option. Enable the **email (Non-Meeting Request)** checkbox to give the users non-meeting request email message playback option. Enable the **email (Meeting Request)** checkbox to give the users meeting request email message playback option.

## Envelope Info

**Certified**: Enable this checkbox to inform the user that the message is certified before playback if it was flagged by the sender.

**Private**: Enable this checkbox to inform the user that the message is private before playback if it was flagged by the sender.

**Urgent**: Enable this checkbox to inform the user that the message is urgent before playback if it was flagged by the sender.

**Recipients**: Enable this checkbox to inform the user of all the recipients of the message before playback.

**Message From**: Enable this checkbox to inform the user who the sender of the message is before playback.

**Time Received**: Enable this checkbox to inform the user when the message was received before playback.

# Listen to Notification Schedule

This action will allow the users to listen to all their Notification Schedules.

# Listen to Numeric Password

This action will allow the users to listen to their current mailbox password.

# Listen to Recipients

This action will allow the users to listen to all the recipient on a message. This action must be on a sub menu which comes after an action that records, forwards or sends a message.

**Next Sub Menu**: From the dropdown menu, select the Sub Menu that the users will be sent to after listening to the recipient. This Sub Menu should be a Sub Menu which has the Send Recorded Message action.

# Make Caller ID Active Address

This action will allow the users to add their current Caller ID to their mailbox and use it as a default under the location that they are in. If the number already exists in the addresses, it will become the default.

# Mark Message Unread/Read

This action will allow the users to mark the message as Unread or Read. This action must be on a sub menu which comes after an action that plays a message.

# Edit Distribution List

This action will list the entries of the Distribution List selected by the user then forward them to the sub menu where they can manage the Distribution List.

**Next Sub Menu**: Select the sub menu that the user will be sent to modify the Distribution List. This sub menu should contain the actions to manage the list (e.g. Add Distribution List Member).

# Edit Notification Schedule

This action will allow the users to modify a selected Notification Schedule entry.

# Move Message to Another Folder

This action will allow the users to move the message to the folder defined in the action. This action must be on a sub menu which comes after an action that plays a message.

**Folder**: From the dropdown menu, select the folder that the message will be moved to. If you choose custom, enter the name of the folder manually on the field provided on the right.

# Place Call

This action will allow the users to call a contact or a number they specify. The availability of call options will depend on the configuration of the action.

**Call Contact**: Select this radio button, then from the dropdown menu, select Private, Public or both to give the user access to those contacts.

**Dial Number**: Select this radio button to allow users to dial a custom number.

**Both**: Select this radio button to allow users to dial both contacts or custom numbers.

# Print Fax

This action will allow the users to print the fax message that they have just reviewed. This action must be on a sub menu which comes after an action that plays a message.

# Recall Caller

This action will allow the users to connect to a caller that is currently leaving a message on the mailbox of the user.

# Record Busy Greeting

This action will allow users to record a greeting that can be played when their status is set to busy.

# Record Customized Greeting

This action will allow the users to record a greeting that may be utilized in few different situations. The users will have to assign a number to each Customized Greeting when they are recording a new one.

# Record Internal Busy Greeting

This action will allow the users to record a greeting that can be played to internal callers when their status is set to busy.

# Record Internal Personal Greeting

This action will allow the users to record a greeting for personal purpose that will only be available to internal callers. This will usually be the greeting that will be played when the user does not pick up their phone.

# Record Internal Unavailable Greeting

This action will allow the users to record a greeting that can be played to internal callers when their status is set to unavailable.

# Record Location Greeting

This action will allow the users to record a greeting for specified location.

**Location**: From the dropdown menu, select the location that users will be recording the greetings for. This location has to be one of the default locations. You cannot select a custom location through this method.

# Record Message in Current Mailbox

This action will allow the users to record a voice message which will be left in the mailbox they are currently logged into.

# Record Name Greeting

This action will allow the users to record a Name Greeting which will be played to identify the owner of the mailbox in a directory or during a transfer.

# Record Personal Greeting

This action will allow the users to record a greeting for personal purposes. This will usually be the greeting that will be played when the user does not pick up their phone.

# Record Unavailable Greeting

This action will allow the users to record a greeting that can be played when their status is set to unavailable.

# Reply to All Recipients

This action will allow the users to record a reply that will be sent to the sender as well as anyone else that has received the same message. This action must be on a sub menu which comes after an action that plays a message. This action is the equivalent of Reply to All function from email clients.

**Send Message Sub Menu**: From the dropdown menu, select the Sub Menu that the users will be sent to review, send or cancel their message. The actions to manage the recorded message (e.g. Review Recorded Message) should be in this Sub Menu.

**Next Sub Menu During Record**: From the dropdown menu, select the Sub Menu that the users will have access to while making a recording. The actions on this Sub Menu cannot use the same DTMF keys that the defined Send Message Sub Menu is already utilizing. Having a same DTMF key entry will cause a conflict.

# Reply to Sender Only

This action will allow the users to record a reply that will be sent to the sender of the message. This action must be on a sub menu which comes after an action that plays a message.

**Send Message Sub Menu**: From the dropdown menu, select the Sub Menu that the users will be sent to review, send or cancel their message. The actions to manage the recorded message (e.g. Review Recorded Message) should be in this Sub Menu.

**Next Sub Menu During Record**: From the dropdown menu, select the Sub Menu that the users will have access to while making a recording. The actions on this Sub Menu cannot use the same DTMF keys that the defined Send Message Sub Menu is already utilizing. Having a same DTMF key entry will cause a conflict.

# Rerecord List Name

This action will allow the users to rerecord the current Distribution List's name. This action must be on a sub menu which comes after Adding/Modifying a Distribution List action.

# Rerecord Message

This action will allow the users to rerecord a message to replace the one they have recorded. This action must be on a sub menu which comes after an action that records, forwards or sends a message.

# Return to Auto Attendant

This action will return the users to the auto attendant.

# Review Availability and Location

This action will allow the users to listen to their current availability and location.

**Next Sub Menu**: Select the sub menu that the user will be sent to after reviewing their status. This sub menu should contain the actions to manage the locations (e.g. Change Location).

# Review Contacts

This action will allow the users to review the contacts from the database specified in the action. The contact's default numbers will be played by the system.

**Contact**: From the dropdown menu, select Private, Public or both to give the user access to those contacts.

# Review Distribution List Members

This action will play all the existing entries on the current Distribution List for the user. This action must be on a sub menu which comes after Adding/Modifying a Distribution List action.

# Review List Name

This action will play the current Distribution List's name for the user. This action must be on a sub menu which comes after Adding/Modifying a Distribution List action.

# Review Message

This action will allow the users to review the current message. Afterwards, they will be returned to the primary Sub Menu that has the actions for messages. This action must be on a sub menu which comes after an action that plays a message.

# Review Recorded Message

This action will allow the users to review the message that has been recorded. This action must be on a sub menu which comes after an action that records, forwards or sends a message.

# Rewind Message

This action will allow the users to rewind the current message (if under control key, you will be able to define the amount of time you can rewind per key entry). Single entry will rewind the message for the defined time (5 seconds by default) while double entry will rewind the message to the beginning. Afterwards, they will remain in the same Sub Menu where the Rewind Message action is in. This action must be on a sub menu which comes after an action that plays a message.

# Save Recorded Message in Draft and Exit

This action will allow the users to save the recorded message in the Draft folder and exit. This action must be on a sub menu which comes after an action that records message. This message may be accessed by going to the Draft folder at any time.

# Say Delivery Date and Time

This action will allow the users to listen to the Future Delivery time of the messages. This action must be on a sub menu which comes after reviewing a message.

# Send A Message

This action will allow the users to send a voice message to mailbox(es) in the system. They will be prompted to record a message when they select this option.

**Send Message Sub Menu**: From the dropdown menu, select the Sub Menu that the users will be sent to review, send or cancel their message. The actions to manage the recorded message (e.g. Review Recorded Message) should be in this Sub Menu.

**Next Sub Menu During Record**: From the dropdown menu, select the Sub Menu that the users will have access to while making a recording. The actions on this Sub Menu cannot use the same DTMF keys that the defined Send Message Sub Menu is already utilizing. Having a same DTMF key entry will cause a conflict.

# Send Recorded Message

This action will allow the users to send the message that has been recorded. This action must be on a sub menu which comes after an action that records a message.

**Voice Menu**: From the dropdown menu, select the Voice Menu that the message recipients will be sent to after hearing the message.

**Next Sub Menu**: From the dropdown menu, select the Sub Menu that the users will be sent to after sending a message.

**Urgent**: Enable this checkbox to automatically flag all messages sent through this action as Urgent.

**Certified**: Enable this checkbox to automatically flag all messages sent through this action as Certified.

**Confidential**: Enable this checkbox to automatically flag all messages sent through this action as Confidential.

# Send Recorded Message In Future

This action will allow the users to send the message that has been recorded at a specific future date that they choose. This action must be on a sub menu which comes after an action that records a message.

**Voice Menu**: From the dropdown menu, select the Voice Menu that the message recipients will be sent to after hearing the message.

**Next Sub Menu**: From the dropdown menu, select the Sub Menu that the users will be sent to after sending a message.

**Urgent**: Enable this checkbox to automatically flag all messages sent through this action as Urgent.

**Certified**: Enable this checkbox to automatically flag all messages sent through this action as Certified.

**Confidential**: Enable this checkbox to automatically flag all messages sent through this action as Confidential.

# Send to Sub Menu

This action will send the user to the Sub Menu defined in the action.

# Send to Tutorial

This action will send the user to the Tutorial session.

# Set Numeric Password

This action will allow the users to change their mailbox numeric password.

# Set Wakeup Call

This action will allow the users to add a wakeup call entry to the system. They will be able to manually define the time and the number to be called.

# Skip to Next Message without changing Read Status

This action will allow the users to skip to the next message without changing Read Status of the current message. This action must be on a sub menu which comes after an action that plays a message.

# Skip to Previous Message

This action will allow the users to skip to the previous message. This action must be on a sub menu which comes after an action that plays a message.

# Skip to Previous Message without Changing Read Status

This action will allow the users to skip to the previous message without changing Read Status of the current message. This action must be on a sub menu which comes after an action that plays a message.

# Skip/Save

This action will allow the users to either skip or save the current message. This action must be on a sub menu which comes after an action that plays a message.

**Save Message**: Select this radio button to make this action save the current message.

**Skip Message**: Select this radio button to make this action skip the current message.

# Toggle Certified Flag

This action will allow the users to manually flag their message as Certified. This action must be on a sub menu which comes after an action that records, forwards or sends a message.

**Next Sub Menu**: From the dropdown menu, select the Sub Menu that the users will be sent to after flagging the message. This Sub Menu should be a Sub Menu which has the Send Recorded Message action.

# Toggle Confidential Flag

This action will allow the users to manually flag their message as Confidential. This action must be on a sub menu which comes after an action that records, forwards or sends a message.

**Next Sub Menu**: From the dropdown menu, select the Sub Menu that the users will be sent to after flagging the message. This Sub Menu should be a Sub Menu which has the Send Recorded Message action.

# Toggle Mass Recall

This action will allow the users to activate mass recall. If the mass recall is already activated, this action will stop the mass recall.

# Toggle Urgent Flag

This action will allow the users to manually flag their message as Urgent. This action must be on a sub menu which comes after an action that records, forwards or sends a message.

**Next Sub Menu**: From the dropdown menu, select the Sub Menu that the users will be sent to after flagging the message. This Sub Menu should be a Sub Menu which has the Send Recorded Message action.

# Transfer to Mailbox

This action will allow the users to be transferred to the mailbox defined in the action.

**Mailbox**: From the dropdown menu, select the mailbox that the user will be transferred to.

# Transfer to Operator

This action will allow the users to be transferred to the Operator.

# Turn Call Forwarding On/Off

This action will allow the users to activate/deactivate Call Forwarding. If the feature was on, it will be turned off and vice versa.

# Turn Call Queuing On/Off

This action will allow the users to activate/deactivate Call Queuing. If the feature was on, it will be turned off and vice versa.

# Turn Call Screening On/Off

This action will allow the users to activate/deactivate Call Screening. If the feature was on, it will be turned off and vice versa.

# Turn Notification Schedule On/Off

This action will allow the users to activate/deactivate their Notification Schedule. If the feature was on, it will be turned off and vice versa.

# Turn Post Paging On/Off

This action will allow the users to activate/deactivate Post Paging. If the feature was on, it will be turned off and vice versa.

# Turn Pre-Paging On/Off

This action will allow the users to activate/deactivate Pre Paging. If the feature was on, it will be turned off and vice versa.

# Voice Print Training

This action will allow the users to train the voice print system so that the Voice Verification feature will be able to recognize the user more fluently. The user may also remove and reenroll the voice prints through this action as well.

# Printing Flowchart

A fully customized TUI can be complex. To make things easier to understand, particularly for the users, you can export the TUI structure as an HTML file and print it. When you click on the Customize TUI Print-out button, you will see this window which maps out your current TUIs entire structure.

> **Hint**: Disable the checkbox beside each TUI component to remove it from the print-out.

**Color**: Select the color of the text that will be used to generate the print-out.

**Header Font**: Select the style of font that will be used for headers (e.g. sub menu name) in the print-out.

**Text Font**: Select the style of font that will be used for the descriptive/action text.

**Max Number of Menus in Each Row**: Select the number of menu items that a single row will hold. For example, setting this to 3 will print 3 sub menus in a single row.

**Customize TUI: 8 TESTING**

| 1: Main Menu (Control Keys Enabled) | | 2: Messsages Menu (Control Keys Enabled) | | 3: Options Menu (Control Keys Enabled) | |
|---|---|---|---|---|---|
| 1 | Listen to Messages **(Folder=Inbox)** | 1 | Reply to Sender Only **(Next Sub Menu=Not Set, Not Set)** | 1 | Send to Sub Menu **(Next Sub Menu=4)** |
| 2 | Listen to Messages **(Folder=Drafts)** | 2 | Forward Message **(Next Sub Menu=Not Set, Not Set, Not Set)** | 2 | Send to Sub Menu **(Next Sub Menu=5)** |
| 3 | Send A Message **(Send Message Sub Menu=9, Not Set)** | 3 | Review Message | 3 | Send to Sub Menu **(Next Sub Menu=6)** |
| 4 | Send to Sub Menu **(Next Sub Menu=3)** | 4 | Envelope Information | 4 | Send to Sub Menu **(Next Sub Menu=7)** |
| 5 | Recall Caller | 5 | Move Message to Another Folder **(Folder=Deleted)** | 5 | Send to Sub Menu **(Next Sub Menu=8)** |
| 6 | Send to Tutorial | 6 | Delete Message | 6 | Go Back to the Locations Calendar |
| 7 | Browse Folder **(Folder=Ask)** | 7 | Mark Message as **(Mark Message as=Unread)** | 7 | Auto Forward Message |
| 8 | Auto Play **(Folder=Top)** | 8 | Skip to Previous Message | 8 | Define Default Fax Address |
| 9 | Active Features | 9 | Skip to Previous Message without changing Read Status | 9 | Clear Mass Recall |
| 0 | Return to Auto Attendant | 0 | Skip to Next Message without changing Read Status | 0 | |
| * | Set Wakeup Call | * | Skip/Save | * | |
| # | Disconnect | # | Print Fax | # | Send to Sub Menu **(Next Sub Menu=1)** |
| **Default** | | **Default** Send to Sub Menu **(Next Sub Menu=1)** | | **Default** | |

# Control Keys

The Control Keys feature allows mailbox users to have control over the message playback.

**Fast Forward**: Fast forward a message during playback. You may define the fast forward duration (in msec) when you add the action to the DTMF key.

**Rewind**: Rewind message during playback. You may define the rewind duration (in msec) when you add the action to the DTMF key.

**Pause**: Pause the message during playback. You may define the pause duration (in msec) when you add the action to the DTMF key.

**Double Control Key**: Enable this checkbox to allow Double Control Key which offers further customizing of control keys via options below.

**Control Key Mode**: From the dropdown menu, select the Control Key Mode from below to employ.

- **Double Keys**: During message play back, press the assigned key twice to perform the desired action. For example, if Rewind was assigned to DTMF key 1, press [1][1] to Rewind the message.

- **Toggle**: During message play back, press the Toggle/Prefix Key and then the assigned key to perform the desired action. For example, if '*' was the Toggle/Prefix Key, the mailbox user would press [*][1] to Rewind the message.

> **Note**: This method is recommended if you wish to use a DTMF key that is already in use for control keys. The Toggle/Prefix key will ensure that the two functions do not overlap even if they share the same DTMF key.

**Control Key Inter-Digit Timeout**: Enter the duration (in msec) that the UC server will wait before defaulting to end of message after the Toggle/Prefix Key is pressed.

**Toggle/Prefix Key**: Enter the DTMF key that will be used as the Toggle or Prefix key.

> **Note**: If control keys have not been assigned, and a caller presses a key while the message is playing, the system will respond as if it has reached the end of the message and assume that the associated action key (e.g. Save Message) has been pressed. As a general rule, do not overlap the DTMF key used for action keys and control keys. If the keys do overlap, use the Toggle/Prefix key to prevent potential issues.

## Legacy Functions

The availability of these functions are limited to certain legacy PBX systems.

**Softer**: Reduce the volume level.

**Normal** Volume: Set the volume level to normal.

**Louder**: Increase the volume level.

**Slower**: Reduce the message playback speed.

**Normal** Speed: Set the message playback speed to normal.

**Faster**: Increase the message playback speed.

# 12

# PRINT SERVER

## Introduction

Print Server enables the printing of emails in a User mailbox via the Telephone User Interface (TUI) to a fax machine. This process will convert the email's text to a tiff formatted file.

## Print Server

Launch UC Admin and locate Print Server in the left-hand pane.

**Description**: This field displays the name of the print server.

**Workstation Name**: This field displays the name of the PC where the print server is installed.

**Jobs in progress**: This field displays the number of jobs being printed.

**Available**: This field displays the availability of the printer server.

## Add / Edit Print Server

To create a new entry, right-click on the Print Server in the left-hand pane and choose **New > Print Server.** To edit an existing entry, double-click it in the right-hand pane.

**Description**: Enter a name for the Print Server. This is for your reference and has no impact on performance.

**Workstation Name**: Enter the name of the PC where the Print Server is installed.

**Available**: Enable this checkbox to activate the Print Server. Your selection will be displayed in the Print Server screen as True or False.

⊞ **Add Print Server**: Create a new print server.

⊠ **Delete Print Server**: Remove the current print server from the system.

# 13 MESSAGE UNC STORAGE PATH

## In This Chapter:

# Introduction

The UNC Storage Path feature allows the administrator to define locations on the network where incoming messages (email, voice, and fax) can be stored outside of the user's mailbox.

# Creating the UNC Path

The first step in the process is for the administrator to create the **public** paths from the admin console.

> **Note**: These paths will be available to all users. To create a **private** path, available only to one specific user, the administrator must create that path through the user's Mailbox Message Options tab (see page 189).

**1.** From the Admin Console, right-click on **Storage Path** and select **New > Path**.

**2.** Type in the path to the network location, or browse to it using the ellipsis button ⬚ , where the messages will be stored. Click **OK** when finished.

> **Note**: Setting the path to **C:\** will send the messages to the root of the voice server, **not** to the users' computers.

> **Warning**: The paths entered must conform to the UNC standard including the use of backslashes **\** (i.e. **\\192.168.1.10\path** ).

**3.** The newly created path will now appear in the Admin console. Repeat these steps to create as many public paths as required.

# Redirecting Messages Along the Path

The administrator can now set storage path usage for anyone wishing to make use of the feature. The administrator can also create Private Paths, accessible to one user only. Users can also manage the feature through Web Access (see page 190 of this manual for more information).

**1.** From **Admin > Mailbox Structure > Message Options**, choose **Add**.

**2.** Enter the following options. Click **OK** when finished:

**Destination Type**: Select Storage Path from the dropdown list.

**Destination**: Select the path from the dropdown list. Instead of using the dropdown list you can enter a new path, either by typing it manually or using the browse button ⬚. This will create a **private** path which only this user can access.

**Forward Type**: Choose **Relay** from the dropdown list.

**Voice Format**: Select the file format for storing voice messages.

**Fax Format**: Select the file format for storing faxes.

**Message Type**: Enable the checkboxes to choose which types of messages (Email, Fax, Voice) will be directed to the storage location. Enable all that apply.

**After (hours, minutes)**: Enter a delay before copying the messages from the user mailbox into the storage location. If left blank, the messages will be copied immediately upon receipt.

---

**Note**: Once created here, storage paths are automatically activated for that user.

---

**Note**: The message type(s) chosen here will cause only the current user's messages to be sent to the storage location.

---

**Warning**: The paths entered must conform to the UNC standard including the use of backslashes **\** (i.e. **\\192.168.1.10\path** ).

---

# Using Web Access with Storage Paths

Users can choose to direct their messages to the specified storage locations by using Web Access.

**1.** In the Web Access, click **Message Forwarding**. Select **Add new forwarding address**.



> **Note**: Any private paths setup for this user by the administrator will be shown in this window. Private paths cannot be edited or added by the user.

**2.** Enable the **Storage Path** radio button.



**3.** From the dropdown list, select the path from those provided. Custom paths cannot be entered here.

**4.** Enter the following options.

**Forward Type**: Choose **Relay** from the dropdown list.

**Message Type**: Choose which types of messages (Email, Fax, Voice) will be directed to the storage location. Enable the checkboxes of all that apply.

**Voice Format**: Leave at the default value.

**Fax Format**: Select the format for storing faxes.

**After (hours, minutes)**: Enter a delay before copying the messages from the user mailbox into the storage location. If left blank, the messages will be copied immediately upon receipt.

**5.** Click **Save and Close** when finished.

The chosen path will now appear in the Message Forwarding window. Repeat steps 1-step 5 to add as many paths as required.

# 14

# UNDERSTANDING CSE

## In This Chapter:

# Introduction

The CSE Gateway is a server component that provides unified messaging and integration services between Messaging and other messaging systems. The UM CSE provides an easily managed and highly scalable system that supports a broad range of messaging platforms.

The CSE Gateway works directly with EEAM (unified messaging - UM - data and the business objects layer) to provide UM clients (phone devices, web Access, etc.) access to a single messaging data store that combines all email, faxes, voice mail and other types of information. The CSE Gateway allows UC users to access mailboxes that are located on a messaging systems commonly found in a company network, such as Exchange Servers.

The CSE Gateway is tightly integrated with the EEAM. It intercepts any message store-related operations for configured mailboxes, and transforms them into protocol commands that are supported by major messaging systems (acting as clients for that system).

Messaging provides the ability to extend protocol support by using plug-in modules for the CSE Gateway. If any operation that is regularly intercepted by the CSE Gateway fails due to a network failure, the CSE Gateway gives EEAM the opportunity to continue to operate through its own database so that data loss is prevented. Once a network connection is re-established, the CSE Gateway automatically retries any stored operations.

To fully use CSE Gateway, user information must be specified. The LDAP protocol allows for the creation of a link between the voice mailbox and a mailbox within the major messaging system.

# CSE Gateway architectural diagram:

# Operating Requirements

To successfully utilize the CSE Gateway, the following components are required:

- UM components
- Major Messaging System components
- 100 BaseT Ethernet or faster
- Secure Socket Layer certification for each machine involved in running IMAP transactions, allowing for encrypted authentication (provided SSL services are required)

# Data flow

Three major operation modes are used by the UM CSE Gateway:

1. Active Session Support
2. Background File Transfers for Inactive Sessions
3. Managing Mailbox Statistics

## Active session support

Once an active client session is established by one of the UM clients, EEAM receives the corresponding request and forwards the command to the CSE Gateway. The command checks to see if a mailbox for this operation is configured to use a single store. The CSE Gateway holds the pool of active sessions. These sessions are maintained until the client requests can be processed. In the case of a session failure, the error will be reported to the EEAM with a corresponding status code and the session will continue to execute without the Gateway using the local UM database. Once the session is reestablished, EEAM will forward all outstanding requests to the CSE Gateway.

CSE Gateway uses data caching for storing message header information in order to return results back to the EEAM as quickly and efficiently as possible.

## Background file transfers

Due to possible network failures, the single store used by the CSE Gateway may be inaccessible. At these times, the EEAM stores all of the data in the UM database. When the connection is re-established, the system will search for the data stored in the UM database and transfer it onto the single store. After this process is completed, the system verifies that database synchronization is correct.

## Managing mailbox statistics

In order to support the fast retrieval of mailbox statistics, the UM CSE Gateway executes a number of threads that establish new temporary sessions to the single store. This is done on a regular basis for each configured mailbox, checking for the number of messages in each folder, and the number of unread/read messages by type (voice, fax, email). When the UM application retrieves this value from the EEAM, the UM CSE Gateway gives the last computed values stored in the cache.

# Integrating CSE Gateway

For details on integrating CSE enabled mail servers with Messaging, please refer to the **Feature Description Guide** which is available at: http://support.avaya.com .

The following servers support Superuser implementation, which allows a single admin level account to oversee synchronization, eliminating the need for users to update their mail server passwords on Messaging.

- Microsoft Exchange 2013
- Microsoft Exchange 2010
- Microsoft Exchange 2007
- Google Apps
- IBM Domino

The following servers which support generic IMAP integration, which requires the entry of each user's mail server password within Messaging mailbox.

- Most IMAP enabled Mail Servers

**Note**: If you wish to utilize Blackberry devices within your organization, please refer to Blackberry Enterprise Server integration section within Feature Description Guide.

**Note**:  A maximum of 4 CSE Servers can be attached to a system.

# Installing and configuring IMAP SSL connection

This section describes the steps to establish a secure IMAP connection between the UC system and a Microsoft Exchange Server, to protect IMAP traffic while synchronizing mailboxes. Configuration steps provided here should be considered only as the simplest way to make an SSL connection. Implementing secured networking as well as certificate services largely depends on an organization's needs, and may impact or depend upon many factors not covered here. For full documentation of Microsoft Certificate Services, Private Key Infrastructure, Microsoft Exchange and other linked topics, please refer to Microsoft Windows and Microsoft Exchange product documentation.

The suggested method for establishing a secure connection between Messaging and Microsoft Exchange requires:

- Creating certification authority that will be used to issue a server certificate for the CSE server.
- Assigning a server certificate to the email server.

## Creating certification authority

In order to create certification authority (if one is not yet available) it is necessary to pick a PC that will serve as the certificate server for a domain where Microsoft Exchange Server is installed, and install Certificate Services on it. Certificate services are a Windows component that comes with Windows Server.

1. Go to **Control panel > Add or Remove Programs**.
2. Click **Add/Remove Windows Components**.
3. Check **Certificate Services** and click **Next**.



4. Select the Certification Authority type required.

   For this example, we are considering the simplest case when Certificate Authority was not present. Select **Enterprise root CA**.

   Click **Next**.

5. Enter the appropriate identity information.

   Click **Next**.

6. Modify data storage location options if necessary, then click **Next**.
7. Windows will start installing Certificate services. After the process is finished Certification Authority can be used to issue a certificate for IMAP server.

# Assigning certificate to IMAP server

**1.** On PC the where Microsoft Exchange Server is installed, start the **Microsoft Exchange System Manager**.

Open the **Protocols** container (see below).

**2.** Right-click on the IMAP server instance and select **Properties**.

**3.** Open the **Access** tab.
**4.** Click **Certificate** button. The Web Server Certificate Wizard will start.

**5.** Click **Next**.



**6.** Click **Create a new certificate**.

Click **Next**.



**7.** Pick **Send the request immediately** option.

Click **Next**.



**8.** Put the DNS name of Exchange server into **Name** box.

Click **Next**.

Understanding CSE

9. Select **Organization** and **Organizational Unit**. Click **Next**.
10. Put full DNS name of Exchange server into **Common name** box. Click **Next**.
11. Specify geographical location of Exchange server. Click **Next**.
12. Pick **certification authority** to request certificate from. Click **Next**.
13. Click **Next** to submit request.
14. Request will be sent to Certification authority, and if it is online, server certificate will be assigned immediately. Click **Finish**.

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# CSE and Exchange Transaction Logs

## What are transaction logs?

Exchange utilizes a transactional database model. Transactional databases are generally regarded as robust and stable, as database events are either wholly committed or discarded. If data is only partially committed to a database, corruption may result. Transactional logging greatly reduces this likelihood.

Exchange transaction logs record every transaction taking place on your Exchange server (reads, deletes, logins, meeting notifications, etc). Literally thousands of transactions can occur every hour when user email traffic is at its highest. These transactions are stored in "transaction logs". By default, they are located at:

C:\Program Files\Exchsrvr\MDBdata

Transaction logs are 5120KB in size, and each log has a unique hexadecimal identifier. Below is an example list of Exchange transaction logs:

Log files such as these are extremely important to the health of your Exchange server.

## Managing the transaction logs

It is extremely important that you monitor your transaction logs regularly as they are continually growing. If Exchange runs out of disk space and is unable to continue creating transaction logs, the Exchange server will shut down and your users will be unable to access their email. To prevent this situation from occurring, you should take the following actions:

1.  Ensure there is sufficient disk space for Exchange transaction logs to grow. Sufficient space will differ from organization to organization. When in doubt, err on the side of caution and provide as much free space as possible.

    It is possible and usually desirable to specify a path for your transaction logs. Consider placing them on a dedicated disk or RAID array. Not only will this ensure adequate size, but you will realize performance gains as well.

    For more information, refer to Microsoft's documentation for transaction log placement.

2.  Back up your Exchange Information stores regularly. Each time you back up your Exchange information stores, the transaction logs for said stores are committed to the Exchange database and the transaction log process "zeros out", thereby eliminating the disk space utilized by the logs. This disk space is recovered when a backup is completed. If the Exchange information stores are never backed up, the transaction logs will inevitably grow to a size which outstrips available space.

    It is extremely important that you back up the Exchange information stores properly. A file level backup is incorrect and will not result in the transaction logs being committed and flushed.

# The CSE and your Exchange transaction logs

The CSE is the agent responsible for unifying your email and voicemail databases. It needs to interact with the Exchange server on a regular basis in order to achieve this end. Every time the CSE interacts with your Exchange server, many transactions take place. These transactions are logged in the Exchange transaction logs. Logically, you can expect an increased rate of growth for your Exchange transaction logs when you are using the CSE to unify your messages. You should account for this before you configure the CSE to point to your Exchange server.

## Accounting for accelerated transaction log growth

In order to determine how much extra space you will require on the Exchange server for your transaction logs, you should enumerate at least a week's worth of logs and determine the size they occupy. This is easily achieved by locating your transaction logs, selecting one created (for example) on Monday 12:00 AM, and then scrolling down until you reach (for example) Sunday 11:59PM. Shift-click to select all logs between these two points, and note the total disk space they occupy. Let's say this results in 4GB total disk space. To be safe, double this (to 8GB) and ensure you have at least this much disk space available for your transaction logs.

## Summary

1. The CSE will logically result in accelerated growth of Exchange transaction logs.
2. Sufficient space must be provided for this growth. 2x your current transaction log usage is a safe guideline.
3. Regular backups should be carried out to free up disk space and clear your transaction logs.

## Turning off the transaction logs

It is possible to turn off the logging on IBM Notes. Follow the procedure below if you need to turn off the creation of transaction logs.

1. Open the **Notes.ini** file.

---

**Note:** If you are not sure of the location of this file, select **Start > Search > For Files or Folders...**, which opens the Search Results screen. In the **Search for files or folders named** field, enter ".ini" and click **Search Now**. When "Notes.ini" displays in the list of search results, double click it to open the file.

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2. Make sure the following lines exist in the **.ini** file:
   - Log_Sessions 0
   - Log_Tasks 0
3. Save the **.ini** file and close it.

# 15

# CSE SERVER

## Introduction

Through the CSE Server, you will be able to add your mail servers so that they can be integrated with the UC server. UC server supports most mail servers that are currently used by most organizations. These include, but are not limited to, Microsoft Exchange, Google Apps/Gmail, and IBM Domino. Depending on the type of mail server you will be integrating with, you may also gain additional features such as Contact and Calendar synchronization along with message synchronization.



**Note**: A maximum of 4 CSE Servers can be attached to a system.

## CSE Server - Add / Edit

Launch UC Administrator and right-click on **CSE Server**. Select **New > CSE Server**.

If there is a CSE Server that needs to be modified, double-click on it in the right-hand pane.



**IMAP Server Name**: Enter the name of the IMAP server. This is for your reference and does not impact performance. This label will be seen when you are associating Feature Groups or Mailboxes with a specific IMAP server for integration/synchronization.

**IMAP Server Address**: Enter the IP or Domain address of the IMAP server.

**IMAP Server Port**: Enter the port which will be used to communicate with the IMAP server.

**Voice Format**: From the dropdown menu, select the voice format which will be used when sending voice messages to external voice servers.

# 16 VOICE SERVER

## Introduction

The Voice Server contains the primary information regarding the system. You will be able to configure and confirm the number of channels, ports and the path used by the UC server.

## Field Description

You can modify each field of a Voice Server by double clicking the desired entry.

**Name**: Enter a short name for the Voice Server.

**Description**: Enter a short description for the Voice Server.

**Master**: Define whether this Voice Server is the Primary Voice Server.

**Voice Channels**: Enter the number of voice channels available in the system.

**TTS Channels**: Enter the number of text-to-speech channels available in the system.

**ASR Channels**: Enter the number of channels for auto-speech recognition available in the system.

**Fax Enabled**: Define whether this Voice Server has fax capabilities. This field is automatically enabled when the Voice Server detects that the fax services is enabled on startup.

**Fax Channels**: Enter the number of channels for fax available in the system.

**Start Channel Number**: Enter the channel at which this Voice Server begins to serve. For example, Voice Server 1 might be channels 1 to 20, so Voice Server 2, with a Start Channel Number of 21, would serve channels 21 to 40.

**Start Fax Channel Number**: Enter the fax channel at which this Voice Server begins to serve.

**External IP**: Enter the external IP of the Voice Server. This IP address is used when connecting to the admin remotely from an external computer.

**Internal IP**: Enter the internal IP of the Voice Server. This IP address is used when connecting to the admin remotely from another internal workstation.

**TCP/IP Port**: Enter the port which can be used by UM Monitor to check the status of the Messaging server. A value of 0 specifies the  default (which uses port 11000).

**Path**: Enter the installation directory path of the Voice Server (C:\UC by default).

**Resiliency Channels**: Enter the number of Resiliency (Redundancy) Channels available in the system.

**Voice Verification Channels**: Enter the number of Voice Verification Channels available in the system.

# Advanced Field Description

Double-click on **Advanced** to access additional fields.

**Warning**: These fields should not be modified unless you are specifically instructed to do so by technical support staff. Changing these settings incorrectly could cause the system to fail.

## List of Items

### Absorb Inband Digits

**Description**: For Iwatsu/Panasonic switches, even though Messaging uses CTI or SMDI for integration, the switch still sends inband digits. The server must absorb these digits and dump them before going to greetings.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" means do not absorb the inband digits.

### Activate Location Type Greeting

**Description**: Each location has three types of greeting: Default, Auto Location Name, and Location. If the user chooses the third option, there was no way in TUI to activate it. After recording the location greeting, the system automatically activated this greeting. In 2.0, there is no way in TUI to switch back to other types of greeting after this activation.

**Values**: False or True

**Effective**: Immediately

**Default Value**: default is "True" for OEM UCP; "False" for other OEMs

### Add Extension for UM Advanced user

**Description**: For MITAI HCI Re-routing. Anytime the Admin adds a new extension, the MITAI should also add it to it's own list to monitor. Currently we only add UM or Advanced users to the list. If this entry is "False", don't add the new extension to monitor list even if the mailbox is UM or Advanced user; if it's "True", add the new extension to monitor list if the mailbox is UM or Advanced user. But there is an exception here: the user can add a new extension through showshell to add to monitor list, in this case, this entry is ignored and the entry is added it to monitor list.

**Values**: False or True

**Effective**: Immediately

**Default Value**: False

### Allow Non Numeric value in Caller ID Number

**Description**: For CTI Enabled systems, when a CTI Ring event arrives with the form "RING!108! abc!722" where 108 is the callee and "abc" is the caller, since "abc" is non-numeric, in most cases it is considered an invalid callerid and is reset to empty. If this registry is "True", we allow non-numeric characters like "abc" as callerid. Otherwise, reset the callerid to "" if the caller info packet does not begin with a number.

**Values**: False or True

**Effective**: Immediately

**Default Value**: False

# Allow Say Operator in CustMbx

**Description**: Allow the user to say operator to transfer to operator when he/she is in a Customized TUI

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" menus don't allow say operator in Customized TUI

# Auto Login

**Description**: Only used in SMDI integration. This was created to resolve an issue where the PBX flipped the callerID and mailbox info within the SMDI packet.

**Values**: "NOANSWER" means even if the CallerId is a mailbox profile, it plays the NoAnswer greeting of that mailbox. "BUSY" means even if the CallerId is in a mailbox profile, it plays the Busy greeting of that mailbox. "NO" means even if the CallerId is mailbox profile, it plays the Company greeting of that mailbox. "YES" or an empty string means if the CallerId is a mailbox profile, it goes to the login prompt.

**Effective**: Immediately

**Default Value**: YES

# Backup MITAI Audio log

**Description**: Backup MiAudio logs to subfolders during system restart.

**Values**: "False" don't backup MiAudio log, "True" backup MiAudio log

**Effective**: Immediately

**Default Value**: True

# BargeIn Blind Dial

**Description**: Blind dialing BargeIn code instead of supervised. For some PBX switches (i.e. Panasonic), the server may need to use blind dial only.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" means use supervised dialing

# Busy Alternative System Greeting

**Description**: By default the system busy greeting is mess015.vox, but you can override it by specifying a full path file name as the system busy greeting.

**Values**: Full path of voice file name.

**Effective**: Immediately

**Default Value**: Empty means use the default system busy greeting mess015.vox.

# Caller Mailbox DID Display

**Description**: Callee phone display shows either MailboxNum, DID, or CallerID depending on whether the callee is using an internal or external phone, as well as if DID of caller is defined or not. Generally:

- Callee is internal phone – show Caller MailboxNo; If caller is not a mailbox, show callerID.
- Callee is external phone – show DID defined in Caller Mailbox profile; if caller is not a mailbox, show callerID.

This functionality is only effective on supported switch platforms such as Mitel SIP Trunk.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" means don't control callee's phone display.

# Cancel Transfer Wait Time

**Description**: For AASTRA M6501-RM, to dial the cancel transfer code with a single message doesn't work. We have to dial the first digit of the code, wait, and then send the rest of the code. This setting will cause the server to dial the first digit of cancel transfer code, pause the amount of time defined in this registry entry and then send the rest of the code.

**Values**: Time in milliseconds

**Effective**: Immediately

**Default Value**: 1000

# Catch Exception

**Description**: Enabling catch unhandled exception from middleware (EEVoice/EESip…etc.).

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" means catch and log exceptions thrown from middleware.

# Centrex OutCall Access Code

**Description**: For Centrex transfer, sometimes we need to dial the outcall access code plus the Centrex code, sometimes we don't need to dial the outcall access code because the Centrex code itself already has the capability to dial out. "True" means dial OutCall Access code + Centrex code; "False" means dial Centrex code only.

**Values**: False or True

**Effective**: Immediately

**Default Value**: True

# Clear Connection After Cancel Transfer

**Descriptiption**: Iwatsu SIP may have an issue canceling a transfer when the call is connected (but not CompleteTransfer yet). We need to use CTI to disconnect the callee.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" means don't use CTI to clear the connection

# CTI Answer Ring

**Description**: System will detect a ring from a CTI event if voice board is not detecting a ring. Usually happens on Brooktrout boards.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" for Brooktrout board, "False" for other boards

# CTI DNIS for Inband

**Description**: Use DNIS information received through CTI instead of inband strings.

**Values**: False or True

**Effective**: Immediately

**Default Value**: For CTI systems the default is "True". Otherwise default "False"

# CTI Initialize Delay

**Description**: For a Panasonic CTI, after starting the voice system, there must be a delay of about 50 seconds before initializing the CTI service. Otherwise the system may hang during initialization.

**Values**: Delay length in seconds

**Effective**: Immediately

**Default Value**: "50" for Panasonic CTI, means wait for 50 seconds before initializing CTI Service; "0" for other systems.

# CTI MakeCall without Account Code

**Description**: When using CTI to make an outbound call, some switches do not support dialing the account code. It must be stripped off before dialing.

**Values**: False or True

**Effective**: Immediately

**Default Value**:  "True" for TAPI CTI means send the account code, "False" for others will strip off account code.

# CTI Monitor Hangup

**Description**: Originally we called StopThenHangup whenever we received a CTI event Hangup, Idle or Clear. But Iwatsu tried centrex transfer, after getting no answer and receiving back the call, the call was dropped because we got a CTI event "CLEAR". But this event "CLEAR" is for another line for Centrex Transfer.

**Values**: "False" call StopThenHangup for CTI Event Hangup, Idle, or Clear; "True" means call StopThenHangup for these.

**Effective**: Immediately CTI events.

**Default Value**: False

# CTI Record All

**Description**: Combines with FGroup.RecordAll to determine if the system should record all outbound calls.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" means don't record all outbound calls.

# CTI Use SMDI

**Description**: For CTI Enabled systems, we use SMDI for PBX integration for systems like MITAI, 3COM, and a Non-SMDI approach for other systems like IWATSU. Setting this entry to "True" will force IWATSU systems to use an SMDI approach.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" which means don't use SMDI

# Desktop Dial Supervised Transfer

**Description**: For iLink Pro Desktop outbound dial to a phone number, we can force it to use supervised transfer.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" meaning blind transfer if possible.

# Dial String Alpha Remove

**Description**: When we get dialing strings from Windows TAPI in Russian, it returns an extra char "W" in the return string such as 8W5017079700, we should remove this wrong character.

**Values**: Any characters needs to be removed

**Effective**: Immediately

**Default Value**: Ww. Lower or Upper case char "w" will be removed from dialing string returned from TAPI.

# Direct Call Ask FindMe

**Description**: If a user's location is configured to Auto FindMe and the internal extension is on the current location extension list, call directly to the internal extension with Busy/NoAnswer forward to VMail port, the system can choose to Ask the user to Findme or just go straight to Voicemail. If the registry = "0", goto VoiceMail after NoAns/Busy. If = "1", Ask to Findme after NoAns/Busy If = "2", System automatically try other phone numbers on the list.

**Values**: 0 or 1 or 2

**Effective**: Immediately

**Default Value**: 2

# Direct Dial paging

**Description**: Determines if the system will use direct dial instead of transfer functions, this is needed by 3Com Super Stack 3.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" for 3Com TAPI Super Stack 3, "False" for other cases.

# Direct Paging Channels

**Description**: Determines the channels used for direct dial paging.

**Values**: List channels with comma or hyphen delimiter. (1,3,4, 6-9)

**Effective**: Immediately

**Default Value**: Empty means all channels will be used.

# Disable Caller Name Resolution

**Description**: For a given caller number, we can find matching items in contacts or a mailbox list so that we can put corresponding name on screen display, message envelope, etc. This setting controls how to resolve the name.

**Values**: 0 -- search contact and mailbox lists.

> 1 – Don't search mailbox
> 2 – Don't search contacts
> 3 – Don't search contacts or mailbox

**Effective**: Immediately

**Default Value**: 0 means search contacts and mailbox.

# Disable Slave Server

**Description**: If the Consolidated server is down, DBWatcher will notify the Secondary server, VServer will check if the Primary is Up by checking the TCP connection. If it detects the Primary is up, it will disable all Secondary channels to make only the Primary operational so that all messages will be routed to the Primary to avoid synchronization issues.

**Values**: "False" means don't disable Secondaries when the Consolidated is down, "True" means disable Secondaries when the Consolidated is down.

**Effective**: Immediately

**Default Value**: "True" for VTI, "False" for others.

# Discard Fax DID

**Description**: Discard Fax DID for faxmail, using our own internal memory variable faxmessage.extto to recover. It's useful for some hardware fax board environments where the DTMF of MbxID does not reliably pass through from voice channels to fax channels, we can use vserver internal memory to remember the MbxID.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" meaning don't discard fax DID.

# Dnic Mitel Inband

**Description**: Dialogic has its own logic processing PBX integration for Dnic Mitel which translates the display to Inband code. It has some issues and Avaya has implemented its own logic which will display directly and parse it.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" which means do not use Dialogic inband.

# Dnic Mitel Trunk Name Terminator

**Description**: For older SX200, usually the display is "T117 is calling" where T117 is the trunk. But sometimes there is no "is calling" string as the terminator to extract trunk information. For example:an external call "T117 TIME 00:01" where T117 is trunk name, we need to know TIME is the terminator so that we can extract "T117" out as trunk name.

**Values**: Any String as the terminator

**Effective**: Immediately

**Default Value**: Empty which means the whole display is the trunk if "is calling" doesn't show

# DNIS Digit Length for Multiple Companies

**Description**: This registry works together with the previous registry "DNIS Multiple Companies". It defines the maximum length of DNIS numbers to be used to judge which company takes the call.

**Values**: Digit Length

**Effective**: Immediately

**Default Value**: 4

# DNIS Multiple Companies

**Description**: When activated, the system will use DNIS information to separate multiple companies. To configure, enter the DNIS information under the C.O. Assignment field in the Channel Assignment window of the company.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" don't use DNIS numbers to judge company.

# Do Task Interval

**Description**: This will determine the amount of time between tasks. Values are entered in milliseconds.

**Values**: Time in milliseconds

**Effective**: Immediately

**Default Value**: 1500

# Duplicate Call History Interval

**Description**: In order to prevent duplicate entries in the call history, we can set an interval where any calls with the same name and number will be entered only as a single entry.

**Values**: number of seconds for interval

**Effective**: Immediately

**Default Value**: 50

# Dynamic SMDI Digits

**Description**: For standard SMDI packets, the digits for a called number are usually of fixed length. But some variations may have dynamic length for calling and called number

**Values**: False or True

**Effective**: Immediately

**Default Value**: False

# Express VoiceMail Mailbox First Digit Match

**Description**: When activated, the digit entered in a voice menu for the action express voice mail stays as the first digit in the mailbox.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" which means it is activated.

# Extensions with Dedicated CTI Log

**Description**: Comma delimited extension list who will have dedicated CTI log for easier analysis such as: CTI#20100706[4330].log, CTI#20100706[4331]...,etc.

**Values**: Comma delimited extension numbers.

**Effective**: Immediately

**Default Value**: Empty.

# External Phone Log in

**Description**: User calls the system from a cell phone and wants to be automatically logged in.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" which means don't login.

# Fax Handshake Delay

**Description**: For faxmail, whenever a supervised transfer to a fax port is connected, pause the amount of time defined in this entry and wait for the fax port to send the handshake string *, and then complete the transfer.

**Values**: Delay in milliseconds

**Effective**: Immediately

**Default Value**: 3000

# Fax Tone Mode

**Description**: The number of fax tones that must heard before taking action on that tone.

**Values**: Number of tones

**Effective**: After Restart

**Default Value**: 1

# Fax Tone Work Around

**Description**: When a fax is detected, Voice server can specify in the registry how many tones have to be heard before taking action on that tone. Due to a Dialogic problem, sometimes the board sends a channel stop event instead of a Fax Tone event after a couple fax tones and stops fax detection. This key determines whether or not to activate the work-around: Whenever a fax tone is detected, flag a global variable for that channel, any channel stop event after that which is not issued by the application will be considered as fax tone and the application will take the appropriate action for that fax tone.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" which means use the work around

# FaxMail Blind Transfer

**Description**: When activated, the system will do a blind transfer to a fax port instead of a supervised transfer.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" which means do a supervised transfer. "True" for SIP which means blind transfer.

# FGroups Listening Expired Messages

**Description**: Comma delimited Feature Group Numbers which are allowed to listen to expired messages.

**Values**: Comma delimited FeatureGroup numbers.

**Effective**: Immediately

**Default Value**: Empty

# Flush log right away

**Description**: In order to capture logs in real time this key must be activated.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" which means do not flush logs right away.

# Force External Trombone Transfer

**Description**: When activated, this options forces all external transfers to be trombone transfers.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" for Iwatsu ECS SIP system; "False" for any other systems.

# Force Internal Trombone Transfer

**Description**: When activated, the system will force all internal transfers to be trombone transfers.

**Values**: False or True

**Effective**: Immediately

**Default Value**: False

# Force Replace CallerName

**Description**: When Caller Name comes from switch, we may choose to replace it with the name on the Mailbox/Contact for Screen pop or Message envelope. "True" means always take the name on Mailbox/Contact for the screen pop or envelope. Otherwise, take the mailbox/contact name only when the caller name from the switch is empty.

**Values**: False or True

**Effective**: Immediately

**Default Value**: False

# Free format digit allow POUND in middle

**Description**: For free format dialing, '#' can be treated as a termination key or just part of the phone number.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" which means pound is a termination key.

# Free format digit minimum length

**Description**: Minimum digit length needed for system to switch to free format dialing.

**Values**: Digit length

**Effective**: Immediately

**Default Value**: 2

# Free Format Trombone Transfer

**Description**: This determines if we need to do a trombone (supervised) transfer when doing a free format transfer.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" for Mitel and "False" for others. "True" means do a trombone transfer.

# Hangup InterDigit Delay

**Description**: The AASTRA M6501-RM sends DTMF digits to the voice server to indicate a call hangup. For example, M6501-RM sends A6 to the voice server to indicate a hangup. This registry indicates the maximum delay between the Hangup DTMF digits. If it's more than defined value, the voice server will not consider it a hangup situation.

**Values**: Time in milliseconds

**Effective**: After Readparms

**Default Value**: 300

# Ignore Digit Caller Name

**Description**: If caller name is all numeric, make it empty.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" meaning ignore pure digit caller names.

# Ignore Unavailable Greeting

**Description**: We introduced Unavailable greeting in 2.0 in addition to NoAnswer/Busy greeting, Some customers don't want it to allow backwards compatibility with ver 1.x. Setting to "True" will not play the Unavailable greeting. Instead the NoAnswer greeting will be played in case location status is Unavailable.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" which means play unavailable greeting

# IMAP Sync Mode

**Description**: Open IMAP Session synchronously or asynchronously. Generally it should be Synchronously since vServer cannot use block function.

**Values**: YES or NO

**Effective**: Immediately

**Default Value**: NO meaning open IMAP session asynchronously.

# Inband First E as extension

**Description**: Used when we receive more than one extension in inband patterns.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" which means use the first 'E' as extension

# Integration Remove Leading Zero

**Description**: Removes leading zero of extensions in integrations.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" means remove leading zero of extensions

# Internal Extension Longer than External

**Description**: At some sites, the length of an internal extension might be longer than an external number. The **PBX Setting > ExtensionLength** cannot be used in this case. Instead, use the pattern or presence in the mailbox internal address list to decide.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" for systems that have internal extensions that are longer than external number, "False" for others.

# Internal Extension Pattern

**Description**: It's combined with setting "Internal Extension Longer than External" to judge whether a number is internal or external.  This is a comma delimited string (i.e. 701,702,703).   Phone numbers such as 7011234567, 7021234567, 7031234567 are treated as internal phone numbers even though the length is 10 digits.

**Values**: Comma delimited prefixed of internal extension.

**Effective**: Immediately

**Default Value**: Empty

# ISDN Multiple D Channel Message Light

**Description**: The system can support multiple D Channels to control message lights on ISDN systems.

**Values**: False or True

**Effective**: Immediately

**Default Value**: True

# IVR Call Back Channels

**Description**: Iwatsu asked Voice server to provide the ability for IVR ActiveX to call back to Voice server to initiate tasks like Reminder Out call, WakeUp Call, MWI ...etc. Since we don't want to change Admin, use this registry instead

**Values**: List of channels to be used.

**Effective**: Immediately

**Default Value**: All channels will be used.

# IVR Call Back Object

**Description**: Iwatsu asked Voice server to provide the ability for IVR ActiveX to call back to Voice server to initiate tasks like Reminder Out call, WakeUp Call, MWI ...etc. Since we don't want to change Admin, use this registry instead

**Values**: The callback object name

**Effective**: After restart

**Default Value**: TestDB.clsIVRCallBack

# IVR Call Back Object IP

**Description**: Iwatsu asked Voice server to provide the ability for IVR ActiveX to call back to Voice server to initiate tasks like Reminder Out call, WakeUp Call, MWI ...etc. Since we don't want to change Admin, use this registry instead

**Values**: The IP address

**Effective**: After restart

**Default Value**: Empty which means use local IP

# LAN Call Dial Pause milliseconds

**Description**: When using iLink Pro Desktop to dial and you are not using a CTI enabled extension, you can pause the dial to final extension.

**Values**: Time in milliseconds

**Effective**: Immediately

**Default Value**: 500 milliseconds

# Last Event For OutCall

**Description**: This determines the last event on the channel before it is considered available for Outcall.

**Values**: Event Code number

**Effective**: Immediately

**Default Value**: Empty, which means do not use the last event function.

# Local Print Message

**Description**: We can choose to use either the Voice Server or the ReorgHelper components to print fax/email messages to printer.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" which means to use voice server to print.

# Long Digit for CTI PlaceCall

**Description**: A T1 Aastra does not support more than 20 digits CTI PlaceCall.

**Values**: Number

**Effective**: Immediately

**Default Value**: 0

# Message Count INI File Name

**Description**: This is a feature requested by a customer where the MWI information is copied into an INI file instead of Dial/SMDI/CTI to switch. Another application then picks up the information from the INI and lights the phones. The information in the INI is in the following format for example:

> [Message Count Company 1]
> Mailbox 1000=3/25V:0/10F:5/35E

**Meaning**: Mailbox 1000 has -- 3 unread voice mails, and 25 read voice mails; 0 unread faxes, 10 read faxes; 5 unread emails, 35 read emails. In order for this feature to work, MWI light On/Off code should be "INI". And user can put the INI full path file name in the registry.

**Values**: Full path file name of the INI file such as "C:\Windows\MsgCount.ini".

**Effective**: Immediately

**Default Value**: UC product path\MsgCount.ini.

# Message Subject without Extension

**Description**: In order to provide privacy, you can set this to not include extension numbers in messages from internal users.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" means show extension number on subject

# Message Volume Scale

**Description**: For Dialogic E1 systems, the default volume of messages may be very low. This entry is used to adjust it.

**Values**: From -4 to 4

**Effective**: Immediately

**Default Value**: 0

# Military Time

**Description**: Determines if the system will use military time (24-hour).

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" which means do not use military time, 12-hour

# Mitel CallerID Flip

**Description**: An issue with Dnic Mitel systems where the callerid after offhook is different than before offhook (which is VM port most case). Use this entry to take the callerid after offhook.

**Values**: "True" means take after offhook callerid, "False" means take the before offhook callerid.

**Effective**: Immediately

**Default Value**: True

# NoAnswer Alternative System Greeting

**Description**: By default the system no answer greeting is mess034.vox, but you can override it by specifying a full path file name as the system busy greeting.

**Values**: Full path of voice file name.

**Effective**: Immediately

**Default Value**: Empty means use the default system no answer greeting mess034.vox.

# No CTI MakeCall Extensions

**Description**: CTI Place call is supported or not.

**Values**: Empty means support CTI place call; Non-Empty string means do not support CTI place call.

**Effective**: Immediately

**Default Value**: Empty

# No Message For Tutorial ON

**Description**: Don't receive messages when tutorial is still on.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" meaning allow receiving messages while tutorial is on.

# Only Supervised Trombone Transfer

**Description**: Determines if the system only supports trombone as supervised transfer so that it can do pre-ring popup instead of CTI Ring popup.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" for Dialogic T1, ISDN, Diva ISDN which means trombone is the only way to do supervised transfer; "False" for others

# Optional Arguments for Fax Gateway

**Description**: For third-party fax server integration like VSI, voice server just executes a DOS command line to send the fax to the VSI server. This registry defines the extra command line arguments to include.

**Values**: Complete argument

**Effective**: Immediately

**Default Value**: Empty

# Other Valid Phone Digits

**Description**: Dnic Lucent sent CallerId including hyphen "-", but our logic only supported digit as valid CallerId. This registry string will solve the problem. It's implemented in none-Mitel OEM version. This registry contains characters that are valid phone number even though they may not be numeric characters for PBX integration purposes. Any phone numbers coming from PBX integration data packet that include the characters defined in this registry will be valid phone numbers.

**Values**: We can define multiple characters delimited by ^. For example, **-^ ^(^)** means hyphen-, space, brackets can be valid phone number.

**Effective**: Immediately

**Default Value**: Empty

# Pause Between Customized TUI phrases

**Description**: Pause around 800ms between each segmented phrases in Customized TUI.

**Values**: False or True

**Effective**: Immediately

**Default Value**: default is "True" for OEM Voice Mobility which means pause 800ms between phrases in Customized TUI; "False" for other OEMs

# Pause Outcall Task

**Description**: We introduced a new outcall task TASK_CUSTOMOUTCALL (56) for out dialing. It is similar to the OutCall feature in 2.1. This registry temporarily Pauses processing the task. It is usually set by a separate GUI utility. We can write our own GUI application to set this registry to Pause or continue processing Outcall tasks.

**Values**: "False" don't Pause. "True" Pause

**Effective**: Immediately

**Default Value**: False

# PBX Record End Code

**Description**: For AASTRA M6501-RM, the phone set can ask voice server to record conversations by pressing a special button. Usually it's inband call, and user can pause, resume, and end the recording. If this registry is not empty, it means the system supports record conversation from the phone set and the code defined here is for terminating the recording.

**Values**: Example: "B34E#", where the E is the phone extension number the initiated the command. For example, if extension 2007 wants to terminate recording, it sends "B342007#"

**Effective**: After Readparms

**Default Value**: If the PBX is AASTRA M6501-RM(Model ID 154), default is "B34E#"; otherwise default is empty

# PBX Record Pause Code

**Description**: For AASTRA M6501-RM, the phone set can ask voice server to record a conversations by pressing a special button. Usually it's inband call, and user can pause, resume, and end the recording. If this registry is not empty, it means the system supports record conversation from the phone set and the code defined here is for pausing the recording.

**Values**: Example: "B32E#", where the E is the phone extension number who initiates the command. For example, if extension 2007 wants to pause recording, it sends "B322007#"

**Effective**: After Readparms

**Default Value**: If the PBX is AASTRA M6501-RM(Model ID 154), default is "B32E#"; otherwise default is empty

# PBX Record Restart Code

**Description**: For AASTRA M6501-RM, the phone set can ask voice server to record a conversation by pressing a special button. Usually it's inband call, and user can pause, resume, and end the recording. If this registry is not empty, means the system supports record conversation from the phone set and the code defined here is for resuming the record after a Pause.

**Values**: Example: "B33E#", where the E is the phone extension number who initiates the command. For example, if extension 2007 wants to resume recording, it sends "B332007#"

**Effective**: After Readparms

**Default Value**: If the PBX is AASTRA M6501-RM(Model ID 154), default is "B33E#"; otherwise default is empty

# Performance Average Counter

**Description**: We've found a performance bottleneck in Voice server and we introduced some logic to measure the execution time of particular code blocks. For example, to measure each state execution time, we calculate the average execution time for a particular code block. This entry determines how many times to measure block execution before calculating the average.

**Values**: number of code blocks

**Effective**: After Readparms

**Default Value**: 30

# Play Message Delay

**Description**: This is a delay on call progress tones, the value is in ms.

**Values**: Delay in milliseconds

**Effective**: Immediately

**Default Value**: 0

# Play Message Type

**Description**: When a mailbox logs into Customized TUI, the system always plays message count for each type (Voice/Email/Fax) which could be lengthy. Some customers want to play only one or two of the types. The value is bitwise addable: **1 – Voice**, **2-Email**, **4-Fax**. So 7 (1+2+4) means play message count for each type as before.

**Values**: "1, "2", "4" or addition of them

**Effective**: Immediately

**Default Value**: 7 which means play all 3 types

# Play Name before Requesting Password

**Description**: When a user calls their mailbox, they are prompted to enter their password.  This field determines if their full name (First and Last) is included in the prompt.  For example, "John Smith, please enter your password."

**Values**: "False" (don't play name) or "True" (play name)

**Effective**: Immediately

**Default Value**: "False" means do not play the user's name

# Pop External Only

**Description**: For CTI Enabled systems, whenever a CTI Ring event occurs, system pops up UM Client Manager indicating new call coming. This entry can disable the popup for the call comes from internal extension. Especially used for direct call between internal extensions. If this registry is "True", system won't popup if the caller is internal extension. If "False", popup even it comes from internal extension.

**Values**: False or True

**Effective**: Immediately

**Default Value**: False

# Print to default fax machine directly

**Description**: In a Customized TUI print fax action, the system by default asks the user to choose between printing fax to default machine or entering a specific fax phone number to send to. Some customers want to simplify the process to print straight to default fax machine. Setting to "True" means always print fax to default fax machine.

**Values**: False or True

**Effective**: Immediately

**Default Value**: False

# Program phone when Empty HuntGroup

**Description**: When activated, users phone will be set to DND when ever their status changes to Unavailable. Setting to "True" means set the phone to DND whenever user status changes to Unavailable even though FGroup->HuntGroup is empty

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False", don't turn on DND when status changes to Unavailable in case FGroup->HuntGroup is empty

# Proxy Transfer Number As Is

**Description**: Dialing from Tandberg or Polycomm or Softphone, it can be dial as is, which means caller has to manually add any outcall access code, account code, long distance code, etc.; while if it's not dial as is, caller enters phone number and system will generate a dialable string.

**Values**: "True" means dial as is; "False" means user just put phone number.

**Effective**: Immediately

**Default Value**: True

# Record Hangup Delay

**Description**: When hangup during recording, delay this amount of seconds before set on hook.

**Values**: Number of seconds

**Effective**: Immediately

**Default Value**: 0 meaning immediately set on hook

# Recover Message Light

**Description**: Some PBXs automatically turn off message light during login even though there are still unread messages. This registry will ensure we double check Messages and FGroup settings and recover the message light status when user goes out of Customized TUI

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" means doesn't recover message light

# Remove Outcall Access Code

**Description**: For dialing history, we can remove the outcall access code since it's not part of phone number.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" which mean remove the access code in dial history.

# Replace CallerId Name By DNIS Number

**Description**: For some customers on some switches, user needs the DNIS number to be displayed as Caller Name.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" which mean do not replace the caller name with DNIS

# RightFax Password

**Description**: Credentials for VServer to login to the RightFax server.

**Values**: User Password for RightFax

**Effective**: Immediately

**Default Value**: Empty

# RightFax ServerName

**Description**: For third party RightFax, we need to provide its Server Name.
**Values**: Right Fax Server Name
**Effective**: Immediately
**Default Value**: Empty

# RightFax Use NTAuthentication

**Description**: We can use the Windows NT account to login to a RightFax Server.
**Values**: False or True
**Effective**: Immediately
**Default Value**: "False" means not using NT account for RightFax server

# RightFax UserId

**Description**: Credentials for VServer to login to RightFax server.
**Values**: User account for RightFax Server
**Effective**: Immediately
**Default Value**: Empty

# Route Priority

**Description**: For routing table in old logic, DNIS always had priority over CALLERID, which means if the system got a DNIS number defined in the routing table, it will take the matched entry in the table even though the CallerID may also be defined in the table. This entry changes the situation by allowing the user to choose CallerID over DNIS, as well as only "CallID" or "DNIS" or even if no matching entries are found when searching in routing table.
**Values**: "DNIS,CALLERID" or "CALLERID,DNIS" or "CALLERID" or "DNIS" or just Empty
**Effective**: Immediately
**Default Value**: "DNIS,CALLERID"

# Second Fax Tone

**Description**: Most Dialogic boards use standard fax tone definitions to detect fax tone. But on some switches/boards, it generates false fax tone detection (very rare). This registry selects an alternate tone definition to avoid false detections.
**Values**: False or True
**Effective**: Immediately
**Default Value**: "False" which means use standard tone definitions

# Simple Tutorial

**Description**: This will determine if the tutorial will include all greetings or just name and personal greeting.
**Values**: False or True
**Effective**: Immediately
**Default Value**: "False" which means do full tutorial.

# SIP Mixed Integration

**Description**: SIP may need inband, CTI, and SMDI together to get complete integration information especially for CallerId information.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" means don't used mixed source to get integration information.

# Slow States Counter

**Description**: We've found a performance bottleneck in Voice server and introduced some logic to measure the execution time of particular code blocks. For example, to measure each state execution time, we log some top slow states. This registry determines how many slow states we should log.

**Values**: Number of states

**Effective**: After Readparms

**Default Value**: 10

# SMDI Aging

**Description**: SMDI packets come from serial ports which can be out of sync with voice channel calls especially for busy systems. Sometimes the packet in the memory may be for previous call instead of the current call. We may need to wait several seconds for new packet to update the memory before processing the PBX integration parser.

**Values**: Number of seconds to wait

**Effective**: Immediately

**Default Value**: 3

# SMDI Packet Reading Way

**Description**: We implemented different ways to read SMDI packets. 0 is optimized. All other values use methods which are not as good.

**Values**: 0 for optimum performance. Other values are not recommended.

**Effective**: Immediately

**Default Value**: 0

# SMDI Serial Device Index For PBXNode

Node numbers must be assigned sequentially starting with 1 (e.g. 1 2 3 4...).

**Description**: -1 > Force MWI Output to broadcast to all SMDI Serial devices

Empty > Default, matching the sequencing number of PBXNode and SerialDevice in the database

Comma delimited sequence > e.g: 0,2,1  means

First PBXNode - SerialDevice 0

Second PBXNode - SerialDevice 2

Third PBXNode - SerialDevice 1

**Values**: ---

**Effective**: Immediately

**Default Value**: Empty

# SMDI Service Terminator

**Description**: Termination character for PEX Service.

**Values**: ASCII code

**Effective**: Immediately

**Default Value**: 127 means ASCII code 127

# SMDI Terminator

**Description**: For standard SMDI packets, there is always an ASCII code 25 character at the end. Some variations may define other ASCII codes as the termination character such as 10.

**Values**: "25", "10" or any ASCII codes that apply.

**Effective**: Immediately

**Default Value**: 25

# Softkey Customized Menu Name

**Description**: Comma delimited customized menu name list supporting softkey (Iwatsu only).

**Values**: ---

**Effective**: Immediately

**Default Value**: Empty

# Standby If Not in Notification Channel Range

**Description**: In HA systems, if this setting value is "True", vserver will check if its channel range is within notification port range of first company; if not within range, then don't connect to UMST which will make tVServer.VSActive = False, and all the outbound tasks won't be generated into this vserver.

**Values**: False or True

**Effective**: Immediately

**Default Value**: False

# Star Stop Greeting

**Description**: During playing mailbox greeting, pressing STAR will hangup the call by default. Aastra wants to terminate the greeting and go straight to record message.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" for OEM UCP; "False" for other OEMs.

# Start System Delay

**Description**: For Aculab, system needs to wait for the Aculab firmware start up.

**Values**: Delay time in seconds

**Effective**: Immediately

**Default Value**: 120

## Start up Delay

**Description**: Delay in seconds to initialize EEAM instance. Used to be for 1.x EEAM.exe. Ver 2.0 doesn't need the delay.

**Values**: in seconds

**Effective**: Immediately

**Default Value**: 0 means no delay to initialize EEAM

## StayUp Date Time

**Description**: Works together with setting "Disable Slave Server". In case HA Consolidated server is down, we usually shutdown Secondary Server, this StayUp DateTime allows the Secondary to keep running till this Date/Time.

**Values**: Date/Time such as: 6/26/2010 5:10:05 PM

**Effective**: Immediately

**Default Value**: Empty. If "Disable Slave Server" is set to 1, this setting has to be set to valid date/time.

## Take CallerName from SIP Integration

**Description**: Sometimes integration is not from SIP (e.g: Inband,etc.), but we still take CallerName from SIP.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" meaning don't take CallerName from SIP.

## Task Number

**Description**: How many tasks to read at once from EEAM.

**Values**: Number

**Effective**: Immediately

**Default Value**: 20

## Transfer Proxy

**Description**: For Tandberg or Polycomm systems, vserver needs to behave as a switch to bridge between regular switch and Tandberg/Polycomm.  This setting controls whether to support it or not.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" for SIP with Multiple PBX Nodes.  "False" for others

## Trim Digit Length

**Description**: The amount of time in ms, that the system will trim from end of recordings if the record was terminated by digits.

**Values**: Time in milliseconds

**Effective**: Immediately

**Default Value**: 0

# Unavailable Alternative System Greeting

**Description**: By default the system unavailable greeting is mess2790.vox, but you can override it by specifying a full path file name as system unavailable greeting.

**Values**: Full path of voice file name.

**Effective**: Immediately

**Default Value**: Empty means using default system unavailable greeting mess2790.vox.

# Unique Temp Record File

**Description**: Usually when vserver records a message, it is put in a temporary file named after the channel number such as  temp1.msg, temp2.msg,etc. We experienced an issue with Dialogic systems there the file is locked even after finished recording, which prevents next record session on same channel from recording.  With this set to 1,  we create a new unique file name every session to prevent the lock.

**Values**: 0 means not using unique temp record file; 1 means using unique temp record file.

**Effective**: Immediately

**Default Value**: 0

# Use EEAM Helper

**Description**: This determines if the system uses EEAM Helper.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" which means use EEAM Helper.

# Use Local COM MWI

**Description**: Choose to use VServer to send MWI from local machine COM port versus sending from PEXService.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" means use VServer to send MWI

# Use Local LAP

**Description**: Choose to user VServer to send LAP from local machine COM port versus sending from PEXService.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" means use VServer to send LAP

# Use Local SMDI

**Description**: We can choose to use Voice Server(local) to parse SMDI information or a separate PexService(remote) to parse.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" means use Voice Server to parse SMDI packet

## Use MakeCall

**Description**: Outbound call involves two steps: OffHook and Dial. This may cause collision when there is an incoming call at the same time. MakeCall combines these two steps to avoid collisions.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" for VTI system which means use one-step MakeCall; "False" for other systems.

## Use Menu Cache

**Description**: Determines if the system caches certain functions like voice menus, customized mailboxes and keymapping.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" which means read the menus in cache.

## Voice Menu Get Transfer Type

**Description**: For voice menu action "Send to Phone Number", determines whether this is a supervised or blind transfer. "False" means supervised transfer; "True" means blind transfer.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" for OEM Mitel(supervised); "True" for other OEMs(blind)

## Voice Menu Special Record Conversation

**Description**: For Nortel switches, during phone conversations the user can press a special "Record" button which initiates a new call to VM port with Inband information of NoAnswer of a phantom mailbox. A voice menu with default action Record Conversation should be already attached with this phantom mailbox and the new incoming will come to this menu and start recording the   conversation.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "False" means don't do this special record conversation. It should do regular transfer and complete conference.

# VM Port Minimum Length

**Description**: It's for Ericsson SMDI integration systems. When parsing voicemail port extension from SMDI packet, we take the minimum length between this setting and voice port definition in Admin PBX Settings.

**Values**: Numeric value start from 1

**Effective**: Immediately

**Default Value**: 1 means minimum VM port length is 1

# Wakeup call retries

**Description**: Determines how many times to retry dial wakeup extension in case NoAnswer/Busy

**Values**: Number of retries

**Effective**: Immediately

**Default Value**: 3

# Web Report EEAM Helper

**Description**: This determines if we use EEAM Helper for web report functions.

**Values**: False or True

**Effective**: Immediately

**Default Value**: "True" means use EEAM Helper.

# Adding a New Voice Server

**Name**: Enter a short name for the Voice Server.

**Description**: Enter a short description for the Voice Server.

**ASR Channels**: Enter the number of channels for auto-speech recognition available in the system.

**TTS Channels**: Enter the number of text-to-speech channels available in the system.

**Voice Channels**: Enter the number of voice channels available in the system.

**Voice Verification Channels**: Enter the number of Voice Verification Channels available in the system.

**Resiliency Channels**: Enter the number of Resiliency (Redundancy) Channels available in the system.

**Start Channel Number**: Enter the channel at which this Voice Server begins to serve. For example, Voice Server 1 might be channels 1 to 20, while Voice Server 2, with a Start Channel Number of 21, would serve channels 21 to 40.

**Start Fax Channel Number**: Enter the fax channel at which this Voice Server begins to serve.

**Internal IP**: Enter the internal IP of the Voice Server. This IP address is used when connecting to the admin remotely from another internal workstation.

**External IP**: Enter the external IP of the Voice Server. This IP address is used when connecting to the admin remotely from an external computer.

**TCP/IP Port**: Enter the port that the Voice Server will use for TCP/IP communication.

**Master**: Enable this checkbox if the Voice Server is Voice Server 1. The Primary Voice Server is always Voice Server one.

**Fax Enabled**: This checkbox is automatically enabled when the Voice Server detects that the fax services is enabled on startup.

# 17

# CONFIGURATION

## In This Chapter:

# Introduction

Configuration tables contain system settings for optional applications such as fax, email, external add-on devices, maintenance and unified messaging.

After the software has been installed, the system will display the configuration settings. You can then modify or fine tune the default values.

# Advanced

The Advanced settings allow you fine-tune your UC system. Available settings include board settings, setting logs on or off for debugging, voice, and other specific and detailed options.

> **Note**: In order for the changes made to the Advanced settings to take effect, it is required that you stop and restart the UC service.

| Setting | Function |
|---------|----------|
| Authentication Key Depth | Previous decryption keys are kept to provide the ability to read older encrypted messages. Use this value to set the number of old keys to keep in the system.<br>See also **Re-Create Authentication Key Every (days)** below. |
| Backup Consolidated Server Name | This item is no longer supported. |
| BlackList of CallerId | Numbers listed here will be blocked by the UC Server. The call will be dropped. |
| Consolidated Server Path | Location of the server on the system hard drive. |
| Disable Fax Detection | If set to **True**, this prevents the voice board from recognizing both fax tones (1 and 2 below).<br>**NOTE**: If you set this parameter to **True**, both Disable Fax Detection 1 and Disable Fax Detection 2 must also be set to **True**. |
| Disable Fax Detection 1 | If set to **True**, this prevents the voice board from recognizing fax tone 1. |
| Disable Fax Detection 2 | If set to **True**, this prevents the voice board from recognizing fax tone 2. |
| Disable Sending Undeliverable Message | If set to **1**, when a message has been determined to be undeliverable, the server will stop trying to send it. |
| Disable Supervisor Menu | If set to **True**, this prevents the administrator options from being available to an inbound caller through the Auto Attendant. Only the personal mailbox options are accessible. |
| Enforce DoD/JITC password policy | When installing the high security edition, this option is enabled by default. More strict rules for passwords will be enforced to comply with JITC certification. |
| Extended Absence Greeting Type | Set the greeting that will be played to callers when your location is set to **Extended Absence**.<br>Set to **0** = Play the system default greeting.<br>Set to **1** (default) = Play the name and location greeting.<br>Set to **2** = Play the Location greeting. |
| Extension Length | This determines the extension length. Enter an integer. |
| First Day Of Week | This represents the first day of the week. Sunday is '1', Monday is '2', Tuesday is '3' and so on up to Saturday ('7'). Enter the appropriate number for your environment. |
| Fixed Extension | This determines if the extension length is fixed. Select **True** (yes) or **False** (no). |
| Format CallerId on Message Subject | Set this to **True** to have the telephone number in he subject line of a voicemail message parsed correctly (e.g.  **9876543210** becomes **(987) 654-3210** ) |
| Function Time Out | This is the maximum time the system is to wait for a function to complete its task before timing out. |
| HA Synchronization Filter Mode | Activating the filter will prevent the UC Server from synchronizing email messages. Voice traffic will still be synchronized. In large companies, this can improve server performance considerably by reducing network traffic. The default is **0** (no filtering). Set this value to **1** to enable filtering. |
| Idle time limit (in minutes) for MMC Admin and Web Admin | Set the desired value to determine how long Messaging Admin or the Web Admin programs can remain unused before automatically logging off. The default value is **30** min. |
| Logo URL | Allows you to choose the logo URL. |
| Loop Current On In Dial | Select **True** to enable loop current detection during dialing.  Select **False** to disable this parameter. |
| Loop Current On In Record | Select **True** to enable loop current detection during recording. Select **False** to disable this parameter. |
| Mailbox Numeric Password Change | True / False |
| Mass Recall Installed | Select **True** to indicate that mass recall is installed. Select **False** to indicate that mass recall is not installed. |
| Message Link Notification | Deprecated. |

| Setting | Function |
|---|---|
| Messages Temporary Folder Path | This is an alternate folder for receiving messages. |
| Packet Exchange Server IP Address | How the voice server connects to the PBX. |
| Packet Exchange Server Port | This is for the port number of the packet exchange server. |
| Path for System | This allows you determine the path of the system. |
| Phone digits number | Enter the maximum length allowed for a telephone number. |
| Play Invalid Password | When set to **True**, this causes a prompt to be played when an invalid password is entered through the TUI. |
| Print Wakeup Calls | This allows you enable the printing of wakeup call activity.<br>Select **Com 1**, **Com 2**, **Com 3** or **Com 4**, depending on your printer port. |
| Provide Extended Attachment Information | Set to True to include more information (i.e. callback ID, file name details) with an attachment so that other programs can use this detail (i.e. adding a callback button). |
| Proxy IP Address | This allows you to declare the proxy IP address. |
| Queue Debug Mode | This defines whether or not to queue the Debug Mode. Select **True** or **False**. |
| Queue Mode | This enables call queuing. A value of '2' is recommended. |
| Re-Create Authentication Key Every (days) | Set the value (in days) to change the security decryption key.<br>See also **Authentication Key Depth** above. |
| Record with AGC | This indicates whether or not to use Automatic Gain Control during recording. Select **True** or **False**. |
| SMS Account PIN | This allows you to enter the personal information number for the SMS account. |
| SMS Account Username | This allows you to enter a username for the SMS account. |
| SMS Add Reply to Email | This item is no longer supported. |
| SMS HTTP Servers | This allows you to enter an HTTP address. |
| SMS Insert mailbox Reply-To address | This allows you to add a reply-to address to an SMS email. |
| SMS length limit | Enter the maximum number of characters allowed in an SMS message. Service providers typically limit messages to 160 characters. If your provider has a different limit, enter their value here. |
| SMS Provider | This allows you to select a SMS provider from a list box. |
| SMS Reply-to Phone Number | This allows you to send a SMS reply to a phone number. |
| SMS Site | This will display your SMS site name (HTTP server). |
| Store MIME Format | This allows you to store messages in MIME format. |
| Time Zone | Specifies the default time zone |
| Transfer Time Out | **With TAPI** – This value indicates the amount of time the system will wait after dialing an outside call over an analog CO line before playing the prompt.<br>**With Analog voice boards** – If no connect or busy signal is received by the end of the entered value, the system will assume a not busy state and release the call. |
| Trim Digit | This enables the elimination of unnecessary digits at the beginning of a string. Select **True** or **False**. |
| Trim From End of File | This enables the trimming of milliseconds from the end of a recorded message. |
| TTS Mode | This allows you to choose the application to be used for Text-to-Speech. Select **None** or **RealSpeak**. |
| UM Monitor URL | Enter the URL to of the Web UM Monitor utility computer. |
| UMST Server Address | This allows you to enter the IP address of your UMST server. In most cases, make sure the field contains the IP address **127.0.0.1**. |
| UMST Server Port | This allows you to enter the port number that your UMST server is using. |

| Setting | Function |
|---------|----------|
| Unique Mailbox Address | Determines if mailbox addresses can be reused on other nodes and companies on the UC System.<br>Set to **0** (default) = No enforcement of unique addresses.<br>Set to **1** = The Web Access will ensure address uniqueness.<br>Set to **2** = All components will enforce address uniqueness. |
| Unresolved From Address Format | Select **Administrator E-mail** to tag all unknown communications as being from the admin account. Choose **TelNT URI** to receive an unresolved message as a phone number (TEL:905-555-1212) for callback or TTS purposes. |
| Use Mailbox Language as Default | This indicates whether or not to use the mailbox's defined language as the system language when a caller returns to the automated attendant from the mailbox. Select **True** or **False**. |
| Use Port Monitor | This indicates whether or not the system will return a port to idle after a fixed time period. Select **True** or **False**. |
| Voice Recognition Mode | This allows you to configure the application to be used for voice recognition. |
| Web Site URL | This allows you to enter your corporate web site address. |

# Custom Interface Settings

The Custom Interface settings allow you to specify the configurations that deal with integrating a third party database into the UC system.



| Setting | Function |
|---------|----------|
| Database Object Method Type | Enter a value of **1** to support PIN-to-mailbox translations only.  Enter a value of **2** (recommended) to provide a richer set of Interactive Voice Response (IVR) functionality. |
| Database Object Name | Set the value to **Object name.Get Destination**, where Object name is the calling program name. |
| Forced Popup from Database Object | Select **True** to enable the forcing of pop ups from the database. Select **False** to disable this parameter. |
| Get Destination from Database | Select **True** to enable the retrieving of the folder destination from the database. Select **False** to disable this parameter. Pertains to the IVR object. |
| On Max Errors | Select **Hang Up** to instruct the system to disconnect from the third party database in situations where too many errors occur. Select **Operator** to switch to the operator in situations where too many errors occur. |

# Dealer Info

The Dealer Information settings allow you to specify the information of the dealer who has installed the UC system.

| Setting | Function |
|---------|----------|
| Contact Name | Shows the dealer representative contact name. |
| Dealer Email | Shows the dealer contact email address. |
| Dealer Fax | Shows the dealer contact fax number. |
| Dealer Name | Shows the dealer company name. |
| Dealer WebSite | Shows the dealer company website. |
| Technical Support Number | Shows the dealer technical support phone number. |

# Device Management

Device Management allows you to add and manage the integration of specific devices with the UC application.

The following devices are managed here. Please refer to the appropriate sections for more information.

- Local Area Paging Device
- Serial Integration Device
- Caller ID Device
- CTI Serial Integration Device
- CTI TCP/IP Integration Device

**Note**: After adding and configuring devices, you can always edit device settings by clicking **Configuration > Device Management > Device Management Settings**. The settings will appear in the right window, and you can edit the configurations by double-clicking the settings.

# Local Area Paging Device

Local Area Paging is a module that allows you to use the pager function to notify you when you receive a call or message. In the Local Area Device tab, you can specify the associated settings to your paging device.

**Note**: The device settings that are selected must match the hardware settings of your pager in order to function properly.

## TCP/IP Connection

**COM Port Number**: From the dropdown menu, select the method through which the device will be connected to the UC server. If you are using a COM port instead of TCP/IP, please refer to the COM port section below.

**TCP/IP Address**: Enter the IP address of the LAP device that the UC server can connect to.

**TCP/IP Port**: Enter the port number of the LAP device that the UC server can connect to.

# COM Port Connection

**COM Port Number**: From the dropdown menu, select the method through which the device will be connected to the UC server. If you are using TCP/IP as opposed to a COM port please refer to the TCP/IP section above.

> **Note**: The value ranges in the COM Port Number/Baud Rate/Parity/Data Bits/Stop Bits/Padding fields are entirely dependent on the switch employed by your system. Consult with your Switch Administrator before altering these values.

**Baud Rate**: From the dropdown menu, select the rate (speed) of communication between the UC server and the connected device.

**Parity**: From the dropdown menu, select the value to be used in determining the integrity of data.

**Data Bits**: From the dropdown menu, select the number of bits to be used to represent one character of data.

**Stop Bits**: From the dropdown menu, select which last two bits are to indicate the end of a word.

**Padding**: From the dropdown menu, select a value to be used to prefix or pad an extension number.

**Carrier Detect**: Enter a value (in milliseconds) that the modem is to wait before indicating that the first packets of data have been received.

**Clear To Send**: Enter a value (in milliseconds) that the receiving station is to wait before indicating that it is ready to accept data.

**Data Set Ready**: Enter a value (in milliseconds) that the modem is to wait before indicating to the PC that it is able to accept data.

**Request To Send**: Enter a value (in milliseconds) that the node is to wait before attempting to initiate the sending of data.

**Validation Time**: Enter a value (in seconds) that the system is to wait before checking that data has been successfully sent or received.

**Integration With LAP**: Enable the checkbox.

# Serial Integration Device

## TCP/IP Connection

**COM Port Number**: From the dropdown menu, select the method through which the device will be connected to the UC server. If you are using a COM port as opposed to TCP/IP please refer to the COM port section below.

**TCP/IP Address**: Enter the IP address of the SMDI device that the UC server can connect to.

**TCP/IP Port**: Enter the port number of the SMDI device that the UC server can connect to.

## COM Port Connection

**COM Port Number**: From the dropdown menu, select the method through which the device will be connected to the UC server. If you are using TCP/IP as opposed to a COM port please refer to the TCP/IP section above.

> **Note**: The value ranges in the COM Port Number/Baud Rate/Parity/Data Bits/Stop Bits/Padding fields are entirely dependent on the switch employed by your system. Consult with your Switch Administrator before altering these values.

**Baud Rate**: From the dropdown menu, select the rate (speed) of communication between the UC server and the connected device.

**Parity**: From the dropdown menu, select the value to be used in determining the integrity of data.

**Data Bits**: From the dropdown menu, select the number of bits to be used to represent one character of data.

**Stop Bits**: From the dropdown menu, select which last two bits are to indicate the end of a word.

**Padding**: From the dropdown menu, select a value to be used to prefix or pad an extension number.

**Carrier Detect**: Enter a value (in milliseconds) that the modem is to wait before indicating that the first packets of data have been received.

**Clear To Send**: Enter a value (in milliseconds) that the receiving station is to wait before indicating that it is ready to accept data.

**Data Set Ready**: Enter a value (in milliseconds) that the modem is to wait before indicating to the PC that it is able to accept data.

**Request To Send**: Enter a value (in milliseconds) that the node is to wait before attempting to initiate the sending of data.

**Validation Time**: Enter a value (in seconds) that the system is to wait before checking that data has been successfully sent or received.

**Switch Data Packet Length**: Enter the maximum digit length of the packets being sent.

**Protocol**: From the dropdown menu, select the type of serial integration standard to be used (SMDI, MCI or User Defined).

**Hand Shaking**: From the dropdown menu, select the protocol to be employed in establishing communication between your system and another device.

> **Note**: The value in the Hand Shaking field is of considerable importance, and may require several attempts to set properly.

> **Hint**: For the **Settings** button, refer to the section on Device Management Settings.

# Caller ID Device

The Caller ID Device dialog box indicates the specifications of the Caller ID Device you are using.

## TCP/IP Connection

**COM Port Number**: From the dropdown menu, select the method through which the device will be connected to the UC server. If you are using a COM port as opposed to TCP/IP please refer to the COM port section below.

**TCP/IP Address**: Enter the IP address of the Caller ID device that the UC server can connect to.

**TCP/IP Port**: Enter the port number of the Caller ID device that the UC server can connect to.

## COM Port Connection

**COM Port Number**: From the dropdown menu, select the method through which the device will be connected to the UC server. If you are using TCP/IP as opposed to a COM port please refer to the TCP/IP section above.

---

**Note**: The value ranges in the COM Port Number/Baud Rate/Parity/Data Bits/Stop Bits/Padding fields are entirely dependent on the switch employed by your system. Consult with your Switch Administrator before altering these values.

---

**Baud Rate**: From the dropdown menu, select the rate (speed) of communication between the UC server and the connected device.

**Parity**: From the dropdown menu, select the value to be used in determining the integrity of data.

**Data Bits**: From the dropdown menu, select the number of bits to be used to represent one character of data.

**Stop Bits**: From the dropdown menu, select which last two bits are to indicate the end of a word.

**Padding**: From the dropdown menu, select a value to be used to prefix or pad an extension number.

**Carrier Detect**: Enter a value (in milliseconds) that the modem is to wait before indicating that the first packets of data have been received.

**Clear To Send**: Enter a value (in milliseconds) that the receiving station is to wait before indicating that it is ready to accept data.

**Data Set Ready**: Enter a value (in milliseconds) that the modem is to wait before indicating to the PC that it is able to accept data.

**Request To Send**: Enter a value (in milliseconds) that the node is to wait before attempting to initiate the sending of data.

**Validation Time**: Enter a value (in seconds) that the system is to wait before checking that data has been successfully sent or received.

**No. Of CO Lines**: Enter the number of CO lines that are utilized by the current setup.

**Protocol**: From the dropdown menu, select the type of serial integration standard to be used (SMDI, MCI or User Defined).

---

**Hint**: For the **Settings** button, refer to the section on Device Management Settings.

---

# CTI Serial Integration Device

The CTI Serial Integration allows you to define the type of CTI integration for CSTA integration that you are receiving through a serial link.

**COM Port Number**: From the dropdown menu, select the method through which the device will be connected to the UC server. If you are using TCP/IP as opposed to a COM port please refer to the TCP/IP section above.

> **Note**: The value ranges in the COM Port Number/Baud Rate/Parity/Data Bits/Stop Bits/Padding fields are entirely dependent on the switch employed by your system. Consult with your Switch Administrator before altering these values.

**Baud Rate**: From the dropdown menu, select the rate (speed) of communication between the UC server and the connected device.

**Parity**: From the dropdown menu, select the value to be used in determining the integrity of data.

**Data Bits**: From the dropdown menu, select the number of bits to be used to represent one character of data.

**Stop Bits**: From the dropdown menu, select which last two bits are to indicate the end of a word.

**Padding**: From the dropdown menu, select a value to be used to prefix or pad an extension number.

**Carrier Detect**: Enter a value (in milliseconds) that the modem is to wait before indicating that the first packets of data have been received.

**Clear To Send**: Enter a value (in milliseconds) that the receiving station is to wait before indicating that it is ready to accept data.

**Data Set Ready**: Enter a value (in milliseconds) that the modem is to wait before indicating to the PC that it is able to accept data.

**Request To Send**: Enter a value (in milliseconds) that the node is to wait before attempting to initiate the sending of data.

**Validation Time**: Enter a value (in seconds) that the system is to wait before checking that data has been successfully sent or received.

> **Hint**: For the **Settings** button, refer to the section on Device Management Settings.

# CTI TCP/IP Integration Device

The TCP/IP Integration allows you to specify CTILINK or CSTA integration over TCP/IP.

**TCP/IP Address**: Enter the IP address of the device that the UC server can connect to.

**TCP/IP Port**: Enter the port number of the device that the UC server can connect to.

> **Hint**: For the **Settings** button, refer to the section on Device Management Settings.

# Device Management Settings

Device Management Settings allow you to configure the specifics of the devices that are integrated with the UC application. Although you are prompted to specify device settings when adding new devices, you can conveniently edit these settings through this feature.

Note: These settings may play an integral part in the proper integration of your PBX and other devices to the UC server. The settings will often take affect even in the absence of separate hardware since the PBX itself must be configured (e.g. CTI Settings should be completed for proper CTI functionality integration).

Device Management Settings consists of the following items. Please refer to the individual sections for more information.

- CTI Settings
- Serial Integration Settings (SMDI)
- Caller ID Settings

# CTI Settings

**CTI Installed**: Enable this checkbox to indicate that a CTI link from the PBX is active and available for monitoring.

**CTI Debug Mode**: Enable this checkbox to monitor and log the CTI events.

**CTI Debug File**: Enable this checkbox to enable the creation of a debug file from CTI event monitoring.

**CTI Object Debug**: Enable this checkbox to enable object debug.

**Pop Caller ID When Event**: Enable this checkbox to activate screen pop-ups on station-to-station and internal dialing.

**CTI Message Light**: Enable this checkbox to use the CTI serial link to light a message light.

**CTI Multiple Message Lights**: Enable this checkbox to use the CTI serial link to light multiple message lights.

**CTI Automatic Extension Change**: Enable this checkbox to use the CTI serial link to enable automatic extension changes when altering the default address of a Mailbox.

**SIP CSTA**: This item is no longer supported.

**CTI Service Client Timeout**: Enter the length of time that the system will continue to retry connections before failing.

**CTI Message Light Button**: Enter the numeric digit on the phone keypad that will enable the message light option. This is an optional setting for activating lights through the link.

**CTI Message Light Ports**: Enter the ports on the switch where the lights are located.

**CTI Mode**: Enter the type of CTI events that the system is to look for.

**CTI Server Name**: Enter the server machine or phone system on the network that will be sending the CTI events.

**CTI Version**: Enter the version description of the CSTA or CTI link on the switch.

**CTI VM Group**: Enter the VM ports that are to be monitored for events.

**CTI First Trunk**: Enter the first VM port to monitor.

**Pad Extension with**: Enter a numerical digit to represent the number of spaces that will pad those unused in the screen popup when an incoming call contains a string of digits less than the maximum specified.

**CTI Service IP**: Enter the IP address used by the CTI Service.

**CTI Service Port**: Enter the port used by for CTI Service traffic.

**SIP CSTA Port**: This item is no longer supported.

**SIP CSTA Log Level**: This item is no longer supported.

**Paging Zone from**: Enter the appropriate PBX number.

**Paging Zone to**: Enter the appropriate PBX number.

# Serial Integration Settings

**SMDI Always No Answer**: Enable this checkbox to treat all busy / no answer conditions as no answer.

**Use Message Desk as CO Line Number**: Enable this checkbox for multi-tenanting configuration - message desk configuration must be programmed on the phone system.

**Use Short Mailbox No as CO Line Number**: Enable this checkbox for multi-tenanting purposes.

> **Note**: This option must be programmed on the phone system.

**SMDI Debug Mode**: Enable this checkbox to log all SMDI events.

**Use Office Codes**: Enable this checkbox for central office integration in a centralized voice mail setup.

**Number of Digits in SMDI**: Enter the maximum number of digits in an SMDI string for the calling and called parties. The standard setting is 7 or 10 digits in length.

**Office Codes - Value fields**: Enter the codes used to distinguish one office from another. These will be the first three digits which comprise that part of a phone number following the area code.

**Copy SMDI Packet to Remote Servers**: In a High Availability environment, enabling this option will send SMDI packet data to the other servers in the array.

# Caller ID Settings

**Caller ID Installed**: Enable this checkbox to use third-party a device for passing the Caller ID.

**Ask for Phone Number when No Caller ID**: Enable this checkbox to prompt the caller for a phone number when device fails to detect one.

**Keep Caller ID in Forwarded Messages**: Enable this checkbox to maintain and attach original Caller ID information to the message during forwarding.

**Play Caller ID if Say Date and Time is set to Yes**: Enable this checkbox to play time and date stamp in addition to Caller ID information.

**Pop CTI Events Only**: Enable this checkbox to perform screen pop-ups only on events driven by the CTI Link.

**Use PIN Number as Caller ID**: Enable this checkbox to treat PIN number inputs as Caller ID information.

**Fake Caller ID**: Enable this checkbox to define a fake number to use on all calls.

**Caller ID Type**: Enter the type of device connected for tracking caller ID such as Rochelle, Zeus or CTI.

**Caller ID Mode**: Enter the mode in which the system receives the caller ID information, such as inband, SMDI, or CTILink.

**Caller ID Length**: Enter the maximum digits that can be sent for caller ID packets.

**Pad Short Caller ID**: Enter any prefixes (such as an area code) when only 7 digits are sent. It will pad the number to ensure a proper lookup in a database.

**Max Items in Caller ID List**: Enter the maximum list view for the system administration.

**Fake Caller ID Name**: Enter a name that you want to appear on the screen pop-ups.

**Fake Caller ID Number**: Enter the number you want to appear on the caller ID screen pop-ups and messages.

# Fax Settings

Fax Settings allow you to specify the information required for a user to be able to receive a fax into the Auto Attendant. Fax On Demand can be used to forward the fax to an appropriate Mailbox or location.

| Setting | Function |
|---------|----------|
| Allow Printing of Faxes | This indicates whether or not users can print received faxes via the telephone. Select **True** or **False**. |
| Ask For Extension Number | This indicates whether or not to ask the caller for an extension number to put on the received faxes when using the Fax Mail module. Select **True** or **False**. |
| Default Fax Mailbox | This defines the mailbox that incoming faxes will be delivered to if no destination is given. Select a company, then a specific company mailbox. |
| Banner Format String | A string value denoting how the fax banner will appear. |
| Default Fax Number | This defines the default number to dial to print received faxes. Enter a number. |
| Dialing Suffix | This is the long distance account code required in order to make toll calls from the Phone system. This will apply if the default fax number is an external toll call. |
| Fax Board Type | This identifies the fax board that is integrated with the system. Select one of the fax boards. Applies to inbound faxes only. |
| Fax Busy Timer | This indicates the number of seconds to wait after initiating a transfer to the fax port before reverting back to an idle state. |
| Fax Directory | This specifies the path for the directory that contains the fax documents. |
| Fax Job Expiry in days | Specify the number of days to keep fax job status records. |
| Fax Job Failure Notification | Choose whether or not to send a notification email to the sender when a fax attempt fails. The default is **False** (do not send notification). |
| Fax Mail Installed | This indicates whether or not the Fax Mail option is enabled for receiving faxes. Select **True** or **False**. |
| Fax On Demand | This indicates if the Fax On Demand option is enabled. Select **True** or **False**. |
| Fax Resolution | This sets the resolution type for fax transmissions. Select either **Coarse** or **Fine**. |
| File and Path for Fax Viewer | This is the path to the directory containing the fax viewer application. |
| Local And Toll Area Code 1 | This is the area code(s) in your region that covers both local and toll calls. |
| Local And Toll Area Code 2 | This is the area code(s) in your region that covers local calls. **NOTE**: Code Number 1 for both entries is for 7-digit dialing. Code Number 2 and higher are for 10-digit dialing. |
| Local Area Code 1 | This is the first local area code for the country. |
| Local Area Code 2 | This is the second local area code for the country. |
| Local Area Code 3 | This is the third local area code for the country. |
| Number Of Digits In Area Code | This indicates how many digits to view from the entered number as the Area Code. |
| Number Of Digits In Phone Number | This indicates how many digits to view from the entered number as the Phone Number. |
| Number of Log Entries to Delete | This sets the housekeeping rules for deleting old fax log entries starting from the oldest record. |
| Outbound Fax Board Type | This indicates the type of fax board for outgoing faxes. |
| Outside Line Access Code | This sets the code for line access to dial out a fax-on-demand call. |
| Path for Fax Drivers | This indicates the path to the directory that stores the fax drivers. |
| System CSID | This specifies the fax header information. |
| Toll Line Access Code | This defines the code for Alternate Carrier Access. |

# Global Parameters

Global Parameters allow for the configuration of specific boards and pulse detection.



| Setting | Function |
|---------|----------|
| Digitization Rate | This is the value used for digitization. |
| Flash Character | This is the character used in a dial string to indicate that a hook flash has occurred. |
| Flash Duration | This is the value of the duration of the hook flash in **10msec** intervals. |
| Loop Current Time | The value of the minimum time that the loop current must be off before Loop Current CST can be generated (**10msec** intervals). |
| Offhook Delay | The value for the offhook delay time (**10msec** intervals). |
| Pause Duration | The value of the length of a pause used in a dialing string. (**10msec** intervals). |
| Pulse Break Interval | The value of the break interval for pulse dialing (**10msec** increments). |
| Pulse Inter Digit Delay | The value of the inter digit interval for pulse dialing (**10msec** increments). |
| Pulse Make Interval | The value of the make interval for pulse dialing (**10msec** increments). |
| Pulse Maximum Make | The value of the maximum make pulse time for pulse dialing (**10msec** increments). |
| Pulse Minimum Break | The value of the minimum break interval for valid loop pulse dialing (**10msec** increments). |
| Pulse Minimum Interdigit | The value of the minimum inter digit interval for pulse dialing (**10msec** increments). |
| Pulse Minimum Make | The value of the minimum make interval for pulse dialing (**10msec** increments). |
| Record Tone Edge | The value for the Record DTMF filter time (**10msec** increments). |
| Record Tone Length | Indicates the event edge to use for record tone:<br>**1**=event detection on trailing edge of tone<br>**2**=event detection on leading edge of tone |
| Ring Delay | The value of the wait delay after which the ring count is reset ( **100msec** increments). |
| Ring Off | The value of the minimum Ring Off interval to detect an incoming ring (**100msec** increments). |
| Ring On | The value of the minimum Ring On interval to detect an incoming ring (**100msec** increments). |
| Scheduler Time | The value of the Scheduler Time Slice, expressed as the maximum number of timer ticks (expressed in 1/20 sec), before the driver must return control to the program (**50msec** increments). |
| Silence Debounce | The value of the Silence message debounce interval (**10msec** increments). |
| Tone Duration | The value of the duration of dialed DTMF tones (**10msec** increments). |
| Tone Inter Digit Delay | The value of the inter digit tone dialing delay (**10msec** increments). |

# HTTP

HTTP Settings allows you to configure settings to view members of your voice mail system, and the status of each Mailbox through any Internet connection.



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**Caution**: These settings are managed through the **Web Mail Utility** and should not be changed from here. For details, refer to Messaging Configuration on page 475 in this manual.

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| Setting | Function |
|---|---|
| Templates Directory | Specify the path to the location on the hard drive where templates are stored. By default, this is the UC Installation directory on the local drive. |
| URL - Data | Displays the Internet accessible address of the UC Server where the necessary icons and image files are stored. |
| URL - Main | Enter the Internet accessible address for the UC Server.  Client applications (e.g. Web Access) use this address for their traffic. |
| URL - Messages | This is the path to the Internet accessible voice and fax message store. |
| URL - UCWebApiAdmin | (Optional)  For sites that want to physically separate Admin and End-User functions, enter the Internet accessible address you want to use for all Admin client traffic (e.g. Web Admin).  End-user content will continue to use the URL - Main address. * |
| URL - UMST | Contains the path to the Internet accessible files needed for web based telephone control. |

**\*** - Typically, this solution requires a second NIC to be installed in the voice server.  All admin traffic passes through one card, while end-user traffic uses the other providing a physical separation of the flow of data.  This prevents end-user accounts from being able to monitor or corrupt administrator traffic.

# IMAP Server

IMAP Server settings allow you to configure IMAP messaging behavior.



| Setting | Function |
|---------|----------|
| Audio Format | This is the audio format for messages sent through IMAP. |
| Composer pool timeout | The maximum length of time in milliseconds one must wait before a new composer is created (for message creation).<br>Note: Composer is the IMAP component that translates messages to mime format. |
| Connection delay | This is the allowable length of time to wait to connect. |
| Encapsulate messages | Select **True** to allow the encapsulation of messages, **False** to disable the option. |
| HTML Content | Set to **True** to allowing the sending of messages in HTML format. |
| IDLE Enabled | Set to **True** to enable Idle mode. |
| IMAP Enabled | Set to **True** to enable IMAP. |
| IMAP Port | This is the IMAP port. |
| IP Address | This is the default IMAP gateway address. |
| Maximum number of Composers | The composer is the means by which information from the DB is converted to the MIME format.  A ratio of 1 composer to 3 users in suggested.  For a system of 300 users, enter a value of 100. |
| Session timeout (ms) | This is the length of time (in milliseconds) to wait before timing out the session. |
| The maximum number of sessions | This is the maximum allowable number of IMAP sessions. |
| TNEF Extension | This is the message class or ID. |

# LDAP Synchronization

LDAP Synchronization settings allows the administrator to specify the network accessible directory information for the Internet Protocol (IP).

Email clients and other programs and services use this information to reach needed files.



| Settings | Function |
|---|---|
| Anonymous access | Select True if an anonymous bind (connection) is to be used. This allows login by any client, without authentication. |
| Assign mailbox number or company name if not user defined | Set this to True to have the system route any undefined imports to the first available user of the first defined company. When set to False, undefined LDAP imports will fail. |
| Authorization Type | Allows you to select the synchronization authorization type. Select **Simple** if simple authentication is to be used, or **GSS** if GSS authentication is to be used. |
| Base DN | This is for the unique base name. |
| Class schema for contact | This is for the object's class name to be synchronized with Public Contact. |
| Class schema for group | This is for the object's class name to be synchronized with Feature Group. |
| Class schema for mailbox | This is for the object's class name to be synchronized with mailbox. |
| Directory application server | Allows you to select the LDAP directory server. Your choices are **Microsoft Active Directory**, **Novell eDirectory**, **iPlanet**, or **Others**. |
| Domain | This is for the User's domain name. |
| Feature Group Filter DN | This is a data string describing what you are looking for on the directory server. |
| Feature Group Search DN | This is a data string describing the directory server location. This is the feature group search location. |
| Feature Group search scope | Select **One level** for a one-level search, or **Sub-tree level** for a multiple-level search. |
| FG Last check date | This value is read-only. |
| FG Last check USN or Date | This value is read-only. |
| Host name | This is for the directory server name. |
| Language | Allows you to select the language of the active system. |
| Last check date | This value is read-only. |
| LDAP Port number | Specify the LDAP port number. |
| LDAP Version | Specify the LDAP protocol version. |
| Mailbox Template Number | Apply the selected template number to imported accounts. The number is found in the **Mailbox Template** section of UC Admin. |

| Settings | Function |
|----------|----------|
| Page size | Indicates the number of entries to show per page when retrieving results from the server |
| Paging allowed | Select **True** to enable paging specifications. |
| Password | This is for the administrator password. |
| PC Last check date | This value is read-only. |
| PC Last check USN or Date | This value is read-only. |
| Pop up the query window | Set to **True** to enable query window popup, set to **False** to disable. |
| Public contact Filter DN | This is a data string describing what you are looking for on the directory server |
| Public contact Search DN | This is a data string describing the directory server location. This is the public contact search location. |
| Public contact search scope | Select **One level** for a one-level search, or **Sub-tree level** for a multiple-level search |
| SSL connection | Select **True** if Secure Socket Layers are being used |
| Synchronization direction | Usually this will be **Only Directory to Database**. For synchronization with an IMAP source, selecting **Both ways** will synch updated information only. |
| Synchronization Time (the last time) | This value is read-only |
| Synchronization timeout | Allows you to specify the maximum number of seconds before a connection and/or operation times out |
| Synchronization Type | Allows you to select the type of synchronization to occur. Select **DateTime** only when you want synchronization between the messaging and directory servers to occur on a time basis. In most cases, you will select **USN**. |
| Synchronization USN (The last value) | This value is read-only. |
| Synchronize deletions | This item is no longer supported. |
| Synchronize nested organizational units | For companies that have a hierarchical organization (ie. Sales on top, with regions below), setting this option to **True** will force LDAP to maintain the structure. Set to **False** to flatten the structure into the highest layer (i.e. all contacts into Sales). |
| Timeout | Allows you to specify the maximum number of seconds before a connection and/or operation times out. |
| Tombstone object DN | This item is no longer supported. |
| Update phone number | Select **True** to allow a phone number(s) to be updated, or **False** to deny that option. |
| User DN | This is the unique name for the User (admin). |
| User Filter DN | This is a data string describing what you are looking for on the directory server. |
| User Search DN | This is a data string describing the directory server location. This is the user search location. |
| User search scope | Select **One level** for a one-level search, or **Sub-tree level** for a multiple-level search |
| UUID | Specify the LDAP attribute to use as a **Universally Unique Identifier** in case the usual ID (i.e FirstName+LastName) may change. |

# Logs

Logs settings allow you to specify report logging on all system components.

> **Note**: Log and Debug information allow technical support representatives to more accurately pinpoint server issues. If there are no problems, however, you should, in order to save resources, leave your Log and Debug settings as default or even disable them entirely.

| Settings | Function |
|---|---|
| Admin Log Level | This will create a log file for all Admin activity. |
| Business Object Log Level | This will create a log file for all EE Application Manager activity. |
| Days to Keep Report Logs | Defines the number of days that data is stored in log files. These are the logs that contain the data used for generating Web Reports, not system performance/maintenance monitoring data. |
| Debug Level | This sets the level of information sent to a log file when Debug mode is activated. Enter a number between **0** (least) and **5** (most), depending on the level of detail required. |
| Debug Mode | Debug mode for all main voice server activities. |
| Log Fax Activity | Logs all fax activity. |
| Log Lan Activity | This will create a log file for all Lan activity. |
| Log Mailbox Activity | This will create a log file for all Mailbox activity. |
| Log Mass Recall | Logs all Mass Recall activity. |
| Log Message Lights | Logs all Message Light activity. |
| Log Queue Activity | Creates a log file for all Queue activity. |
| Log Record Termination | Creates a log file for all Record termination activity |
| Log SMDI | Logs all SMDI activity. |
| Log Speech Engine | Creates a log file for all Log Speech Engine activity. |
| Log System Statistics | Creates a log file for all system statistics. |
| Log Wakeup Calls | Creates a log file for all Wakeup Call activity. |
| Status Log Level | Select a value that indicates the level at which status logs should be created. Set to **0** = Least detailed. Set to **5** = Most detailed. |
| Trace Log Level | Select a value that indicates the level at which trace logs should be created. Set to **0** = Least detailed. Set to **5** = Most detailed. |
| UMST Log Level | This will create a log file for all UMST activity. |
| VPIM/SMTP Debug | This allows for VPIM/SMTP debug. |
| VPIM/SMTP Log Level | This indicates the level of information sent to a log file for all VPIM/SMTP activity, provided debug is activated. |

# POP3 Server Settings

IMAP4 and POP3 are no longer supported.

# Remote Site Setting

Remote Site settings allow you to configure both AMIS and VPIM parameters.

| Setting | Function |
|---|---|
| AMIS Initial delay | The value of the delay, in seconds, that the system will use to ignore the C tone sent by AMIS. This is required only if there is a C tone sent via Inband signaling from the PBX. Set to zero if no delay is needed. |
| Remote Site Installed | Indicates if remote networking is installed. Set equal to **True** for AMIS/VPIM.**\*** |

**\*** -- This setting must be configured as **True** on all servers in an HA environment since it is not automatically synchronized between them.

# Reorg

Reorg settings allow you to specify the rules to activate and run the function that cleans and compacts the database.

| Setting | Function |
|---|---|
| Backup Files Before Reorg | Indicates whether or not to back up the database files before initiating the reorg. |
| Batch Files to run at Reorg Time | Defines a batch file to initiate before the reorg is performed. (i.e. network or tape drive backup) |
| Reorg Time | Sets the time of day (24-hour format) to initiate the reorg function. Select the **Disable Reorg** checkbox to disable the reorg function. |

**Note**: Depending on the size of the system (e.g. number of users), the time it takes Reorg to complete its tasks will vary. All services are stopped during this time.

# Reports

Reports settings allow you to enable or disable specific component activity reports.



| Setting | Function |
|---|---|
| Administration Activity Report | Select **True** to allow for the creation of administration activity reports. |
| ASR Activity Report | Select **True** to allow for the creation of ASR activity reports. |
| Call Activity Report | Select **True** to allow for the creation of call activity reports. |
| Mailbox Activity Report | Select **True** to allow for the creation of mailbox activity reports. |
| Message Activity Report | Select **True** to allow for the creation of message activity reports. |
| Notification Activity Report | Select **True** to allow for the creation of notification activity reports. |
| Remote Sites Activity Report | Select **True** to allow for the creation of remote sites activity reports. |
| Telephony Activity Report | Select **True** to allow for the creation of telephony activity reports. |
| Transfer Activity Report | Select **True** to allow for the creation of transfer activity reports. |
| iLink Pro Desktop Activity Report | Select **True** to allow for the creation of Client Manager activity reports. |
| Voice Menu Activity Report | Select **True** to allow for the creation of voice menu activity reports. |
| Web Access Activity Report | Select **True** to allow for the creation of Web Access activity reports. |

# User Manager

The User Manager configuration setting allows you to specify one or more Administrators and the system properties that they control. The Administrators can have limited control over the UC systems (i.e. Edit PBX), up to Full Access.

# Edit / Add User

Specify the following:

**User Name**: Enter the name of the administrator.

**Full Name**: Enter the administrator's full name.

**Description**: Enter the title or purpose of this administrator.

**Password**: Create the administrator's password.

**Confirm Password**: Re-enter the password.

**Language**: Select the language preference for this administrator.

> **Note**: If multiple language support is needed for your administrators, a new administrator must be created for each language. When accessing the Supervisor Menu in the TUI, the password entered for the configured Administrator account will define the language to play.

**Related Company**: Select the companies this administrator has administrative rights over.

**Account Disabled:** Select to disable this account.

**Domain Account**: Use this field to allow administrators to login to the admin console using another domain's credentials.  Enter a name and domain (e.g. johnc@company.com for Google and Office 365 credentials, domain\username for Windows).  Click the check ✔ to verify access to the domain server.
When logging in to the console, choose the appropriate provider, then enter your credentials at the prompt.

> **Warning**: Configuring domain login on any Messaging Admin account will activate it for **ALL** accounts.  If different credentials are required for each account, each must be configured separately.

Enable the following tasks by selecting the corresponding checkbox:

| Task | Function |
|------|----------|
| Full Access | Allows a user full access to the system. |
| Edit System Configuration | Allows the administrator to edit system configuration files. |
| Edit PBX | Allows the administrator to edit the PBX. |
| Add/Delete/Edit Company, Feature Group, Remote Site, Routing Table, Voice Menu, Customize TUI | Allows the administrator to add, edit, and delete a company, feature group, remote site, routing table, voice menu, and to customize a TUI. |
| Add Range of Mailboxes | Allows the administrator to add a range of mailboxes. |
| Create/Edit/Delete Mailbox | Allows the administrator to create, edit, and delete a mailbox. |
| Log Management | Allows the administrator to set and define logs. |
| Backup Management | Allows the administrator to perform and define backup management. |
| Report Management | Allows the administrator to define and create reports and run the Web Reporter utility. |

> **Note**: You must be logged into the server as an administrator to be able to edit and delete User Manager settings.

# Telephony Settings

Use Telephony Settings to configure the behavior of the telephone phone system.

| Setting | Function |
|---|---|
| Accucall External File Name (Brooktrout only) | Indicates the external filename used. |
| Accucall File Name (Brooktrout only) | Indicates the accucall filename used. |
| Accucall Internal File Name (Brooktrout only) | Indicates the internal filename used. |
| Accucall Other File Name (Brooktrout only) | Indicates the other filename used. |
| Norstar 7310 Dialing*** | Allows for out-dialing to be performed on the virtual set dial pad rather than via the voice boards (Dialogic). |
| Norstar Busy Time Out*** | Used to set timer for Busy Transfer. |
| Number of Channels | Indicates the total number of voice channels installed. *Must be set by the administrator. |
| Number of Digits in Message Count for Display | This value sets the number of digits used to send to a display pager or a supported display PBX telephone indicating the number of the message sending the notification. |
| Pulse Detection Enabled | Indicates whether or not to use pulse detection. Requires the correct hardware. |
| Refresh Ports Interval | Indicates the time interval between generating an offhook/onhook sequence on each port. Used to keep ports listed as active in certain PBXs. |
| Silence Truncation | Removes silence from recording  (used for Rhetorex only). |
| Telephone System Name | Indicates the make of the telephone system. |
| Voice Board Type | Indicates the type of voiceboard used. |
| Vox Format | Indicates the format of all recordings in the system (for example, WAV). |

# VPIM/SMTP

VPIM/SMTP settings allow you to configure VPIM server behavior.



| Setting | Function |
|---|---|
| Admin Email | Indicates the administrator's email address. |
| Always use administrator's email | Replaces the sender's email with that of the admin account. The display will still show the original sender. This is used when receiving messages from outside sources (i.e. Gmail) that may lack vital routing information. |
| Audio format for SMTP | This is the audio format for SMTP voice messages. |
| Audio format for VPIM | This is the audio format for VPIM voice messages. |
| Binary Mode | Set to **False** to allow binary encoded messages. |
| Check the sender domain | Enable to have the system check the domain of message senders, for purposes of confirming the legitimacy of message source. |
| DNS PTR record checking for sender's IP address | Select **True** to enable DNS PTR record checking for a sender's IP address. |
| Encapsulate messages | Select **True** to enable  message encapsulation, **False** to disable. |
| ePage domain | Not generally implemented. Used in a proprietary installation. |
| ePage email | Not generally implemented. Used in a proprietary installation. |
| ePage format string | Not generally implemented. Used in a proprietary installation. |
| Fax format for SMTP forwarding | Select either **PDF** or **TIFF** for fax handling. Typically used for IMAP systems. The **Message Options** in each user's mailbox will override this setting. |
| Fax gateway authorization | Enable to authenticate fax gateway before sending a fax message. |
| Fax gateway default company | Indicates the default company number for sending of faxes. |
| Fax gateway domain | Indicates the domain of the fax gateway. |
| Forwarding allowed | Set to **True** to enable the forwarding of messages from remote machines. |
| HTML - Allow Delete | With **Send URL**, this enables or disables Deletion. |
| HTML - Allow Dial | With **Send URL**, this enables or disables Dialing. |
| HTML - Allow Mark as Read | With **Send URL**, this enables or disables marking a message as Read. |

| Setting | Function |
|---|---|
| HTML - Allow Phone Playback | With **Send URL**, this enables or disables message playback. |
| HTML Content | Set to **True** to allowing the sending of messages in HTML format. |
| HTML Filter | Allows for the filtering of HTML in messages to text. |
| IP Address | This is the default IP address for SMTP messages. |
| Maximum of the SMTP tasks | Indicates how many SMTP messages can be processed at one time. |
| Maximum of the VPIM tasks | Indicates how many VPIM messages can be processed at one time. |
| Notification Email | Administrator alerts will be sent to the email address entered here. |
| Smarthost | In case of a "non-connected" PC, all messages will be sent after being forwarded to this connected host. |
| SMS Length limit | Determines the length of a SMS text message. |
| SMTP Enabled | Indicates whether or not SMTP is enabled. |
| SMTP Port | Indicates the port used for SMTP messaging. |
| The maximum number of incoming connections | This is for the maximum number of VPIM/SMTP connections allowed. |
| The number of attempts before delay notification | Indicates the number of times a message send attempt will occur before the sender is sent a "message delayed" notification. |
| The number of delivery attempts | Indicates the number of times a message delivery attempt will occur before the sender is sent a "message delivery failure" notification. |
| TNEF Extension | This is the message class or ID |
| Use email verification for outbound faxing | Enable this option to require outbound faxes originating outside the company to be verified through email before sending. An off-site sender, after requesting to send a fax, will receive an email with a link which must be clicked before the fax will be sent. |
| Use email verification for SMS | Enable this option to require outbound SMS messages originating outside the company to be verified through email before sending. An off-site sender, after requesting to send an SMS message, will receive an email with a link which must be clicked before the message will be sent. |

# 18

# WEB ADMIN

## In This Chapter:

# Introduction

Once Avaya Messaging has been installed, Messaging Admin is used to configure and maintain all aspects of the voice server.

**Web Admin** is a utility which provides access to a portion of Messaging Admin's functions across a network.  Web Admin can manage users, making additions and changes as required, through its web enabled interface.  The Google Chrome web browser can connect to the voice server to provide user administration from any computer attached to the Internet.

Web Admin is automatically enabled on the voice server during the installation of Messaging.

# Accessing Web Admin

Access to the Web Admin program is done through any web browser on any computer attached to the Internet.

**Note**:  Use Google Chrome for best results.  Other web browsers may not be fully supported or provide access to all features.

1.  From any computer with Internet access, open a web browser. Enter the **IP Address for the Messaging voice server**. For example:

    **http://192.168.0.1**

    **Note**: The Messaging server must be configured to allow access via the Internet.  Refer to Avaya's Server Install Guide for more information.

2.  From the menu, select **Web Admin**.

3. At the login screen, enter the administrator **User name** and **Password** for the Messaging voice server, then click **Log in** and **OK**.



4. The Web Admin screen appears in the browser window.



# Web Admin Languages

The Web Admin interface supports different languages.  The language specified within the browser will be used to display the text items in Web Admin.

The languages currently supported are:

- English
- French
- Spanish

# Main Page

The Web Admin main page has 3 main tabs along the left-hand side.  Additional functions are contained within each object.

- [Companies](#)
- [System Settings](#)
- [Administrators](#)

# Companies

Messaging allows you to create a single or multiple companies on a single server with multiple configurations for better management and segregation.  Company settings set the ground rules for security, message management, ASR features, etc.  All Feature Groups and Mailboxes under a Company share the rules and settings established for that Company.

All of the currently configured companies on the server are displayed here.  Refer to Avaya's Server Configuration Guide for a complete description of all of the displayed options.



Click **Edit** beside a company to view and change its configuration.  Click **New Company** to create a new company identity.

> **Note**: The number of companies that can be added is controlled by your license.  The base license allows you to have 2 companies.  Contact your reseller if you need more than this.

> **Caution**: You must configure at least one company or the system will not operate correctly.

# Settings

The Settings tab includes two sub-categories.

# General Options

This section allows the user to view and modify the company's primary configuration.



**Company Number**: This field is entered automatically when you save the company. Each company must have a unique identifier.

**Name**: Enter the name of the company. The company name is used to associate users with a particular company when there are two or more companies sharing the same server. If this system is configured for only one company, modifying this field will not affect any functionality of the system.

**Domain Name/IP**: Enter the domain name or the company IP address of the server.

---

**Warning**: This domain name or IP address should not be the same as your mail server, especially when using IMAP synchronization or BES. For example, if you are using company.com as your mail server domain (e.g. user@company.com), the domain you enter here should be similar to voiceserver.company.com and never company.com.

---

**Admin User**: Enter the Administrator's Mailbox. The Admin Mailbox specified must have a VPIM address defined which is used for sending delivery notifications.

**PBX Node**: From the dropdown menu, select the PBX node that the current company will utilize. This option is only available if you have multiple PBXs defined in the PBX settings. You must choose a node whenever the option is available to you so that the system can properly manage the calls. Node numbers must be assigned sequentially starting with 1 (e.g. 1 2 3 4...).

**Time Zone**: Select the difference in hours between your primary office location and Greenwich Mean Time (GMT).

**Outcall Access Code**: Enter the code for system to access an outside line, followed by a comma.

> **Note**: Avaya Messaging supports **Multi-Tenanting** where more than one company is setup on a single voice server.  Each company is isolated from the others, so incoming calls on specific numbers or lines can be automatically routed to the correct auto attendant, Telephone User Interface and other resources.  Additional licensing is required to configure more than one company.

# Synchronization Options

Users can upload photographs to Google as part of their profile.  The Synchronization Options tab allows the UC System to update these profile pictures when changes are made to the original online source files.

This tab provides company wide access for the system and requires an OAuth2 Service Account and Private key password to have been created on Google first.



**Sync Public Contacts**: Enable to include all corporate Public contacts.  Disable to include only corporate contacts in the synchronization.

**Sync Server**: Select the server where the profile picture is stored (e.g. **Gmail**).

**User Account**: Enter the user name taken from the **Client ID** of the OAuth2 Service Account.  Do not include the domain portion of the Client ID.

**User Password**: Enter the OAuth2 private key password (**notasecret**).

**User Password Confirm**: Re-enter the private key password to confirm.

**Directory**: Select **None** to disable profile picture synchronization.  Choose **Pictures** to synchronize with the online source directory.

Messaging includes contact pictures if they have loaded a picture onto their Google profile.  The **Image Directory Settings** control how the UC server deals with updated picture files.

**Remote directory images, except non-existing**: Picture files that are already in the storage directory that have changed since the last update will be downloaded.

**All remote directory images, including non-existing**: All picture files for contacts will be downloaded to the image

directory.

**Only images that are not present in local directory**: Picture files that are not already in the image directory will be downloaded.

# Manage Departments

Use the **Manage Departments** tab to create, edit and remove the departments within your company.



Click **New Department** to create a new unit, or click **Edit** beside and existing one to reconfigure.



**Name**: Give a name to the new unit that helps to define its function.

**PBX Node**: From the dropdown menu, select the PBX Node that this department will reside on.

# Manage Users: User Settings

All currently configured users are shown here.



Click **Edit** beside a user, or click **New User** to add new people to the company.

# General Options

The General tab allows you to configure the basic properties of a Mailbox including the number, name, password, etc.



**Mailbox Number**: The UC system automatically fills in the Mailbox number based on the other Mailboxes in the system upon Mailbox creation.  If you wish to change it, simply enter the new Mailbox number in the field.

> **Note**: If you want to change an existing user's Mailbox number, enter the new number in the **Mailbox Number** field and click **Save**.  As a precautionary step to ensure Mailbox data is not lost, a new Mailbox entry based on the new number is created.  The old internal extension number within the address tab will remain the same and can be changed manually.

**First Name**: Enter the first name of the user.

**Last Name**: Enter the last name of the user.

**Gender**: This will be used to select the TTS Voice (female/male) used when playing an email for the user, or generating a name greeting when name is recorded.  The TTS Voice used for each gender is specified in the **Company Setup > Company Languages > Add/Edit** tab.

**Department**: If the administrator has configured one, the user can be added to an Organizational Unit using the dropdown menu.

**Feature Group**: From the dropdown menu, select the Feature Group that will be associated with the Mailbox.

**Account Code**: Enter the account number.  This is used to pass account number information for toll charge billing back to an individual user.

### Voicemail Password

**Password**: Enter the user's password.  This password must be <span style="color:orange">**numeric**</span>.

**Confirm Password**: Confirm the user's password.

### Application User Settings

**User Name**: Enter the user name for the account if the user is using the UC server as an email server.   This is also the account used to login in to the Avaya iLink packages when using UC Credentials.

**Password**: Enter the user's password for the account.  This password must be <span style="color:orange">**alphanumeric**</span> (not all numbers).

**Confirm Password**: Confirm the user's password for the account.

**Note**: When accessing the system using a telephone keypad, the Voicemail username and password are used.  For all other access, such as through the Internet, use the Application User password.

# Advanced

The Advanced tab allows you to configure the features that may be attached to the Mailbox such as Customize TUI, Web Access, etc.



**Web Client User**: Enable this checkbox to give the mailbox Web Access capability.

**Personal Operator**: From the dropdown menu, select a personal operator if you have a different person as your operator other than the company default.

---

**Note**: This field is optional, but if you select an operator, you must also specify a Mailbox.  This Mailbox is recognized as the operator for this individual.  When the caller is in a particular Mailbox and hits **0**, if this field is set, this user will be redirected to the Mailbox specified in this field instead of going to the company's active operator.

---

**D.I.D Trunk**: Enter the trunk number that the system will use to access the voicemail of this Mailbox.  This field is normally used for Norstar Systems.

**Customize TUI**: Enable this checkbox to select a customized TUI from the accompanying dropdown menu.

---

**Note**: The dropdown menu is enabled only if you select **Customize TUI**.

---

**Voice Menu**: Enable this checkbox to have the user's calls answered with a customized Voice Menu offering callers a variety of choices.  Select a Voice Menu to use for this Mailbox in the dropdown menu beside.

---

**Note**: A Voice Menu must be created in Messaging Admin before it can be applied to a Mailbox.

---

**Account Name**: Enter the Windows domain and account name for this mailbox user (e.g. DOMAIN\USER_NAME).  If this is configured alongside Auto Discovery, users will be able to log into their iLink Pro Desktop based on their domain credentials without having to configure or enter any information in iLink Pro Desktop.  This single sign on feature is only available when the user is on the same network as the Messaging server.

**Desktop Capability**: From the dropdown menu, select the type of functionality that this user will have .

**Date Format**: From the dropdown menu, select the date format which will determine the way in which the date is expressed in Web Access and/or the telephone.

**PBX Node**: From the dropdown menu, select the PBX node on which the Mailbox will reside.  This option is only available if there are multiple PBX nodes defined on the system.

# Mailbox Options

Mailbox Options allows you to configure additional features that may enhance the user's experience with the associated Mailbox.



**Security Locked Mailbox**: This checkbox becomes enabled when a mailbox becomes locked after failing to log in X number of times.  The X is defined on the Company properties under Password/Security tab.  Disable this checkbox to allow users to log into their mailbox.

**Send Business Card**: Enable this checkbox to allow the user to send personal contact "signature" information with all messages.

**Record All Incoming Calls**: Enable this checkbox to have all inbound calls to the current Mailbox recorded.

**Show Tooltips**: Enable this checkbox to have Hints help documentation displayed by default throughout the Web Admin windows.  The Hints help documentation, shown in yellow strips at the top of each screen, will display in Web Admin for the user until the user turns it off.

**Show Getting Started**: Enable this checkbox to have the Getting Started page displayed by default in Web Admin for the user.  The Getting Started page will display until the user turns it off.

**Fax Detection**: Enable this checkbox to allow incoming faxes to deliver their message to the user's inbox if the call is unanswered.  With this box unchecked, the phone set will ring but a fax call will be dropped if it is not answered.

**Forced Tutorial**: Select On from the radio buttons if you want the user to be prompted with a tutorial when accessing his / her Mailbox through telephone.  You can select a full or simple tutorial through
**UC Admin > Voice Server > Advanced > Simple Tutorial** (page 227).

**Say Date Time**: Select the Yes radio button if you want the user to be able to hear the envelope information when listening to a message.  The information to be relayed is defined in the TUI action.

**Message Playback Order**: Select one of the radio buttons.  This allows the users to listen to their messages by either FIFO (plays the oldest message first, newest message last) or LIFO (plays the newest message first).

**Message Light Status**: Displays the current condition (On / Off) of the Message Waiting Indicator for this mailbox.

**Web Tutorial**: Select **On** to enable a tutorial for the user when opening the Web Access.  This option is enabled by default and turned off once the user has completed the tutorial or turns it off themselves.  When a mailbox is created or reset, an email is sent to the user prompting them to complete the tutorial or to disable the feature.

# Transfer Options

The Transfer Options tab of Mailbox allows you to configure the way in which incoming calls for the current Mailbox will be managed.



**Call Screening**: Enable this checkbox to instruct callers who wish to transfer to an extension to state their name at the tone.

**Note**: Call screening requires the call to be supervised and the user must be in his or her group.

Before the call is transferred, the recipient hears the caller's name and is prompted by the system to accept the call press **<1>**, to send to another extension press **<2>**, to accept and record conversation press **<3>**, to send to your Mailbox press **<#>**.

**Call Queuing**: Enable this checkbox to place incoming calls in a queue when an extension is busy. Callers are informed of their position in the hold queue and are given opportunities to either continue to hold or leave a voice message.

**Warning**: Call queuing is available only on telephone systems that provide a busy tone. Most telephone sets with multiple extension appearances do not produce a busy tone.

**Pre Transfer Paging**: Enable this checkbox to page users before the call is transferred.

When a caller requests an extension, the caller is put on hold and the UC system pages the user. The system then waits for a definable period of time (this timer is defined in the Advanced dialog with a default of 5 seconds) and then transfers the caller to the desired extension.

**Post Transfer Paging**: Enable this checkbox to page users after the call is transferred.

When a caller transfers to an extension that is busy or is not answered, the caller is forwarded to the user's Mailbox. In the user's personal greeting, the caller can be given the option to page the user over the telephone intercom system (for example, "Press 4 to have me paged"). Callers must be informed of the paging feature in the user's personal greeting. The system does not have a pre-recorded prompt.

**CampOn**: Enable this checkbox to notify the caller when the recipient of the call is available, assuming that the dialed number was originally busy.

**Busy on Second Call**: With this option enabled, incoming calls will be immediately routed to voicemail if the user is already on the phone. If disabled, incoming calls will keep trying to reach the user at that extension until the line is free.

**Caller ID**: From the dropdown menu, select the desired option to configure the Caller ID.

**Note**: This option is required for desktop screen pops using iLink Pro Desktop.  The iLink Pro Desktop settings must also be configured to accept screen pops.

**Note**: If a blank Caller ID is sent to the iLink Pro Desktop, there will be no pop-ups.

**Enable Call Forwarding**: Enable this checkbox to forward incoming calls transferred from the automated attendant to another Mailbox.

**Call Forward to**: Enter the Mailbox that calls will be transferred to manually or use the directory to select the Mailbox.

**Note**: When assigning a Mailbox to the fax extension or Admin Mailbox, you can hit the **Check Names** or **Address Book** buttons to find the Mailbox you are looking for.

# Message Options

The Message Options tab of Mailbox allows you to control the user's messaging forwarding.



Edit an existing user, or click **New Address** to add a new person.

# Add / Edit Message Options

The messages that arrive in the current Mailbox may be automatically forwarded or relayed to a destination of choice.

**Type**: From the dropdown menu, select the address type of the destination.

**Destination**: Refer to the chart.

**Address**: Refer to the chart.

| Type | Destination | Address |
|------|-------------|---------|
| AMIS | From the dropdown menu, select the desired Remote Site. | Enter the address within the chosen Remote Site that you wish to forward/relay to. |
| Distribution List: | From the dropdown menu, select the distribution list (both public and private from the Mailbox that is being configured will be available). | |
| email: | Enter the desired email address. | |
| Mailbox: | Enter the Mailbox number then click on verify or select a Mailbox from the directory. | |
| Print to Fax: | Enter the fax number or use the ellipsis button to open a dialog box. | |
| Print to Server Default Printer | | |
| SMS email | Enter the desired email address. | |
| SMS Phone | Enter the phone number or use the ellipsis button to open a dialog box. | |
| VPIM | From the dropdown menu, select the desired Remote Site. | Enter the address within the chosen Remote Site that you wish to forward/relay to. |
| Storage Path | Enter the network path to the storage location. | Must be UNC Compatible path |
| Google Docs | Enter Google Docs Collection location. | Requires an existing collection |

**Forward Type**: From the dropdown menu, select Forward or Relay.

**Voice Format**: From the dropdown menu, select the format of voice messages.  The WaveUlaw8 format is recommended as the default.

**Fax Format**: From the dropdown menu, select TIFF or PDF.  Fax messages that are automatically forwarded to email addresses will be converted into the selected format.

**Message Type**: Enable the checkboxes for the type of messages you want forwarded/relayed to the destination address.

**Attachment**: Enable this checkbox to allow any attachments to be included in the forwarded/relayed message.

**Disabled**: Enable this checkbox to not automatically forward or relay received messages for the chosen address. This setting can be toggled by the Mailbox user at any time.

**Locked**: Enable this checkbox to not automatically forward or relay received messages for the chosen address. This setting can be toggled by the administrator and is active until changed.

**HTML Content**: Enable this checkbox to have files attached to messages accessible only through a hyper link (HTTP).

**Note**: Multiple Destinations require **separate** address entries to be made for each.

**Action Schema**: Enable this option to have tags appear in the subject line of emails that contain voice messages, or those that denote missed calls. This feature only applies to email clients that support DKIM verification.



**Dial**: When an incoming call is received but not answered, and the caller does not leave a voice message, the Dial button will appear in the subject line of the email header. Click the button to place a call to the contact.

**View**: When a caller leaves a message in the mailbox, the View button will appear in the subject line of the message header. Click the call to open the playback control window to listen to the message through any audio capable device.

# Notification Options

The Notification Options tab allows you to specify internal or external addresses that can be used to notify a user when they receive new messages.



**Cascade Notification**: Enable this checkbox to instruct the system to send notifications in consecutive order to a list or defined notification schedule.

**Cascade Notification Loop Back**: Enable to allow cascade notification loop back, which is like cascade notification except that it will not stop notifications after all retries are complete.  It will instead start again from the beginning.

**Notify for Fax Messages**: Enable this checkbox to send a notification when fax mail is sent.

## Notify for Voice Mail

Select one or more options from the following choices to activate notification for voicemail messages.

**All** - Notifies user of all voice mail messages that are received

**Certified** (Read Receipt) - Notifies user if a certified voice message has been received

**Internal** - Notifies user if a voice message has been received from an internal caller

**External** - Notifies user if a voice message has been received from an external caller

**Urgent** - Notifies user if an urgent voice message has been received

**Confidential** - Notifies user if a confidential voice message has been received

**With Caller ID** - Notifies user only if voice mail message is accompanied by Caller ID

## Notify for Email

Select one or more options from the following choices to activate notification for email messages.

**All** - Notifies user of all email messages that are received

**Certified** (Read Receipt) - Notifies user if a certified email has been received

**Internal** - Notifies user if a email has been received from an internal caller

**External** - Notifies user if a email has been received from an external caller

**Urgent** - Notifies user if an urgent email has been received

**Confidential** - Notifies user if a confidential email has been received

# Notification Addresses

You may define as many notification destination addresses as you want to ensure that you receive all the notifications that you have defined.



**Edit** an existing address, or click **New Address** to create a new one.



**Address**: From the dropdown menu, select an address that will be used for notification.  The addresses available on this list are the addresses listed under the current Mailbox's Address tab.

**Busy**: Enter the amount of time (**in minutes**) that the system will wait before retrying notification when the destination address is busy.

**No Answer**: Enter the amount of time (**in minutes**) that the system will wait before retrying notification when the destination address does not answer.

**Call It**: Enter the **number of times** the system will attempt to notify the Mailbox user. If the system is successful, it will not retry.

# Synchronization Options

Synchronization Options allows you connect the current Mailbox with the IMAP CSE feature to synchronize information between your UC server and the email server (e.g. Microsoft Exchange, IBM Domino).



**Use Feature Group settings for IMAP**: Enable this checkbox to use the IMAP settings of the Feature Group. This is used when you are using a superuser account to connect to the Exchange server for the IMAP CSE feature.

**IMAP User Name**: Enter the IMAP account user name which the UC server will use to synchronize the data. Follow the domainname/username/alias format for this field.

**Password**: Enter the IMAP account password.

**Password Confirmation**: Re-Enter the IMAP account password.

**Sync Server**: From the dropdown menu, select the corresponding IMAP server.

**IMAP Language**: From the dropdown menu, select the primary language of the IMAP account.

**Storage Mode**: From the dropdown list, select IMAP to store messages in the IMAP store, or Database to store messages in the UC database.

---

**Note**: This field indicates whether or not the Mailbox is IMAP-synchronized. Setting storage to Database indicates no IMAP synchronization.

---

**Voice Format**: From the dropdown menu, select the voice compression format which is to be used when the user is sending a voice message outside of the UC server.

**E-mail**: Enter the email address to synchronize for the current user.

# Last Synchronization Time

**Inbox**: This field displays the last time that the inbox of the mailbox was synchronized through the IMAP CSE server with the email server.  This field cannot be modified and is for reference only.

**Contacts**: This field displays the last time that the contact entries of the mailbox were synchronized through the IMAP CSE server settings with the email server.  This field cannot be modified and is for reference only.

**Calendar**: This field displays the last time that the calendar entries of the mailbox were synchronized through the IMAP CSE server settings with the email server.  This field cannot be modified and is for reference only.

**Update Message Status From**: This will synchronize the legacy IBM Domino and the UC servers at a defined time. Click the ellipsis button [...] to manually select the date for the synchronization.

# Re-route CTI Options

Re-route CTI Options lets you automatically append availability and/or location settings depending on your telephone settings.  This feature is dependent on the telephone system that is utilized with the Mailbox.



# Phone DND Settings

**Nothing**: Select this radio button to inform the caller that the phone is set to DND.

**Change my availability to Unavailable**: Select this radio button to inform the caller that the user is unavailable.

**Set my location to**: Select this radio button to manually define the location and availability that the callers will be informed of when the phone is set to DND.

**Location**: From the dropdown menu, select the Location that the DND status of the phone will be associated with.

**Availability**: From the dropdown menu, select the availability that will be associated with above location.

## Forward to Voice Mail Group Settings

**Nothing**: Select this radio button to forward the caller according to the phone settings.

**Change my availability to Unavailable**: Select this radio button to inform the caller that the user is unavailable.

**Set my location to**: Select this radio button to manually define the location and availability that the callers will be informed of when forwarding is configured on the phone.

> **Location**: From the dropdown menu, select the Location that the forwarded status of the phone will be associated with.

> **Availability**: From the dropdown menu, select the availability that will be associated with above location.

## Speech Options

The Speech Options tab allows you to configure the enrollment of the current mailbox in the voice verification features and configure the related security levels.  You may also enable any transcription options here.



**Enable ASR for Public Contacts**: Enable this checkbox to allow the user of the current mailbox to access their public contacts through ASR along with the traditional DTMF method.

**Enable ASR for Private Contacts**: Enable this checkbox to allow the user of the current mailbox to access their private contacts through ASR along with the traditional DTMF method.

**Enable Speech Command**: Enable this checkbox to allow the user of the current mailbox to navigate the TUI through speech commands along with the traditional DTMF method.

**Enable Voicemail Transcription**: Enable this checkbox to activate speech-to-text transcription for voice messages. Once enabled, voice messages left in this mailbox will be rendered into text, and sent to the associated email address.  A transcription add-on to the Messaging license is required.

# Addresses

Addresses allows you to add many types of addresses to be associated with the current Mailbox.  These addresses may be used to further customize the way in which the user interacts with the UC system.



Select one of the following radio buttons to filter the displayed Addresses.  The available options will change depending upon the Type chosen.



**Type**: Select the type of address to add to the mailbox from the dropdown menu.

**Label**: Provide a human readable name for this address.

**Address**: Enter the full email address.

**PBX Node**: From the dropdown menu, select the PBX node that the extension resides in.

**Set as Default**: Enable this checkbox to make this address the default for the current Mailbox.

**Trusted**: Enable this checkbox to assign this extension as a trusted number for voice verification features.

**Identification**: Enable this checkbox to use the defined external number as an Identification Number.  The Identification Number can be used as an alternative method to log in to the Mailbox when Voice Verification is enabled on the system.

**Message Light Assignment**: This checkbox to enables message lights on the phone connected to this extension.

**Phantom**: Enable this checkbox to make the current extension a phantom extension.  A phantom extension is not connected to an actual phone but can still be used to play greetings and accept messages.

**CTI Monitored**: This feature is not currently available.

# Current Location Settings

The Locations tab of Mailbox allows you change the location status of the Mailbox and also modify the list of locations defined for the current Mailbox.



## Current Location

**Use my Location Calendar**: Select this radio button to automatically set the location according to the calendar schedule.

**Override my Location Calendar and set Current Location**: Select this radio button to manually define a location for the current Mailbox.  You must also define the following options.

## Current Location

**Location**: From the dropdown list, select the desired location for the Mailbox.

**Availability**: From the dropdown list, specify the availability of the Mailbox.

**Phone Number**: From the dropdown list, select the current phone number that will be associated with the Mailbox.

**Override Availability Filters**: Enable this checkbox to have the system override the availability filter settings associated with the selected location.

**Appear Unavailable if no Caller ID**: Enable this checkbox to have the user appear unavailable if no caller ID is given on incoming calls.

## I will be at this Location

**Until I Change my Location**: Select this radio button to keep the defined location settings until they are manually changed.

**Until Next Scheduled…**: Select this radio button to keep the defined location settings until the next scheduled activity on the calendar occurs.

**Till**: Select this radio button to keep the defined location settings until the designated time.  The location will change to the calendar schedule when the defined time is reached.

# Directory Listing

The UC server allows the Mailbox user to create nicknames and store them in the company directory.  A caller can then spell the user's name or speak the name to the speech enabled automated attendant.

The Mailbox must be in a Feature Group that has the company directory feature enabled.  The Mailbox will then be accessible via ASR (Automatic Speech Recognition).  In the Mailbox, a user can define multiple names that are used for directory purposes (e.g. first name, last name, maiden name).

When a Mailbox is created and the first name, last name and username are specified, the information is automatically input to the Directory List screen.



**Note**: The basic ASR license supports **250** names. Please check your ASR license for the number of names your system will support and upgrade the license if necessary.

**Note**: The Mailbox must be in a Feature Group that has the Company Directory feature enabled.

To add a new directory listing, click **New Directory**, then enter the details for the new item.

# Language Options

While the languages for the Auto Attendant are controlled by the system setting, you can use the Language Options tab to setup one or two languages for your mailbox prompts.

Before proceeding, make sure that support for  multilingual features is turned on in Messaging Admin.

- On the **Company settings > Advanced** tab, enable **Allow Multilanguage**.



Specify one language as the primary, and another as the secondary, then choose which order to play them.

**Primary Language**:  Select the language to be used as the main language for your mailbox prompts.

**Secondary Language**:  Select the language to be used as an alternate language for your mailbox prompts.

**Multilingual**:  From the dropdown menu, choose the order the prompts will be played: Primary only, Secondary only, Primary then Secondary, or Secondary then Primary.

When an external caller reaches your mailbox, they will hear your mailbox prompts (e.g. "Please leave a message at the tone.") in the order chosen under **Multilingual**.

When an internal caller reaches your mailbox, the voice server will scan their mailbox language preferences and play the prompts in the appropriate language.

---

**Important**:  The appropriate languages must be installed on the voice server before they will be available here.  Additional languages can be purchased as part of your Messaging license.

---

# Manage Users: Locations

Use the Locations tab under Manage Users to review your currently available locations.



**Edit** an existing location, or click **New Location** to create and configure a new one.

# General Options



**Description**: Enter a title for the current location.

**Local Location (within the same time zone)**: Enable this checkbox if the location you are creating is in the same time zone as your primary location.

**Default Availability**: From the dropdown menu, select the default availability for the location.

**New Address**: Click on this button to add an address to the current location. Select an address from the dropdown lost of available options.

# Location Greetings



**Default**: Select this radio button to play the default greeting when the user is in the current location.

**Automated Name and Location**: Select this radio button to play an automated name and location greeting when the user is at the current location.

**Location Greeting**: Select this radio button to play the current location's greeting when the user is at that location.

**Do Not Allow skip Greeting**: Enable this checkbox to force the caller to listen to the entire greeting unless they disconnect.

**Do Not Allow Leave Message**: Enable this checkbox to prevent the caller from leaving a message in the Mailbox as long as the location is set to the current location.

**Hang up After Greeting**: Enable this checkbox to hang up on the caller right after playing the location greeting.

# Availability Filters



## When Available

**Appear Available to Anyone**: Select this radio button to appear available to everyone when set to available at the current location.

**Appear Unavailable to**: Select this radio button to appear unavailable according to the settings defined below when set to available at the current location.

Select the **All Internal Calls** check-box if you want to appear unavailable for all internal calls.  If there will be exceptions to this rule, click **Except...** and choosed your exceptions.

Select the **All External Calls** check-box if you want to appear unavailable for all external calls.  If there will be exceptions to this rule, click **Except...** and choosed your exceptions.

Select the **All Contacts Calls** check-box if you want to appear unavailable for all calls from contacts.  If there will be exceptions to this rule, click **Except...** and choosed your exceptions.

**Appear Unavailable to Only this List**: Select this radio button to appear unavailable to a specific group of people even when you are available.  The list may be defined by clicking on the ellipsis button ☐ on the right.

## When Unavailable

**Appear Unavailable to Anyone**: Select this radio button to appear unavailable to everyone when set to unavailable at the current location.

**Appear Available to**: Select this radio button to appear available according to the settings defined below when set to unavailable at the current location.

Select the **All Internal calls** check-box if you want to appear available for all internal calls.  If there will be exceptions to this rule, click **Except...** and choosed your exceptions.

Select the **All External Calls** check-box if you want to appear available for all external calls.  If there will be exceptions to this rule, click **Except...** and choosed your exceptions.

Select the **All Contacts Calls** check-box if you want to appear available for all calls from contacts.  If there will be exceptions to this rule, click **Except...** and choosed your exceptions.

**Appear Available to Only this List**: Select this radio button to appear available to a specific group of people even when you are available.  The list may be defined by clicking on the ellipsis button ☐ on the right.

# Find Me Rules

When an incoming call arrives at your extension, the Find Me Rules determine how the UC System will route the call if you are not currently at your desk.



## Find Me Rules

**Only Call First Number...** : Select this radio button to find the user only at the first number assigned to current location.

**Call Each Number...** : Select this radio button to find the user at each of the numbers assigned to current location in sequence.

**Call All Numbers...** : Select this radio button to find the user at all numbers assigned to current location simultaneously.

## Find Me

**Automatically Find me**: Select this radio button to have the system automatically search for the user.

**Ask caller to Find me**: Select this radio button to have the system ask the caller if they want the system to search for the user.

Click **Add Exception Rule** to choose which callers will have a different rule applied.



# Assign My Call Rules



**Assign My Calls to**: Enable this checkbox to have your calls assigned to another Mailbox in the same Company. Enter or select the Mailbox from the dropdown menu.

**Play Greeting Before Transferring**: Enable this checkbox to have the greeting played before a call is transferred. You may specify the type of greeting to be played below.

**Play Name followed by name of person the call is assigned to**: Select this radio button to have the system explicitly state who the user is assigning the call to before transferring the call.

**OR**

**Play this greeting**: Select this radio button to select a specific greeting from the dropdown menu to play before transferring a call.  If applicable, select the language of the greeting from the Language to play dropdown menu.

## Exception List

Create rules that provide exceptions to the Find Me Rules listed above.

# Manage Feature Groups

## General Options

The General Options tab allows you to configure identification and localized settings.



**Number**: Enter the number that will be assigned to the Feature Group. By default, the next available number will be assigned to a new Feature Group. The range of possible Feature Group numbers is 1-999.

**Name**: Enter a name for the Feature Group.

**Caller Language**: From the dropdown menu, select the default language that the caller is greeted by if the caller does not choose a language when prompted by the automated attendant.

**Message Format**: From the dropdown menu, select the format the messages will be stored and played back in.

---

**Note**: If you are integrating IBM Notes with the UC system you must select the WAV format and must use the Dialogic JTC voice card.

---

**Note**: The message format selections available are defined by the type of board drivers that are loaded on the system.

---

**Note**: If set to the WAVMSGSM6106, 6108, 61011 or WAVETPGSM6106, 6018, 61011 formats, the user will not have full Control Key capabilities when using the Telephone User interface. Using the WAVGSM* formats will disable the fast-forward and rewind capabilities while listening to a message.

# Mailbox Language

**Primary Language**:  Select the language to be used as the main language for mailbox prompts for all members of this Feature Group.

**Secondary Language**:  Select the language to be used as an alternate language for mailbox prompts for all members of this Feature Group.

**Multilingual**:  From the dropdown menu, choose the order the prompts will be played: Primary only, Secondary only, Primary then Secondary, or Secondary then Primary.

---

**Important**:  Multilingual functionality must be turned on in Messaging Admin.
On the **Company settings > Advanced** tab, enable **Allow Multilanguage**.

---

When an external caller reaches the mailbox of a member of this Feature Group, they will hear the mailbox prompts (e.g. "Please leave a message at the tone.") in the order chosen under Multilingual.

When an internal caller reaches a mailbox, the voice server will scan their mailbox language preferences and play the prompts in the appropriate language.

---

**Important**:  The appropriate languages must be installed on the voice server before they will be available here.  Additional languages can be purchased as part of your Messaging license.

---

# Storage Options

Storage Options allows you to configure message storage settings that will be enforced on the Mailboxes associated with this Feature Group.



**Maximum Number of Messages**: Enter the maximum number of messages that are allowed for each Mailbox

associated with the current Feature Group.  The default is 200, and the maximum value is 32,000.

**Hint**: The maximum messages value should be based on the needs of the user.  You should allow more than enough message storage space for each user to make sure that no messages get lost when a Mailbox reaches capacity.  Ten megabytes of hard drive space is equal to approximately one hour of voice message storage.

**Note**: The maximum value for this field is ignored if the mailbox is synchronized with an email environment.

**Warning**: Users may experience performance degradation with mailboxes having more than 32,000 messages.

**Mailbox almost Full Pop up**: From the dropdown menu, select a percentage value at which the users will be notified that their Mailbox is almost full in Web Admin.

**Maximum Message Length**: Enter the maximum length of time (in seconds) that a recorded message can be for any given Mailbox within the Feature Group.

**Note**: This number is specified in seconds. This value should be set higher than the anticipated message length to ensure that callers are not disconnected in the middle of a message.

**Maximum Greeting Length**: Enter the maximum length of time (in seconds) that a recorded greeting can be for any Mailbox within the Feature Group.  The maximum greeting length is 600 seconds.

**Days to Keep Unread Messages**: Enter the number of days (1-32767) the system will store unread messages before moving them to the deleted items folder.  The default is 14 days.

**Days to Keep Read Messages**: Enter the number of days (1-32767) the system is to store read messages before moving them to the deleted items folder.  The default is 14 days.

**Days to Keep Sent Messages**: Enter the number of days (1-32767) the system will keep sent messages before moving them to the deleted items folder.  The default is 14 days.

**Days to Keep Deleted Messages**: Enter the number of days (1-32767) to keep deleted messages in the deleted items folder.  The messages are permanently deleted when they are removed from the deleted items folder.  The default is 14 days.

**Days to Keep Call History**: Enter the number of days to keep the call logs for inbound and outbound calls.

**Days to Lock Mailbox with no Activity**: Specify the number of days that a new voice, text or SMS message can be in the inbox and **Unread** before the mailbox is deemed Inactive and security locked by the system.  Mailboxes locked in this manner will have their presence set to **Extended Absence**, and the owner will be flagged as **Unavailable**.  This event is also triggered if there is no activity (incoming or outgoing) in the mailbox for the specified number of days.  Enter **0** to disable the option.

**Maximum Conversation Length**: Enter the maximum length of time (in minutes) that a conversation can be between two parties before the call is ended by the system.  The default is 60 minutes.

**Note**: The call needs to be supervised (e.g. trombone transfer) in order for the system to restrict the conversation length.

# Notification Options

Notification Options allows you to configure Message Waiting Light indicators along with paging and other outside notification methods that are enabled for new messages.  These settings will be enforced on the Mailboxes associated with this Feature Group.



**Message Light Activation**: Enable this checkbox to allow the message waiting light to be turned on under the conditions specified.

---

**Note**: If you have telephone sets that provide for message waiting lights as well as some that do not, make sure that separate Feature Groups are assigned for each type of set.  De-select Message Lights for the Feature Group that does not have message waiting lights.

If you have any Mailboxes that do not have a corresponding telephone extension (for example, phantom Mailboxes that are used for Voice Menus, guest Mailboxes), do not enable this feature, as there are no message lights to activate.

---

**ON For All Messages**: Enable this checkbox to turn on the message waiting light (send ON code) when a message arrives.

**OFF For All Messages**: Enable this checkbox to deactivate the message waiting light (send OFF code) when at least one new message is read.

**OFF When No New Messages**: Enable this checkbox to deactivate the message waiting light (send OFF code) when no new messages are in the user's Mailbox.

**Number of ON Retries**: Enter the number of retries the system will attempt when activating message light fails.

**Number of OFF Retries**: Enter the number of retries the system will attempt when deactivating message light fails.

**ON Between Retries**: Enter the duration (in minutes) that the system will wait in between attempts to activate the message light.

**OFF Between Retries**: Enter the duration (in minutes) the system will wait between attempts to deactivate the MWI.

**ON Code**: Enter the code required to turn on message waiting lights.

**OFF Code**: Enter the code required to turn off message waiting lights.

> **Note**: The ON Code and OFF Code fields should be used in situations where the code is too long to be input in the ON Code field in the PBX Message Light tab (usually MCI).  As well, for multi-PBX configurations, different codes must be used for different PBXs.  In this situation, certain Feature Groups can be assigned to a message waiting light code that reflects the different PBXs being used.

**Channels**: Enter the channel number that will be used to send message waiting light notifications.

**Message Light Type**: Select one of these options.

**All**: Enable this checkbox to send MWL code for all types of messages.

**Fax**: Enable this checkbox to turn on message lights only for new fax messages.

**Voice**: Enable this checkbox to turn on message lights only for new voice messages.

## Outcalling Options

**Beeper**: Enable this checkbox to send notification messages to a pager when a new message arrives.

**Outcall**: Enable this checkbox to send notification messages to a telephone when a new message arrives.

**Long Distance**: Enable to send notification messages to a telephone (long distance) when a new message arrives.

**E-mail**: Enable this checkbox to send notification messages to an email when a new message arrives.

# Transfer Options

Transfer Options allows you to configure the way in which the calls are handled.  Transfer Options include Call Screening, Call Forwarding, Busy Hold, Call Queuing, and Paging Capabilities, either before the call is transferred or after the caller has reached the Mailbox.

**Call Screening**: Enable this checkbox to allow Mailbox users in this Feature Group to use Call Screening.  Before initiating a transfer, the system will ask the caller for their name.  When the recipient picks up, they will hear the recorded name and can decide what to do with the call.

**Call Forwarding**: Enable this checkbox to allow Mailbox users in the Feature Group to use Call Forwarding.  When someone calls a Mailbox user, instead of ringing the Mailbox user's location, the system will forward the call to the person s/he has defined in their Mailbox.

**Play record Conversation Warning**: Enable this checkbox to notify the callers that the call is being recorded if the recipient has recording enabled.

**Busy Hold**: Enable this checkbox to give callers the option to either hold for the extension, leave a message for that extension, or try another extension if the called Mailbox is busy.  While on hold, callers may leave a voice message by pressing *.

Note: This feature is only available on telephone systems that provide a busy tone.  Most telephone sets with multiple extension appearances do not produce a busy tone.

**Call Queuing**: Enable this checkbox to allow Mailbox users in the Feature Group to use Call Queuing.  If someone calls a busy extension, they are given the option to be placed in a queue to hold or leave a message.

Note: Call queuing is available only on telephone systems that provide a busy tone.  Most telephone sets with multiple extension appearances do not produce a busy tone.

**Camp On**: Enable this checkbox to allow Mailbox users in the Feature Group to use Camp On.  If someone calls a Mailbox user who is on the phone, they can press * to be notified when the Mailbox user has finished their current call.

**Forced Messaging**: Enable this checkbox to force the caller to press a key before they can leave a message.  If this is disabled, the system will automatically starting to record a message after the mailbox greeting.  This option can help to reduce the number of blank messages left on the system.

**Pre Transfer Paging**: Enable this checkbox to allow Mailbox users in the Feature Group to use Pre Transfer Paging.  Before a call is transferred to a Mailbox user, the system will page the user first.

**Post Transfer Paging**: Enable this checkbox to allow Mailbox users in the Feature Group to use Post Transfer Paging.  If the Mailbox user is not available, the caller can page the user again.

**Get Caller ID**: Enable this checkbox to send a pop up screen with the Caller ID information to the Mailbox user when they receive an incoming call.

**Play Name during Transfer**: Enable this checkbox to play the Mailbox user's name when the caller is being transferred to the Mailbox.

**Confirm Name during Transfer**: Enable this checkbox to confirm the Mailbox user's name when a caller is being transferred to the Mailbox.

## Auto Attendant

**Try Other Extension After**: Enable this checkbox to give callers an option to try another extension after they leave a message in the Mailbox.

**Notify User of Transfer**: Enable this checkbox to notify the Mailbox user of an incoming call transfer.

## Enhanced Call Control

**Internal Extension**: Enable this checkbox to allow users to have access to Enhanced Call Control features from their internal phones.

**External or External/Internal (Find Me) Extension**: Enable this checkbox to allow Mailbox users to have access to Enhanced Call Control features from their external phones or phones that they are connected to through the Find Me/Follow Me feature.  Users must be dialed through the auto attendant in order for them to have access to Enhanced Call Control.

## Paging Zone

**Transfer Code**: Enter the transfer code required for paging.

**Account Code**: Enter the account code required for paging.

**Release Code**: Enter the paging release code.

**Delay Time**: Enter the time (in seconds) that the server is to wait before it transfers the caller to the specified extension after the user is paged.

# Transfer Types

The Transfer Types tab allows administrators to configure the rules associated with transfers that occur between the server and any of the defined extensions.



**Warning**: Only one transfer option (in each of Internal and External supervision groups) may be selected per Mailbox group.

# Internal Supervision

**None**: Select this radio button to transfer calls to extensions without supervising the call (blind transfer). The caller being transferred to an extension is placed on hold while the system makes the connection. The caller is then released to the telephone system and is no longer in control of any of the actions. Calls may be transferred back to the system if the telephone system has the ability to return the callers if the extension is busy or unavailable.

**Busy**: Select this radio button to supervise the call while the caller is being transferred to the extension. The caller being transferred to an extension is placed on hold while the system makes the connection. If the extension is busy, the system instructs the caller to leave a message. However, if the extension is not busy and a ring signal is heard, the caller is released to the telephone system and is no longer in control of any of the actions. Calls may be transferred back to the system only if the switch has the capability to forward calls on a No-Answer condition.

**Note**: Under IP integration the Busy and Busy/NA option will operate in the same manner.

**Language**: Select this radio button to supervise the call while the caller is being transferred to the extension, and keep a record of the language selection that the caller has made. When the caller returns to the system (failed transfer or return to system), they will hear the menu in the selected language.

**Note**: The port used for supervised transfers will not be available to receive any calls as long as the supervision is active.

**Busy/NA**: Select this radio button to supervise the call while the caller is being transferred to the extension. The caller being transferred to an extension is placed on hold while the system makes the connection. The system checks for both the busy and the no answer conditions and informs the caller of the options available to them when either situation arises.

**Note**: The port used for supervised transfers will not be available to receive any calls as long as the supervision is active.

**Number of Rings**: Enter the number of rings that the server will detect before returning the caller to the system. In most scenarios this value is set to 0 which means that the value configured in the PBX is used. You may enter a different value here to override the PBX value but the value must be lower than what is currently configured in the PBX.

**Transfer Validation prompt**: Enable this checkbox to have the system prompt the extension before transferring the caller.

## External Supervision

**None**: Select this radio button to transfer calls to extensions without supervising the call (blind transfer).  The caller being transferred to an extension is placed on hold while the system makes the connection.  The caller is then released to the telephone system and is no longer in control of any of the actions.  Calls may be transferred back to the system if the telephone system has the ability to return the callers if the extension is busy or unavailable.

**Busy**: Select this radio button to supervise the call while the caller is being transferred to the extension.  The caller being transferred to an extension is placed on hold while the system makes the connection.  If the extension is busy, the system instructs the caller to leave a message.  However, if the extension is not busy and a ring signal is heard, the caller is released to the telephone system and is no longer in control of any of the actions.  Calls may be transferred back to the system only if the switch has the capability to forward calls on a No-Answer condition.

**Note**: Under IP integration the Busy and Busy/NA option will operate in the same manner.

**Busy/NA**: Select this radio button to supervise the call while the caller is being transferred to the extension.  The caller being transferred to an extension is placed on hold while the system makes the connection.  The system checks for both the busy and the no answer conditions and informs the caller of the options available to them when either situation arises.

**Note**: The port used for supervised transfers will not be available to receive any calls as long as the supervision is active.

**Number of Rings**: Enter the number of rings that the server will detect before returning the caller to the system.  In most scenarios this value is set to 0 which means that the value configured in the PBX is used.  You may enter a different value here to override the PBX value but the value must be lower than what is currently configured in the PBX.

**Centrex**: Enable this checkbox to supervise a transferred Centrex line so that the system can send the call back to the server if there is no answer.

**Transfer Validation Prompt**: Enable this checkbox to have the system prompt the extension before transferring the caller.

**Outdialing Validation Prompt**: Enable this checkbox to have the system prompt the extension before forwarding according to outdialing rules.

## Screen Pop Duration & Pre-Transfer Event

**Ring**: Select this radio button to present the caller with a ring.  Enter a length of time value (seconds) in the field.

**Music**: Select this radio button to present the caller with the system default music.  Enter a length of time value (seconds) in the **Pop up Duration** field.

**Custom File**: Select this radio button to present the caller with the a custom sound.  Enter the path to the audio file.

**Number of Times to Repeat Prompt**: Enter the number of times you want the system to repeat the validation prompts.

# Mailbox Options

Mailbox Options allows you to configure the level of features that the Mailboxes associated with the current Feature Group can utilize.



**Note**: For some functions, the Feature Group only gives the authority to enable the setting from the Mailbox properties.  These functions must be manually added to the Mailbox after authorizing from the Feature Group.

# Settings Available to End user

**Change Location**: Enable this checkbox to allow users in the Feature Group to change their location in iLink Pro Desktop and Web Access.

**Distribution Lists**: Enable this checkbox to allow members of the Feature Group to use distribution lists.

**Modify Public Distribution List**: When enabled, the user will have access (add/delete members, create/remove lists) to a public distribution list on the system using Web Access.  If disabled, users can access the list but not make changes to it.

**Multilingual**: Enable this checkbox to allow users in the Feature Group to record greetings for multiple languages.  The user will be prompted to select the language to record the greeting for.

**Record All Incoming Calls**: Enable this checkbox to allow users in the Feature Group to record all incoming calls.

**Record Conversation**: Enable this checkbox to allow users to record a telephone conversation, both incoming and outgoing calls.  Recording function is managed through the iLink Pro Desktop.

**Wakeup Call**: Enable this checkbox to allow users in the Feature Group to manage wakeup calls.

**View Geo Location Data**: Enables the **Show on a Map** feature in iLink Pro.  Users can click that item and see your location through Google Maps.  When disabled, this menu item is not available.

# Settings Activated by the Administrator

**Allow Live Reply Call Back**: Enable this checkbox to allow Mailbox users to use the "Call Back to Sender" TUI action after listening to a message.

**Allow Multiple TUI Access**: Enable this checkbox to allow two or more users to log into a single Mailbox account at the same time.  This feature is intended for shared/public Mailboxes.

**Directory**: Enable this checkbox to allow users to be listed both in the dial-by-name directory and the complete directory.  The dial by name directory is set up in ascending order with respect to Mailbox number.  Callers may access the dial by name directory by pressing the * key when they reach the auto attendant, or they may listen to the complete company directory (arranged in ascending order according to Mailbox number) by pressing the * key a second time.

**Do not Check Password**: Enable this checkbox to skip the password check.  The user will be sent directly to the TUI.

**Ask For Password (Inband Login)**: Enable to prompt the users to enter their passwords every time they log in.

**Forced Tutorial**: Enable this checkbox to prohibit users from picking up messages until they have completed the tutorial.  You can select a full or simple tutorial through **UC Admin > Voice Server > Advanced > Simple Tutorial** (page 227).

**Guest Mailbox**: Enable this checkbox to utilize a simplified messaging menu.

**Hide On Send List**: Enable this checkbox to hide all Mailboxes associated with the current Feature Group from the directory which is used to search users in iLink Pro Desktop and Web Access.

**LanTalk**: Enable this checkbox to allow users to send and receive Chat messages.

**Press Star to Login to Another Mailbox**: Enable this checkbox to allow users to log into another Mailbox at the Password Request prompt when they dial into the system by pressing *.

**Shared Extension**: Enable this checkbox if the users in this Feature Group are sharing extensions.  If the system is dialed from a shared extension, the system will ask for the Mailbox number to log in to.  If someone calls a shared extension, when the phone is answered, the system will say who the call is for.

**Web Access**: Enable this checkbox to give the users Web Access capability.

**Web Client Messaging**: Enable this checkbox to allow users to have messaging capabilities (email, voice mail, fax mail) while using Web Access.  Users will have no access to their inbox from the Web Access if this feature is disabled.

**Disallow Embedded Login**: Client applications, such as iLink Pro, can login to the voice server automatically once configured.  Enable this option to force users to login each time they connect through an app.

**Web Tutorial**: When enabled, the user will be forced to complete the web tutorial to setup their account.

# Message Options

The Message Options tab allows you to configure comment attachments to messages, as well as message sending information.



**Confirm Delete**: Enable this checkbox to have the users prompted to confirm the deletion of a message.

**Note**: If Message Recovery is active any message that has been deleted may be reclaimed on the same day.

**Confirmation Request-Certified Message**: Enable this checkbox to instruct the server to prompt users to send a standard or certified message.

**Future Delivery**: Enable this checkbox to allow users to schedule a message delivery at a later date.

**Show Message Count**: Enable this checkbox to have Web Access display how many unread messages are in the Mailbox user's Inbox.  Also, when a new message notification appears in iLink Pro Desktop, it will display the number of unread messages in the Inbox.

**Allow Reply to all Recipients**: Enable this checkbox to allow users to Reply All when replying to a message.

**Attach Comment on Reply**: Enable this checkbox to attach the original message body to the new message body when replying.

**Send All Comments**: Enable this checkbox to indicate whether or not to send all attachments of the original message when forwarding.

**Verify Sending Destination**: Enable this checkbox to verify the destination of outgoing messages.

**Automatic Message Forwarding - Web Client**: Enable this checkbox to allow messages received by this Feature Group to be forwarded to other Mailboxes and extensions.

**Allow to Attach Voice Menu when Sending Message**: Enable this checkbox to allow users to attach a voice menu along with the messages.  This feature can be activated in the Voice Menu or the TUI.  At the end of message playback, the recipients will be sent to the attached Voice Menu instead of the typical end of message menu.

**Cancel Auto Forwarding Only when Message Saved or Deleted**: Enable this checkbox to instruct the server to cancel auto forwarding if the message has been saved or deleted.

**Message Send Inter-Digit Delay**: Enter the number of seconds that the server will wait while the user is entering a message before it decides that the caller has finished.

**When Sending a Message ask for Mailbox Number**: From the dropdown menu, choose the option to select the destination Mailbox either before (first) or after (last) recording the message.

# Synchronization Options

Synchronization Options allows you configure the IMAP account for all Mailboxes associated with the current Feature Group. If you are using a superuser account with an Exchange server, this is where you enter the credentials.

## IMAP Options

**IMAP Account**: Enter the Exchange superuser account name.

**Account Password**: Enter the password for the superuser.

**Confirm Password**: Re-enter the superuser password for confirmation.

**Sync Server**: Select the IMAP server from the dropdown menu.  The IMAP servers are defined in the chapter Security Enhancements on page 467.

**Calendar Mode**: From the dropdown menu, select **None** to not sync any calendar entries, **Sync with mail server** to sync calendar entries between UC server and Exchange or Gmail servers, or **Outlook client calendar** to sync calendar entries between UC server the Outlook email client.  Outlook client calendar requires the user to be logged into iLink Pro Desktop and that a version of Outlook compatible with UC Client forms is installed.

**Maximum Connections**: Enter the maximum number of failed system connection attempts that can occur before the user is locked out.

**Note**: It is recommended that this number is kept fairly high (1000+).  The user can get locked out when, for example, the IMAP or email server goes down and there is no possibility of establishing a connection.  This can happen on a re-boot.

**Maximum Number of Logons**: Enter the maximum number of failed system logons to the IMAP server that can occur before the user is locked out.

**Note**: This number should be less than that specified in the user's NT account for locking an account.

**Send URL**: From the dropdown menu, select the type of messages that you wish to use the Send URL feature with.  Send URL will send a link of the attached files (rather than the actual file itself) for selected type of messages.  This feature may be used as a security measure, in addition to reducing bandwidth usage.  This feature requires additional configuration setup which can be found in **Security Enhancements on page 467**.

## Source Settings

Connect to Avaya Aura Messaging through the **Message Sync Source** configured under **System Settings**.

**Source Account**: Type in the username for the Sync Source.

**Source Password**: Enter the password for the source.

**Password Confirmation**: Re-enter the source password for confirmation.

**Source**: Type in the URL for the source server.

## Synchronization Settings

**Inbox folder**: Enable this checkbox to synchronize the messages in the Inbox folder between the IMAP server and the UC server.  This is enabled by default.

**Call History**: Enable this checkbox to synchronize call history from the UC server to the IMAP server.

**System Folders**: Enable this checkbox to synchronize messages in default system folders (e.g. Inbox, Sent, Deleted) between the IMAP server and the UC server.

**Custom Folders**: Enable this checkbox to synchronize messages in custom folders (i.e. user created folders) between the IMAP server and the UC server.

**Note**: Once IMAP synchronization is enabled and configured, the Inbox folder is synchronized at all times between the IMAP and the UC servers.

> **Note**: In order for actions such as Copy and Delete to be available, checkboxes such as Sync folders and Custom folders must be checked.

**Contacts**: Enable this checkbox to synchronize contacts if the email server is compatible with UC server.

**Synchronization Priority**: From the dropdown menu, select the level of priority for IMAP Feature Group synchronization.  This field will work relative to other Feature Groups.  For example, all FGs with Maximum priority will sync messages quicker than the FGs with Medium or Minimum setting.

**Messages per Sync Cycle**: Enter the number of messages that the server will attempt to synchronize during each synchronization cycle.

> **Note**: The number you enter in this field depends on how evenly messages are distributed between all Mailboxes.  The higher the number in this field, the longer it will take the server to start processing messages for the next Mailbox.

**TSE Location**: Enter or select the location of the UC TSE Cache Manager.  This is only required if your CSE server is different from the UC server (e.g. using a stand alone CSE server).

## Local directory images will be overridden with

iLink Pro and iLink Pro Desktop include contact pictures if they have loaded a picture onto their Google profile.  Image Directory Settings controls how the UC server deals with updated picture files.

**Remote directory images, except non-existing**: Picture files that are already in the storage directory that have changed since the last update will be downloaded.

**All remote directory images, including non-existing**: All picture files for contacts will be downloaded to the image directory.

**Only images that are not present in local directory**: Picture files that are not already in the image directory will be downloaded.

# DID Options

The DID Properties tab lets you to select specific features for incoming DID calls.

## Settings on Receiving DID Calls

**Play Prompt: Transfer to**: Enable this option to have the default transfer prompt played when a DID call comes in.

**Play Pre Transfer Sound**: Enable this checkbox to play the default pre-transfer sound for incoming DID calls.

**Call Screening**: Enable this checkbox to instruct DID callers who wish to transfer to an extension to state their name at the tone.

**Camp On**: Enable this checkbox to enable the Camp On feature.  When this function is enabled and the extension is currently busy, the caller may choose to be alerted when the user hangs up and the extension becomes available.

**Call Queuing**: Enable this checkbox to place incoming DID calls in a queue when an extension is busy.  Callers are informed of their position in the hold queue and are given opportunities to either continue to hold or leave a voice message.

**Caller ID Popup**: Enable this checkbox to have the Caller ID of the DID callers pop up when their call comes in.

**Call Forwarding**: Enable this checkbox to enable call forwarding on DID calls.

## DID Re-route Options & Internal Calls Using CTI

**No Reroute**: Select this radio button if DID/Internal calls are not to be forwarded on the UC system.  Incoming calls will advance no further than the number originally dialed.  This is the default option.

**Forward calls to UC (location)**: Select this radio button to exploit the UC server's Find Me/Follow Me abilities.  Incoming calls will search for the intended recipient according to a previously specified path.

**Forward Calls to Default Address**: Select this radio button to re-route the call to the default address defined in the Mailbox.

**Hunt Group**: Enter the number to be dialed to access DID messages.

# Manage Voice Menus

Voice Menus are used to allow callers to interact with the voice server. Voice Menus contain actions that can be performed when a specific key on the telephone is pressed. These actions are defined during the creation of the Voice Menu and are deployed in a variety of places (e.g. Company Greeting, Mailbox Greeting, Message Sending, Outcalling, etc.) and can be modified at any given time. Schedules can be applied to these menus, allowing a greater degree of flexibility in controlling the caller's capabilities.



## Adding/Editing a Voice Menu

Click New Voice Menu, or click the Edit button beside an existing menu to access its configuration settings.

# Menu Settings



**Default to Company**: Enable this checkbox to make this Voice Menu the default Voice Menu for the company. The company will use this menu by default even if there are no Voice Menus assigned manually from the company properties.

Default to Mailbox: Enable this checkbox to make this Voice Menu the default Voice Menu for all Mailboxes. Configuring a Voice Menu at the mailbox will override this setting (Mailbox > Advanced tab).

**Number**: This field is automatically generated when you add a new Voice Menu and cannot be changed.

**Name**: Enter the name of the Voice Menu. This is for your reference and has no impact on performance.

> **Note**: Each voice menu file can have unlimited sub menus. You must begin the administration of Voice Menus in sub menu 1.

**Available for Outcall Services**: Enable this checkbox to have this Voice Menu usable for Outcall Jobs.

**Generate Report**: Enable this checkbox to have the system log the statistics of the Voice Menu on how many times a particular action is chosen.

> **Note**: Even if Generate Report is disabled, the table will appear in the logs but it will not be populated.

**Allow ASR Digit Recognition**: Enable this checkbox to allow callers to say the key they want in addition to pressing it.

# Manage Submenus

Submenus are used to create multiple actions for a Voice Menu. For example: a Q&A script, an account code verification, or an IVR with password verification. All such applications would be created in a voice menu with multiple layered submenus to process the caller selection.



> **Note**: While there are no hard limits on the number of submenus you can create, having too many submenus can have an impact on system performance.

Click **Add New Submenu**, or click **Edit** beside an existing submenu.



**Extension Dialing**: Enable this checkbox to allow callers in the current Voice Menu to be transferred directly to a Mailbox. The extension must be entered before the Timeout value is reached.

**Sub Menu Number**: This number is generated automatically when you add a new sub menu.

**Description**: Enter a description for the current submenu. This is for reference only and has no affect on performance.

**Sub Menu Phrase**: From the dropdown menu, select which greeting you want the phrase applied to. There are several options:

| Salutation | Function |
|---|---|
| Nothing | No greeting is played. |
| Company Active Greeting | Plays the active greeting of the automated attendant that the voice menu is associated with. |
| Company Salutation | Plays a selected prerecorded company greeting. |
| Mailbox Active Greeting | Plays the active greeting for the Mailbox that the Voice Menu is associated with. |
| Mailbox Customized Greeting | Plays a selected customized greeting. |

Phrase: From the dropdown menu, select the phrase to apply to this greeting.

**Number of Retries**: Enter the number of incorrect attempts a caller can make before they are disconnected.

**Timeout (msec)**: Enter the amount of time (in msec) that the system will wait before processing the caller's input. If the caller did not enter anything, the system will perform the default action.

---

**Note**: The default value is **2000**. A value of **0** is not permitted. However, if you want the default action to take effect immediately, you can enter a value of **30** or **1**.

---

# Voice Menu Actions

The Voice Menu must have actions assigned to the DTMF keys to function. The actions are added to a DTMF key by clicking **Edit** beside the key.



> **Note**: The Description field in most of the actions are for report / logging purposes, as is the Question Label field which appears in some of the outcall related actions. You should fill these fields to make reports and logs easier to understand.

## Ask Password

This action prompts the caller for a pre-defined password before granting access to the sub menu. The password must be numeric.



DTMF Key:  This displays the key that this action will be assigned to.

**Password**: Enter the password the caller must enter before granting access to the selected sub menu.

**Next Sub Menu, when Valid**: From the dropdown menu, select the sub menu in the current Voice Menu to send the caller to when the entered password is correct.

## Ask Pin Number

This action prompts the caller to enter their Pin Number. The system will verify the number against the Pin Number Routing Table and route the call accordingly. If the number is incorrect, the caller will be brought to the defined invalid Sub Menu.

**Action Properties**

| | |
|---|---|
| DTMF Key | 0 |
| Action | Ask Pin Number ▾ |
| Description | What is your pin number? |
| Next Sub Menu, when Invalid | 1: ▾ |
| Phrase | 1234 ▾ |
| Number of Retries | 1 |

**Next Sub Menu, When Invalid**: From the dropdown menu, select the sub menu in the current Voice Menu to send the caller to when the entered Pin Number does not exist.

**Phrase**: From the dropdown menu, select the phrase to prompt the caller for their Pin Number.

> **Note**: This is a custom prompt and needs to be recorded manually.

**Number of Retries**: Enter the number of times a caller may fail to provide a valid Pin Number before being disconnected.

## Ask Question

This action is used for a Question & Answer script. It enables the system to ask the caller a question and record their response. The results of the Q & A session will be sent to the defined Mailbox.

After answering the question, the caller will be brought to the defined next Sub Menu. In this way, you are able to link several questions together and have the results sent to the defined mailbox in one results page instead of several.

**Action Properties**

| | |
|---|---|
| DTMF Key | 0 |
| Action | Ask Question ▾ |
| Description | Password reset |
| Next Sub Menu | 1: ▾ |
| Mailbox | 6523: Kathryn Barnes ▾ |
| Phrase | 5111 ▾ |
| Answer Type | DTMF Digit ▾ |
| DTMF Digit Length | 1 |

**Next Sub Menu**: From the dropdown menu, select the Sub Menu to bring the caller to after they have answered the question(s).

**Mailbox**: Enter the mailbox where the answers of the callers will be stored.

**Phrase**: From the dropdown menu, select the phrase to play to ask the caller a question.

> **Note**: This is a custom prompt and needs to be recorded manually.

Answer Type:  From the dropdown menu, select one of the following.

> **Voice Message** - Choose this option to have the caller answer the question vocally.
>
> **DTMF** - Choose this option to have the caller answer the question with DTMF keys. The length of the answer must also be defined.

## Beep Caller Phone Number

This action behaves like Send Beeper Message, an action that is available in all Mailboxes. A caller selecting this option is prompted to enter his/her phone number using the telephone keypad. The DTMF digits that are entered are then sent to the user's alphanumeric pager.

> **Note**: The user must have an alphanumeric pager that is configured in the Notification section of the user's Mailbox.

There are no additional parameters for this action.

## Call Mailbox

This action allows you to transfer a caller to a specific Mailbox.



**Mailbox**: Enter the Mailbox to which the caller will be sent.

**Language**: From the dropdown menu, select the language you want the system to play when greeting the caller.

## Disconnect

This action disconnects the caller from the system.

Choose whether or not the caller should hear a prompt before being disconnected.

## Get Destination from DB

This action is associated with the desktop call control Active X. It asks the caller for their PIN and sends the call information to the Active X that has pre-defined actions and an integration setup.



**Pin Number**: Enter the PIN the caller must enter in order to continue.

**Phrase**: From the dropdown menu, select the phrase to play to ask the caller for their PIN.

---

**Note**: This is a custom prompt and needs to be recorded manually.

---

**Next Sub Menu, When Invalid**: From the dropdown menu, select the sub menu in the current Voice Menu to send the caller to when the entered PIN does not exist.

**Number of Retries**: Enter the number of times a caller may fail to provide a valid PIN Number before being disconnected.

## Get Transfer Mailbox

This action allows callers to transfer directly from within the voice menu to a desired extension. When a caller selects this action from a Voice Menu, they will hear the selected prompt, and then they can enter the mailbox number they want to transfer to.



**Phrase**: From the dropdown menu, select the phrase to play to ask the caller to enter the mailbox user they want to transfer to.

---

**Note**: This is a custom prompt and needs to be recorded manually.

---

## Get Transfer Phone Number

This action allows the caller to transfer to a phone number that is off site. When the key for this action is pressed, the caller will hear the dial tone. They can then enter the phone number and the system will execute the transfer.



**Prefix**: Enter the number that is required to access an external line.

## Page Current Mailbox

This action allows the caller to page a specific Mailbox user.



**Mailbox**: Enter the mailbox user to be paged.

## Play Date and Time

This action is used to play the current date and/or time in the selected language.



**Language**: From the dropdown menu, select the language to play back the date and/or time in.

**Date**: Enable this checkbox to have the system play back the date.

**Time**: Enable this checkbox to have the system play back the time.

# Record Conversation

This action is used to initiate and record a conversation with a specific mailbox user.



**Mailbox**: Enter the mailbox user to initiate and record a conversation with.

# Return to Customized TUI

This action allows a mailbox user to be brought back to their Customized TUI. The Voice Menu needs to be bound to a mailbox user. At the mailbox greeting, press the key for this action and the caller will be brought to the mailbox user's TUI.

# Send a Mass Recall Message

This action allows callers to use the Mass Recall feature. The chosen mailbox must have the necessary Distribution Lists configured so that the message is sent to the right people.



**Mailbox**: Enter the mailbox user to have the Mass Recall message sent to. This mailbox must have the proper Distribution Lists set up.

**Language**: From the dropdown menu, select the language to service the caller in.

**Voice Menu**: From the dropdown menu, select a Voice Menu to attach to the message. After the recipients listen to this message, they will be brought to the selected Voice Menu instead of the default.

# Send to Directory

This action sends the caller to the company directory.

# Send to Express Voice Mail

This action brings the caller directly to the mailbox user's voice mail. Instead of hearing the full mailbox greeting, the caller will hear the mailbox user's name and the record tone.



**Mailbox**: Enter the mailbox user to which the express message is sent to.

**Language**: From the dropdown menu, select the language to service the caller in.

# Send to Fax Mail

This action causes a fax message received at the number to be sent to a mailbox.

**Mailbox**: Specify the mailbox to route the incoming fax message to. If no mailbox is entered, and incoming fax will create a desktop prompt for the destination.

# Send Fax Start Tone

This action allows incoming callers to tell the system that they want to transmit a fax to the recipient. Selecting this option will ready the system to receive the fax.

**Mailbox**: Enter the mailbox number that is to receive the fax when this menu item is selected.

# Send to Login

This action allows the caller to log in to a mailbox. The system will first prompt them for the mailbox number and password.



**Current Mailbox**: Enable this checkbox to automatically connect to the current mailbox.

**Mailbox**: Enter the mailbox user to which the caller will attempt to log in to.

> **Note**: If nothing is defined in this field, the system will prompt for both mailbox number and password. Else, the system will prompt just for the password.

## Send to Main Greeting

This action sends the call to the main company greeting.

## Send to Operator

This action transfers the caller to the system defined operator. If the action was performed with a Voice Menu bound to a mailbox, the caller will be transferred to their Personal Operator if they have one defined.

## Send to Phone Number

This action allows a caller to be sent to a specific phone number.



**Country**: From the dropdown menu, select the country to which the call is to be made.

**Phone Number**: Enter the number to transfer to.

**PBX Node**: From the dropdown menu, select the node which the call is to be directed through.

## Send Predefined Fax

This action will send a fax to the recipient.  The fax must have already been saved to the **UC\Faxout** folder on the voice server hard drive;  PDF or TIFF format only.  Name the file with a document number (e.g. **1001.pdf**, **1002.tiff**).

When this item is selected from the voice menus, the caller will be prompted to enter their fax number and the file will be sent.



**Next Sub Menu**: From the dropdown menu, select the Sub Menu to bring the caller to after they have selected their fax.

**Document**: Enter the document number for the fax that will be sent (e.g. **1001**).  Do not include the file extension (i.e. pdf or tiff).

> **Note**:  This option will not be visible unless the **Fax on Demand** feature is enabled through Messaging Admin.  In IXM Admin, this is found under **Configuration > Fax Settings**, and should be set to **True**.

# Send to Requested Voice Mailbox

This action brings the caller directly to the requested mailbox user's voice mail.

When the key for this action is pressed, the caller will be prompted to enter the mailbox number. After they enter the number, the caller will be brought to the mailbox user's voice mail."



**Language**: From the dropdown menu, select the language in which the prompt will be played.

# Send to Sub Menu

This action brings the caller to the specified sub menu for further processing.



**Next Sub Menu**: From the dropdown menu, select the sub menu to send the caller to.

# Send to Voice Mail

This action brings the caller directly to the mailbox user's voice mail greeting.



**Mailbox**: Enter the mailbox user to which the voice message is sent.

**Language**: From the dropdown menu, select the language which the greeting will be played in.

**Voice Menu**: From the dropdown menu, select the Voice Menu to attach to the voice message. After the mailbox user listens to the message, they will be sent to the selected Voice Menu instead of the default.

# Send to Voice Mail Record Tone

This action brings the caller directly to the mailbox user's voice mail. The caller will not hear any record prompts, but will just hear the record tone.

> **Note**: This action is only available if the Voice Menu is bound to a mailbox.

# Send to Voice Menu

This action sends the caller to a different Voice menu for further processing. By default, the system will send the caller to the first sub menu of the selected Voice Menu.



**Next Voice Menu**: From the dropdown menu, select the Voice Menu to sent the caller to.

# Send Requested Fax

This action will send a fax to the recipient.  The fax file must have already been saved to the **UC\Faxout** folder on the voice server hard drive.  Name the file with a document number (e.g. **1001.pdf**, **1002.tiff**).

When this item is selected from the voice menus, the caller will be prompted to enter the number of the document they want to receive (e.g. **1002**), and their fax number.  The selected file will then be sent.



**Next Sub Menu**: From the dropdown menu, select the Sub Menu to bring the caller to after they have selected their fax.

> **Note**:  This option will not be visible unless the **Fax on Demand** feature is enabled through Messaging Admin.  In IXM Admin, this is found under **Configuration > Fax Settings**, and should be set to **True**.

# Manage Routing Tables

The Routing Table allows you to customize the way calls are handled depending on the information available. The information used for routing purposes is divided into three parts:



**Caller ID**: UC systems can be configured such that when a caller with a specific Caller ID dials into the system, the call will be routed to a specific Mailbox user or a voice menu. Selected phone numbers or area codes can be routed to a Mailbox user or voice menu.

**DNIS (Dialed Number Identification Service)**: The calls can be routed according to the dialed number of the destination. While this is usually configured at the switch level, you also have the option of managing it through the UC server.

**PIN verification**: You can enforce a PIN entry on the default Voice Menu and route the calls according to the PIN received. This feature is usually adapted by support centers.

Click the **Add New Record** button, or click **Edit** beside an existing routing table.

Use the Type field to change between **Caller ID/DNIS** and **PIN Number**.

# Caller ID/DNIS

The Caller ID/DNIS tab allows you to create a routing destination that is based on Caller ID and the DNIS (Dialed Number Identification Service). Routing destinations will be based on call information such as Caller ID, Voice Menu or Mailboxes and Account Codes.

## Caller ID/DNIS Entries

**Adding/Editing a Caller ID/DNIS Entry**



**Caller ID/DNIS**: Enter the number that will be routed to the Mailbox or voice menu. You can enter either a Caller ID or a DNIS number.

> **Note**: The Automated Attendant will detect the Caller ID or the DNIS number only if it is configured properly in the PBX configuration.

> **Hint**:  You can enter the full number or area code with wild cards "?". You can combine the wild cards with any configuration of numbers as well. For example, 416? will redirect all numbers that lead with 416.

Select one of the following radio buttons:

- **Mailbox**: Select this radio button to have callers that match the Caller ID/DNIS transfer to the selected Mailbox user upon dialing into the system.

- **Voice Menu**: Select this radio button to have callers that match the Caller ID/DNIS brought to the selected Voice Menu upon dialing into the system.

**Sub Menu**: From the dropdown menu, select the sub menu to use. Callers that match the Caller ID/DNIS will be brought to selected sub menu of the chosen Voice Menu. This option is available only when the Voice Menu radio button is selected.

**Associated Name**: Enter the description of the types of calls being redirected to a Mailbox.

> **Note**: After setting Caller ID/DNIS destinations, you must enable the Caller ID feature. In the Admin tree, select **Configuration > Device Management > Caller ID Settings** and enable the Caller ID settings.

# PIN Number

Pin numbers are used to create a custom dialog and action set based on numerical inputs from the caller. Pin number verification and routing may be used in a support center, dealer, or partner log in scenarios.

## PIN Number Entries

### Adding/Editing a PIN Number Entry



**Pin Number**: Enter the PIN Number to be verified for call processing. The number can be up to 25 digits in length.

**Voice Menu**: From the dropdown menu, select the Voice Menu to direct callers to when they enter the correct Pin Number.

**Sub Menu**: From the dropdown menu, select the sub menu of the chosen Voice Menu to direct callers to when they enter the correct Pin Number.

**Associated Name**: Enter the name that will appear for screen pop-ups if using the "Pin Number as Caller ID" function.

---

**Note**: After specifying PIN numbers, make sure that you enable the Ask Pin Number feature in the Voice Menu. In the UC Admin tree, expand the company that this PIN number is associated with and double-click Voice Menu. The Voice Menus appear in the right pane of the UC Admin console.

---

# Manage Fax Jobs

These tables show the outbound fax traffic from the system.  Inbound faxes are not included here.

## Outgoing

This shows all faxes that are currently in the queue for transmission.
Click **Cancel** to stop transmitting and remove the item from the queue.

| Number | Sender | Destination | Status | Created | Completed | Cancel |
|---|---|---|---|---|---|---|
| 914 | 3179 Annette Blue | 1(905)7079700 | Initial | September 13 2019 11:50:06 | | 🗑 |
| 923 | 5478 Arthur Penn | 1(905)5551212 | Initial | June 23 2019 16:00:17 | | 🗑 |
| 909 | 8401 Neil Kendrick | 1(877)9828292 | Initial | May 03 2019 11:34:52 | | 🗑 |

Total Records Found: 3

## Sent

These are the outbound faxes that have been successfully sent to the recipient.
Click **Cancel** to remove the item from the table.

| Number | Sender | Destination | Status | Created | Completed | Cancel |
|---|---|---|---|---|---|---|
| 907 | 4321 Abner Pery | 1(905)7079700 | Sent | September 13 2019 11:50:06 | 09/13/2019 11:52:14 | 🗑 |

Total Records Found: 1

## Failed

The messages in this table have not been sent to the recipient due to a failure (i.e. no answer, busy, wrong number, etc.).
Click **Cancel** to remove the item from the table.

| Number | Sender | Destination | Status | Created | Completed | Cancel |
|---|---|---|---|---|---|---|
| 893 | 8065 Alma Cokes | 1(905)7079700 | Failed | September 9 2019 11:45:06 | September 9 2019 11:45:06 | 🗑 |
| 916 | 7070 Arlo Keen | 1(905)5551212 | Failed | June 20 2019 16:00:17 | June 20 2019 16:00:17 | 🗑 |

Total Records Found: 2

# Key

**Number**:  The job number for this action.

**Sender**:  The extension and name of the person sending the fax.

**Destination**:  The number where the fax was being sent.

**Status**:  Result of the send attempt (Initial, Sent, Failed).

**Created**:  Date and time when the fax job originally entered the system.

**Completed**:  Date and time when transmission of the fax job ended / failed.

**Cancel**:  Click here to remove the item from the table.  This will stop transmission if the message is currently active.

# System Settings

## Services

Use the Services tab to configure connections to supporting servers for Messaging.



Several servers may already be configured depending upon the choices you made during the installation of the program. Review the settings for existing servers by clicking the **Details** button.

Click **Add New** and select the Synchronization Source created in the system settings section.

**Email Server**: Connect the voice server to another Email Server.

**CTI for Aura CM**: Allows the voice server to integrate with Avaya Aura CM.

**Message Sync Source**: Connect to another server.

When you have made a selection, enter the details for the server.



**Name**: Enter a name for this service.

**Service Address**: Put the IP address for the server here.

**Service Port**: Set this value to 993.

**Voice Format**: Use this field to tell Messaging what audio format to use for voicemail files.

# Advanced Settings

Configure the paths to the Consolidated and System servers.  Enter the URL for each server in the spaces provided.



**Consolidated Server Path**: Enter the installation directory path of the Consolidated Server (for sites using High Availability), or the path to the voice server directory.

**System Path**: Enter the installation directory path of the voice server (C:\UC by default).

# VPIM/SMTP

VPIM/SMTP settings allow you to configure VPIM server behavior.



**VPIM Options**

**Maximum VPIM Tasks**: Enter the number of VPIM messages can be processed at one time.

**Audio Format for VPIM**: Choose the audio format for VPIM voice messages.

**SMTP Options**

**SMTP Enabled**: Indicates whether or not SMTP is enabled.

**IP Address**: Add the default IP address for SMTP messages.

**Port**: Indicates the port that will be used for SMTP messaging.  The default value is **25**.

**Maximum SMTP Tasks**: Enter the number of SMTP messages can be processed at one time.

**Audio Format for SMTP**: Choose the audio format for SMTP voice messages.

**Default Sender Options**

**Always Use Administrator's Email**: Replaces the sender's email with that of the admin account, although the display will still show the original sender.  This is used when receiving messages from outside sources (i.e. Gmail) that may lack vital routing information.

**Admin Email**: Type in the administrator's email address.

**Sender Validation**

**Check The Sender Domain**: Enable to have the system check the domain of message senders to confirm the legitimacy of the source.

**DNS PTR Record Checking For Sender's IP Address**: Enable to allow DNS PTR record checking of a sender's IP address.

**ePage Options**

**ePage Domain**: Not generally implemented.  Used in a proprietary installation.

**ePage Email**: Not generally implemented.  Used in a proprietary installation.

**ePage Format String**: Not generally implemented.  Used in a proprietary installation.

**HTML Content Options**

**HTML Content**: Enable this item to allow sending messages in HTML format.

**HTML Filter**: Allows the filtering of HTML in messages to text.

**HTML Allow Delete**: Used with Send URL.  This permits / denies deleting.

**HTML Allow Dial**: Used with Send URL.  This permits / denies dialing.

**HTML Allow Mark As Read**: Used with Send URL.  This permits / denies marking a message as Read.

**HTML Allow Phone Playback**: Used with Send URL.  This permits / denies message playback.

**HTML Allow Full Attachments**: Allow whole attachments of voice message to be part of the message.

**Other Options**

**Smart Host**: In the case of a non-connected PC, all messages will be sent after being forwarded to this host.

**Use Email Verification For SMS**: Enable this option to require outbound SMS messages originating outside the company to be verified through email before sending.  An off-site sender, after attempting to send an SMS message, will receive an email with a link which must be clicked before the message will be sent.

**SMS Length Limit**: Set the maximum length of an SMS text message.

**Maximum Number of Incoming Connections**: Set the maximum number of VPIM/SMTP connections allowed.

**Maximum Number of Attempts Before Delay Notification**: Indicates the number of times the voice server will attempt to send a message before it notifies the sender that message delivery is still pending.

**Number of Delivery Attempts**: Indicates the number of times the voice server will attempt to send a message before it notifies the sender that message delivery has failed.

**TNEF Extension**: This is the message class or ID.

**Binary Mode**: Disabling this feature will allow binary encoded messaging.

**Forwarding Allowed**: Enable to allow the forwarding of messages from remote machines.

**Encapsulate Messages**: Enabling this will permit message encapsulation.

# Reorg

Reorg settings allow you to specify the rules to activate and run the function that cleans and compacts the database.



**Backup Files Before Reorg**: Configure whether to back up the database files before initiating the reorg or not.

**Reorg Time**: Sets the time of day, in 24-hour format, to start the reorg function.

# Reports

Reports allows you to enable or disable specific component activity reports.



**Administrator Activity Report**: Enable this item to allow the creation of administration activity reports.

**Mailbox Activity Report**: Enable this item to allow the creation of mailbox activity reports.

**Message Activity**: Enable to allow the creation of message activity reports.

**Client Apps Activity Report**: Enable to allow the creation of client applications activity reports.

# Logs

System Health settings allow you to specify report logging on all system components.



**Admin Log Level**: Create a log file for all Admin activity.

**Business Object Log Level**: This will create a log file for all EE Application Manager activity.

**Debug Level**: Sets the level of information sent to a log file when Debug mode is activated.   Enter a number between 0 (less) and 5 (most), depending on the level of detail required.

**Debug Mode**: Debug mode for all main voice server activities (**All, Debug, Event, No, Notify**).

**Log Mailbox Activities**: Creates a log file for all Mailbox activity.

**Log Queue Activities**: Creates a log file for all Queue activity.

**Log System Statistics**: Creates a log file for all system statistics.

**VPIM/SMTP Debug**: Allows for VPIM/SMTP debugging.

**VPIM/SMTP Log Level**: This indicates the level of information sent to a log file for all VPIM/SMTP activity, provided debug is activated.

**Caution**: Turning on many log options and/or collecting data for long periods can generate very large log files that may exceed the space available on the system drive.

# Administrators

The Administrators panel displays all of the accounts with admin privileges on the voice server.



Click **Details** to view each account's configuration, or select **New Admin** to add a new account.



**This Account has been locked**: Select to disable this account.

**User Name**: Enter the name of the administrator.

**Full Name**: Enter the administrator's full name.

**Description**: Enter the title or purpose of this administrator.

**Password**: Create the administrator's password.

**Confirm Password**: Re-enter the password.

**Domain Account**: Enter an email address of a user on the domain who will operate this account.

**Related Company**: Select the companies this administrator has administrative rights over.

**Edit System Configuration**: Allows this account to edit system configuration files.

**Add Edit Companies, Feature Groups**: This account can add, edit, and delete companies and feature groups.

**Add Edit Mailboxes**: Allows the account to create, edit, and delete mailboxes.

**Log Management**: This user can set and define logs for tracking issues and usage.

**Backup Management**: Allows this account to perform and define backup management tasks.

**Report Management**: Enable to allow the account to define and create reports and run the Web Report utility.

# Logout

Selecting this option will prompt you to log out of the Web Admin program.

# Separating Web Console Streams: Users vs Administrators

---

**Important**:  This section applies only to High Security installations.

---

End-users and administrators have different rights to the Avaya Messaging database.  Administrators are authorized to view all of the data system-wide, while end-users can only access some of the data from their own account.  This division helps to prevent end-users from accidentally damaging or changing the database.

By default, communications between front-end client applications, such as iLink Pro, and the voice server use a single stream for both administrators and end-users.  Since all traffic flows along the same stream, this creates the potential for a security vulnerability.

For high security environments, such as those requiring JITC compliance, it is necessary to separate the administrator and end-user paths to ensure the integrity of the data streams.  Administrators and end-users will still have the same levels of authorization, but they will each use their own, isolated stream.

## Procedure

1. On the voice server, open the drive where Messaging was installed.  By default, this is the C drive.
   Open the **UC** folder on this drive.

2. Open the **UCWebAPI** folder.  Double-click the **Web.config** file.  Open it using a text editor such as Windows Notepad.

3. Locate the **<appSettings>** section. Change the value for the following line to read "true".
Change...

> <add key="userManagementPartitioning" value="**false**" />

into...

> <add key="userManagementPartitioning" value="**true**" />



4. Optionally, you can add the protection of a certificate layer to further secure the stream. Change the value for the following line to include the name of **Certification Authority** (CA) that provided the certificates you will be using.



For example, change...

> <add key="userManagementTrustedIssuer" value="" />

into...

> <add key="userManagementPartitioning" value="**CertificatesToGo**" />

---

**Important**: The name used here must match **exactly** the name of the Certification Authority as it appears within the certificate. Review the certificate details to determine the precise name to be used.

---

**Note**: Self-signed certificates are not permitted. Only certificates issued by a CA can be used to satisfy the requirements of JITC.

---

# A Note for JITC Installations

If Avaya Messaging is installed onto a system with a JITC High Security license, there will be two versions of the Web.config file created in two different folders on the installation drive.  One of these is used to configure the administrator accounts, and the other for standard users.

## For Administrators

The administrator directory is the **\UC\UCWebApiAdmin** folder.

Within this folder is the **Web.config** file that you will edit as described above.

This is the file that must be modified.

## For Standard Users

The standard user directory is the **\UC\UCWebAPI** folder.

Within this folder is a second copy of the **Web.config** file that is used by all accounts that do not have administrator privileges.  This file does NOT need to be modified to separate the communication streams.

Leave this file unchanged.

# 19

# LDAP IMPORT UTILITY

## In This Chapter:

# Introduction

The LDAP Import Utility allows you to import user information from your Active Directory servers or from text files into the Messaging database. This utility is suited to situations where there is already existing user information prior to installing Messaging.

The LDAP Import Utility is installed with Messaging. To access it from the Windows Desktop, click **Start > Programs > Messaging > LDAP Import Tool**.

# Toolbar Buttons

| Button | Name | Function |
|---|---|---|
| | Import mailboxes | Imports one or several mailboxes. |
| | Import contacts | Imports one or many contacts. |
| | Import Distribution List | Imports one or more distribution lists. |
| | Print | Print a file. |
| | Help | Accesses LDAP Import Utility help file. |
| | What's this? | Provides a brief explanation for the selected item. |
| | Settings | Opens the Settings dialog box. |
| | Connect LDAP Server | Connects to the LDAP server. |
| | Disconnect from LDAP Server | Disconnects from the LDAP server. |
| | Save mailboxes in database | Saves mailboxes data to the Messaging database. |
| | Assign mailbox numbers | Allows you to modify the attributes of a range of mailboxes. |
| | Reset mailbox numbers | Allows you to clear mailbox settings for selected users. |
| | Select All | Select all mailboxes. |
| | Read Mailboxes | Display all mailboxes. |
| | Assign OU & Company | Import the company/organizational unit information from a database. |
| | Assign Mailbox number and extension from database | Assigns a mailbox number and extension directly from a database. |
| | Link User with database | Synchronizes the Voice Server database with the directory. |
| | USN & Timestamp | Specify USN or Time. |
| | Update Directory | Updates the directory. |
| | Adjust mailbox number and extension | Edit the attributes associated with a mailbox in the directory. |
| | Check for mailbox duplication | Validates mailbox information before importing. |
| | Import Companies | Allows you to import all selected Companies. |
| | Import OUs | Allows you to import all selected Organizational Units. |
| | Check Selected Branch | Select all items/subitems of the selected object in the directory pane. |
| | Uncheck Selected Branch | Deselect all items/subitems in the directory pane. |

# Importing a user into the system

The LDAP Import Tool allows you to gather user data from a text file or from your directory. When using LDAP to import a user from the directory to the voice server, the following steps must be performed:

1. Open the LDAP Importer. Go to **Start > All Programs > Messaging > LDAP Import Tool**.

2. Click the **Settings** toolbar button . The Settings screen (Server tab) appears.

3. Verify the following LDAP Server information:
   - The **Directory Server** field contains the correct Directory Server.
   - The **Host** field contains the correct directory server name.

   **Note:** Click the ellipsis or **DNS** button if you want to browse through the available server locations.

   - The **Port** field contains the correct LDAP Server port number.
   - The value in the **Protocol Version** dropdown list is correct.

4. Click **Paging**. The Paging dialog box appears:

5. Set the Paging specifications:
   - **Page Size** specifies the number of entries to show per page when retrieving results from the server.
   - Enable **Paging allowed** to use paging specifications.
   - Click the **Detect** button to check if the server supports the paging mode.
   - Click **OK** to save specifications.

6. In the Connections options feature box, specify the following:
   - In the **Timeout** field, enter the time (in minutes) for the length of a connection.
   - Enable the **SSL Connection** checkbox to use Secure Sockets Layers.

7. In the Credentials/Authorization feature box:
   - Enable the **Anonymous Bind** checkbox to allow login to LDAP by any client without authentication.
   - Select either **Simple**, for no encryption, or **GSS**, to encrypt communications.
   - Enter the **User DN/Username** for the administrator account.
   - Enter the directory **Domain** name.
   - Enter the administrator **Password**.

8. Click on the **Searching** tab.

9. You can search either by **Users**, **Public Contacts** or **Feature Groups**.

**For all search methods:**

10. In the **Search DN** field, enter a data string describing the directory server location. This defines where to search.

11. Enter a data string describing what you are looking for on in the **Filter** field.

12. Select either **One level**, to search only the current tier of the directory hierarchy, or **Sub-tree level** to include all levels in the search.

13. Select **Matching Rules**. This screen shows which fields in the Messaging database correspond to which fields in the directory database.

---

**Note:** By default, all attributes are predetermined to match most existing Directory servers. Also, this is where you will define which field in the AD will be used for mailbox number on the Messaging side. You may use any free field within AD to assign mailbox numbers, as long as you match them accordingly under the Matching Rules.

---

14. Highlight the Class Object for which you want to define a unique matching rule, and then click the ellipsis ⬚ button. The **Class Attributes** dialog box appears.

15. Select the attribute that you want to assign to the Class Object, then close the Class Attributes dialog box. The chosen Class Object will now be associated with the specified field in the Messaging database.

16. Repeat Steps 13-15 for all matching rules you want to define.

17. When finished click **Apply**.

18. Click on the **Database & Synchronization** tab.

   In the Class schema feature box complete the following:

   - Enter the object class name to be synchronized with Mailbox.
   - Enter the object class name to be synchronized with Public Contact.
   - Enter the object class name to be synchronized with Feature Group.

   In the Synchronization feature box:

   - Choose USN to synchronize data based upon the Update Sequence Number. Choose DateTime to sync based upon time stamps. Select Cumulative to have both servers compare their contents and make updates where appropriate.

---

**Note**: USN is best for most applications. Time stamps between servers can be out of sync, which can prevent the accurate replication of data. Cumulative synchronization can be time consuming. Not all servers support all methods of synchronization.

---

   - Make sure the correct language for the interface is selected in the **Language** dropdown list.

19. Click **Apply**, then **OK**. You are returned to the main LDAP Import Tool screen.

20. Back on the main LDAP Import screen, click on the **Connect LDAP Server** button [icon]. Double click on a user.

   The Attributes screen appears. You should see the same user parameters in this window as are defined in the Directory.

21. Return to the Directory and open the properties for the user.

22. Change the mailbox number value (Unified Messaging tab) and re-synchronize the LDAP. The user's mailbox number in both LDAP and the directory should be the same.

23. Press [icon] to save the changes to the database. You will be prompted to enter additional information (password, IMAP Server, tutorial).

24. Click the **Import Mailboxes** toolbar button [icon], then go to the main system window and view the mailboxes pane.
   The user should now be among the listed users.

# Changing a user

## To change a non-Messaging user to a Messaging user:

1. In the directory, select a user who does not have messaging options defined.
2. Add information to the required fields and save.
3. Press the **Connect LDAP Server** toolbar button [icon] to view the users in the directory. You should see the old user, but now with additional fields declared.
4. Press the **Save mailboxes in database** toolbar button [icon] to save the user to the database. You will be prompted to enter additional information (password, IMAP Server, tutorial).
5. Go to the Admin window to view the mailboxes pane. *The user should be a part of the Admin.*

# Importing Directory users into the system

**1.** Open the LDAP Import Tool.

**2.** Select **Tools > Settings**, or click the Settings toolbar button [  ]. The Settings screen (General tab) appears.

**3.** Enter the following information:

- Make sure the **Directory Server** dropdown list indicates the correct Directory Server.
- In the **Host** field, enter the directory server name.

---

**Note:** Click the **ellipsis** [  ] or **DNS** button if you want to browse from a list of server locations.

---

**Note:** Use if you want default server parameters to load automatically.

---

- Make sure the **Port** field contains the correct LDAP Server port number.
- Make sure the value in the **Protocol Version** dropdown list is correct.

**4.** Click **Paging**. The Paging dialog box appears.

**5.** Adjust the Paging specifications as follows:

- Indicate the number of entries to show per page when retrieving results from the server.
- Select the **Paging allowed** checkbox to enable paging specifications.
- Click the **Detect** button to check if the server supports the paging mode.
- Click **OK** to save specifications.

**6.** On the Server tab, check the following administrator credentials information:

- Select the **Anonymous Bind** checkbox to allow login to LDAP by any client, without authentication.
- Select either the **Simple** (no encryption) or **GSS** (encrypted) radio button.
- Make sure the **User DN/Username** field contains the correct administrator user name.
- Make sure the **Domain** field contains the correct directory domain name.
- Make sure the **Password** field contains the correct administrator password.

**7.** Click on the **DSE** tab.

**8.** If you want to view DSE information, click **Request**. The list box is populated with DSE entries:

**9.** Click on the **Object Classes** tab.

**10.** If you want to view object class information, click **Request**. The listbox is populated with object class information.

# Importing from a file

1. In the LDAP Importer toolbar, click **File** > **Import Mailboxes**. The Import from File dialog box appears.

2. In the **Data File** field, enter the path of the source file to import, or click **Browse** to select the source file.

3. In the **Delimiter** field, select the delimiter from the list of predefined characters, or define your own. Most csv files are comma delimited.

4. Select the file format of the Data file, either **DOS** or **Unix**.

5. Click **Preview** to view the data from the file and ensure that the settings are correct.

6. Click **Edit** to change the settings. The Notepad dialog box appears. Edits may be done here or on the original file.

7. Make your changes and restart the import tool.

8. To match a column with an attribute, click an attribute in the lower pane, then click the corresponding column in the upper pane.

   The column number will appear in the **Column** field beside the attribute.

9. When all attributes have been assigned, click **Import**. The system copies the data from the selected file to the specified fields in the Messaging database.

10. If the icon next to the account is red  , then there is not enough information to create that mailbox. The database may not include a required element, such as the Company Number or Feature Group. Add the missing data to the file and run the import again.
Changes can also be made using the GUI (see step 11 for individual changes, step 12 for bulk changes).

If the icon next to the account is green  , then there is enough information to create the mailbox.

11. To modify an individual account's attributes, double-click the mailbox in the attributes window. Select the attribute to modify from the dropdown menus. You can also change its capabilities, but these can only be applied if the required user license has been purchased (all mailboxes are set to **Standard** by default). Refer to the Technical Operating Guidelines for further details on the specific license features. Click **Apply** when ready.

12. To make changes to multiple users, hold the **Shift** or **Ctrl** key and select all of the accounts to modify. Right-click one of them and select **Assign Mailbox number**.



Select the desired attribute from the dropdown menus and click **Assign** when ready.



13. Once all accounts have been updated, hold the **Shift** or **CTRL** key to select which users to add to the Avaya Messaging database. Click **Save mailboxes in database** to start the export.



**Hint**:  You can use **Ctrl + A** to select all accounts.

14. If a validation error occurs, click **No** to review what the error log.





Most errors can be ignored and modified in Messaging Admin once the mailboxes have been imported.
Close the ValidationErrors file, select the **Save Mailboxes in Database** icon, and chose **Yes** to complete the import.

15. The results of the import will be displayed.

# Configuring and Connecting

1. In the LDAP Importer toolbar, click the **Settings** toolbar button:
2. In the **Host** field, enter or select an LDAP server name or address.
3. In the **Port** field, enter the LDAP Port. (Also applicable to SSL).
4. In the **Protocol version** dropdown list, select the protocol version.



5. Click **Paging**. The Paging dialog box appears.
6. Adjust the paging specifications:
   - In the **Page Size** text box, indicate the number of entries to show per page when retrieving results from the server.
   - Select the **Paging allowed** checkbox to enable paging.
   - Click the **Detect** button to check if the server supports paging mode.
   - Click **OK** to save specifications and return to the Settings screen.



7. In the **Base DN** field, enter an unique name for the base.
8. In the **Timeout** box, indicate the maximum number of seconds before a connection or operation has timed out.

**9.** Select the **SSL Connection** checkbox if Secure Socket Layers are being used.
- In the Credentials/Authorization box, select **Anonymous Bind** if an anonymous bind is to be used.
  OR
    Select **Simple** if simple authentication is to be used.
  OR
    Select **GSS** if GSS authentication is to be used.

---

**Note**: If **Anonymous Bind** is selected, User DN/Username, Domain, and Password fields are disabled.
If **Simple** is selected, the User DN/Username and Password fields are enabled.
If **GSS** is selected, the User DN/Username, Domain, and Password fields are all enabled.

---

**10.** In the **User DN/Username** field, enter the user name.

**11.** In the **Domain** field, enter the domain name.

**12.** In the **Password** field, enter the user's password.

**13.** Click **Apply** and **OK**, then click on the **Searching** tab.

**14.** You can search by Users, Public Contacts, and Feature Groups.

FOR EITHER SEARCH METHOD:

**15.** Make sure the **Search DN** field contains a data string describing the directory server location. This is the search location.

**16.** Make sure the **Filter** field contains a data string describing what you are looking for on the Directory server.

**17.** Select either the **One level** radio button for a one-level search, or the **Sub-tree level** radio button for a multiple-level search.

**18.** Select **Matching Rules** to redefine the Matching Rules to use.
The Matching Rules window appears.

---

**Note:** By default, all attributes are predetermined to match most existing Directory servers. Also, this is where you will define which field within AD will be used for mailbox number on the Messaging side. You may use any free field within AD to assign mailbox numbers, as long as you match them accordingly under the Matching Rules.

---

19. Highlight the Class Object that you want to define a unique matching rule for, and then click the ellipsis ▭ button. The Class Attributes dialog box appears.

20. Select the attribute that you want to assign to the Class Object, then close the Class Attributes dialog box.

21. Repeat Steps step 19 and step 20 for all matching rules you want to define.

22. When finished click **Apply** and **OK**, then click on the **Database & Synchronization** tab.

---

**Note:** By default, the attributes are set. Double check them to ensure that they correspond with your specific Directory settings.

---

- Enter the object class name to be synchronized with Mailbox.
- Enter the object class name to be synchronized with Public Contact.
- Enter the object class name to be synchronized with Feature Group.
- Make sure the correct language is selected in the **Language** dropdown list.

In the Synchronization feature box:

- You will most likely select the **USN** radio button. Select the **DateTime** radio button only when you want synchronization between the messaging and directory servers to occur on a time basis.
- Select the **Update telephone number** checkbox if you want the telephone number to synchronized with the user's mailbox number.

23. Click **Apply**, then **OK** to return to the main LDAP Import Tool screen.

24. When all settings have been defined, click the **Connect LDAP Server** toolbar button. The following dialog box appears.

25. Click **Yes**.

The system attempts to connect to the Active Directory and will import all users that were defined in the IMAP server. It displays the hierarchy of the information and specified attributes can be viewed by double-clicking on each (The Attributes dialog

box appears, displaying the attributes associated with the selected user).

# Adding and Importing mailboxes

After connecting and receiving the data from the directory server, you can import a selection of users or assign mailbox attributes.

> **Note:** The import time for 500+ users is approximately 15 minutes. This ensures that all mailbox information is correctly imported.

1. To import defined users, highlight the user(s) you want to import and click the **Assign Mailbox number and extension from db** toolbar button.
2. Click **Import** to import all selected users.

    OR

    To assign mailbox attributes to users before importing, highlight a user and hit the
    **Assign Mailbox Number and extension from db** toolbar button.
    The Assign Mailbox dialog box appears.
3. In the **Mailbox number FROM** field, enter a mailbox number for the selected user.
4. In the Mailbox number FROM **Increment by** spinbox, select the number to increment the mailbox by.
5. In the **Extension FROM** field, enter the extension number.
6. In the Extension FROM **Increment by** spinbox, select the number to increment the extension by,
7. From the **Company** dropdown list, select the company that the user is to be associated with.
8. From the **Feature Group** dropdown list, select the feature group that the user is to be associated with.
9. From the **Department** dropdown list, select the department that the user is to be associated with.
10. From the **Desktop Capabilities** dropdown list, select which capability to assign to the user.
11. Click **Assign** and close the Assign Mailbox dialog box.
12. Repeat Steps step 4~step 11 to assign mailboxes for all users.
13. Click **Import** to import and save user settings.

> **Note:** If any errors occur, the Report window displays all errors.

# Checking Imported and Saved Mailboxes

1. To check the imported and saved mailboxes, go to the LDAP Importer toolbar and click the **Read Mailboxes** button. The Mailboxes dialog appears, displaying all the assigned mailboxes and attributes.



# Clearing a mailbox

To clear a mailbox, highlight a user in the LDAP Importer and click **Clear**.

# Updating the Directory

Whenever attributes are defined or configured in the LDAP Import Utility, you need to update the objects (users) on the directory server.

In the LDAP Import Utility toolbar, click the **Update Directory** toolbar button. *The system updates the directory server.*

# Synchronizing the database with the Directory

You must synchronize the Database with the Directory.

1. In the LDAP Import Utility toolbar, click the **USN and Timestamp** toolbar button. The Global USN & Time dialog box appears.
   If you selected **USN** on the Messaging + Synchronization tab, the **The Highest USN** field is enabled. If you selected **DateTime**, the **Date** and **Time** boxes are enabled.

2. In the **The Highest USN** field, enter the highest unique sequence number.

3. Click **Request** to retrieve the USN.

   Click **Save**.

   OR

   For the **Date**, indicate the date the object is to begin synchronizing from.

4. For **Time**, indicate the time the object is to begin synchronizing from.

5. Click **Save**.

6. In the LDAP Import Utility Toolbar, click on the **Link User with database** toolbar button. *The system synchronizes the information from the Database with the Directory.*

# 20

# MAILBOX BULK MANAGER

## In This Chapter:

# Introduction

The Mailbox Bulk Manager program provides system administrators with a means to modify usernames and passwords for large numbers of people at the same time. One or more accounts can have their usernames changed to a standardized format, or their passwords randomized using this program.

The user data can also be exported to a comma delimited (CSV) file, where the changes can be made using any text editor (i.e. Notepad). The updated file can then be imported into the Bulk Manager in order to overwrite the original user data on the voice server.

## Starting the Mailbox Bulk Manager

The Mailbox Bulk Manager is in the Messaging menu in the **Windows Start** button. Click the link to launch the program.



When prompted for authorization, enter the same administrator credentials used with Messaging Admin.

Enter the username and password, then hit **Enter** to go to the main screen of the Bulk Manager.

# Using the Mailbox Bulk Manager

## Toolbar Buttons

The icons at the top of the window have the following functions when available.

| Icon | Description |
|---|---|
| | **New** creates a comma delimited data file in the specified location. This file will be empty, and it can be modified with any text editor (i.e. Notepad). |
| | **Open** will allow an existing comma delimited file's data to be brought into the program. This file can come from any source. |
| | With one or more users selected, click **Save** to export those users' data to a comma delimited file in the specified location. |
| | Use **Save into DB** to push all changes into the voice server database. This will overwrite the existing data. |
| | Click **Refresh from DB** to update the display with the current information from the database. All unsaved changes will be lost. |
| | Select one or more users, then click **Modify Credentials** to make changes to their usernames and passwords. |

## Managing Usernames and Passwords

After logging in, the program automatically loads the details for the current installation of Messaging.

Click on a Company to view all users, including all members of any Organizational Units. Click on an OU to view only the users it contains.

The **Application** and **Numeric Passwords** are not displayed for security reasons.

## Selecting Users

Click on a user to modify.

Use **CTRL+ Click** and **SHIFT + Click** to select multiple users.

## Modifying User Credentials

With the desired users selected, click **Tools > Modify Credentials**, or click the Modify Credentials icon.



Enable all of the necessary items. The selected users will have these changes applied to their account.

> **Username**: When enabled, select from the dropdown list one of the predefined formats to use for the **Application Username**. This is required when users log into the system from any source other than a telephone keypad.



- **Reply-To/Email** - Choose this option to have the username changed to a user's email Reply To address (**johnc@erbmusic.com**, **aperry21@home.org**).
  This value is the **Reply To** option set for each user on their **Addresses** tab in Messaging Admin.



- **Email/Reply-To** - Choose this option to have the username changed to each user's email address (**johnc@disco.org**, **aperry21@school.edu**).
  This value is the **Email** address set for each user on their **Synchronization Options** tab in IXM Admin.



- **First name + 1 character of Last name** - The username will be changed to the person's first name, followed by the first letter of their last name (**JohnC**, **AbnerP**).
- **1 character of First name + Last name** - The username will be changed to the first letter of the person's first name, followed by their last name (**JCarter**, **APerry**).

- • **First name.Last name** - The username will be the person's first name, followed by a dot, and then their last name (**John.Carter**, **Abner.Perry**).

**Random Numeric password**: The numeric password is used when logging into the system from a touch tone phone keypad. Enable this item to change the numeric passwords for all selected users. This password will be all numbers.

**Random Application password**: The application password is used when logging into the system from any means other than a telephone keypad. This includes all web enabled programs, such as iLink Pro and Web Access. Enable this item to change the application passwords for all selected users. This password will be a combination of numbers and letters.

**Regenerate GUID**: Enable this option to create a new GUID for all selected users.

Randomized passwords are unique to each user.

Generated passwords will obey the rules specified for password length on the voice server. These are set in Messaging Admin, on the **Company > Passwords/Security** tab.



Once the selections have been made, click the **Update** button to make the changes to all selected users.

**Warning**: All changed passwords are visible in the main window.

Record their values **now** so that users can be told what their login credentials have become.

Once the changes have been saved to the database, the passwords will no longer be visible.

# Using Comma Delimited Files

The Mailbox Bulk Manager can work with comma delimited (CSV) files. These files can be generated from any source providing they comply with the structural requirements of the program.

## Required CSV File Structure

The external files must be saved with a CSV file extension. They must conform to standard rules for comma delimited files.

- Each row represents a separate record and ends with a carriage return.
- Individual fields within a record are separated by a comma.
- Individual fields within a record are enclosed in double quotation marks.

The Mailbox Bulk Manager expects each record in the CSV file to contain 9 fields. The first row in the file contains the names for each of the fields. These are:

**MbxNumber,FirstName,LastName,UserName,NumericPwd,AppPwd,GUID,Company,MbxID**

**Company**: This value identifies which company at the site the user belongs to. The default value is **1**.

**MbxID**: This code must be unique for all users. Any changes made are applied against the user with the same MbxID.

## Exporting User Data to a CSV File

To export the user details to a CSV file, select the desired users in the main window, then click **File > Save**, or click the Save 💾 icon.



**Note**: Existing passwords are NOT exported with the other data. Enter password data within the double quotation marks "" for each password. The Bulk Manager can also randomly generate passwords once the file has been imported. Passwords must be generated before the data can be saved to the database.

## Modifying the CSV File

An exported CSV file can be edited using a text editor, such as Windows Notepad. It can also be loaded into a spreadsheet or word processor. Make any changes in the editor, then save the file in comma delimited (CSV) format.

**Hint**: The master file can be created and maintained in a third part application, such as Microsoft Excel. If all of the fields, including the title row, are present and populated, and the file is saved in the CSV format, any program can be used as the source of the information.

**Warning**: The Mailbox Bulk Manager cannot create new users in the database. It can only change existing users. This includes the use of CSV files. New users must be created within Messaging (e.g. Messaging Admin, Web Access), or introduced through the LDAP Import Tool.

# Importing from a CSV File

A CSV file, regardless of its source, can be imported into the Mailbox Bulk Manager to overwrite the existing database.

Go to **File > Open**, or click on the Open 📂 icon. Select the CSV file to import. The updated information will appear in the main window. The display will change to reflect the updates, but it will not overwrite the program data until it is saved to the database.

# Saving the Changes

Once all changes have been made, verify that all user data is complete. In the main window, the icon to the left of each user's mailbox number indicates the status of their data.



🟢 - Green indicates that all fields are complete and correctly populated.

🔴 - A Red symbol means that some data is missing or is incorrect. Check that all usernames and passwords have been entered, that numeric passwords are numbers only, and that Application Passwords contain both numbers and letters. Passwords must also conform to the rules configured in Messaging regarding minimum/fixed length.

---

**Warning**: Record the passwords **before** saving into the database. Once saved, the password details will be hidden and cannot be retrieved. A password must be reset if it is forgotten.

---

Once all users are correctly configured, click **File > Save into Database**, or click the Save into DB 💾 icon.

The changes will be made to the voice server database, and the password values will be obscured.

Any existing information in the database will be overwritten. Users who were not selected are unaffected.

# 21

# DEFAULT PROMPTS

## In This Chapter:

# Introduction

Should the System Administrator wish to rerecord the system prompts, this section provides a complete list of those prompts, including their file names and their contents (or an explanation thereof).

# File Names and Text

| File Name | Text |
|---|---|
| sal0000.vox | Thank you for calling.  Your Call is being handled by our Unified Communications System.  Please dial the extension of the person you wish to speak with, or press star for the company directory, or stay on the line for further assistance. |
| mess003.vox | I'm sorry…. |
| mess004.vox | …did not answer.  Please leave a message. |
| mess005.vox | …is on the phone.  Please leave a message. |
| mess006.vox | You have reached the voice mailbox of… |
| mess007.vox | Please hold for assistance. |
| mess008.vox | Paging your party. |
| mess009.vox | Thank you for calling. Good-bye. |
| mess010.vox | Thank you, Please Hold |
| mess011.vox | Transferring you to… |
| mess012.vox | Paging… |
| mess013.vox | One moment, you have a call. |
| mess014.vox | I'm sorry I did not understand that, please try again. |
| mess015.vox | …is busy, you have reached the voice mail of… |
| mess016.vox | …did not answer. You've reached voice mail of… |
| mess017.vox | I'm sorry. Your party is not in office right now. Please  leave a message. |
| mess018.vox | ….is out of the office and will return at ….. |
| mess019.vox | Please enter your area code and telephone number |
| mess020.vox | Call For |
| mess021.vox | I am sorry that extension is busy, to try another extension press 1, to be transfer to the receptionist press 0, or stay on the line to leave a message. |
| mess022.vox | Please enter the mailbox number of the person for whom you wish to leave a message. |
| mess023.vox | I'm sorry…. |
| mess024.vox | …is not in the office right now.  Please leave a message. |
| mess025.vox | …is not available to take your call.  Please leave a message. |
| mess026.vox | At the tone, please leave a message. |
| mess027.vox | Caller found, Please hang up for to receive the call |
| mess028.vox | I'm sorry, no-one is currently leaving you a message |
| mess029.vox | Your party is now available |
| mess031.vox | I'm sorry that extension is busy.  To try another extension press 1, to try the extension again press 2, to be transferred to the receptionist press 0. or stay on the line to leave a message |
| mess032.vox | I'm sorry there is no answer at that extension to try another extension press 1, to be transferred to the receptionist press 0, or stay on the line to leave a message. |
| mess033.vox | Enter the extension of the person you wish to redirect this call to. |

| File Name | Text |
| --- | --- |
| mess035.vox | May I say who is calling? |
| mess038.vox | You have a call from... |
| mess040.vox | To accept press 1, send to another extension press 2, send to your mailbox press pound<br>mess041.voxTo accept press 1, send to another extension press 2, accept and record conversation press 3, send to your mailbox press pound. |
| mess043.vox | There are... |
| mess044.vox | There is... |
| mess045.vox | ...calls ahead of you. |
| mess046.vox | ...call ahead of you. |
| mess048.vox | That extension is still busy.  To try another extension press 1, To remain on hold press 2, To leave a message press 5, or press star to exit. |
| mess049.vox | That extension is busy. To try another extension press 1, To remain on hold press 2, To leave a message press 5, or press star to exit. |
| mess050.vox | That extension is busy. Your call is being processed next, To try another extension press 1, To remain on hold press 2, To leave a message press 5, or press star to exit. |
| mess052.vox | That extension is still busy, your call is being processed next.  To try another extension press 1, To remain on hold press 2, To leave a message press 5, or press star to exit. |
| mess054.vox | Press 1 after hearing the name of the person you wish to be transferred to. |
| mess055.vox | Please enter the first few letters of the person's name. For the letter Q or Zed, press 1. |
| mess056.vox | Please enter the first few letters of the person's name. For the letter Q or Zee, press 1. |
| mess057.vox | I'm sorry I don't recognize that name.Please re-enter the first few letters of the person's name. For the letter Q or Zed, press 1. |
| mess058.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name.  For the letter Q or Zee press 1. |
| mess059.vox | Press... |
| mess060.vox | for... |
| mess061.vox | Press 1 for... |
| mess062.vox | Press 2 for... |
| mess063.vox | Press 3 for... |
| mess064.vox | Press 4 for... |
| mess065.vox | Press 5 for... |
| mess066.vox | Press 6 for... |
| mess067.vox | Press 7 for... |
| mess068.vox | Press 8 for... |
| mess069.vox | Press 9 for... |
| mess073.vox | Please enter the telephone number or numeric message to be sent. |
| mess074.vox | You entered ... |
| mess075.vox | Thank you. Your message will be sent |
| mess077.vox | I'm sorry, that mailbox is full, please try again later. |
| mess078.vox | I'm sorry this mailbox cannot receive messages. |
| mess079.vox | I'm sorry this mailbox cannot receive messages at this time. The user of this mailbox is in a extended absence. |

| File Name | Text |
|---|---|
| mess080.vox | Record your message at the tone. When finished, hang-up or  press pound for more options |
| mess081.vox | "To try another extension...Press 1, To leave a message...Press 5,  To be transferred to the receptionist...Press 0.<br>" |
| mess082.vox | To send your message press 1, re-record press 2, review press 3, to continue recording press 4, to cancel your message press star. |
| mess083.vox | To send with normal delivery press 1, to send with urgent delivery press 2 |
| mess084.vox | There are 10 seconds of recording time left. |
| mess086.vox | If you would like to receive a response for this message press 1. |
| mess087.vox | I'm sorry, there is no answer at that extension.  To leave a message for... |
| mess088.vox | "I'm sorry, that extension is busy.  To leave a message for..." |
| mess090.vox | Thank you. Your message has been sent. |
| Mess091.vox | Please enter the first few letters of the person's name. For the letter Q, press 7 for Zed press 9. |
| Mess092.vox | Please enter the first few letters of the person's name. For the letter Q, press 7 for Zee press 9. |
| Mess093.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name .  For the letter Q press 7 for Zed press 9 |
| Mess094.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name.  For the letter Q press 7 for Zee press 9 |
| mess103.vox | To confirm deletion of this message press 9, or press pound to return to the previous menu. |
| mess107.vox | Mass Recall Deleted |
| mess108.vox | I'm sorry, you do not currently have access to that feature. |
| mess109.vox | I'm sorry, that is not a valid entry. |
| mess110.vox | You have... |
| mess112.vox | ...New messages |
| mess113.vox | New message. |
| mess119.vox | This message is a fax. |
| mess121.vox | End of new messages |
| mess124.vox | I'm sorry, you cannot reply to a message sent by an outside caller. |
| mess125.vox | ... received your message on... |
| mess126.vox | You Cannot Forward a Confidential Message |
| mess131.vox | Reply sent, what would you like to do with the original message. |
| mess132.vox | To send this message standard press 1, certified press 2. |
| mess133.vox | message sent certified. |
| mess134.vox | Message Saved. |
| mess135.vox | Message Deleted |
| mess136.vox | Message Moved |
| mess139.vox | Enter the next recipient's mailbox number.   If finished press pound. |
| mess140.vox | Enter the destination mailbox number |
| mess142.vox | That is an invalid mailbox, please try again. |
| mess143.vox | Begin speaking at the tone, press pound when finished |

| File Name | Text |
|---|---|
| mess145.vox | "To send your message press 1, re-record your message press 2, review your message press 3, continue recording press 4, cancel your message press star." |
| mess146.vox | Nothing Recorded |
| mess147.vox | There is nothing currently recorded |
| mess148.vox | We did not get your recording, either because your message was too short or due to a bad connection. |
| mess149.vox | To disconnect press 1, to record a message press 2 |
| mess152.vox | Notification entries. |
| mess153.vox | Notification entry |
| mess155.vox | Blank. |
| mess156.vox | There are no notifications defined |
| mess160.vox | "To add a new notification entry press 1, modify an entry press 2, delete an entry press 3, listen to an entry press 4, turn notification on or off press 5, Or to return to the previous menu press pound." |
| mess163.vox | Please enter the telephone number for notification. When finished press the pound sign |
| mess167.vox | If this is correct press 1, otherwise press 2. |
| mess168.vox | If this is a beeper press 1, phone press 2 |
| mess169.vox | Notification Added |
| mess170.vox | Please record your notification prompt at the tone, press pound to exit |
| mess171.vox | Notification deleted |
| mess172.vox | Please enter the 4 digit start time, hour then minute |
| mess173.vox | Please enter the 4 digit start date, month then day. |
| mess174.vox | Please enter the 4 digit stop time, hour then minute. |
| mess175.vox | Please enter the 4 digit stop date, month then day. |
| mess176.vox | Please enter the entry number to be changed. |
| mess177.vox | That is an invalid outcall entry |
| mess178.vox | Please enter the outcall entry to delete.  To delete all entries press star. |
| mess179.vox | Notification is now active |
| mess180.vox | Notification is now off. |
| mess186.vox | Hello this is your voice messaging system there is a message for... |
| mess189.vox | Urgent message |
| mess190.vox | New voice message |
| mess195.vox | New data messages |
| mess197.vox | New email messages |
| mess200.vox | Enter the destination number.  To return to the previous menu press pound. |
| mess202.vox | I'm sorry that is an invalid mailbox number. |
| mess203.vox | To add comments press 1, to forward without comments press 2. |
| mess205.vox | Message Forwarded.  What would you like to do with the original message? |

| File Name | Text |
|---|---|
| mess230.vox | "To listen to an existing list press 1,<br> add a list press 2,<br> modify an existing list press 3,<br> delete an existing list press 4,<br> Or to return to the previous menu press pound" |
| mess233.vox | There are no distribution lists at this time |
| mess235.vox | End of list |
| mess240.vox | Enter the list number to modify |
| mess242.vox | I'm sorry there is no such list. |
| mess245.vox | To listen to list members press 1, add members to your list press 2, delete members from your list press 4, change list name press 5, or to return to the previous menu press pound. |
| mess248.vox | End of list. |
| mess255.vox | Enter the mailbox number to be added |
| mess260.vox | Enter the mailbox number to be deleted |
| mess265.vox | Enter the List Number to add |
| mess267.vox | Please record the list name at the tone, when finished press pound. |
| mess268.vox | This list number already exists. Press 1 to modify, or any other key to continue. |
| mess270.vox | To accept press 1, re-record press 2, or to return to the previous menu press pound. |
| mess272.vox | To add members to this list press 1, to continue press 2, or to return to the previous menu press pound |
| mess275.vox | Enter the list number to be deleted. |
| mess280.vox | Enter the list number to send this message to. |
| mess281.vox | Your distribution list is being processed. Please hold until you hear main menu prompt or hang up and call back later. |
| mess300.vox | Please enter the supervisor password |
| mess306.vox | "SUPERVISOR MAIN MENU-<br> To configure mailboxes press 1,<br> configure feature groups press 2,<br> system prompts press 4,<br> company maintenance press 5,<br> return to the automated attendant press 0,<br> Or to disconnect press pound." |
| mess310.vox | I'm sorry there is no such voice prompt. |
| mess311.vox | "To change system time press 1,<br> change system date press 2,<br> change operation mode press 3,<br> To return to the previous menu press pound." |
| mess312.vox | The office is now open |
| mess313.vox | The office is now closed |
| mess323.vox | Enter the parameter number followed by the new value for that parameter followed by the pound sign |
| mess326.vox | Enter the two digit feature group number to change. To return to the previous menu press pound. |
| mess329.vox | To review Press 1, to modify press 2 |
| mess343.vox | You have entered an incorrect value, try again. |
| mess351.vox | Please enter the message segment number to be recorded. |
| mess355.vox | For system prompts Press 1, for company Salutation press 2 |

| File Name | Text |
|---|---|
| mess358.vox | Enter the system prompt to work with. |
| mess361.vox | Press 1 to Accept, 2 to review, 3 to record, or pound to exit. |
| mess370.vox | Please enter the 4 digit system salutation to work with. |
| mess371.vox | Salutation accepted |
| mess380.vox | Please enter the first mailbox. |
| mess382.vox | Please enter the last mailbox. |
| mess385.vox | To create mailboxes press 1, To delete mailboxes press 3. |
| mess387.vox | Please enter the two digit feature group for these mailboxes. |
| mess395.vox | Press 1 to confirm deletion of these mailboxes, or press pound to return to the previous menu. |
| mess400.vox | Please enter you mailbox number. |
| mess404.vox | I'm sorry that mailbox is invalid please try again. |
| mess405.vox | Please enter your password... |
| mess406.vox | The mailbox you are trying to access is already in session. Please try again later. |
| mess407.vox | To rewind the message... |
| mess411.vox | If you are forwarding a message to a distribution list, make sure your mailbox is not a member of that list. |
| mess412.vox | Enter the mailbox number to have calls forwarded to |
| mess413.vox | Call forwarding is now off. |
| mess414.vox | Calls forwarded to... |
| mess415.vox | Enter the destination to forward messages to. |
| mess416.vox | Enter the 4 digit delay time, hour then minute. |
| mess417.vox | Call screening is  now off. |
| mess418.vox | Call screening is now active. |
| mess419.vox | Messages forwarded to... |
| mess420.vox | "To delete messages upon forwarding press 1,<br>To leave messages in your mailbox after forwarding press 2." |
| mess421.vox | Message forwarding is now off. |
| mess422.vox | Call queuing is now off. |
| mess423.vox | Call queuing is now active |
| mess426.vox | You are logged in |
| mess427.vox | You are logged out. |
| mess454.vox | "To accept this greeting press 1, re-record press 2, delete press 3, review press 4, to return to the previous menu press pound." |
| mess458.vox | Message playback will be Last In First Out. |
| mess459.vox | Message playback will First In First Out. |
| mess472.vox | Your mailbox is no longer password protected. |
| mess473.vox | Please enter you new password, up to 15 digits followed by the pound sign. |
| mess475.vox | To confirm re-enter your new password followed by the pound sign. |
| mess476.vox | I'm sorry your entries do not match, please try again. |
| mess477.vox | Your new password will be active the next time you call |
| mess478.vox | Auto time stamp is now active. |
| mess479.vox | Auto time stamp is now off. |
| mess480.vox | Do not disturb is now active. |
| mess481.vox | Do not disturb is turned off. |

| File Name | Text |
|---|---|
| mess482.vox | Pre-Paging is now off. |
| mess483.vox | Pre-Paging is now active |
| mess484.vox | Post-Paging is now off. |
| mess485.vox | Post-Paging is now active. |
| mess490.vox | To repeat this prompt press zero, or to return to the previous menu press pound. |
| mess492.vox | Enter the 2 digit greeting to record, 1 to 99 |
| mess493.vox | Enter the 2 digit greeting to activate. To deactivate your optional greeting  press 0 |
| mess494.vox | Select the language number to record your greetings for |
| mess496.vox | Default Greetings are now active |
| mess497.vox | Your Active greeting is number |
| mess500.vox | <One minute of music used in the Holding Queue.> |
| mess515.vox | Enter the two digit company number |
| mess516.vox | I'm sorry that is not a valid company number. |
| mess517.vox | "To listen to existing holidays press 1,<br> add a holiday press 2,<br> delete a holiday press 3,<br> To return to the previous menu press the pound sign." |
| mess522.vox | Enter the 4 digit holiday date, month then day. |
| mess524.vox | Enter the 4 digit holiday salutation |
| mess526.vox | Holiday added. |
| mess527.vox | Enter the 4 digit holiday to delete, month then day |
| mess529.vox | Holiday deleted |
| mess562.vox | This is an automated call, to disconnect press 1. |
| mess581.vox | … is at Lunch and will return at … |
| mess582.vox | … is at Lunch |
| mess583.vox | … cannot be interrupted, but will be available after … |
| mess584.vox | … cannot be interrupted |
| mess585.vox | … is in a meeting, and will be available after … |
| mess586.vox | … is in a meeting |
| mess587.vox | … is at home until … |
| mess588.vox | … is at home |
| mess589.vox | … is away on vacation until … |
| mess590.vox | … is on vacation |
| mess591.vox | … is out of town until … |
| mess592.vox | … is out of town |
| mess593.vox | … is away on business |
| mess594.vox | … is away on business until … |
| mess620.vox | There are new unreceived faxes. |
| mess621.vox | There are no unreceived faxes. |
| mess622.vox | "To save this fax as a document press 1,<br> delete this fax press 2,<br> skip to the next fax press the star key,<br> Or to return to the previous menu press pound" |
| mess624.vox | Enter the document number to save the fax as. |
| mess625.vox | Document saved |
| mess626.vox | Error saving document, you may have to re-fax this document to save it properly |

| File Name | Text |
|---|---|
| mess627.vox | There are more unreceived faxes |
| mess628.vox | No more unreceived faxes. |
| mess629.vox | Deleting fax. To confirm the deletion of this fax press 9, otherwise press pound to return to the previous menu |
| mess630.vox | Fax deleted |
| mess631.vox | Error deleting fax |
| mess640.vox | At the sound of the fax tone, please press start on your fax machine |
| mess641.vox | There are currently no free fax ports, please try again later. |
| mess650.vox | To change the mailbox language press 3<br>mess672.voxThis is your Wakeup Call,  To Cancel press 1, to reschedule press 2, or press any other key to Snooze<br>mess673.voxFor Same Time tomorrow press 1, to enter a new time press 2 |
| mess680.vox | Please enter you area code and fax number. |
| mess700.vox | ... press 0 |
| mess701.vox | ... press 1 |
| mess702.vox | ... press 2 |
| mess703.vox | ... press 3 |
| mess704.vox | ... press 4 |
| mess705.vox | ... press 5 |
| mess706.vox | ... press 6 |
| mess707.vox | ... press 7 |
| mess708.vox | ... press 8 |
| mess709.vox | ... press 9 |
| mess710.vox | ... press Star |
| mess711.vox | ... press Pound |
| mess712.vox | ... press Star |
| mess720.vox | Please enter your customer ID |
| mess721.vox | Please re-enter your customer ID |
| mess730.vox | Please enter your access code. |
| mess740.vox | Please enter the document number to be faxed. |
| mess742.vox | I'm sorry you have entered an invalid document number, please try again. |
| mess743.vox | Document has been sent |
| mess744.vox | Please enter the area code and fax number of the receiving fax machine. |
| mess745.vox | Your fax will be sent to... |
| mess746.vox | Please enter your extension number so that the fax can be directed to your attention |
| mess747.vox | ... is an invalid fax number |
| mess755.vox | To send your message to your default fax machine press 1.  To select a different fax number press 2, To print your fax to a printer press 3. |
| mess756.vox | To send your fax to your default fax machine press 1.  To select a different fax number press 2.  To print your fax on a printer press 3. To save this fax as a fax on demand document press 4. |
| mess757.vox | To send your fax to ... |
| mess758.vox | ...Press 1.  To select a different fax number press 2.  To print your fax on a printer press 3.  To save this fax as a fax on demand document press 4. |
| mess770.vox | Please enter the country code of the receiving fax machine followed by the pound sign |

| File Name | Text |
|-----------|------|
| mess756.vox | To send your fax to your default fax machine press 1.  To select a different fax number press 2.  To print your fax to a printer press 3. To save this fax as a fax on demand document press 4. |
| mess771.vox | Please enter your country code followed by the pound sign |
| mess772.vox | Please enter the country code for your outcall destination followed by the pound sign |
| mess773.vox | Please enter the country code for your wakeup call followed by the pound sign |
| mess774.vox | That is an invalid number, Please try again |
| mess775.vox | Please enter your area code followed by the pound sign |
| mess776.vox | Please enter your telephone number followed by the pound sign |
| mess800.vox | Welcome to your new voice messaging system.  Over the next few minutes we will introduce you to some of the features of the system and help you initialize your mailbox. If you wish to exit the tutorial at any point press the pound sign located on the bottom right hand corner of your telephone keypad. |
| mess801.vox | Your mailbox is where all your messages will be stored and also where you can send messages to others in your company.  To keep your mailbox secure you should enter a password. |
| mess802.vox | Callers will hear one of the user's greetings when they are leaving a message for you. There are three default greetings. First there is the personal greeting. This greeting is heard when you are not at your desk but present. Try to change this prompt as |
| mess803.vox | The busy greeting will let the caller know that you are on the phone. An example of this greeting would be " Hi. It is Kim Stevens. I'm currently on the phone . Please leave a message and I will get back to you as soon as I can. Thanks". You will now record your busy greeting. |
| mess804.vox | The gone home prompt is activated when you have gone home for the day.  This will automatically be played when you logout of the system, so you only need to record it once.  An example of this prompt would be "Hi, this is Kim Stevens, I have gone home for the day. Please leave a message at the tone and I will return your call tomorrow." You will now record your at hom prompt. |
| mess805.vox | The next greeting to record is your name greeting.  It consists of your first and last name.  This greeting is entered in a variety of places, and will identify your mailbox to callers leaving you messages. An example of a name greeting is " Mark Smith". |
| mess806.vox | Finally, in order to register you in the company directory you will have to spell  the first three letters of your last name.  Callers who do not know your extension can access your mailbox by spelling your last name in the company directory. For example |
| mess807.vox | This completes your mailbox tutorial. If you require to make additional changes to your greetings, you can follow the instructions in your user's guide.  If you have any questions about using your new mailbox, you may ask your system supervisor.  Thanks |
| mess808.vox | Since you have decided to not to carry out your tutorial, you will need to follow the instructions in your user's guide to change your greetings and password.  If you have any questions about using your new mailbox, you may ask your system supervisor.  Thanks. |
| mess809.vox | Your password will expire in ... |
| mess810.vox | Your password will expire tomorrow |
| mess811.vox | Your password is expiring today |
| mess812.vox | Your password has expired. |
| mess813.vox | To enter a new password press 1, to continue press 2. |
| mess814.vox | You will need to enter a new password to continue. |

| File Name | Text |
|---|---|
| Mess815.vox | I'm sorry, that is not the correct password. |
| mess820.vox | Welcome to your Voice Mail. Your mailbox is where your messages will be stored. It is simple to use.  If you have any questions about using your mailbox, please contact the front desk |
| mess840.vox | Your current wakeup call is set for |
| mess841.vox | To add a wake up call press 1, to return to the previous menu press # |
| mess842.vox | To cancel your wake up call press 1, to reschedule your wake up call press2, to return to the previous menu press #. |
| mess844.vox | Please enter the 4-digit wake-up call time, hour then minutes. |
| mess845.vox | Please enter the 4-digit wake-up call date, month then day. |
| mess850.vox | Please enter the telephone number for your wake up call. |
| mess885.vox | Wake-up call added |
| mess899.vox | Press 1 for Yes, 2 for No. |
| mess900.vox | Allow message lights. |
| mess901.vox | Allow Beeper Message Delivery. |
| mess902.vox | Allow Phone Message Delivery. |
| mess903.vox | Allow long distance Message Delivery |
| mess904.vox | Allow Call Screening. |
| mess905.vox | Allow Call forwarding. |
| mess906.vox | Allow Do not Disturb. |
| mess907.vox | Allow busy hold. |
| mess908.vox | Allow Call Queuing |
| mess909.vox | Allow Pre-transfer Paging. |
| mess910.vox | Allow Post-Transfer Paging. |
| mess911.vox | Allow distribution lists. |
| mess912.vox | Allow directory registration |
| mess913.vox | Allow message confirmation. |
| mess914.vox | Allow message recovery. |
| mess915.vox | Allow login / logout. |
| mess916.vox | Allow access to supervisor functions |
| mess917.vox | Enter maximum number of messages allowed |
| mess918.vox | Enter maximum message length. |
| mess919.vox | Enter maximum days to save messages |
| mess920.vox | Enter maximum rings for call progress. |
| mess921.vox | "For no transfer supervision press 1,<br> For busy only supervision press 2,<br> For Busy no answer supervision press 3,<br> For multilingual supervision press 4." |
| mess922.vox | Enter mailbox language number. |
| mess1000.vox | Send to Menu … |
| mess1001.vox | For Mailbox Options… |
| mess1002.vox | To Record Greetings… |
| mess1003.vox | For Notification Options … |
| mess1004.vox | For Call Transfer Options… |
| mess1005.vox | For Distribution List Maintenance … |
| mess1006.vox | To Change your password … |

| File Name | Text |
|-----------|------|
| mess1007.vox | For Message Options |
| mess1008.vox | To return to the automated attendant ... |
| mess1009.vox | To disconnect  ... |
| mess1010.vox | To Add a List ... |
| mess1011.vox | To Delete an existing List ... |
| mess1012.vox | To modify a List ... |
| mess1013.vox | To Review Lists ... |
| mess1014.vox | To return to the main menu |
| mess1015.vox | To go to the next menu |
| mess1016.vox | To return to the previous menu |
| mess1021.vox | To Add a Notification Entry ... |
| mess1022.vox | To Delete a Notification Entry ... |
| mess1023.vox | To modify an existing Notification Entry... |
| mess1024.vox | To Review Notifications ... |
| mess1025.vox | To turn notifiction on or off. |
| mess1029.vox | To Set a Wakeup Call ... |
| mess1031.vox | To Clear your Password ... |
| mess1032.vox | To Listen to your existing password ... |
| mess1033.vox | To Set a New Password ... |
| mess1034.vox | To Clear your Voice Password ... |
| mess1035.vox | To Listen to your existing Voice Password ... |
| mess1036.vox | To Set a New Voice Password |
| mess1038.vox | To browse ... |
| mess1040.vox | To Browse Folders .... |
| mess1041.vox | To AutoPlay Messages ... |
| mess1042.vox | To Listen to ... |
| mess1043.vox | Unread ... |
| mess1044.vox | Read ... |
| mess1045.vox | Voice  ... |
| mess1046.vox | Email ... |
| mess1047.vox | Fax ... |
| mess1048.vox | And ... |
| mess1049.vox | In ... |
| mess1050.vox | To... |
| mess1051.vox | Messages... |
| mess1052.vox | your Inbox... |
| mess1053.vox | your Deleted Folder ... |
| mess1054.vox | your OutBox ... |
| mess1055.vox | your Sent Items ... |
| mess1056.vox | Folder .... |
| mess1057.vox | To Send a Message ... |
| mess1059.vox | To Change Auto Forwarding ... |
| mess1060.vox | To Reply to All ... |
| mess1061.vox | To Delete ... |

| File Name | Text |
|-----------|------|
| mess1062.vox | To Move To ... |
| mess1063.vox | To Review ... |
| mess1064.vox | To Reply ... |
| mess1065.vox | To Forward ... |
| mess1066.vox | For Message Information ... |
| mess1067.vox | For Time and Date ... |
| mess1068.vox | To skip to the next message |
| mess1069.vox | To Record Out of Town Greeting |
| mess1070.vox | To Record Personal Greeting ... |
| mess1071.vox | To Record Busy Greeting ... |
| mess1072.vox | To Record At Home Greeting ... |
| mess1073.vox | To Record Name Greeting ... |
| mess1074.vox | To Record Do Not Disturb Greeting... |
| mess1075.vox | To Record Lunch Greeting ... |
| mess1076.vox | To Record Vacation Greeting ... |
| mess1077.vox | To Record In Meeting Greeting ... |
| mess1078.vox | To Record Customized Greetings ... |
| mess1079.vox | To Set Active Greeting ... |
| mess1081.vox | To Change your Status ... |
| mess1082.vox | To Play Active Options ... |
| mess1083.vox | To Clear Mass Recall ... |
| mess1084.vox | To Recall a Caller ... |
| mess1091.vox | To Turn Call Screening On or Off ... |
| mess1092.vox | To Turn Call Forwarding On or Off ... |
| mess1093.vox | To Turn Call Queuing On or Off ... |
| mess1094.vox | To Turn Post Paging On or Off ... |
| mess1095.vox | To Turn Pre Paging On or Off ... |
| mess1096.vox | To print ... |
| mess1097.vox | To deliver to a fax machine or a printer... |
| mess1098.vox | To review & print ... |
| mess1100.vox | To Skip to the previous message |
| mess1101.vox | To Skip to the previous message without changing Read status |
| mess1102.vox | To Mark the message Unread |
| mess1103.vox | To Mark the message Read |
| mess1104.vox | To Skip to the next message without changing Read status |
| mess1105.vox | Next Message |
| mess1106.vox | Previous Message |
| mess1109.vox | Message Saved in Draft |
| mess1110.vox | For Message Options |
| mess1111.vox | To Send your message |
| mess1112.vox | To save your message in Draft and Exit |
| mess1113.vox | To Re-Record your message |
| mess1114.vox | To append to your message |
| mess1115.vox | To cancel message and exit |

| File Name | Text |
|-----------|------|
| mess1116.vox | To review your message |
| mess1117.vox | To Certify Message... |
| mess1118.vox | To Cancel Certified mark... |
| mess1119.vox | To Mark Message urgent |
| mess1120.vox | To Cancel Urgent Mark.... |
| mess1121.vox | To change message normal |
| mess1122.vox | To Mark Message Confidential ... |
| mess1123.vox | To Cancel Confidential Mark... |
| mess1124.vox | To Send your Message as urgent |
| mess1125.vox | To Send your message as certified |
| mess1126.vox | To Send your message as Confidential |
| mess1127.vox | To Send your message as Certified and Urgent |
| mess1128.vox | To Send your message as certified and Confidential |
| mess1129.vox | To Send your message as Urgent and Confidential |
| mess1130.vox | To Send your message as Urgent, Confidential and Certified |
| mess1131.vox | To Send your Message as |
| mess1132.vox | urgent |
| mess1133.vox | certified |
| mess1134.vox | Confidential |
| mess1135.vox | and |
| mess1136.vox | To Set Mass Recall Delivery... |
| mess1137.vox | To Cancel Mass Recall Delivery... |
| mess1140.vox | For Distribution List Items |
| mess1141.vox | To add distribution list member |
| mess1142.vox | To Delete Distribution List Member |
| mess1143.vox | To Review Distribution List Members |
| mess1144.vox | To Review List Name |
| mess1145.vox | To Re-Record List Name |
| mess1146.vox | your Draft folder... |
| mess1147.vox | your Sent folder... |
| mess1148.vox | your Top folder... |
| mess1149.vox | |
| mess1150.vox | For Message Options... |
| mess1151.vox | For Fax Options... |
| mess1152.vox | For Distribution List Options... |
| mess1154.vox | To transfer to the operator |
| mess1155.vox | To transfer to ... |
| mess1160.vox | To save your message press 1, re-record press 2, review press 3, to continue recording press 4 |
| mess1161.vox | To Send to Tutorial |
| mess1162.vox | To Define default fax address |
| mess1163.vox | Please enter the country code for your default fax address followed by the pound sign |
| mess1164.vox | To save your message press 1, re-record press 2, review press 3, to continue recording press 4, to cancel your message press star |

| File Name | Text |
|---|---|
| mess1165.vox | Default Fax Address Added |
| mess1166.vox | Your current default fax address is ... |
| mess1167.vox | To Change your default fax address press 1, to return to the previous menu press #. |
| mess1169.vox | Remote site number is invalid. Please try again |
| mess1170.vox | Remote site number is invalid. |
| mess1171.vox | I'm sorry that is invalid remote site number, please try again |
| mess1172.vox | I'm sorry that is invalid remote site number. |
| mess1173.vox | |
| mess1174.vox | To listen to messages in the folder press 1, to browse subfolders press 2. |
| mess1180.vox | To train your voice print ... |
| mess1181.vox | To delete your voice print ... |
| mess1182.vox | Your voice print has been deleted |
| mess1183.vox | I'm sorry I couldn't delete your voice print.  Please try again later. |
| mess1184.vox | Document has been printed |
| mess1185.vox | Your documents will be saved as batch mode. Please enter the starting document number to save the fax as |
| mess1186.vox | To record conditional greetings |
| mess1187.vox | I'm sorry the Message Storage Server is busy at this moment, please retry it later. |
| mess1188.vox | Your mailbox is full.Please delete unneeded messages. |
| mess1189.vox | I'm sorry your IMAP password is locked or has expired, please use your WebClient mailbox or iLink Pro Desktop to change it or ask the system Administrator for assistance. |
| mess1190.vox | For more options |
| mess1191.vox | For message delivery options |
| mess1192.vox | For more mailbox options |
| mess1193.vox | For more message options |
| mess1194.vox | For more delivery options |
| mess1195.vox | To reply to this message |
| mess1917.vox | Maximum number of messages allowed is... |
| mess1918.vox | Maximum message length is... |
| mess1919.vox | Maximum days to save messages is... |
| mess1920.vox | Maximum rings for call progress is... |
| mess1921.vox | Transfer supervision option is... |
| mess1922.vox | Mailbox language number is... |
| mess1963.vox | No transfer supervision is on |
| mess1964.vox | Busy only supervision is on |
| mess1965.vox | Busy no answer supervision is on |
| mess1966.vox | Multilingual supervision is on |
| mess1967.vox | Centrex supervision is on |
| mess1968.vox | Blind centrex transfer is on |
| mess1997.vox | Unread Message |
| mess1998.vox | Unread Messages |
| mess1999.vox | Read Message |
| mess2000.vox | Read Messages |

| File Name | Text |
|---|---|
| mess2001.vox | Unread Voice Message |
| mess2002.vox | Unread Voice Messages |
| mess2003.vox | Unread Email Message |
| mess2004.vox | Unread Email Messages |
| mess2005.vox | Unread Fax Message |
| mess2006.vox | Unread Fax Messages |
| mess2007.vox | Read Voice Message |
| mess2008.vox | Read Voice Messages |
| mess2009.vox | Read Email Message |
| mess2010.vox | Read Email Messages |
| mess2011.vox | Read Fax Message |
| mess2012.vox | Read Fax Messages |
| mess2016.vox | Please Enter the Desired Folder Number, to list sub folders, press * |
| mess2018.vox | When you hear your desired subfolder name, press 1 |
| mess2019.vox | End of Sub Folders |
| mess2022.vox | For Unread Messages press 1, Read Messages press 2, All messages press 9 |
| mess2023.vox | For Voice Messages press 1, Email Messages press 2, Fax Messages press 3, All messages press 9 |
| mess2024.vox | Message marked Urgent |
| mess2025.vox | Message marked Confidential |
| mess2026.vox | Message marked Certified |
| mess2027.vox | To Set your Status to In Office Press 1, At Home Press 2, Do Not Disturb Press 3, At Lunch Press 4, In a Meeting Press 5, On Vacation Press 6 |
| mess2028.vox | Please enter the four digit Date you will return, month then day |
| mess2029.vox | Please enter the four digit Time you will return, hour then minute |
| mess2030.vox | Urgent Mark Cancelled |
| mess2031.vox | Confidential Mark Cancelled |
| mess2032.vox | Certified mark cancelled |
| mess2034.vox | To Send this message press 1, Mark Message Urgent press 2, Review Message press 3, Rerecord message press 4, Append Message press 5, Cancel Message press * |
| mess2035.vox | To Send this message press 1, Mark Message Urgent press 2, Review Message press 3, Rerecord message press 4, Append Message press 5, Cancel Message press * |
| mess2036.vox | To Send Standard press 1, Certified Press 2, Confidential press 3, Certified and Confidential press 4, Future Delivery press 5 |
| mess2037.vox | Enter the 4 digit date you want this message delivered, month then day |
| mess2038.vox | Enter the 4 digit time you want this message delivered, hour then minute |
| mess2039.vox | Your message will be delivered on ... |
| mess2040.vox | Your current greeting is ... |
| mess2041.vox | This is how your new greeting will sound.... |
| mess2045.vox | For ... |
| mess2046.vox | ...Voice Messages press 1 |
| mess2047.vox | ... Email Messages press 2 |
| mess2048.vox | ...Fax Messages press 3 |
| mess2049.vox | ... all messages press 9. |

| File Name | Text |
|---|---|
| mess2050.vox | To return to the previous menu press pound … |
| mess2060.vox | I'm sorry that is not a valid entry, please try again. |
| mess2087.vox | I'm sorry there is no answer at that extension,  To leave a message for… |
| mess2088.vox | I'm sorry that extension is busy,  To leave a message for… |
| mess2100.vox | To enroll, press 1.  To return to the previous menu, press pound |
| mess2101.vox | Your voiceprint is not in our database. |
| mess2102.vox | Would you like to enroll now? |
| mess2103.vox | Your voiceprint is already registered. |
| mess2104.vox | Would you like to re-enroll? |
| mess2105.vox | To re-enroll, press 1.  To return to the previous menu, press pound |
| mess2106.vox | Please say the keyword followed by your first and last name |
| mess2107.vox | Please repeat the keyword followed by your first and last name |
| mess2108.vox | Please count from zero to nine as follows: zero, one, and so on. |
| mess2109.vox | Please count from nine to zero as follows: nine, eight, and so on. |
| mess2110.vox | Lastly, please say the four-digit year your were born in. |
| mess2111.vox | Thank you.  You have successfully enrolled. |
| mess2150.vox | Hello, thank you for calling.  Please say the person you're trying to reach, or use the keyword, followed by your name, to login to your mailbox.  Alternatively, you can enter the extension you are trying to reach, or press pound to log into your mailbox. |
| mess2151.vox | Please say your mailbox number |
| mess2152.vox | Please say your extension |
| mess2153.vox | Please say the following five-digit number: |
| mess2154.vox | Please say what day of the week it is |
| mess2155.vox | Please say your phone number |
| mess2156.vox | Please say the four-digit year you were born in |
| mess2165.vox | This list number already exists as a company wide distribution list and cannot be modified |
| mess2166.vox | I'm sorry there is no Text To Speech Engine enabled, you are not able to access this feature. |
| mess2167.vox | End of contact list |
| mess2168.vox | There are no contacts. |
| mess2169.vox | To review contacts… |
| mess2170.vox | To call a contact… |
| mess2171.vox | The default phone number is… |
| mess2175.vox | The default email address is… |
| mess2177.vox | To review private contacts… |
| mess2178.vox | To review public contacts… |
| mess2179.vox | To call a private contact |
| mess2180.vox | To call a public contact |
| mess2185.vox | End of messages |
| mess2186.vox | End of read messages |
| mess2187.vox | This is an undeliverable message |
| mess2188.vox | Message skipped. |
| mess2189.vox | …no Unread Messages. |

| File Name | Text |
|---|---|
| mess2311.vox | the original message is |
| mess2400.vox | Enter the destination mailbox number or press * to dial by name |
| mess2401.vox | Enter the next recipient's mailbox number, or press * to dial by name. If finished press pound |
| mess2402.vox | Nothing recorded, please try again |
| mess2403.vox | You haven't entered a valid recipient's mailbox number, press 1 to retry or any other key to return to the previous menu. |
| mess2404.vox | Message Forwarded certified.  What would you like to do with the original message? |
| mess2405.vox | Reply sent certified, what would you like to do with the original message. |
| mess2406.vox | Public Contact... |
| mess2407.vox | Private Contact... |
| mess2408.vox | Mailbox... |
| mess2409.vox | I'm sorry there is no default phone number defined for that contact, we cannot transfer you to that person. |
| mess2410.vox | I'm sorry there is no default Email address defined for that contact, we cannot send message to that person. |
| mess2411.vox | Certified Reply Message |
| mess2412.vox | Confidential message |
| mess2413.vox | I'm sorry that is an invalid extension, please try again |
| mess2414.vox | That mailbox is already added in the list, please try again. |
| mess2415.vox | That destination is already added in the list, please try again. |
| mess2416.vox | That contact is already added in the list, please try again. |
| mess2417.vox | You cannot add yourself to your own Distribution List, please try again. |
| mess2418.vox | and your current location is... |
| mess2419.vox | In office |
| mess2420.vox | Meeting |
| mess2421.vox | At Lunch |
| mess2422.vox | At Home |
| mess2423.vox | Out of Town |
| mess2424.vox | Vacation |
| mess2425.vox | Extended absence |
| mess2426.vox | Temporary |
| mess2427.vox | User defined Location |
| mess2428.vox | Away on Business |
| mess2442.vox | You pressed... |
| mess2443.vox | Termination keys added. |
| mess2444.vox | ... is on extended absence |
| mess2445.vox | ... is on extended absence until ... |
| mess2451.vox | To Send your Message as urgent in the future |
| mess2452.vox | To Send your message as certified in the future |
| mess2453.vox | To Send your message as Confidential in the future |
| mess2454.vox | To Send your message as Certified and Urgent in the future |
| mess2455.vox | To Send your message as certified and Confidential in the future |
| mess2456.vox | To Send your message as Urgent and Confidential in the future |

| File Name | Text |
|---|---|
| mess2457.vox | To Send your message as Urgent, Confidential and Certified in the future |
| mess2458.vox | To Send your message in the future |
| mess2459.vox | Please enter the 4 digit message delivery time, hour then minute, or press pound to return to the previous menu. |
| mess2460.vox | Please enter the 4 digit message delivery date, month then day,or press pound to return to the previous menu. |
| mess2462.vox | Please enter the two digit year |
| mess2463.vox | Please enter the two digit month |
| mess2464.vox | Please enter the two digit day of the month. |
| mess2465.vox | Please enter the two digit hour |
| mess2466.vox | Please enter the two digit minute |
| Mess2467.vox | Start |
| mess2468.vox | Stop |
| mess2469.vox | For day of the week, press star 1 for... |
| mess2470.vox | Press star 1 for... |
| mess2471.vox | Star 7 for... |
| mess2472.vox | Please enter the two digit day of the week. |
| mess2473.vox | For delivery time and date |
| mess2474.vox | Your message will be delivered on... |
| mess2475.vox | Your message delivery date is... |
| mess2476.vox | Unknown |
| mess2477.vox | To reply to the sender and all recipients... |
| mess2478.vox | To add recipients... |
| mess2479.vox | To delete a recipient... |
| mess2480.vox | To listen to recipients... |
| mess2481.vox | Press 1 after hearing the name of the recipient you wish to delete, or press pound to return to the previous menu. |
| mess2482.vox | Recipient... |
| mess2483.vox | I'm sorry there is no recipient entered. |
| mess2484.vox | ...has been deleted. |
| mess2488.vox | Enter the digits that correspond to the first few letters of the person's first or last name you wish to send message. For the letter Q or Zee press 1. |
| mess2489.vox | Enter the digits that correspond to the first few letters of the person's first or last name you wish to send message. For the letter Q press 7, for Zee press 9. |
| mess2490.vox | Enter the digits that correspond to the first few letters of the person's first or last name you wish to call. For the letter Q or Zee press 1. |
| mess2491.vox | Enter the digits that correspond to the first few letters of the person's first or last name you wish to call. For the letter Q press 7, for Zee press 9. |
| mess2492.vox | Enter the digits that correspond to the first few letters of the person's first or last name you wish to send the message. For the letter Q or Zed press 1. |
| mess2493.vox | Enter the digits that correspond to the first few letters of the person's first or last name you wish to send the message. For the letter Q press 7, for Zed press 9. |
| mess2494.vox | Enter the digits that correspond to the first few letters of the person's first or last name you wish to call. For the letter Q or Zed press 1. |
| mess2495.vox | Enter the digits that correspond to the first few letters of the person's first or last name you wish to call. For the letter Q press 7, for Zed press 9. |

| File Name | Text |
|---|---|
| mess2496.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name you wish to send message. For the letter Q or Zee press 1. |
| mess2497.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name you wish to send the message.  For the letter Q press 7, for Zee press 9 |
| mess2498.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name you wish to send the message.  For the letter Q or Zed press 1. |
| mess2499.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name you wish to send the message.  For the letter Q press 7, for Zed press 9 |
| mess2500.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name you wish to call.  For the letter Q or Zee press 1. |
| mess2501.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name you wish to call.  For the letter Q press 7, for Zee press 9 |
| mess2502.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name you wish to call.  For the letter Q or Zed press 1. |
| mess2503.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name you wish to call.  For the letter Q press 7, for Zed press 9 |
| mess2504.vox | Press 1 after hearing the name of the person you wish to send the message. |
| mess2505.vox | Press 1 after hearing the name of the person you wish to call. |
| mess2508.vox | Text to Speech is currently unavailable, please try again later. |
| mess2509.vox | Please wait while the message is retrieved. |
| mess2510.vox | Press 1 to review the current greeting, 2 to record a new greeting, or any other key to keep the current recording |
| mess2511.vox | <one second silence> |
| mess2512.vox | Or say the name of the person you wish to call. |
| mess2513.vox | Enter the destination mailbox number or press * to dial by name. Or say the name of the person you wish to send the message. |
| mess2514.vox | Enter the next recipient's mailbox number, or press * to dial by name. Or say the name of the person you wish to send the message. If finished press pound |
| mess2515.vox | I'm sorry the time should be later than the current time, please try again. |
| mess2516.vox | The existing system prompt is... |
| mess2517.vox | The system prompt is not recorded yet. Press 1 to record, 2 for next prompt, or pound to exit. |
| mess2518.vox | First Unread Message |
| mess2519.vox | First Read Message |
| mess2520.vox | First Message |
| mess2523.vox | will be delivered on |
| mess2524.vox | your future delivery messages |
| mess2525.vox | To Auto Play... |
| mess2530.vox | ... press A |
| mess2531.vox | ... press B |
| mess2532.vox | ... press C |

| File Name | Text |
|-----------|------|
| mess2533.vox | ... press D |
| mess2534.vox | ... press E |
| mess2535.vox | ... press F |
| mess2536.vox | ... press G |
| mess2537.vox | ... press H |
| mess2538.vox | ... press I |
| mess2539.vox | ... press J |
| mess2540.vox | ... press K |
| mess2541.vox | ... press L |
| mess2542.vox | ... press M |
| mess2543.vox | ... press N |
| mess2544.vox | ... press O |
| mess2545.vox | ... press P |
| mess2546.vox | ... press Q |
| mess2547.vox | ... press R |
| mess2548.vox | ... press S |
| mess2549.vox | ... press T |
| mess2550.vox | ... press U |
| mess2551.vox | ... press V |
| mess2552.vox | ... press W |
| mess2553.vox | ... press X |
| mess2554.vox | ... press Y |
| mess2555.vox | ... press Zee |
| mess2556.vox | ... press Zed |
| mess2560.vox | Future delivery message |
| mess2561.vox | ress 1 to Deliver now, press 2 to change the delivery date and time, or any other key to keep the existing delivery date and time. |
| mess2562.vox | Message Delivered |
| mess2563.vox | To Deliver now |
| mess2564.vox | To change the delivery date and time |
| mess2565.vox | To keep the existing delivery date and time |
| mess2566.vox | Delivery date and time changed |
| mess2567.vox | ...and other recipients |
| mess2568.vox | I'm sorry, there is no valid file to print. |
| mess2569.vox | To complete your request press 1,  any other key to reject |
| mess2570.vox | To deliver to a fax machine |
| mess2571.vox | To send your message to your default fax machine press 1.  To select a different fax number press 2. |
| mess2572.vox | To Call back on... |
| mess2573.vox | To Call back this person... |
| mess2574.vox | To Call back on this number press 1, to enter a different number, press 2. |
| mess2575.vox | Please enter the country code of the person followed by the pound sign |
| mess2576.vox | To accept press 1,  any other key to reject. |
| mess2577.vox | Hello, This call is for... |
| mess2578.vox | Your party has hung up. You are being returned to your mailbox session. |

| File Name | Text |
|-----------|------|
| mess2579.vox | Your party has hung up. Please enter your password to go back to your mailbox session. |
| mess2580.vox | The maximum conversation time has been reached; to keep the conversation active press 1, or any other key to go back to your mailbox session. |
| mess2581.vox | You will now be sent back to your mailbox session. |
| mess2582.vox | I'm sorry that phone number is busy. |
| mess2583.vox | I'm sorry there is no answer at that phone number. |
| mess2584.vox | Now system will ask your notification start date and time. |
| mess2585.vox | Now system will ask your notification stop date and time. |
| mess2586.vox | Your notification start date time is: |
| mess2587.vox | Your notification stop date time is: |
| mess2588.vox | First |
| mess2589.vox | Second |
| mess2590.vox | Third |
| mess2591.vox | Fourth |
| mess2592.vox | Fifth |
| mess2593.vox | Last |
| mess2594.vox | To send your message to ... |
| mess2595.vox | ... press 1.  To select a different fax number press 2. |
| mess2608.vox | Recurs |
| mess2609.vox | On |
| mess2610.vox | I'm sorry the Stop Date time should be later than Start Date Time.Please try again. |
| mess2611.vox | Notification entry deleted |
| mess2612.vox | Everyday |
| mess2613.vox | Every |
| mess2614.vox | Day |
| mess2615.vox | Days |
| mess2616.vox | Every weekday |
| mess2617.vox | Every week |
| mess2618.vox | Week |
| mess2619.vox | Weeks |
| mess2620.vox | Every Month |
| mess2621.vox | Month |
| mess2622.vox | Months |
| mess2623.vox | On Day... |
| mess2624.vox | On the... |
| mess2625.vox | Weekday |
| mess2626.vox | Every year. |
| mess2627.vox | Of |
| mess2628.vox | Weekend |
| mess2649.vox | Hello, |
| mess2650.vox | ... is calling, |
| mess2651.vox | There was no answer in that extension |
| mess2652.vox | to find... |
| mess2653.vox | press 1 or any other key to leave a message |

| File Name | Text |
|---|---|
| mess2670.vox | You can press pound pound to terminate the conversation and go back to your menu any time. |
| mess2671.vox | I'm sorry there is no answer at that extension, please try later. |
| mess2672.vox | I'm sorry that extension is busy, please try later. |
| mess2673.vox | To play back the text message in... |
| mess2674.vox | English |
| mess2675.vox | French |
| mess2676.vox | German |
| mess2677.vox | Spanish |
| mess2678.vox | Italian |
| mess2679.vox | Cantonese |
| mess2680.vox | Mandarin |
| mess2681.vox | Japanese |
| mess2682.vox | Arabic |
| mess2683.vox | Farsi |
| mess2684.vox | Russian |
| mess2685.vox | Polish |
| mess2686.vox | Hungarian |
| mess2687.vox | Greek |
| mess2688.vox | Thai |
| mess2689.vox | Portuguese |
| mess2690.vox | Dutch |
| mess2700.vox | Next Language |
| mess2701.vox | Please wait while the message is retrieved. |
| mess2702.vox | I'm sorry currently there is no resource to broadcast, system will just transfer you to default phone number of this person. |
| mess2703.vox | ...is assigning the call to... |
| mess2704.vox | To Find me press 1, or any other key to continue |
| mess2706.vox | Searching your party... |
| mess2707.vox | ...is in office. |
| mess2708.vox | ...is in office and will return at... |
| mess2710.vox | ...is in temporary location |
| mess2711.vox | ...is in temporary location until... |
| mess2713.vox | until... |
| mess2714.vox | ...is in user defined location |
| mess2715.vox | ...is in user defined location until... |
| mess2716.vox | ...is on extended absence |
| mess2717.vox | ...is on extended absence until... |
| mess2718.vox | Please leave a message |
| mess2719.vox | You are available |
| mess2720.vox | You are unavailable |
| mess2721.vox | To make yourself available, press 1; To change your location,  press 2; To listen to your current greeting when you are not available, press 3,  or press # to continue. |

| File Name | Text |
|---|---|
| mess2722.vox | To make yourself Unavailable, press 1; To change your location, press 2; To listen to your current greeting when you are not available, press 3, or press # to continue. |
| mess2723.vox | Press 1 after hearing the name of the Location you wish to switch to. To return to previous menu, press pound.<br>mess2724.voxI'm sorry there is no valid location to switch to, please try later. |
| mess2725.vox | <<10 minutes of music used in the Holding while Broadcasting>> |
| mess2726.vox | I'm sorry the caller already hung up the call. |
| mess2727.vox | The other extension already picked up the call |
| mess2728.vox | You are now available |
| mess2729.vox | You are now unavailable. |
| mess2730.vox | ...unless you say No |
| mess2731.vox | ...unless you say Cancel |
| mess2732.vox | ...unless you say... |
| mess2733.vox | Your current location is switched to... |
| mess2734.vox | Press 1 to re-record the current greeting, or any other key to continue. |
| mess2735.vox | Greeting accepted |
| mess2736.vox | Greeting deleted |
| mess2737.vox | This is your system automated Name and Location greeting. To switch to your location greeting, press 1, any other key to continue. |
| mess2738.vox | Current location greeting is not recorded, the following default greeting will be played in case you are away from your desk... |
| mess2739.vox | Press 1 to record the greeting for the current location, 2 to re-record default greeting, any other key to continue. |
| mess2740.vox | Your current greeting is switched to your location greeting |
| mess2741.vox | Your location greeting is not recorded yet. Press 1 to record, any other key to continue. |
| mess2742.vox | To change your location... |
| mess2743.vox | To change your location to... |
| mess2744.vox | I'm sorry there is no user defined location to switch to. |
| mess2745.vox | and the associated extension number is... |
| mess2746.vox | To change the current extension number, press 1, or any other key to continue |
| mess2747.vox | Your current extension number has changed. |
| mess2748.vox | Go back to your locations calendar |
| mess2749.vox | Your Caller Id is: |
| mess2750.vox | To make it your default extension, press 1, or any other key to continue. |
| mess2751.vox | To make current Caller Id... |
| mess2752.vox | ...your default extension, press 1; To change current extension number, press 2, or any other key to continue. |
| mess2753.vox | ...your default extension. |
| mess2754.vox | To block callers from leaving messages ... |
| mess2755.vox | To allow callers to leave messages ... |
| mess2756.vox | To block callers from skipping your greeting |
| mess2757.vox | To allow callers to skip your greeting. |
| mess2758.vox | Otherwise press pound. |
| mess2759.vox | To record more greetings. |
| mess2760.vox | To record a greeting for location... |

| File Name | Text |
|---|---|
| mess2761.vox | I'm sorry there is no user defined location. |
| mess2762.vox | Press 1 after hearing the name of the Location you wish to record greeting for.  To return to the previous menu, press pound. |
| mess2763.vox | Please enter the country code of the current extension number followed by the pound sign. |
| mess2764.vox | I'm sorry you cannot add yourself to a distribution list. |
| mess2765.vox | This destination is already in the distribution list. |
| mess2766.vox | Hello, you wanted to talk to ... |
| mess2767.vox | Press 1 to call this person now, any other key to ignore. |
| mess2768.vox | The speech recognition ability for public contacts is disabled |
| mess2769.vox | The speech recognition ability for private contacts is disabled |
| mess2770.vox | ...is busy. To be automatically notified if this extension becomes free in next 30 minutes, press *; or stay on the line to leave a message. |
| mess2771.vox | You will be automatically called at this extension if it becomes free in next 30 minutes. |
| mess2772.vox | Please enter your... |
| mess2773.vox | ...digit password. |
| mess2774.vox | The minimum length is... |
| mess2775.vox | ...digit. |
| mess2776.vox | To confirm, re-enter your new password. |
| mess2777.vox | The password minimum length is... |
| mess2778.vox | ...digits, please try again. |
| mess2779.vox | Your Password cannot be the same as your mailbox number. Please try again. |
| mess2780.vox | Your Password cannot be sequential numbers. Please try again. |
| mess2781.vox | Your Password cannot have repeat numbers. Please try again. |
| mess2782.vox | Your Password was used as a previous password.  Please try again. |
|  |  |
| mess2783.vox | Your Password does not obey the established security rules. Please try again. |
| mess2784.vox | I'm sorry your mailbox is locked, please contact your administrator. |
| mess2785.vox | Voice Recorded |
| mess2786.vox | The password lenght is ... |
| mess2787.vox | and... |
| mess2788.vox | Your mailbox is almost full, please delete any messages that you no longer require. |
| mess2789.vox | To reply to the sender only... |
| mess2790.vox | ...Is not available right now. |
| mess2791.vox | I'm sorry, there are multiple matches. |
| mess2792.vox | Enter the digits that correspond to the first few letters of the person's first or last name you wish to leave the message. For the letter Q or Zee press 1. |
| mess2793.vox | Enter the digits that correspond to the first few letters of the person's first or last name you wish to leave the message. For the letter Q press 7, for Zee press 9. |
| mess2794.vox | Or say the name of the person you wish to leave the message. |
| mess2795.vox | Press 1 after hearing the name of the person you wish to leave the message. |
| mess2796.vox | Enter the digits that correspond to the first few letters of the person's first or last name you wish to leave the message. For the letter Q or Zed press 1. |
| mess2797.vox | Enter the digits that correspond to the first few letters of the person's first or last name you wish to leave a message. For the letter Q press 7, for Zed press 9. |

| File Name | Text |
|---|---|
| mess2798.vox | To record an Unavailable greeting… |
| mess2799.vox | To record a personal greeting for an internal caller… |
| mess2800.vox | To record a busy greeting for an internal caller… |
| mess2801.vox | Your mailbox is where all your messages will be stored and also where you can send messages to others in your company. |
| mess2802.vox | The Unavailable greeting will let the caller know when you are not able to take call.  An example of this greeting would be " Hi. It is Mark Smith.  Sorry, I'm unavailable right now. Please leave a message and I will get back to you as soon as I can. Than |
| mess2805.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name you wish to leave the message.  For the letter Q or Zee press 1. |
| mess2806.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name you wish to leave the message.  For the letter Q press 7, for Zee press 9 |
| mess2807.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name you wish to leave the message.  For the letter Q or Zed press 1. |
| mess2808.vox | I'm sorry I do not recognize that name. Please re-enter the digits that correspond to the first few letters of the person's first or last name you wish to leave the message.  For the letter Q press 7, for Zed press 9 |
| mess2809.vox | To record an unavailable greeting for an internal caller… |
| mess2810.vox | To play back current extension number. |
| mess2811.vox | The current time is… |
| mess2812.vox | To make yourself Unavailable… |
| mess2813.vox | To make yourself Available… |
| mess2814.vox | To review your current availability and location… |
| mess2815.vox | Dot… |
| mess2816.vox | You current location is… |
| mess2817.vox | To save message… |
| mess2818.vox | Message Cancelled |
| mess2819.vox | Press 1 after hearing the phone number of the person you wish to dial. To return to previous menu, press pound. |
| mess2820.vox | You were a copied recipient… |
| mess2821.vox | You were a blind \copied recipient… |
| mess2822.vox | …digits. |
| mess2823.vox | Mass Recall Cancelled |
| mess2824.vox | Mass Recall is set |
| mess2827.vox | The current day is… |
| mess2928.vox | on (946:AM on July 7th, 2005) |
| mess2900.vox | Please hold for… |
| mess2901.vox | Looking for… |
| mess2902.vox | Searching for… |
| mess2903.vox | Please wait while I look for… |
| mess2904.vox | Just a moment while I locate your party… |
| mess2999.vox | Attachment |
| mess3000.vox | Answer |
| mess3001.vox | When you hear the name of the person you are trying to reach say yes, or press 1. |

| File Name | Text |
|---|---|
| mess3002.vox | Say no. |
| mess3003.vox | I'm sorry can you please repeat that? |
| mess3003b.vox | I don't think I heard you, can you please repeat that? |
| mess3003c.vox | I'm sorry, please say the first and last name of the person you are trying to reach or dial their extention number. |
| mess3003d.vox | Who? |
| mess3004.vox | Please say the person you're trying to reach, or use the keyword, followed by your name, to login to your mailbox.  Alternatively, you can enter the extension you are trying to reach, or press pound to log into your mailbox. |
| mess3005.vox | Did you say? |
| mess3005b.vox | I think you said ... |
| mess3005c.vox | ... is that correct? |
| mess3006.vox | The following names match your selection. |
| mess3006b.vox | There are multiple matches. |
| mess3006c.vox | More than one person has this name. |
| mess3007.vox | Sorry you are having trouble.  Please try again later.  Thank you for calling goodbye. |
| mess3008.vox | Star |
| mess3009.vox | Pound |
| mess3010.vox | I think I heard |
| mess3011.vox | To stop the transfer to ... |
| mess3011b.vox | Say no if you'd like to try another name. |
| mess3011c.vox | To stop this transfer please say no |
| mess3012.vox | Sorry I'm having so much trouble, I'm transfering you to the operator and I'll work on recognizing that name better. |
| mess3100.vox | Say one for |
| mess3101.vox | Say two for |
| mess3102.vox | Say three for |
| mess3104.vox | Say four for |
| mess3105.vox | Say five for |
| mess3106.vox | Say six for |
| mess3107.vox | Say seven for |
| mess3108.vox | Say eight for |
| mess3109.vox | Say nine for |
| mess3110.vox | or say zero for the next recognized name |
| mess3111.vox | or press zero for the receptionist |
| mess3112.vox | I'm sorry, could you please repeat that name? |
| mess3113.vox | I'm sorry, could you please repeat that digit? |
| mess3114.vox | I'm sorry, could you please say yes or no?" |
| mess3115.vox | I'm sorry, I'm having trouble understanding you |
| mess3116.vox | ... unless you say cancel. |
| mess3117.vox | ... the next recognized name |
| mess3118.vox | Did you want to transfer to |
| mess3119.vox | Did you want to login as |
| mess3120.vox | I'm sorry, I couldn't verify you.  Let me transfer you to the operator. |

| File Name | Text |
| --- | --- |
| mess3121.vox | I'm sorry, I couldn't enroll you.  Please try again later. |
| mess3122.vox | Thank you, you have been verified. |
| mess3123.vox | Welcome... |
| mess3124.vox | Verified... |
| mess3125.vox | Please say a question that has a four-digit answer. |
| mess3126.vox | Please answer that question. |
| mess3127.vox | Say one ... |
| mess3128.vox | Say two ... |
| mess3129.vox | Say three ... |
| mess3130.vox | Say four ... |
| mess3131.vox | Say five ... |
| mess3132.vox | Say six ... |
| mess3133.vox | Say seven ... |
| mess3134.vox | Say eight ... |
| mess3135.vox | Say nine ... |
| mess3136.vox | Say Zero... |
| mess3137.vox | Please say your PIN number |
| mess3150.vox | Say yes when you hear the name of the person you want to transfer to. |
| mess3151.vox | Say yes when you hear the name of the person you want to login as. |
| mess3152.vox | Say no to hear the next recognized name |
| mess3153.vox | ... to transfer to ... |
| mess3154.vox | ... to login as ... |
| mess3160.vox | The next group of names |
| mess3161.vox | or... |
| mess3162.vox | Say yes when you hear the name of the person or department you want to be transferred to or no at anytime to start over. |
| mess3163.vox | Say yes when you hear the the name of the person you want to send a message to or no at anytime to start over. |
| mess3164.vox | Say yes when you hear the name of the person you are trying to call to or no at anytime to start over. |
| mess3165.vox | Say yes when you hear the name of the person you are searching for or no at anytime to start over. |
| mess3166.vox | would you like to hear the next group of names? |
| mess3167.vox | Could you please repeat that name? |
| mess3168.vox | Could you please repeat that digit? |
| mess3169.vox | Could you please repeat those digits? |
| mess3170.vox | Could you please repeat that? |
| mess3171.vox | Please say yes or no. |
| mess3172.vox | Operator... |
| mess3173.vox | Receptionist... |
| mess3175.vox | Private contact... |
| mess3176.vox | Public contact... |
| mess3177.vox | To start over. |
| mess3178.vox | First business number |
| mess3179.vox | Second business number |

| File Name | Text |
|---|---|
| mess3180.vox | First home number |
| mess3181.vox | Second home number |
| mess3182.vox | Other number |
| mess3184.vox | Business fax number |
| mess3185.vox | Home fax number |
| mess3186.vox | Other fax number |
| mess3187.vox | Mobile number |
| mess3188.vox | T T Y number |
| mess3189.vox | Pager number |
| mess3190.vox | I S D N number |
| mess3191.vox | SIP Address |
| mess3192.vox | There are multiple phone numbers for this person |
| mess3193.vox | From |
| mess3194.vox | With email |
| mess3195.vox | With phone number |
| A.VOX | A |
| B.VOX | B |
| C.VOX | C |
| D.VOX | D |
| E.VOX | E |
| F.VOX | F |
| G.VOX | G |
| H.VOX | H |
| I.VOX | I |
| J.VOX | J |
| K.VOX | K |
| L.VOX | L |
| M.VOX | M |
| N.VOX | N |
| O.VOX | O |
| P.VOX | P |
| Q.VOX | Q |
| R.VOX | R |
| S.VOX | S |
| T.VOX | T |
| U.VOX | U |
| V.VOX | V |
| W.VOX | W |
| X.VOX | X |
| Y.VOX | Y |
| Z.VOX | Z |
| 1 | Zero |
| 2 | One |
| 3 | Two |

| File Name | Text |
|---|---|
| 4 | Three |
| 5 | Four |
| 6 | Five |
| 7 | Six |
| 8 | Seven |
| 9 | Eight |
| 10 | Nine |
| 11 | Ten |
| 12 | Eleven |
| 13 | Twelve |
| 14 | Thirteen |
| 15 | Fourteen |
| 16 | Fifteen |
| 17 | Sixteen |
| 18 | Seventeen |
| 19 | Eighteen |
| 20 | Nineteen |
| 21 | Twenty |
| 22 | Thirty |
| 23 | Forty |
| 24 | Fifty |
| 25 | Sixty |
| 26 | Seventy |
| 27 | Eighty |
| 28 | Ninety |
| 29 | Hundred |
| 30 | Thousand |
| 31 | Million |
| 32 | Cents |
| 33 | Record Silence |
| 34 | AM |
| 35 | PM |
| 36 | Seconds |
| 37 | Minutes |
| 38 | Hours |
| 39 | Month |
| 40 | Day |
| 41 | Year |
| 42 | January |
| 43 | February |
| 44 | March |
| 45 | April |
| 46 | May |
| 47 | June |

| File Name | Text |
| --- | --- |
| 48 | July |
| 49 | August |
| 50 | September |
| 51 | October |
| 52 | November |
| 53 | December |
| 54 | Star |
| 55 | Pound |
| 56 | Flash Hook |
| 57 | Comma |
| 58 | Number |
| 59 | Oh |
| 60 | Message |
| 61 | Less Than |
| 62 | Equals |
| 63 | Greater Than |
| 64 | Question |
| 65 | At |
| 66 | A |
| 67 | Today |
| 68 | Yesterday |
| 69 | Monday |
| 70 | Tuesday |
| 71 | Wednesday |
| 72 | Thursday |
| 73 | Friday |
| 74 | Saturday |
| 75 | Sunday |
| 76 | K |
| 77 | L |
| 78 | M |
| 79 | N |
| 80 | O |
| 81 | P |
| 82 | Q |
| 83 | R |
| 84 | S |
| 85 | T |
| 86 | U |
| 87 | V |
| 88 | W |
| 89 | X |
| 90 | Y |
| 91 | Z |

| File Name | Text |
|-----------|------|
| 92 | Extension |
| 93 | Added |
| 94 | Changed |
| 95 | Deleted |
| 96 | Salutation |
| 97 | Messages |
| 98 | Through |
| 99 | From |
| 100 | Range |
| 101 | Parameter |
| 102 | Time |
| 103 | Date |
| 104 | Yes |
| 105 | No |
| 106 | Entry |
| 107 | Telephone |
| 108 | Box |
| 109 | List |
| 110 | Tomorrow |

# 22

# SUPERVISORY FUNCTIONS OVER PHONE

## In This Chapter:

# Introduction

Although Messaging is designed with a comprehensive set of system screens, you can perform many of the system's supervisory functions through the telephone. Thus, the System Administrator is not restricted to his or her desktop PC when the need arises to perform supervisory functions. A set of prompts guides you through these functions.

**Hint:** This chapter contains key information relating to the system's remote functions.

# Supervisor Menu

## Accessing the Supervisor Menu

You can access the Supervisor menu from the handset.

### Internal Extension

1. To access the system from an **<u>internal extension</u>**, press [**\***]. The system will ask for the Mailbox number.
2. Having provided the Mailbox number, press [**\***] again. The system will prompt you to enter the Supervisor password.
3. Enter the Supervisor password. The default password is **13579**.

**Note:** The password entered will be specific for the administrator's settings and language. Once the password is accepted, the system will play instructions and prompts based on the administrator's language.

**Caution:** If an incorrect password is entered, you have three retries at entering the correct password. If you do not enter the correct password, the system hangs up.

### External Extension

1. To access the system from an **<u>external extension</u>**, press [**#**]. The system will ask for the Mailbox number.
2. Having provided the Mailbox number, press [**\***]. The system will prompt you to enter the Supervisor password.
3. Enter the Supervisor password. The default password is **13579**.

The system will play the Supervisor Menu:

- To configure mailboxes, press [**1**]
- To configure feature groups, press [**2**]
- For system prompts, press [**4**]
- For company maintenance, press [**5**]

**Note:** Multiple supervisors may access the system supervisory functions at the same time.

# Creating a mailbox / range of mailboxes

You can use the handset to create a mailbox for a user without accessing the Administration Console.

1. Press [**1**] at the Supervisor Main Menu.
2. You will be prompted to enter the first mailbox. Enter the lowest mailbox number in the list.
3. The system will prompt you to enter the last mailbox number. Enter the highest mailbox number.
4. You will be asked to press [**1**] to create a mailbox, or [**3**] to delete a mailbox.

---

**Hint:** To work with a single mailbox, enter the same mailbox number for both values. If you make a mistake, press # to return to the previous menu.
Creating a range of mailboxes automatically creates sequentially numbered mailboxes. You can delete any unwanted mailboxes later.

---

5. Press [**1**] to create a mailbox. You are prompted to enter the 2-digit feature group.
6. Enter the feature group number containing the options you want the mailboxes to have. There will then be a short pause while the system creates the mailboxes.
7. The system will play a confirmation message and you will be returned to the Supervisor Main Menu.

# Deleting a mailbox

Messaging allows you to delete one or more mailboxes that have been set up on your system.

---

**Warning:** When the system deletes a mailbox, all prompts, messages, and settings will be permanently removed and cannot be recovered.

---

1. Press [**1**] at the Supervisor Main Menu.
2. You are prompted to enter the first mailbox. Enter the lowest mailbox number in the list.
3. You are prompted to enter the last mailbox. Enter the highest mailbox number.

---

**Hint:** To work with a single mailbox, enter the same mailbox number for both values. If you make a mistake, press # to return to the previous menu.

---

4. The system prompts you press [**1**] to create a mailbox or [**3**] to delete a mailbox.
5. Press [**3**] to delete mailboxes. The system prompts you to confirm the deletion of these mailboxes by pressing [**1**].

---

**Note:** When you press [1], there will be a short pause while the system performs the deletion.

---

6. Press [**1**]. The system confirms that you have successfully deleted the mailbox, and you will be returned to the Supervisor Main Menu.

# Recording a system prompt

The System Prompts are the default pre-recorded messages listed in Default Prompts on page 365.

1. Press [**4**] at the Supervisor main menu.
2. The system speaks the following message:
   Press [**1**] for system prompts; press [**2**] for company greetings.
3. Press [**1**] to record system prompts. The system speaks the following message:
   Please enter the system prompt to work with.
4. Enter the system prompt. The system plays back the prompt you have chosen. When the playback ends, the system speaks the following message:
   Press [**1**] to accept; [**2**] to review; [**3**] to record; or  [**#**] to exit.
5. The system plays the system prompt that you just recorded. The system then prompts you to choose one of the following options:
   To accept press [**1**]; to review press [**2**]; to re-record press [**3**];or to return to the previous menu press [**#**].

---

**Warning:** "Record" deletes and replaces the original prompt. Press [3] to record. After the tone, begin speaking in a clear, slow voice. When you finish, press [1].

---

6. If you are satisfied with the system prompt, press [**1**].
   If you are not satisfied with the prompt, press [**3**] to re-record it.
7. To record another system prompt, repeat Steps 2 through 5.
8. To return to the Supervisor Menu, stay on the line.

# Recording a company greeting

A company greeting is used to greet callers when they reach the company. For best quality, use a telephone handset to record a company greeting.

1. Press [**4**] at the Supervisor Main Menu. The system speaks the following message:

   Press [**1**] for system prompts; press [**2**] for company greetings.

   The Company Greetings are the custom salutations that callers hear when they call your company (for example, Good morning...you have reached the ABC company...). They may be used when defining Business Hours, Voice Menus for companies or Mailboxes and Customized TUIs.

2. Press [**2**] to record company greetings. The system speaks the following message:

   Please enter the two-digit company greeting to work with.

3. Enter the company number. Press **1** is company is **#1**. The system speaks the following message:

   Please enter the four-digit system salutation to work with.

---

**Note:** The Company greetings are salutations set up on the Company Menu. The numbers you use must be entered on the Company Menu in the Greeting Times/Phrases section of the screen.

---

4. Enter the company greeting. The system speaks the company greeting you chose, if it was previously recorded.

   When the recording ends (if a greeting was previously recorded), the system speaks the following prompt:

   Press [**1**] to accept; [**2**] to review; [**3**] to record; or [**#**] to exit.

5. Press [**3**] to record. At the tone, begin speaking in a clear, slow voice.

---

**Hint:** Try to eliminate all background noise. If possible, use a telephone within your office. Accessing the system through outside lines may result in additional background noise.

---

6. When you finish, press [**#**]. The system plays the new greeting automatically. When the greeting ends, the system speaks the following prompt:

   Press [**1**] to accept; [**2**] to review; [**3**] to record; or [**#**] to exit.

7. If you are satisfied with the system prompt, press [**1**].

8. If you are not satisfied with the prompt, press [**3**] to re-record it.

9. To record another system prompt, repeat Steps 2 through 5.

10. To return to the Supervisor Menu, stay on the line.

# Changing the holiday setting

Use the handset to change the holiday setting.

1.  Press [**5**] at the Supervisor's Administration Console. The system speaks the following prompt:

    Please enter the two-digit company number.

2.  Enter the number of the company that you wish to modify. The system speaks the following prompt:

    To listen to existing holidays, press [**1**]; to add a holiday, press [**2**]; to delete a holiday, press [**3**]; or to return to the previous menu, press [**#**]."   Press [**1**] to review the dates and greeting numbers of existing holidays for this particular company, press [**2**] to enter a new holiday date and prompt number, and press [**3**] to remove an existing holiday date and prompt number.

3.  Press [**1**] to listen to existing holidays. If any holidays exist, the system plays the date and greeting number of each holiday assigned to this particular company.

4.  Press [**2**] to add a holiday. The system speaks the following prompt:

    Enter the four-digit holiday date, month, then day.

5.  Enter the 4-digit holiday salutation. For example: Christmas Day (December 25) would be entered **1225**.

---

> **Note:** When adding holidays, remember to record the new Holiday Salutation.

---

6.  Press [**3**] to delete a holiday:

    When you press [**3**] to delete a holiday, you are prompted for the following:

    Enter the four-digit holiday date to delete, month, then day.

    For example, to remove Christmas Day (December 25) from the holiday list, enter **1225**.

# 23

# CLIENT PREPARATIONS

## In This Chapter:

# Introduction

So that the end user's experience with the client software is smooth, customize and prepare the client software environment from the Messaging server.

# Web Access Preparations

Web Access is a web-based interface that provides users with access to their UC account and features over the Internet. Web Access must be configured before the user can take advantage of his or her iLink Pro Desktop.

The following four (4) steps must be performed prior to using Web Access:

1. **Configure the UC Server** to install Web Access services
2. **Configure your browser** to support the UC portal for Web Access
3. **Install the Java Plug-In**, which allows user to listen to voice messages over the web
4. **Install Permissions for Java**, which allows users to record voice messages and greetings over the web

## Configuring your browser

In order for Web Access to work properly, you must be using a Windows or Linux OS along with either:

- **Microsoft Internet Explorer** version 6.0 or later
- **Firefox**

# Java Plug-In

## Downloading the Java plug-in

Users must install a special Java Plug-In in order to listen to voice messages using the PCs sound card. The plug-in is downloaded from the Web Access login page.

## To download the Java plug-in:

1. Close all running applications and open the browser.
2. Enter the IP address of the UC server in the **Address** field followed by **/UC**, then click **Go**.
3. On the splash selection page, click on **Web Access**. The Web Access login page appears.

---

**Note:** Contact your System Administrator for the IP address of your UC server.

---

4. Click on **1 | Java Plugin**. The File Download dialog box appears.
5. Click **Save**. The Save As dialog box appears.
6. Select a download location and click **Save**.

# Installing the Java plug-in

After downloading the Java Plug-In, install it onto your PC.

1. If installing the Java plug-in immediately after down loading, click the **Open** button on the **Download complete** dialog box. If installing sometime after the download, locate the downloaded file on your hard drive and double-click. The Welcome screen appears.

   Click **Install**.

2. Java will be installed on your computer.

3. When the installation is complete, the following screen appears.

   Click **Close**.

# Permissions

## Downloading Permissions

Permissions, along with the Java plug-in, allow you to record greetings and voice messages using your PC's sound card.

**Note:** If you are setting up Web Access at home or anywhere outside the office, the server should point to http://IP Address/UC/WebClient.

1. Close all running applications and open your browser.
2. Enter the IP address of the UC server in the **Address** field, followed by **/UC/WebClient**, then click **Go**.
3. On the splash page, click on **Web Access**. The Web Access login page appears.

**Note:** Contact your System Administrator for the IP address of your UC server.

4. Click on **2 | Grant Permission**. The File Download dialog box appears.
5. Click **Save**. The Save As dialog box appears.
6. Select a location for the download and click **Save**.

## Installing Permissions

Once you have downloaded the Permissions, you can install them onto your PC.

1. Double click on **GrantPermission.exe** (the installation file you downloaded). The Installing dialog box appears as the permissions begin to install.

   The Set Client-Side Permissions dialog box appears.
2. Enter the IP address of the UC server and click **OK**. A dialog box appears, confirming that permission is granted.
3. Click **OK**. *You can now use the Record and Listen function in Web Access.*

# Getting Started

If you have just installed the Java Plug-In and Grant Permissions, you will have to close all open browsers and start a new browser session for these changes to take effect. With all changes now made, return to the Web Access login screen, enter your Mailbox number and password to access your account.

## Enabling SSL for Web Access

Before using Web Access, it is recommended that you enable SSL on the Web Access website to ensure a secure connection.

> **Note:** Digital certificates encrypt data using Secure Sockets Layer (SSL) technology. This is the industry-standard method for protecting web communications. The SSL security protocol provides data encryption, server authentication, message integrity, and optional client authentication for a TCP/IP connection.

SSL is built into all major browsers and web servers. By simply installing a digital certificate, you enable your browser's SSL capabilities.

1. From the Windows desktop, click **Start > Settings > Control Panel**.

2. Double click on **Administrative Tools**, then **Internet Information Services (IIS) Manager**. The Internet Information Services screen appears.

3. Locate your Web Access web site in the left-hand pane and right-click on the site entry.

   Select the **Properties** for your web site.

   

4. On the **Directory Security** tab, click on the **Server Certificate** button.

5.  Click **Next**.

6.  Select the **Create a new certificate** radio button.

    Click **Next**.

7.  Select the **Prepare the request now, but send it later** radio button.

    Click **Next**.

8.  In the **Name** field enter a name for the certificate.
    Click **Next**.
9.  Specify the following:
    *   From the **Organization** dropdown list, type or select your organization name.
    *   From the **Organizational unit** dropdown list, type or select your department name.
    Click **Next**.
10. Enter your country, state/province and city, then click **Next**.
11. Enter the file name that the request will be saved in, then click **Next**.
    A summary of the information you have entered is displayed.

**12.** Verify that the information displayed is correct, then click **Next**.

*At this point, a private and public key for the certificate request is created. A certificate holds your name, your public key and other secondary information, all of which are signed by a Certification Authority (CA) using a private key and integrity algorithm. The private key stays in your PC and the public key is sent to the CA.*

**Note:** For this example, the certification authority Verisign is used. Only the trial version method is illustrated. It is recommended that you apply for a commercial certificate once you have decided on the CA that best suits your needs.

**13.** In your web browser, go to **www.verisign.com.**

**14.** On the Verisign main page, click on **SSL Trial ID**. At this point, you will be prompted to enter your information.

**15.** When prompted for CSR (Certificate Signing Request), open the request file that you saved, then copy and paste the contents of the request file in the space provided by Verisign. *Verisign will email the test server-side certificate to the address you have specified.*

**Note:** Begin copying the request file from the line "Begin New Certificate Request".

**16.** To ensure that the certificate you receive is Base64-encoded, create an empty file with the `.cer` extension, then copy and paste the contents that appear between the lines "`Begin Certificate`" and "`End Certificate`".

**17.** In IIS 5.0, click the **Properties/Directory Security** tab.

**18.** Click **Edit Secure Communications**, then click **Server Certificate**.

**19.** Select **Process**, then click **Next**.

**20.** Select the file name (**.cer** format) you created from the Verisign certification issued to you, then click **Next**.

**21.** When you have verified that the certificate overview information is correct, click **Next**.

**22.** Click **Finish**. *Your web server certificate is installed for Web Access.*

# Ensuring SSL requirement for Web Access

Sometimes your URLs will be changed back to HTTP and you will be making regular, non-secure HTTP connections. To ensure that your server requires an SSL connection for your web service at all times, you will need to specify that SSL is required on the virtual directory your service is located in.

**1.** In the IIS 5.0 Manager, right click the UC/Web Access virtual directory and click **Properties**.

**2.** On the **Directory Security** tab, click **Edit Secure Communications**.

**3.** Select **Require SSL**.

# Domain Name System (Auto Discovery from iPD)

This appendix provides information on configuring the DNS (Domain Name System) Auto Discovery function as it pertains to Messaging. This will allow the system to automatically convert host names and domain names into IP addresses on the Internet or on local networks that employ the TCP/IP protocol.

## DNS Auto Discovery Configuration

**Note:** The following steps may vary depending on the type of Windows operating system you have.

### Configuring a Service: _webclient

1. Locate your DNS/MMC snap-in via the following path: **Start > Settings > Control Panel > Administrative Tools**. Its precise location at this point will depend on where the System Administrator placed it.
2. Click on the **DNS** icon. Ensure that there is an entry for your Voice Server and make note of the name.



3. On left-hand side of the screen, click on the **_tcp** folder.

4. Right click in the right hand pane and select **Other New Records...** from the popup menu.



5. Select **Service Location** and click the **Create Record** button.



6. On the New Resource Record screen, enter **_webclient** in the **Service:** text field.

7. Select **_tcp** from the **Protocol** dropdown list.

8. The **Priority:**, **Weight:** and **Port number:** fields may be left at their default values.

9. In the **Host offering this service:** text field, enter the **Name** value as found in Step 2. In this case, **voicemail**.

10. Click **OK**.

# Configuring a Service: _umst

1. Repeat Steps step 1 through step 4 from page 410.
2. Select **Service Location** and click the **Create Record** button.
3. Enter **_umst** in the **Service:** text field.
4. Select **_tcp** from the **Protocol** dropdown list.
5. The **Priority:**, **Weight:** and **Port number:** fields may be left at their default values.
6. In the **Host offering this service:** text field, enter the **Name** value as found in Step step 2. In this case, **voicemail**.
7. Click **OK**.

*The DNS Auto Discover option is now available for use with iLink Pro Desktop.*

# Single Sign On (Integrated Credentials)

Once you have auto discovery configured on the **Domain Name System (Auto Discovery from iPD) on page 410**, you have the option to configure a single sign-on for end users. Single sign-on allows iLink Pro Desktop to use the current user's Windows domain account credentials to log them into a UC mailbox. This means that a user can install and run iLink Pro Desktop on their workstation without having to consider server settings or entering a password.

In order for UC server to recognize a user's domain account name, you must manually enter it in the mailbox settings of the individual user.

From the **Advanced** tab of the user's mailbox, enter the user's network domain and user name in the **Domain Account Name** field, separated by a backslash **\**.

For example:    **windows_domain\user_name**

Once the information has been saved, the end user will be able to employ automatic settings for both server setup and security credentials. All that is necessary is click on **Login** to launch the iLink Pro Desktop..

---

**Note**: This feature will only work when the user is logged into the computer with their own credentials within the domain. If they are using computer in a different domain (e.g. a home computer which is not connected to organization's domain), or has logged in with different credentials (e.g. public terminal within the organization), they will have to manually enter their login information.

---

# Push Install for iLink Pro Desktop

A **Push install** allows the System Administrator to install software across a network, eliminating the need to physically visit each machine. The following procedure outlines the steps required to configure a push install of iLink Pro Desktop.

## Creating transformations for MSI installation

In order to create a transformation for the MSI (Microsoft Installer) package, it is necessary to use an MSI editing tool. One example is ORCA, available as part of the Windows Installer SDK at

**http://msdn.microsoft.com/en-us/library/aa370557(v=vs.85).aspx**

Download and run the Windows Installer SDK, then install the ORCA.MSI package. This will install the ORCA editor on your PC.

## When transformations are necessary

You can apply a transformation to an MSI package when you want to control the features that will be pushed to the workstations.

# Modifying the transformation

If changes to the features being installed are necessary, modify the **Properties** table.

In the case of a iLink Pro Desktop setup, all features are installed by default.

iPD Features installation is controlled by the following MSI properties:

USE OUTLOOK -   the Outlook plug-in.

USE IBM         -       the IBM plug-in.

USE PLUGINS -    UCCM plug-ins.

USE TAPI        -       TAPI components.

To disable one or more of these features, go to the **Property** table, double-click on the **Value** field and change the number to 0.

# To create a transform:

1. Start the ORCA editor and open the iLink Pro Desktop MSI package.



2. In the ORCA menu, select **Transform > New Transform.** From **New Transform**, select **Transform Properties**. The following screen appears.

3. In the **Suppress Errors** feature box, select the checkboxes as required to set transformation error handling. As a rule, you will *not* want to suppress any errors.

4. In the **Validation** feature box, select the checkboxes as required to set verification options. It is worthwhile to leave the **Product Version is Higher** checkbox *disabled* to ensure that the transformation will be *unusable* with higher versions of a product (higher versions might have a modified setup structure and transformations generated for the current product version may be in conflict).

5. Modify other table values in the MSI package as required. Click **OK**.

6. Select **Transform > Generate Transform**. Enter the name of the MST file to be created.

7. Select **Transform > Close Transform** to save the transformation.

8. Close the current MSI file and repeat Steps 1-7 as necessary to create further transformations.

# How to publish transformations for MSI installation

When a transformation has been saved, it is possible to publish it along with the MSI package in active directory. In so doing, the default behavior of the MSI installation will be modified for a push install.

1. Open the **Group policy** snap-in and navigate to the **Software installation** node.



2. Right-click in the right-hand pane and select **New > Package.**
3. Select the appropriate MSI package for which the transformation was created.
4. Select **Advanced published or assigned** in the **Deploy Software** dialog box and click **OK**.

5. Select the **Modifications** tab and add all transformations to be applied using the **Add** button. If necessary, you may revise the order in which the transformations are to be applied.



6. Click **OK** after all transformations have been added. The transformation package is now ready for push installation.

# Push iLink Pro Desktop Settings to Client PCs

With iLink Pro Desktop, it is possible to push detailed settings regarding iPD along with the application. Through the use of client.xml and plugins.xml, you will be able to push specific settings related to iPD to any user.

This section lists all settings related to iPD so that you can troubleshoot settings related problems as well. Not all settings within this section are meant to be pushed to the users. In most cases, these settings files (client.xml and plugins.xml) will be available under the **\Documents and Settings\User\Application Data\UCCM_NG\** folder, which may vary depending on the type of OS that the user has. Pushing iPD settings to users will customize these setting files.

**Note**: Once you have finished creating the custom xml files for your push process, please refer to **Creating a Custom MSI Package on page 426**.

## Client.xml

Client.xml is used to push most settings regarding iPD other than those related to plug-ins. You will be able to configure the connectivity settings (login settings), set the size and position of iPD, and manually assign values to most configuration settings available under the Settings window in iPD. By default, the client.xml file provided to you for customization will contain most of the fields covered in this document. If you see a particular setting that is in this document but not in the xml file, simply create the entry using the same format and assign the appropriate values.

**Note**: Root node **Configuration** is mandatory for all xml files. Sub-nodes and parameters are optional and may be omitted when creating default configuration files.

To define a setting for a user, you must first select a section to define. These sections are **Session**, **Forms** and **Props** and can be configured as below.

> **<SECTION_NAME>**
>
> **<!--**
>
> **<Param Name="PARAMETER_NAME" Value=" " />**
>
> **-->**
>
> **</SECTION_NAME>**

To define a specific setting under a section, place the below field within the defined section.

> **<Param Name="PARAMETER_NAME" Value=" " />**

Refer to the below charts for specific information on each group of settings and their parameters.

**Note**: Parameter Name is the name you must define to configure a specific setting.

**Note**: The **Type** field indicates the type of data that a specific setting requires.
> **String**: Can be numeric or alphanumeric value.
> **Number**: Must be a numeric value.
> **Boolean**: Can be either true (1) or false (0).

**Note**: The **Responsibility** field indicates who has control over the field in question.
> **Corporate**: The value of this setting is mostly managed by the server. For most applications, corporate type fields are ideal for creating a configuration file.
> **User**: The value of this setting is managed by the user. This field should be left for the user to configure on their own.
> **Internal**: This field is maintained by the application. Modifications may cause problems and are only meant to be used during troubleshooting by technicians. Do not include these in a configuration file.

# UMST Connectivity Parameters

**Section Name**: **Session**

| Parameter Name | Type | Responsibility | Notes |
|---|---|---|---|
| SERVER | String | corporate | UC server address (IP or FQDN). |
| PORT | Number | corporate | UC server port. |
| COMPANY | Number | corporate | Company Number for User's UC Company. |
| MAILBOX | String | user | User's Mailbox Number. |
| PASSWORD | String | user | User's Mailbox Password. |
| SAVEPASSWORD | Boolean | user | If true, save mailbox password. |
| ENCPASSWD | Boolean | internal | Protocol option. |
| LOGINNOTIF | Boolean | internal | Protocol option. |
| CLIENTTYPE | Number | internal | Protocol option. |

# Window size/position

**Section Name**: **Forms**

**Note**: Currently, this section contains size and location parameters for a set of screen forms used in **iPD**. These parameters are not intended for manual configuration and should be used for reference only. **Form-name** is unique to each window within iLink Pro Desktop.

| Parameter Name | Type | Notes |
|---|---|---|
| form-name.x | Number | X-coordinate of form. |
| form-name.y | Number | Y-coordinate of form. |
| form-name.h | Number | Form's height. |
| form-name.w | Number | Form's width. |
| form-name.m | Number | Non-zero means maximized window. |

# iLink Pro Desktop Settings

**Section Name**: **Props**

| Parameter Name | Type | Responsibility | Notes |
|---|---|---|---|
| cfg20.import.done | Boolean | internal | Set to 'true' after iPD configuration check/import to avoid repetitive processing. |
| log.filter | Number | internal | Log window filter setting. |
| mac.no.help.warn | Boolean | internal | Allows user to suppress the warning concerning to help viewer. |
| internal.debug | Boolean | internal | Switches debug pieces on. |
| internal.contacts.fresh.hours | Number | internal | Internal use. |
| internal.oem | Number | internal | Last active OEM identifier. |
| internal.oem.eula | Number | internal | Last accepted EULA. |
| internal.seen.missed.timestamp | Number | internal | Tracks which missed calls are already seen. |
| ui.contacts.expand | Boolean | user/internal | If true, contacts will be shown in expanded mode. |
| ui.groups.expand | String | user/internal | Pipe-separated list of group IDs to be shown expanded. |
| internal.dialout.extension | String | internal | Contains the user's preferred dial-out extension if any. |
| internal.dialout.extension.type | Number | internal | Contains the user's preferred dial-out extension if any. |
| internal.dialout.pbx | String | internal | Contains the user's preferred dial-out extension if any. |
| web.home | String | corporate | Use this field to override Web Access address. Leave empty to use server-side settings. |
| web.secure | Boolean | corporate | If true, use HTTPS instead of HTTP. |
| be.quiet.if.not.avail | Boolean | user | If true, suppress sounds if status is set to not available. |
| search.engine | String | user | Default search engine ID. Currently supported: "GoogleDesktop" for Google Desktop, "MSSearch" for Microsoft Search. |
| autologin | Boolean | user | If true, iLink Pro Desktop automatically connects to the server when application starts. Safely ignored if there are no credentials saved. |
| autostart | Boolean | user | If true, start iLink Pro Desktop automatically when user logs into Windows. Requires iPD to start at least once to apply the setting. |
| reconnect | Boolean | user | If true, iLink Pro Desktop automatic re-connects whenever the connection is dropped. |
| conversation.single.window | Boolean | user | If true, use a single window with multiple tabs to display multiple Chat conversations. |
| callman.separate.window | Boolean | user | If true, show separate Call Manager window instead of integrating into main window. |
| callman.autoclose | Boolean | user | If true, close Call Manager window automatically if there are no calls. |
| callman.track.outgoing | Boolean | user | If true, display outgoing calls in Call Manager and allow call control. |
| callman.save.dialout.extension | Boolean | user | If true, save currently selected dial-out extension. If the setting is false, then dial-out extension will be reset to default next time the application is launched. |

| Parameter Name | Type | Responsibility | Notes |
|---|---|---|---|
| callman.default.action | Number | user | Default action for incoming calls that are not answered by the users in person. 0 for Take Call (no action), 2 for Take Message, 3 for Transfer. Transfer setting cannot be pushed to users since it requires a target which must be defined by the user. |
| callman.default.action.transfer | String | user | Destination of transfer when using Transfer as the call's default action. This setting cannot be pushed to users. |
| callman.history.cleanup.days | Number | user | Cleanup call history older than defined number of days. Zero to disable cleanup. |
| callman.history.mask | Number | user | Call history filter. Bitwise combination of missed (2), answered (1) and dialed (4) calls. |
| callman.autosearch | Boolean | user | If true, perform automatic desktop search against caller name/id on incoming calls. |
| notification.on.new.message | Boolean | user | If true, activate notification for new messages. |
| notification.record.beep | Boolean | user | If true, play sound when recording starts. |
| notification.lantalk.focused | Boolean | user | If true, play sound even if Chat window is in use when a new message arrives. |
| notification.tray.animation | Boolean | user | If true, use animated tray icon instead of static icons during notification. |
| notification.mailbox.flags | String | user/internal | Internally maintained list of notification flags per mailbox. |
| sound.no.sound | Boolean | user | If true, turn off all sounds. |
| sound.file.connected | String | user | Sound to play when logging in. Prefix with pipe ("\|") to mark as disabled. |
| sound.file.disconnected | String | user | Sound to play connection is dropped. Prefix with pipe ("\|") to mark as disabled. |
| sound.file.incoming.call | String | user | Sound to play on incoming calls. Prefix with pipe ("\|") to mark as disabled. |
| sound.file.record.started | String | user | Sound to play when recording starts. Prefix with pipe ("\|") to mark as disabled. |
| sound.file.lantalk | String | user | Sound to play when new Chat message is received. Prefix with pipe ("\|") to mark as disabled. |
| sound.file.new.message | String | user | Sound to play when new message arrives. Prefix with pipe ("\|") to mark as disabled. |
| sound.file.user.online | String | user | Sound to play when other users come online. Prefix with pipe ("\|") to mark as disabled. |

# plugins.xml

plugins.xml is used to push settings regarding various iPD plug-ins. This will allow you to manually assign values to the plug-ins that your organization uses and automatically push the settings that are commonly used. By default, the plugins.xml file provided to you for customization will contain most of the fields covered in this document. If you see a particular setting that is in this document but not in the xml file, simply create the entry using the same format and assign the according values.



> **Note**: Root node **Configuration** is mandatory for all xml files. Sub-nodes and parameters are optional and may be omitted when creating default configuration file.

To enable a plug-in by default for the users, use

**<Plugin Type="PLUG-IN_ID" Enabled="1" />**

> **Note**: Value of 1 is enabled, and 0 is disabled. Plug-ins which require the user to provide information (e.g. username, password, etc.) may also be turned on automatically through this setting but will be inactive until the user finishes configuring the plug-in.

If you wish to specify a certain setting for a specific plug-in, use

**<Plugin Type="PLUG-IN_ID" Enabled="x">**

    **<Param Name="PARAMETER_NAME" Value=" " />**

**</Plugin>**

Refer to the below charts for specific information on plug-in IDs and their parameters.

> **Note**: Parameter name is the name you must define under the plug-in ID to configure a specific setting.

> **Note**: **Type** field indicates the type of data that a specific setting requires.
> **String**: Can be numeric or alphanumeric value.
> **Number**: Must be a numeric value.
> **Boolean**: Can be either true (1) or false (0).

> **Note**: **Pre-configurable** indicates whether a specific setting can be pushed to the user or not. For most cases, settings which cannot be pushed are those that are specific to the user (i.e. username, password).

# Bluetooth Plug-in

**Plug-in ID**: UCCM.Plugin.BT.BluetoothPlugin

| Parameter Name | Type | Pre-configurable | Notes |
|---|---|---|---|
| Device | String | No | Bluetooth device information including MAC-address. |
| ActionInRange | Number | Yes | Action to be performed if the device is in range. Do Nothing = 0, Follow Calendar = 1, Set Location = 2. |
| ActionOutOfRange | Number | Yes | Action to be performed if the device is out of range. Do Nothing = 0, Follow Calendar = 1, Set Location = 2. |
| InRangeFirst | Boolean | Yes | If set to true, actions may only be performed if the device is seen in range first. |
| LocationIdInRange | Number | Probably | EEAM location identifier. Valid if ActionInRange is set to "set location". |
| LocationIdOutOfRange | Number | Probably | The same as for LocationIdInRange. |

# Smart tags Plug-in

**Plug-in ID**: UCCM.Plugin.STG.UCPlugin

No parameters are available for this plug-in.

# Skype Plug-in

**Plug-in ID**: UCCMPluginSkype.SkypePlugin

| Parameter Name | Type | Pre-configurable | Notes |
|---|---|---|---|
| RespectSkypeStatus | Boolean | Yes | If true, UC Client changes availability when Skype status changes. |
| ExposeAvailability | Boolean | Yes | If true, Skype changes its status when UC Client availability changes. |
| ExposeExtension | Boolean | Yes | If true, Skype displays current UC extension in the mood field. |
| ExposeExtensionIfAvail | Boolean | Yes | If true, Skype only exposes current UC extension only if UC Client is in available state. |
| ExposeLocation | Boolean | Yes | If true, include UC Location name in Skype mood field. |
| ExposeOnThePhone | Boolean | Yes | If true, include "on the phone" text in Skype mood field when UC status is "on the phone". |
| SearchContacts | Boolean | Yes | If true, allow Skype contacts search. |

# Google Talk Plug-in

**Plug-in ID**: UCCM.Plugin.GTalk.GoogleTalk

| Parameter Name | Type | Pre-configurable | Notes |
|---|---|---|---|
| User | String | No | Google Talk user name. |
| Password | String | No | Google Talk password. |
| RespectGTalkAvailability | Boolean | Yes | If true, UC Client changes availability when Google Talk availability changes. |
| RespectUccmAvailability | Boolean | Yes | If true, Google Talk changes availability UC Client availability changes. |
| ExposeUccmLocation | Boolean | Yes | If true, include UC location name into Google Talk status text. |
| ExposeUccmExtension | Boolean | Yes | If true, include current UC extension into Google Talk status text. |
| ExposeUccmPhoneStatus | Boolean | Yes | If true, include "on the phone" string into Google Talk status text when UC status is "on the phone". |

# Microsoft Dynamics CRM Plug-in

**Plug-in ID**: UCCM.Plugin.CRM.UCPlugin

| Parameter Name | Type | Pre-configurable | Notes |
|---|---|---|---|
| Version | Number | Yes | Define MS CRM server version. "0" for CRM v1 and v2, "1" for CRM v3, "2" for CRM v4. |
| Server | String | Yes | FQDN or IP address of the CRM server. |
| Organization | String | Yes | Organization name to work with. CRM v3-and v4-specific. |
| DefaultCredentials | Boolean | Yes | If true, use Windows authentication to log in to CRM. |
| User | String | No | User name. |
| Password | String | No | Password. |
| Domain | String | Yes | Domain name. |
| AddIfMissing | Boolean | Yes | If true, create new contact entry if the caller ID does not match existing records. |
| ForceIE | Boolean | No | Internally used for testing. |

# ACT! Plug-in

**Plug-in ID**: UCCM.Plugin.ACT.UCPlugin

| Parameter Name | Type | Pre-configurable | Notes |
|---|---|---|---|
| AddNew | Boolean | Yes | If true, create new contact entry if the caller ID does not match existing records. |

# OCS Plug-in

**Plug-in ID**: UCCM.Plugin.OCS.UCPlugin

No parameters are available for this plug-in.

# Microsoft Office Plug-in

**Plug-in ID**: UCCM.Plugin.MSO.UCPlugin
No parameters are available for this plug-in.

# MSN/Live/Windows Messenger Plug-in

**Plug-in ID**: UCCM.Plugin.MSN.MSNPlugin
No parameters are available for this plug-in.

# PCRecruiter Plug-in

**Plug-in ID**: UCCM.Plugin.PCR.UCPlugin
No parameters are available for this plug-in.

# SalesForce Plug-in

**Plug-in ID**: UCCM.Plugin.SFC.SalesForce
No parameters are available for this plug-in.

# TAPI Plug-in

**Plug-in ID**: UCCM.Plugin.TSP.UCPlugin
No parameters are available for this plug-in.

# Creating a Custom MSI Package

Once the custom configuration files are ready, you must create a custom MSI package which will contain the new configuration files along with the iLink Pro Desktop application.
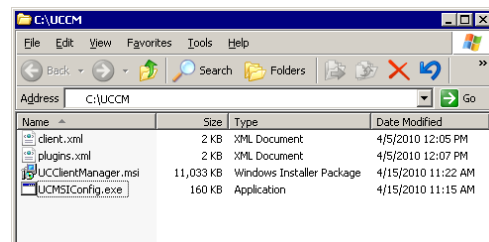
To create an MSI packaged with customized settings, place all the necessary files in a single folder. These files are:

**client.xml**: File containing custom settings for iLink Pro Desktop.

**plugins.xml**: File containing custom settings for iPD Plug-ins.

**UCClientManager.msi**: Default installation file for iPD.

**UCMSIConfig.exe**: Executable file for creating customized iPD MSI.

When all the files are ready, double click on the **UCMSIConfig.exe** file to start the compile process. Once the process is complete, press any key to exit the compiler.

There will be two files created. The only file necessary for custom push installation is **UCClientManager_Custom.msi**. Use this file during your push install process to push custom settings along with the iPD application.

# 24

## In This Chapter:

# Introduction

Avaya Messaging allows you to generate a variety of reports on key areas of the system, such as calls per hour by PBX and company, port usage and mailbox usage.  These reports help you adjust server load and performance to ensure maximum productivity.

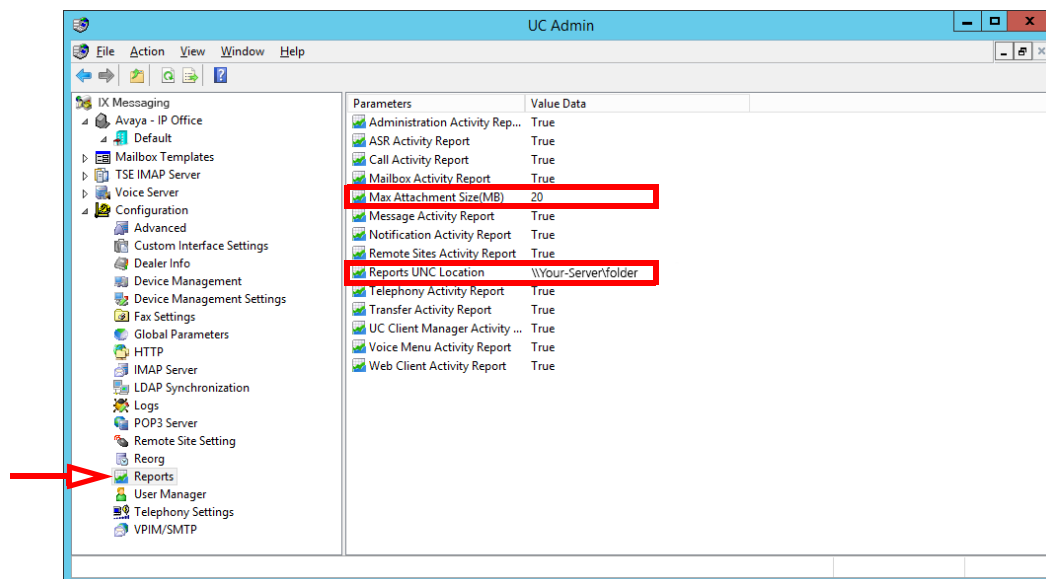1.  In order to use Web Reports, you must first enable data collection in the Messaging Admin console.

    Go to **Reports**.  In the right-hand pane, set to **True** all of the report parameters you expect to need.

    Double-click **Max Attachment Size(MB)** and set the largest email that your want to pass through your mail servers.

    For **Reports UNC Location**, specify the path where report files larger than the Max Attachment Size will be stored. The location can be on the local machine, somewhere else on the network, or an external server reachable through an Internet connection.



When generating Web Reports, you can view the results on your monitor, or have them sent out as an email.

If you choose to send the reports as email:

- If the file size is less than the **Max Attachment Size**, the report will be emailed directly to you.
- If the file size exceeds the **Max Attachment Size**, the file will be saved to the UNC location specified.  An email notification will be sent to you that the file was created.  Go to that location to recover the report file.

This prevents larger reports from being blocked by or severely taxing your email server.

Both settings are required before Web Reports can return any data.

> **Hint**:  By default, no report data is collected unless these settings are enabled.  Any information on traffic before these settings were changed is lost.

**2.** If you have not already done so, an administrator email must be setup on the system before Web Reports will work.

This can be added under **VPIM/SMTP**, or from the **Company > General** page.



**Hint**: Depending upon how your servers are setup, it may be necessary to configure Smarthost. Consult with your administrator.

# Starting Web Reports

Before you can generate a report, you must log in.

**Note**:  Use Google Chrome for best results.  Other web browsers may not be fully supported or provide access to all features.

## To log in:

1.  In a web browser, enter the IP address or hostname of the UC server (i.e. **user.yourcompany.com**  or **https://192.168.1.10**  or  **https://localhost**) and hit **Enter**. The following screen appears. Click **Reports**.



**Hint**:  If you do not know the IP address or the server name, contact your network administrator.

2.  The login screen appears.  Enter the administrator credentials for **User Name** and **Password**, then click **Login**.

3. The Web Reports main page appears.

# Using Pre-programmed Reports

The Web Reports feature includes some of pre-made templates.  These are listed in the left-hand pane.



For most of these, you must specify the parameters (i.e. which company, mailboxes, etc.) to include in the report.



Many of these templates can be saved and reused.



Additional reports can be created as necessary (see Creating New Reports).

# Creating New Reports

**Hint:** Due to the large number of report parameters available, templates should be created that focus on specific areas. Once saved, these can be run as required, or scheduled to run automatically.

When you click a report in the left-hand pane, the following screen appears.



All report screens contain a number of useful, predefined templates. By making changes to these templates and saving them, reports can be created to meet almost any requirement.

1. Highlight **User Activity** (or another heading in the left-hand pane). The **User Report** screen appears.
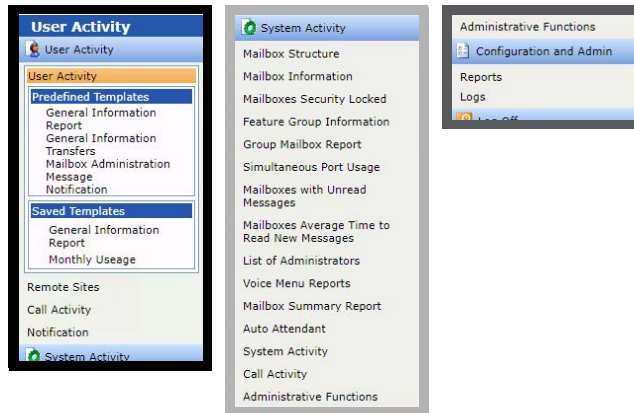
2. On the **Mailbox List** tab, pick the **Company** (if more than one are present) to generate the report for. Enable **All** to include every company, or enable **Select** to pick one.



3. Choose the **Organizational Unit** for the report. Enable **All** to include every OU under the chosen company, or enable **Select** to pick.



4. Specify which mailboxes to include in the report. Enable **All** to include all mailboxes, or enable **Select** to pick.

5. Choose the date range that the report will cover in the **From** and **To** fields. Click the ... to open a calendar to select the dates.

6. Add the parameters that are to be included in the report. Select a parameter from the dropdown list and click **Add**. Repeat this step to add all desired parameters.

7. Optionally, you choose to generate the reports on a set schedule. The reports will be emailed to the selected people. Choose the schedule for the system to generate this report (e.g. every day, every 3 weeks on a Monday, etc.). Specify one or more email addresses where the report is to be sent. Separate multiple addresses using a comma (i.e. **johnc@company.com** , **janep@company.com**).

8. Click **Save**. The New Template dialog box appears.

9. In the **New Template Name** field, enter a meaningful name for this report and click **Continue**.
The new template is displayed in the left-hand pane, under **Saved Templates**. To edit an existing template, click on its name in the list.

# Viewing Reports

Select the report to view in the left-hand pane.  Choose either a pre-defined report, or one that you have previously saved.

When prompted, enter the parameters for the report and then click the **View Report** button.



The report is generated and displayed on the screen.



Some reports provide the option to download the data to a CSV file on your computer hard drive.

> **Note**:  Reports that are setup to be generated on a schedule and sent to an email address can still be viewed "live" in this manner.  No emails will be generated by clicking **View Reports**.

# Web Reports Legend

Use the following information to help interpret the output generated by Web Reports.

Duration - All time related values are in seconds unless otherwise noted.

## Availability

| Value | Description |
|-------|-------------|
| 0 | Available |
| 1 | Unavailable |

## Destination Type

| Value | Description | Notes |
|-------|-------------|-------|
| 0 | All | |
| 1 | Mailbox | |
| 2 | AMIS | |
| 3 | VPIM | |
| 4 | eMail | |
| 5 | Phone | |
| 6 | DL | |
| 7 | Beeper | |
| 8 | Voice Menu | Voice menu with sub menu |
| 9 | URL | |
| 10 | Fax | |
| 11 | Voice Submenu | Submenu of current voice menu |
| 12 | Contact | |
| 13 | SMS eMail | |
| 14 | Printer | |
| 19 | SMS Phone | |
| 20 | BBPIN | |
| 21 | Folder | |
| 22 | Google Docs | |
| 23 | Customized | |
| 24 | Storage | |

# Greeting Type

| Value | Description |
|---|---|
| 0 | None |
| 1 | Personal External |
| 2 | Busy External |
| 3 | Name |
| 4 | Location |
| 5 | Personal Internal |
| 6 | Busy Internal |
| 7 | Unavailable Internal |
| 8 | Unavailable External |
| 10 | User Defined |

# Location Type

| Value | Description |
|---|---|
| -1 | All |
| 0 | In Office |
| 1 | At Lunch |
| 2 | At Home |
| 3 | In a Meeting |
| 4 | Away on Business |
| 5 | On Vacation |
| 6 | Extended Absence |
| 7 | Temporary Location |
| 8 | Mobile |
| 9 | Remote Office |
| 10 | User Defined |

# 25

# REPORT SERVER

## In This Chapter:

# Introduction

The Web Report feature of Avaya IX Messaging allows you to generate a variety of reports on key areas of the system, such as calls per hour by PBX and company, port usage and mailbox usage. These reports help administrators adjust server load and performance to ensure maximum productivity.

Web reports is limited by the data that is made available, and by what can be built within the user interface in terms of how it is presented (charts, tables, graphs, etc.).

For companies that want tighter control over their reports, a **Report Server** can be setup that has direct access to the database. More of the data is made available to whatever program you want to use to display the data and generate meaningful output.

# Important Facts

- The Report Server must be used in conjunction with a **High Availability** installation as it uses features and services (e.g. Mobilink) that are not available when using a Single Server.

- The Report Server feature is included with the HA license. No additional purchase is required.

- The Report Server must be housed on a different computer that any used by the system.

- Multiple Report Servers can be installed.

- The Report Server creates a local, continually updated copy of the database on the Consolidated Server.

- Only usage data is available to the Report Server. System operating information (e.g. passwords, usernames, etc.) is not included.

- The Report Server has no user interface of its own to view the data or generate reports. The data is simply made available to whatever software you already use for your reporting needs. Additional work by the administrator will be required to extract and process the data.

# Server Requirements

The Report Server must have at least the following.

| | |
|---|---|
| Operating System | Windows Server 2012 / 2016 |
| CPU | 2 or more CPUs @ 2+ GHz |
| RAM | At least 50% of the RAM on the Consolidated Server (min 4 GB) |
| HDD | 200 GB (100GB for O/S, 100 GB for IX Messaging) |

# Configuring the Report Server

The Avaya IX Messaging High Availability installation must already be setup and running before adding a Report Server. A different computer must be connected to the same subnet as the Consolidated Server in order to read the database. The Windows operating system must be installed, updated and patched.

On the computer that will host the Remote Report Server:

**1.** Copy the Avaya IX Messaging installation program to this computer. Run **Setup.exe** as administrator to begin installing.

**2.** Once the Windows components have been verified, click **Next** to begin the installation.

**3.** Enter the DCOM user info (domain user account which has local administrator rights). This is required by services which use local administrator rights.

Click **OK** after entering the credentials.

4. Review the EULA and enable **I accept the license agreement**.

   Click **Next** to continue.

5. You will be asked to select the destination of the installation. You may change the hard drive destination through the drop down menu. By default, the installation will create a UC folder on the C drive.

   Click **Next** to continue.

6. Enable **Multiple UC Servers in High Availability**.

   Click **Next**.

7. Select **Remote Report Server (only)**.

   Click **Next.**

8. Enter a number to identify this Report Server.  If you have more than one Report Server, each must be given a unique number.

   Click **Next.**

   ---

   **Note**:  This number is independent of any other server identification numbers (i.e. Secondaries, Remote CSEs).

   ---

9. Enter the **IP Address** for the Primary Server.

   Click **Next**.

10. Enter the **IP Address** for the Consolidated Server.

    Click **Next**.

11. Create the Database Access DBA User Password in the space provided.  This password will be used by the Report Server to access the database.

    Click **Next**.

**12.** The preliminary information required for installation is complete.

Click **Next**.

**13.** The selected components will be installed.

**14.** The installation of the Report Server is complete.

Click **Finish** to restart the server.

If you wish to restart your computer at a later time, disable the **Restart** checkbox then click **Finish**.

**15.** This alert is to remind you to properly share the UC installation folder.

Click **OK** to restart the computer.

# Accessing the Database

The database on the Report Server is only a portion of the full database found on the IX Messaging voice server. It only contains client and system usage data. It does not contain any confidential or system information (i.e. passwords). The Report Server database is continually synchronized with the main database.

On the Report Server, the database is stored in the /UC/DB folder on the installation drive you chose. The database is named **EEAM21.db** and It is an SQL formatted database. You will need to write scripts to import the information you need into whichever program you are using analyze the data.

## Sample JDBC Connection to Retrieve Data

> **Note**: The Java Development Kit ( **JDK** ) must be installed before proceeding with the code sample.

### Create JDBCConnect.java file

The following is sample of code using a JDBC connection to access the database.

```java
import java.io.*;
import java.sql.*;

public class JDBCConnect
{
   public static void main( String args[] )
   {
     try
     {
        String userID = "";
        String password = "";
        String server = "";
        String driver = "jdbc4";
        String SQL ="select * from repMailboxActivity";
        if( args.length > 0 ) userID = args[0];
        if( args.length > 1 ) password = args[1];
        if( args.length > 2 ) server = args[2];
        if( args.length > 3 ) driver = args[3];
        if( args.length > 4 ) SQL = args[4];
        Connection con;
        if( driver.compareToIgnoreCase( "jdbc4" ) == 0 )
        {
           con = DriverManager.getConnection(
              "jdbc:sqlanywhere:uid=" + userID + ";pwd=" + password + ";servername=" + server);
        }
        else
        {
           con = DriverManager.getConnection(
              "jdbc:sybase:Tds:localhost:2638", userID, password);
        }
        Statement stmt = con.createStatement();
        ResultSet rs = stmt.executeQuery(SQL);
        while( rs != null )
        {
           while (rs.next())
           {
```

```
                    for( int i = 1;
                         i <= rs.getMetaData().getColumnCount();
                         i++ )
                    {
                       if( i > 1 ) System.out.print(", ");
                       System.out.print(rs.getString(i));
                    }
                    System.out.println();
                 }
                 if( stmt.getMoreResults() )
                 {
                    System.out.println();
                    rs = stmt.getResultSet();
                 }
                 else
                 {
                    rs.close();
                    rs = null;
                 }
              }
              stmt.close();
              con.close();
          }
          catch (SQLException sqe)
          {
              System.out.println("Unexpected exception : " +
                          sqe.toString() + ", sqlstate = " +
                          sqe.getSQLState());
              System.exit(1);
          }
          catch (Exception e)
          {
              e.printStackTrace();
              System.exit(1);
          }
          System.exit(0);
       }
}
```

# Running the Sample Application

1.  At a command prompt, change to the **%SQLANYSAMP17%\SQLAnywhere\JDBC** directory.
2.  Set the CLASSPATH environment variable.  The SQL Anywhere JDBC driver is contained in **sajdbc4.jar**.

    set classpath=.;%SQLANY17%\java\sajdbc4.jar.

    If you are using the jConnect driver instead, then set the CLASSPATH as follows (where jconnect-path is your jConnect installation directory).

    set classpath=.;jconnect-path\classes\jconn4.jar

3.  Run the following command to compile the example:

    javac JDBCConnect.java

4.  Run the following command to execute the example:

    java JDBCConnect DBA "!Password"

    A default SQL query is executed.

    If the attempt to connect fails, an error message appears instead.  Confirm that you have executed all the steps as required.  Check that your CLASSPATH is correct.  An incorrect setting may result in a failure to locate a class.

5.  Optional.  Include SQL queries on the command line:

    java JDBCConnect DBA "!Password" jdbc4 "SELECT * FROM Customers"

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# INTERNATIONAL DIAL PLAN

## In This Chapter:

# Introduction

Dialing a telephone number is normally a simple procedure, but when it involves contacting people in other countries, where different number conventions apply, it can become considerably more difficult. Messaging includes a Dial Plan Engine that allows administrators to define the dialing rules needed for their location. Since the rules may change depending upon where you are, the Engine allows telephone number patterns to be created that tell Messaging how to break up the number into country code, area code, phone number, and all of the other components needed to complete the call.

The input can come from any source: through user input on the telephone or on the computer, the UC Call Handler, or from an email client or other contact management application.

Multiple rules can be defined to handle calls to many destinations. The Engine starts at the top of the list and continues down until it finds a matching format. The number is then broken into its components according to the matching Parser Rule. Dialing Rules are then applied to convert the number into a format appropriate for Messaging to pass along to the PBX to place the call.

Formatting Rules take the Parsed output and format it for display.



* - The telephone number can come from any source:

For example, the telephone number 9876543210 can be interpreted differently depending upon where the call originates.

In North America, it would become (987) 654-3210: area code 987, calling the number 6543210.

In Europe, it could be seen as (98) 76 543 210: country code 98, area/city code 76, calling the number 543210.

The Dial Plan Engine allows administrators to create rules that determine how telephone numbers will be read by the system.

# The Dial Plan Engine

## Starting the Engine

To launch the Dial Plan Engine, run the **Messaging Admin** program and open the menu for the **PBX**.



 Click the icon for the **Dial Plan**. The **Dialing Rules Editor** screen appears.



This window contains 5 tabs:

- **Parser Rules** - Used to define how a number should be broken up into its constituent elements.
- **Formatting Rules** - Once the number has been parsed, this rule set defines how to display the number.
- **Dialing Rules** - These rules are applied to the parsed number and then passed to the dial engine of IXM.
- **Alphabet Rules** - Describes the abbreviations used throughout the engine.
- **Tests** - Used to check the validity of each rule before committing it to a live system.

# Default Rules

Messaging provides a variety of dialing rules already programmed and enabled. To access these templates, select **Default Rules**, then click **Edit**.



The rules are processed in order from the top down. The first match found will be the one used by the system. Highlight a rule and use the **Move Up** and **Move Down** buttons to change the order.

To change the parameters for a template, select it from the list and click **Edit**. The Template Editor screen appears allowing you to modify the rule. Refer to the following sections of this manual for details on making changes to a rule.



This is the North America rule set. Four different rules are created to meet different needs: normal local, long distance, and toll free dialing are detailed here.

# Abbreviations

The Dial Plan Engine uses many abbreviations to simplify the coding of rules. The shorthand used follows industry standard conventions as outlined below.

## Phone Number Formatting Codes

| | |
|---|---|
| {A} | Area code |
| {C} | Country code |
| {D} | Dial the number exactly as it is entered |
| {E} | Extension, for internal calls |
| {M} | Account code |
| {N} | Node ID |
| {O} | Outcall access code, to connect to an outside line |
| {P} | The telephone number |
| {T} | Trunk code |
| {Z} | Account code |

## Parsing Alphabet

Use these codes to define the telephone number parsing rules.

**Note**: Upper case characters mean that an element is required. Using lower case characters indicate that the element is optional (**N** means the number requires a digit, **n** means that it is optional).

| Character | Substitution | Definition |
|---|---|---|
| A | [A-Z0-9] | Any single capital letter or the digits 0-9 |
| C | \, | Comma |
| D | [0-9\*\#\,] | Digits available from the keypad |
| H | \# | Pound sign / Hash mark |
| L | ( *(\(|.|_) *) | Left bracket with optional white space |
| N | [1-9] | Digits 1-9 |
| P | \+ | Plus sign |
| R | ( *(\)|.|_) *) | Right bracket with optional white space |
| S | \* | Star / Asterisk |
| T | [\#\*\+\,0-9] | Digits available from the keypad |
| X | [\.\- ] | Separator characters |
| Z | [0-9] | Digits 0-9 |
| ? | Optional Value | The preceding explicit value is optional (i.e. 0? ). |

# Parser Rules

Parser Rules are the patterns the system will use to locate the parts of a given number: from any entered string, identify the area code, the country code, the phone number, and so on.

The Parser Rules tab is where each new rule is created by the administrator. Any existing rules are shown here, displaying the rule name, the type of dialing required (Detect As), the current status of the rule (Enabled), and any filters that apply.



- **Name**: The name of the rule.
- **Detect As**: Can be one of Internal, External, or DialAsIs.
- **Enabled**: Shows whether or not the rule is active (True or False).
- **Filter**: This field shows which filter is to be applied to each rule.

Select **Add** to create a new rule.

Select an existing rule and click **Edit** to make changes to it.

Select a rule and then click **Delete** to remove the rule from the system.



Use the **Load** and **Save** buttons to bring up an existing set of rules for editing, or to save the current setup to the computer.



The rules are checked from the top down. The first match found will be the one used by the system. Highlight a rule and use the **Move Up** and **Move Down** buttons to change the order of the rules.

# Add / Edit a Rule

When adding a new rule, or editing an existing rule, the **Phone Parser Rule** screen is used. Enter the necessary general information for the rule. If a field does not apply, then leave it blank.



# General Information

**Name**: Give the rule a name so that it can be easily identified from the list.

**Detect As**: Assign the type of number being dialed. Choose one of -

- Internal - An extension within the company.
- External - A number outside of the company.
- DialAsIs - Tells the system to dial the number exactly as it is entered, and that no parsing is required.

**Filter Country Code**: If this rule applies to a specific country, enter the country code value here. Only numbers which include this code will be included in the result.

**Filter Area Code**: If this rule applies to a specific region, enter the area code value here.

**Filter Node Id**: If this rule applies to a specific node on your network (i.e. a corporate office in another country reached through a particular PBX), enter the node ID to be used here.

**Note**: Nodes (switches or PBX's) are setup through Messaging where the node ID is assigned.

# Components

This section shows the individual elements of each rule, and can contain as many items as are required to complete the rule. The rule is read from the top down: when searching for a match, the first component checked appears on the first line.

**Index**: Automatically generated line number of the component.

**Type**: The type of component being displayed (phone number, area code, outside line prefix, etc.).

**Match**: Shows the specific pattern to be matched. This column uses the standard Parsing Alphabet (see page 453).

Click **Add** or **Edit** to create a new pattern. Choose the appropriate category for the component from the drop-down list, then enter the pattern for that component to match against.



Use the Parser Alphabet abbreviations (see page 453) to create the pattern.



This figure shows the element is a phone number that matches the following format:

- Starts with any number between 1 and 9.  (**N**)
- Followed by 2 numbers, each between 0 and 9.  (**ZZ**)
- An optional (lower case) separator, such as a dash or space is next.  (**x**)
- Then two more numbers (0-9).  (**ZZ**)
- Another optional separator follows.  (**x**)
- Finally, 2 more digits (0-9) are required.  (**ZZ**)

---

**Hint**: Use **OR** to enter multiple values for an element. For example, "NZZZZZZ **or** NZZxZZZZ".

---

Continue building the rule, element by element, until the appropriate pattern to match has been created. Include only those elements that are required to generate the rule. Create as many unique rules as are required to cover all probable situations.

# Formatting Rules

Once the number has been parsed, Formatting Rules define how the number will appear when displayed on various devices and programs (i.e. iLink Pro Desktop on a computer screen).

With all of the component parts identified by the parser, the proper means to display the number is universal, so most options here have been disabled. This feature is provided as a means to review the existing Formatting Rules if necessary.

# Dialing Rules

Dialing Rules take the parsed number and format it according to the needs of the phone system and PBX. Codes for outside line access, account and long distance coding, and necessary pauses between components are added according to the rules specified here.



- **Index**: The order in which the rules will be checked.

- **Name**: The name of the rule.

- **Filter**: This field shows which filter, if any, is to be applied to that rule.

The rules are checked from the top down. The first match found will be the one used to format the number for processing by the system.

# Displaying a Rule

When adding a new rule, or editing an existing rule, the Formatting Rules screen is used. The current elements of the rule are displayed. Each component can be edited or deleted, and new ones can be added from this screen.

Click **Add** to add a new element to the rule.

Highlight an element, then click **Edit** to modify it.



## General Information

**Name**: Give the rule a name so that it can be easily identified on the list.

**NodeId**: Displays which node on the network will be used.

## Formats
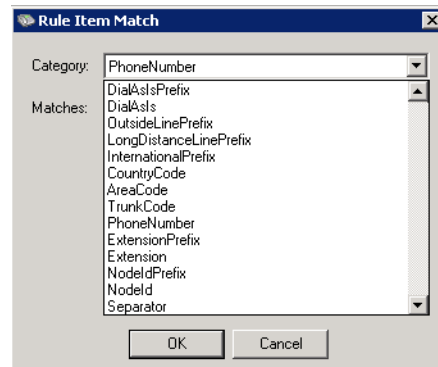
This section shows the individual elements of each rule, and can contain as many items as are required. The rule is read from the top down: when searching for a match, the first component checked appears on the first line.

**Type**: This will be one of Internal, External, or DialAsIs.

**Prefix**: Defines the specific pattern to be matched. This column uses the standard Parsing Alphabet (see page 453) with the specific value added after the colon (i.e. **C:1**). Multiple entries for a single type are separated by a comma (**P:123,124**). Multiple item types are separated by a semi-colon (**C:1;A:416**).

**Format**: This column shows the format that the number will take when passed on through the system. This field uses the standard Phone Number Formatting Codes.

# Add / Edit a Rule

Creating a new rule, or editing a existing one is done from the Format Item screen.



**Type**: Choose from:

- Internal - An extension within the company.
- External - A number outside of the company.
- DialAsIs - Tells the system to dial the number exactly as it is entered, and that no parsing is required.

**NodeId Prefixes**: Enter the node ID that the call will be placed through. NodeId is setup through Messaging.

**Country code**: Add a country code for the call.

**Area code**: Add an area code for the call.

**Phone prefixes**: Add any necessary phone prefixes (i.e. to select outside line).

**Format**: Specify the order of the parsed components, pauses (use the comma), and explicit digits to add to the dialed expression.

**Detect As**: Select from:

- Local - Targets a destination that is close to the calling party.
- LongDistance - Specifies a number that is within the current country, but is outside of the current region.
- International - Tells the system that the call will be terminated in a different country from the point of origin.

---

**Note**: The entries under **Match internal** (NodeId Prefixes) and **Match external** (Country code, Area code, Phone prefixes) are only enabled when the appropriate **Type** (internal or external) is selected.

---

# Alphabet Rules

This tab displays the Alphabet Rules used in many places throughout the engine. These items cannot be changed. They are included for review purposes.

# Tests

The Tests tab is used to validate the rules before committing them to a live system. Add and Edit phone numbers, then test them to determine if the correct rule catches the number and parses it properly.



**Phone**: This is the raw number entered. In practice, this will be the number entered by the user on their keypad, or the number passed to Messaging from another program.

---

**Note**: The remaining items are only populated once a test has been run.
Choose a number, then click **Test** to validate that number.
Click on **Test All** to validate all of the listed numbers against the current rules.

---

**Type**: Displays the detected Type for the number (Internal, External, DialAsIs).

**Matches**: Shows how many rules matched that number. For testing, all rules are used and the results listed here.

**E164**: This column displays the number using the E164 international standard format.

**DB**: This is how the number is stored in the program database.

**Dial**: This is the string that will be passed to the phone system for processing. It is derived from the Dialing Rules.

---

**Hint**: Once a rule has been tested, use the **Details** button to see the specifics for each rule that matched the number tested. This can be used to see all of the rules that matched the number, and to correct the order of the parser rules to ensure that the correct match is made.



---

# Add / Edit a Test Number

The Parser Test window allows the administrator to enter various elements associated with a phone number. These details can then be tested against all of the current rules to validate the results.



Leave any unneeded fields blank.

**Phone**: Use this field to enter a sample phone number as the system will receive it.

**Client Address**: Specifies the context for recognition of incomplete numbers. For example, if Client Address is **+1 9057079700**, then an incomplete address of 4161234567 should be read as **+1 4611234567**.

**Server NodeId**: Put in the ID of the node to be used in the simulation.

**Outside Code**: Enter the digits that must be used to access an outside line.

**Mailbox Code**: Used for the account code where applicable.

---

**Note**: No calls will be placed during a test. The rules are being tested for accuracy, and to ensure that the correct rule catches each number.

---

# Sample Rule #1

A single location can have multiple rules to handle different situations; toll free calling, long distance or local calling patterns can be created. Change the order as required to ensure correct behavior.



This sample shows a rule created to handle toll free calls in North America.



This rule will catch calls identified as **External**, with the country code of "1".

| Index | Type | Match | Explanation |
|-------|------|-------|-------------|
| 1 | Separator | l | Optional**\*** left bracket    ( |
| 2 | AreaCode | 800 or 822 or 833 ... | Any of the listed values as Area Code (required**\***) |
| 3 | Separator | rx | Optional right bracket and/or a separator    (   - |
| 4 | PhoneNumber | AxAxAxAxAxAxAxaxaxa | 7 required characters ( A ) followed by 3 optional characters ( a ), with optional separators between ( x ) |

**\*** - **Optional** elements are defined with <u>lower case</u> characters in the match string, **Required** elements with <u>upper case</u> characters.

## Results

| Match | | No Match | Details |
|-------|--|----------|---------|
| 18005551212 | | +8005551212 | Number includes international prefix code |
| 1(800)-555-1212 | | 800-555-1212 | Missing country code |
| 1(833)-MY-PIZZA | | 1(905)707-9700 | Area code is not on the list |

# Sample Rule #2



| Index | Type | Match | Explanation |
|-------|------|-------|-------------|
| 1 | Int'l Prefix | p | Plus sign   +   (optional) |
| 2 | CountryCode | 1 | Country code of 1 (required) |
| 3 | Separator | l | Left bracket (optional) |
| 4 | AreaCode | [2-9]ZZ | One digit 2-9, followed by 2 more digits 0-9 (required) |
| 5 | Separator | r | Right bracket (optional) |
| 6 | PhoneNumber | [2-9]ZZZZZZ or [2-9]ZZxZZZZ or [2-9]ZZxZZxZZ | One digit 2-9, followed by 6 more digits 0-9 (required)  or … |

## Results

| Match |
|-------|
| +1(800)5551212 |
| 1800555-12-12 |
| +1(905)707-9700 |

| No Match | Details |
|----------|---------|
| 1(833)MY-PIZZA | No characters allowed, digits only |
| 800555-12-12 | No country code defined |
| 1(144)905-7700 | Area code cannot start with 0 or 1 |

# Sample Rule #3



| Index | Type | Match | Explanation |
|---|---|---|---|
| 1 | Int'l Prefix | p | Plus sign   +   (optional) |
| 2 | CountryCode | 44 | 44 (required) |
| 3 | Separator | l | Left bracket (optional) |
| 4 | TrunkCode | l0?r   * | Left bracket (optional), 0 (optional), right bracket (optional) |
| 5 | AreaCode | [2357]Z | One of 2, 3, 5 or 7 (required), followed by a digit (0-9) |
| 6 | Separator | rx | Optional right bracket and/or a separator |
| 7 | PhoneNumber | ZZZZZZZz | 7 digits (0-9) required, followed by one optional digit |

**\*** - The question mark **?** makes the previous explicit digit optional. **0?** means enter either a 0, or nothing at all.

## Results

| Match | No Match | Details |
|---|---|---|
| +44(0)21-1234567 | +42(0)21-1234567 | Incorrect country code |
| 44()76-12345678 | 44(9)76-12345678 | Trunk code out of range |
| 440311234567 | 44031123456 | Insufficient number of digits |

# 27

# SECURITY ENHANCEMENTS

## In This Chapter:

# Introduction

To ensure that your organization is protected from potential threats Messaging offers various features which you can easily implement on your site. Messaging is compatible with many common security measures, such as the SSL standard for web access to web applications and Messaging.

Please refer to the following sections for details regarding these features.

- UC Credentials and Security

- Weblinks (Voice Mail & Fax Security) on page 472 - This configuration forces users to access attachments on their messages via a link, which means that the attachments cannot be forwarded as usual.

- Enabling SSL from the IIS on page 478 - This configuration allows users to securely connect to Messaging web services.

# UC Credentials and Security

Messaging provides ongoing improvements to the security policies and routines contained within the program. Data integrity and secure access is constantly being tested and improved. Improvements have been made to passwords and system access that make unauthorized access more difficult.

## Administrator Passwords

Administrator passwords can be alphanumeric. Number only passwords are less secure as they are more easily compromised.

For cases where alphanumeric passwords are used, telephone access to the system for remote maintenance is not possible. The Supervisor main menu is not reachable unless the password is entirely numeric.

**Note**: Alphanumeric passwords are case sensitive, and can contain numbers, letters, and symbols (any characters accessible through the keyboard, e.g. ~!@#$%^&*()_+<>?).

# UC Credentials

To help ensure application access safety and data integrity, Messaging provides the resources to control and manage user authentication. These elements strengthen access through client applications which previously allowed the use of weak, numeric only usernames and passwords.

All client access (i.e. Avaya iLink Pro, Web Access) requires an application username and an alphanumeric password. Accessing the system through a telephone keypad is still accomplished using the mailbox number and a numeric password.

# Security Policies

The security policies that are enforced regarding numeric / alphanumeric user credentials are as follows:

1.  Numeric passwords are usable only for access from a telephone keypad (**Voicemail password**).
2.  The **Application User** username supports multiple formats, such as email addresses (**user@company.com**), single words (**MyPassword**), and mixed alphanumeric strings (**$jcarter9876!**).
3.  Continued support for all Company security settings where possible with respect to Application User passwords including:
    a.  **Ask to change password on first access**: Logging in from any client will display the password change prompt.
    b.  **Password rules**: Forced Password Changes, and the number of periods where passwords cannot be reused.
    c.  **Number of incorrect attempts before mailbox will be locked**.
    d.  **Password Rules** reflect alphanumeric passwords options (e.g. **Allow sequential characters in password**).
    e.  **Allow Repeat numbers in Voicemail password** applies to Voicemail passwords only.
    f.  Fields that require a separation of policy application include:
        i.  **Password length fixed** (not applicable for Application passwords).
        ii. **Minimum Password length**: Separate fields for Application and Voicemail passwords.
4.  The setting **Allow only alphanumeric...**, which prevents users from putting voicemail only passwords in the user/password field, are enforced as a hidden default setting.
5.  Upon new mailbox creation, the default Application password will be assigned.
6.  The **Password Reset** option for the Application password is similar to the Voicemail Password Reset in the web portal.
7.  A Mailbox Bulk Manager utility allows CSV files to be used to import, export and update user data. It also provides for the mass randomization of usernames, voicemail and application passwords.

After an upgrade from a previous version of Messaging, existing users with numeric credentials will be allowed to log in once using those credentials from client applications (i.e. Web Access, iLink Pro, iLink Pro Mobile, etc):

a.  After a successful login, they are required to create a new, alphanumeric password based upon these policies.
b.  After a successful login, the user will be given a new username from one of the following:
    i.  Apply the New Application Username, if defined in **Application User Name** field, or if not defined...
    ii. The Email address of the user from the existing address field, if available and unique (i.e. user@avaya.com).
    iii. Otherwise, display and continue to allow the mailbox number to be used as the application user name
c.  Old client versions that support numeric only passwords cannot connect to an updated server. This will force the adoption of the new security model. Otherwise, the program remains vulnerable to security exploits.
d.  New clients can connect to older server versions using number-only credentials.

# Server and User Settings

The Messaging Admin and the Web Admin utilities provide the following settings for UC Credentials and security.

- Company wide security settings are configured through the **Company > Passwords/Security** tab. The default Voicemail and Application Passwords are also configured here.



- User specific settings are made through the **Mailbox > General** tab.

# Password Reset Utility

Users can reset their Voicemail and Application passwords through the web interface.

1. Using any web browser, enter the URL for the voice server (i.e. **user.yourcompany.com**). Select **Password Reset**.

2. Enter an **email address** and select the password to reset: reset **Voicemail Password** or **Application Password**.



3. Enter the security code in the space provided, Click **Send a Request** when ready.



4. The specified email address will receive a message with a link. Click on the link to enter the details of the new password.



5. Enter a new password in the spaces provided, then click **Reset Password**.



6. The account password will be changed to the new value.

# Weblinks (Voice Mail & Fax Security)

## Overview

This feature allows you to increase the security level of Voicemail and Faxes that are transferred via email by storing all the files on the server itself. Instead of the attachments being sent and received, the sender's attachment is stored on the server while the receiver gets a link to access the file.

The below process illustrates an example of how this can be implemented. Due to the variation between different sites, following these steps exactly as shown (especially with regards to the URL and folder paths) may **prevent** the feature from working properly on your own system. A professional technician with networking knowledge who understands the process would be able to configure the settings necessary for your own system setup.

Also, please keep in mind that the configuration procedure will differ depending on the version of your IIS. In general, Windows 2003 and XP will use IIS 6 while Windows 2008 and Windows 7 use IIS 7, which changes the interface you must configure the feature from.

**Note**: Voice messages which are listened to through the telephone using the Weblinks action link within the email will not automatically change the read status of the voice message. Therefore, listening to message in this fashion will not extinguish the message light on integrated environments. The end users have the option of ma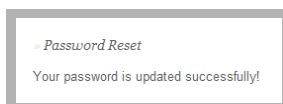rking the message as read through the options available at the bottom of the Weblinks message. Performing such an action will extinguish the message light on integrated environments if the message is the last unread message.

## Configuration Process

The exact procedure to setup Weblinks depends upon which version of IIS (Internet Information Services) is installed on the server.

**Warning**: Only follow the procedure that is relevant to your system. Do Not perform both IIS setup procedures.

If the server has **IIS 7** installed, begin the process on .

If the server has **IIS 6** installed, begin the process on .

Regardless of which version of IIS is present, the Messaging setup remains the same. Once the appropriate version of IIS has been configured, continue with the Messaging setup on .

# Configuration with IIS 7

**Warning**: Use these instructions **only** if you have IIS 7 or later on your system. If you have IIS 6, use the section **Configuration with IIS 6 on page 474**.

**1.** In order to utilize Weblinks, you must first confirm that you have the necessary Windows components installed for IIS.

You will need **HTTP Redirection** and **CGI** enabled within IIS.

The screenshot here shows adding the component from
Windows Server 2008, which occurs under **Role management**.



If you are utilizing Windows 7, you will see this screen, available from **Control Panel > Programs & Features > Windows Features**.



**Important**: Continue with the section **Messaging Configuration on page 475**.

# Configuration with IIS 6

**Warning**: Use these instructions if have IIS 6 on your system. If you have IIS7, then use the section **Configuration with IIS 7 on page 473**.

1. Open the **Start** menu.

   Right-click **My Computer** then choose **Manage**.

2. On the left-hand side, select **Web Service Extensions**.

3. On the right-hand side, select **All Unknown CGI Extensions**.

   Click on **Allow**.

4. You will get the following warning.

   Click **Yes** to accept the changes and continue.

5. Repeat steps step 1- step 4 for **All Unknown ISAPI Extensions**.

**Important**: Continue with the section **Messaging Configuration on page 475**.

# Messaging Configuration

Once the appropriate version of IIS has been setup, continue with the Messaging configuration.

**1.** From **IXM Admin > Configuration > VPIM/ SMTP**, change the value of **HTML Content** to **True**.

**2.** In order to utilize the Weblinks function, the **mailbox has to be associated with the Feature Group** that has the function enabled.

From **Messaging Admin > PBX > Company > Feature Group**, go to the **Synchronization Options** tab and select the type of messages you wish to use Weblinks with from the dropdown menu.

**3.** If a user does not utilize IMAP CSE Synchronization between their Messaging mailbox and the mail server account, you may opt for the forwarding method.

From **IXM Admin > PBX > Company > Mailbox**, open the properties of the mailbox you wish to enable Weblinks for, then go to the **Message Options** tab. Create an entry to forward the emails. When the mailbox is associated with the Feature Group that has the Weblinks enabled, as shown in previous step, you can enable the **HTML Content** checkbox. Be sure to leave the **Attachment** checkbox disabled if you wish to send the URL only.

**Warning**: Please keep in mind that this step is **only for users who will be using email forwarding instead of IMAP TSE Synchronization**. If you configure forwarding for users who are using IMAP TSE Synchronization, there will be an infinite loop of messages. You should either use IMAP sync or forwarding but never both for the same mailbox.

**4.** When all your server side configuration has been completed, **restart the server computer**.

5. Locate the webmailconfig.exe file in the Messaging folder (by default, this is **C:\UC**).

   From Windows, go to **Start > Run** and enter the full path and file name in the space provided. Add the /i parameter, and the URL of the server where the files will be kept.
   For example:

   **C:\UC\webmailconfig.exe /i https://user.erb.com**

   **Note**:  Be sure to include the **http** or **https** protocol designator in the URL.

   Click **OK** and the program will automatically configure the remaining settings.

6. Stop and restart the **World Wide Web Publishing Service** on the computer to complete the setup.

# Weblinks Example

The following is an example of how the attachments are handled using this function. The email itself only contains the text of the message. The attachment is left on the server. If you were to forward this email to someone with no permission to access the mail server, they would not be able to listen to the message. While the email is forwarded, the attachment itself remains secure on the server.

By using the **Playback** buttons, the voice message can be played through the current device, or the telephone associated with the user's default extension. Additional buttons allow the message to be **Mark Read** or **Deleted** from the voice server. A call to the sender can also be initiated by clicking the **UC Dial** (dial through the Messaging voice server) or **Dial** (dial through a configured device, such as a cell phone when out of the office) buttons.



The **View** button opens an new window in the browser. This window contains playback controls for the message.



Fax messages processed through Weblinks will behave in the same manner. The attachment remains on the server while only links to view the message are sent to the user.

Forwarded messages will contain links which are only viewable by authorized users.

# Enabling SSL from the IIS

## Introduction

It is recommended that you enable SSL on the Web related features to ensure secure connections.

**Note:** Digital certificates encrypt data using Secure Sockets Layer (SSL) technology, the industry-standard method for protecting web communications. The SSL security protocol provides data encryption, server authentication, message integrity, and optional client authentication for a TCP/IP connection.

SSL is built into all major browsers and web servers. By installing a digital certificate, you enable your browser's SSL capabilities.

## Requirements

| Requirements | Details |
|---|---|
| License | --- |
| Software | Messaging version 9.0 or higher |

# Procedure

SSL configuration is done on the Microsoft Windows platform hosting the site. This guide is provided as a courtesy for those who wish to configure SSL with Messaging. For further assistance, consult the professionals at Microsoft and its affiliates.

This example shows Windows Server 2008 with IIS 7.

1. From the Windows desktop, click **Start > All Programs > Administrative Tools > Server Manager**.

2. In the left hand-pane, open **Roles**, then **Web Server (IIS)**, and select **Internet Information Services (IIS) Manager**.

3. Under **Connections**, choose the web site. In the **Home** pane for the site, scroll down to the **IIS** section and double-click **Server Certificates**.



4. In the right-hand **Actions** pane, click **Create Certificate Request**.

5. Fill in the information for **Distinguished Name Properties**.

> **Common name**: Enter the publicly accessible URL for the site.
>
> **Organization**: Type the corporation name.
>
> **Organizational unit**: Define the department for this certificate.
>
> **City/locality**: Enter the location information.
>
> **State/province**: Enter the location information.
>
> **Country/region**: Enter the location information.

Click **Next** when ready.

6. Choose the **Cryptographic service provider** and **Bit length** (2048 or better is recommended) required by the certifying agency.

Click **Next**.

7. Enter the filename and path for the certificate request file.

Click **Finish**.

8. Pass this file to the authority providing the certificate. Make sure that it has the correct file extension specified by the authority.

9. The certifying authority will return the certificate in another file.

Save the certificate file on the computer's hard drive in a known location.

10. In the right-hand **Actions** pane, click **Complete Certificate Request**.

11. To **Specify Certificate Authority Response**, enter the path to and the filename of the certifying authority's response from step 9. Click the ellipsis button ⬚ to browse for the file.

    Enter a user **Friendly name** to use when referring to this certificate.

    Click **OK** when finished. The certificate will be installed for the site.



12. Double-clicking on the **Server Certificates** icon brings up a list of the certificates installed on the server. The new certificate is listed using its **Friendly name**.

# 28 UC FOLDER AND FILE STRUCTURE

## In This Chapter:

# Introduction

This chapter contains a list of system folders and their contents. All Messaging files are stored in either the Application or Windows folders. This chapter also details the system file backup process and the system file restoration process.

# Handling the Application Folder

The Application folder can be specified during the installation process. The default is **C:\UC**. Within that folder:

**UMMonitor.exe** is the user interface for Messaging.

**TOLee.exe** is the Voice Server service.

Within the application folder, there are several other important folders.

## Admin (IXM Administration program folder)

**TOLAdmin.dll** modifies the configuration of the system.

## AppWebFolder

This page has links to the WebClient and WebReport applications. Under IIS, the root virtual folder for voicemail points here.

## DB (Database file folder)

**EEAM21.db** is the database file. All of the database information goes into this file.

## DBbackup (Backup files of EEAM_DB.mdb)

**C:\UC\DBbackup**. If Reorg is configured from the Administrator console, the database will be backed up into this directory. By default, numbered folders are created during the Reorg process to hold these files. Each numbered folder represents a certain day of the week.

| Folder | Day of the Week |
|--------|-----------------|
| 1 | Sunday |
| 2 | Monday |
| 3 | Tuesday |
| 4 | Wednesday |
| 5 | Thursday |
| 6 | Friday |
| 7 | Saturday |

## DBCOM (Database component folder)

**EEAM.dll** is the database access layer that manipulates the COM Object.

# Messages (Message file folder)

**Company ID** (System creates the folder for Company 1 by default).

**Fax** contains all the fax type files.

**Mime** contains all of the files of this type.

**Other** contains all the files other than fax, text, and voice types.

**Text** contains all the email type files.

**Voice** contains all the voice type files.

# Prompts (Prompt file folder)

**Company** is the company greeting file folder. This folder is subdivided by Company ID (the system creates the folder for Company 1 automatically).

**Personal** is the personal greeting file folder. This folder is subdivided by Company ID (the system creates the folder for Company 1 automatically).

**System** folder is subdivided by LanguageID (the Language 1 is created by default).

# UMST (Unified Message Service Tasks service Folder)

**UMSTService.exe** sends email, forwards messages, delivers distribution lists and communicates with desktop applications (iLink Pro Desktop).

# VPIM

**VPIMServer.exe** sends and receives messages for VPIM.

The **Temp** folder holds the temporary files used by the VPIM service.

**Unresolved** stores message files that cannot be delivered by VPIM.

**Backup** keeps the archive of all recent VPIM files.

# WebClient

Holds all the WebClient files including all the HTMLs, ASPs, Java applets and graphics.

**ucSoundApplet.jar** is the Java sound applet.

**UCClientApplet.jar** is the file that refreshes the web screen for real-time synchronization.

## Download (folder within WebClient)

**jre-6u20-windows-i586.exe** is the Java runtime engine for downloading.

**GrantPermission.EXE** is an executable run by the user to grant permission to the web Access application to be able to record on the PC.

**UCClientManager.exe** is the client CTI application for screen pop-ups and instant messaging.

# WebReport

Holds all the WebReport files, including all HTML files, ASPs, Java applets and graphics.

**.class** files are used to display report results in graph form.

# Handling the Windows Folder

The default is **C:\WINDOWS** .

**EEAM.ini** is the database component configuration file.

## System32

| Files | Purpose |
|---|---|
| CSapiTTS.dll | This DLL sits in the middle layer, providing speech synthesis capabilities for Enterprise. |
| CV_32DLL.dll | RHETOREX file format conversion library. Used only for Rhetorex voice boards. |
| VPIMServer.exe | Service of VPIM server (C:\UC\VPIM) |
| VPIMEventLog.dll | Error messages of VPIM for event viewer (C:\UC\VPIM) |
| TOLWebClient.dll | Core WebClient IIS application |
| MSWCRUN.DLL | This is the dependency file provides IIS VB application RUN time. |
| WebReportPrj.dll | This file is the core WebReport application. |

# Backing Up System Files

Once you begin using the Messaging system, it is recommended that the important system files are backed up as a precaution. Avaya recommends that the following folders and their contents be backed up:

- C:\UC\DB

- C:\UC\Messages

- C:\UC\Prompts

**Note:** Other folders can be backed up if necessary. These listed folders are minimum required.

**Warning:** Before backing up any system files, ensure that the following services have been stopped:

- UC Service Recovery Manager
- SQL Anywhere - ASADB_UC
- UC IMAP Server
- UC Remote Printer
- UC Unified Messaging System Tasks Service
- UC VPIMServer
- UC Background File Organizer
- UC Content Synchronization Engine
- UC Web Access

- UC Gateway
- UC POP3Server
- UC TSE Cache Manager
- UC Voice Server
- World Wide Web Publishing Service
- UC Background Task Manager
- UC CSE PIM Synchronization Engine
- UCArchiver

Any means of backing up these files is satisfactory. The process described below uses Windows' own file backup and restore utility (Windows 2016 is shown).

**Windows Server Backup** must be added to the Windows Features set before proceeding.

# To back up system files using Windows:

1. Open the **Control Panel** and launch **Administrative Tools**.

   Double-click **Windows Sever Backup**.



2. In the left-hand pane, select **Local Backup**.

   In the right-hand pane, choose **Backup Once**.

3. Click **Next**.



4. Enable **Custom**, then click **Next**.

**5.** Choose **Add Items**, then select the files and folders to backup.



**6.** Choose all of the files you want to include in the backup.
These must include the **UC\DB**, **UC\Messages** and **UC\Prompts** folders.



Click **OK** when ready.

7.  Once all of the necessary files and folders have been chosen, click **Next**.



8.  Specify where the backup files should be stored.  Choose either to a local drive, or to a remote / network location. Click **Next**.

9. Specify which destination drive to save the backup files onto. For a network location, include the complete URL to the storage site. Click **Next** when ready.



10. Confirm the details and click **Backup** when ready.



Windows will backup the selected files and folders to the chosen location.

# Restoring Files

In scenarios where a system breaks down and the restoration from backed up files is needed, you must first completely uninstall Messaging, then install a fresh copy of Messaging before proceeding with file restoration.

This section refers to recovering files using Windows' built-in backup and restoration utility. If you have a different system for backing up files refer to the manuals for that solution.

> **Note:** The restoration of files is only possible if the backed up Messaging files to be restored are of the same version as the system version that they are being restored to.

> **Warning:** Before removing Messaging, ensure that the following services have been stopped.
> - SQL Anywhere - ASADB_UC
> - UC IMAP Server
> - UC Remote Printer
> - UC Unified Messaging System Tasks Service
> - UC VPIMServer
> - UC Background File Organizer
> - UC Content Synchronization Engine
> - UC Web Access
> - UC Gateway
> - UC POP3Server
> - UC TSE Cache Manager
> - UC Voice Server
> - World Wide Web Publishing Service
> - UC Background Task Manager
> - UC CSE PIM Synchronization Engine
> - UCArchiver

> **Note:** If you are restoring the database files (originally in \UC\DB), you must navigate to \UC and delete the original \DB folder. The database files are read-only files and cannot be overwritten by the restore process. These files must be removed before the restore procedure can begin.

## To restore backed up files:

1.  Open the **Control Panel** and launch **Administrative Tools**.

    Double-click **Windows Sever Backup**.

2. In the left-hand pane, select **Local Backup**.

   In the right-hand pane, choose **Recover**.
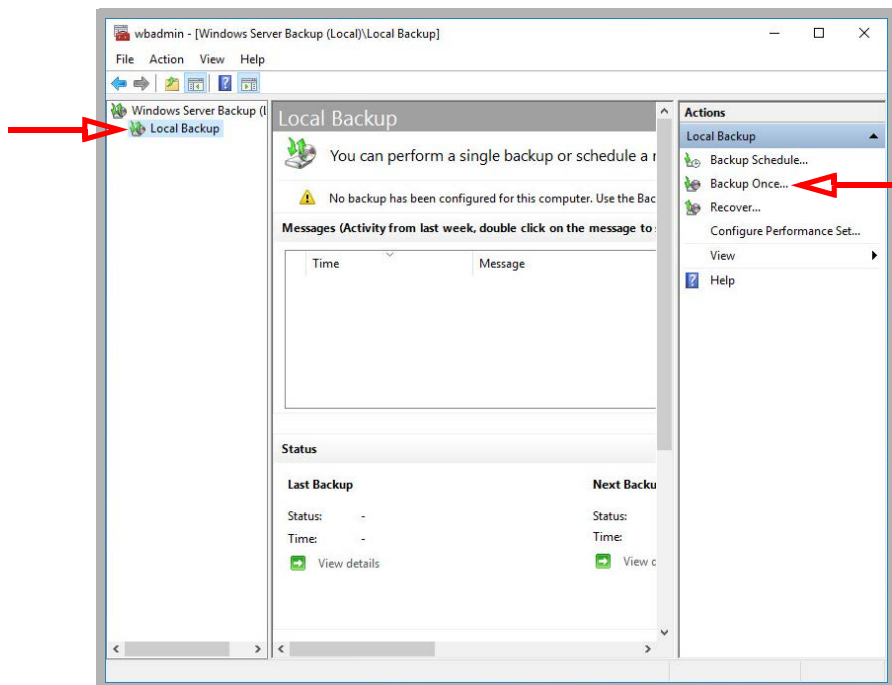


3. Specify the location, local or another computer, where the back up files are stored.  Click **Next**.

4.  Select the drive where the backup files are kept.  Click **Next**.



5.  Choose the date of the backup to restore the files from.  Click **Next**.

6.  Enable the **Files and Folders** radio button.  Click **Next**.



7.  Locate the files and folders you want to recover.  Click **Next**.

8. Specify where the files should be restored to on the local computer.  Click **Next**.



9. Verify the settings and click **Recover** when ready.



The restoration of Messaging files is complete and previously backed up data is now recovered on the system.

# 29 USER DICTIONARY

## Introduction

When the Text-to-Speech engine does not pronounce a word correctly, you can refine the pronunciation of the word with the custom user dictionary. This is located in the folder where Messaging is installed. By default this is **C:\UC**.

The path will be different if you chose to install Messaging in a different directory or drive. The location of this file can always be determined from the following registry entry:

**HKEY_LOCAL_MACHINE\SOFTWARE\Generic\UMS\InstallPath**

Every time the engine encounters the word, it will pronounce it as it is defined by the user dictionary.

## User Dictionary

The User Dictionary is a text file (**usrdict.dct**) stored on the Messaging server. It can be opened by a text editor such as Notepad. The file contains information formatted like this:

```
[Header]
    Dictionary Name =
    Language =
    Algorithm =
    Data Type = ANSI
    Date=
    Description = User Dictionary

[Data]
DLL     Dynamic Link Library
D.   Dee
B.   Bee
```

### Adding a dictionary entry

To add an entry to the user dictionary, open the dictionary file (**usrdict.dct**). At the bottom of the **[Data]** section, type the word you want TTS to pronounce differently, followed by a space or tab, then the corrected pronunciation of the word.

**Note:** The system recognizes the first space as the dividing line between the word you want to be pronounced differently and the "new" word. For example, if you were to enter "D<SPACE>Dee" in the user dictionary, the system takes it to mean that you want any instance of "D" to be pronounced "Dee".

### Limitation

Unfortunately there are limitations to the user dictionary. For example, you can not have the system pronounce a term like "Dynamic Link Library" as "DLL". Because the system only the **first** space as the dividing line between the word and the corrected pronunciation, the system would read your user dictionary entry in the following way:

**Dynamic<SPACE>Link Library DLL**

In cases such as this, what is to the left of the space (Dynamic) is read hereafter as "Link Library DLL". Obviously, this is not what is desired.

# 30

# NETWORK OPTIMIZATION

## In This Chapter:

# Optimizing Network Traffic with Multiple Adapters

In a typical environment, there are 2 types of traffic that are generally present on a Messaging server:

- **Voice traffic** - Voice traffic refers to all information exchanged from the communication network that is connected to Messaging.

- **Data traffic** - Messaging exchanges information with other data servers to perform its tasks as a Unified Communications server. This data includes: email synchronization, database synchronization in High Availability systems, client access via web, desktop and mobile clients, SMTP, IMAP, LDAP and other types of data traffic.

Servers with multiple network adapters can optimize their network traffic by creating a division between the voice and data traffic. Voice (and fax) represents real time data exchange and as **real time** information, requires its traffic to be prioritized. This document discusses the methods available to IT departments to optimize the traffic between the two types of data.

# Environments with multiple subnetwork addresses

In many environments, their voice traffic is on a separate subnetwork. For example, data traffic resides on 192.168.0.x and voice traffic resides on the 192.168.1.x subnetwork. In this case, the simplest way to direct network traffic is to assign one network adapter to the 192.168.0.x subnetwork and one network adapter to the 192.168.1.x subnetwork. In this example, the VoIP PBX or Gateway should be on the same subnetwork as the voice adapter on 192.168.1.x. Since Messaging applications will try to connect via TCP to their destination via the Windows TCP stack, preference will be automatically given to the network adapter within the subnetwork that the application is trying to reach. This will isolate the Messaging applications' attempts to connect to the VoIP end point to the network adapter within the same subnetwork. Visual examples of both single server and high availability implementations of multiple network adapter configurations are shown below.

**Single Server Multi Network Environment**

**High Availability Multi Network Environment**



# Binding SIP voice traffic to one network adapter

Messaging allows you to bind a specific adapter to the SIP application layer. This can be done by:

1. Open the **ETSIPSERVICE.INI** file.
2. Find the line that states **Internal IP =**
3. The default value is **DETECT**. Change this to the physical address of the network adapter to be bound (e.g. **192.168.1.100**).
4. Save the file.
5. Open **Service Control Manager**.
6. Locate and **STOP** the **UC SIP Service**.

**Note**: Any active calls will be disconnected when you stop this service. Choose a time when traffic loads are low to limit the impact of making this change.

7. The service will automatically restart.

The SIP endpoints (PBX, Media Gateway, etc.) should be configured on the voice subnetwork IP range **only** to avoid any cross routing between networks and thus defeating the purpose of separate adapters.

# Ensuring application data separation

To ensure the use of a separate adapter, the application servers and clients must be configured to use the corresponding subnetwork intended for data use. Relevant configuration parameters are listed below.

## email (IMAP) Synchronization

Ensure that the IMAP server intended for configuration resides on the same data network as the intended data NIC (our example uses the 192.168.0.x subnetwork). The image below shows an example configuration of a data network configured IMAP server.

If your IMAP server resides on another network or across the Internet, ensure the default gateway for the UC server resides on the data network and is **configured for the data NIC only** (voice NIC default gateway configuration should be left blank).

## Connecting to Web Access

Verify that the IIS Website IP Address setting is configured to the data subnetwork as shown below on the web site properties dialog box, and that all DNS entries and client access attempts are directed to this IP address.

## Desktop Clients (iLink Pro Desktop)

Ensure that all clients are configured to connect to the UC server via the data network address (our example uses the 192.168.0.x subnetwork). If connecting externally, ensure all relevant NAT, DNS and Routing entries direct requests to the data network IP address.

# Mobile Clients

Similar to the desktop clients, all UC Mobile clients should be directed to the data network IP address. If connecting externally, ensure all relevant NAT, DNS and Routing entries direct requests to the data network IP address.

# SMTP, IMAP, LDAP and others

The following fields should be setup to only use the data subnetwork as well.

**VPIM/SMTP:**





**IMAP Server:**

**LDAP Synchronization Host Name:**



**Company Domain Name/IP Address:**



This ensures that all relevant UC Communication and non-voice protocols are transmitted via the data network rather than voice.

# Reference Documents

**Note**: Microsoft does not recommend assigning multiple network adapters to the same physical network and subnet. Please refer to the link below.
**http://support.microsoft.com/?id=175767**

**Note**: To read about Network adapter teaming and server clustering refer to the link below.
**http://support.microsoft.com/?id=254101**

**Note**: To read about configuring your server for network load balancing, please refer to the link below.
**http://support.microsoft.com/kb/323431/en-us**

# 31

# SERVICE RECOVERY MANAGER

## In This Chapter:

# Introduction

The purpose of the Service Recovery Manager (SRM) is to provide a means by which the system administrator can be notified on the status of the UC system without having to monitor it directly. The SRM, according to how it has been configured, will keep the system administrator precisely informed, using emails and server log entries, about performance on a daily, weekly, or monthly basis.

The SRM can also be configured to take action when a **Warning** occurs; executable files and VB scripts can be automatically run, services can be stopped or started, and the Messaging program can be shut down and rebooted.

**Note**: SRM was designed to be run locally for complete functionality. Therefore, all set up must be done on the server computer. Once SRM is set up, it may be accessed remotely.

# Configuring Service Recovery Manager (SRM)

1. Type the following **https://address of PC/srm/index.html** into the address bar of a web browser. For example,

   **https://localhost/srm/index.html**.

   **Note**:  Use Google Chrome for best results.  Other web browsers may not be fully supported or provide access to all features.

The SRM main screen appears.



**Note:**  If prompted, enter the username and password to access the SRM.  This account must have local administrative access, and be a member of the UCSRMRole group.  The username must include the domain, if there is one, or the local machine name if there isn't.
For example,   **thedomain\adminuser**  or  **computername\adminuser**.

2.  If you have multiple servers configured, such as in a High Availability environment, select one to manage from the panel on the left. The display will be updated with that server's details.



3.  In the right-hand portion of the display, any **Alerts** generated by the current server are shown at the top.
    The status of each element being monitored is shown at the bottom, along with the piece that is causing the alert.



4.  Click the ⊕ icon in any section to add more of that type of element to the list of items being monitored. You will be prompted to name the element, and to specify when and how the system generates an alert.

    Click **Create** when ready.



> **Add Alert**: Enable this checkbox to have the error appear in the Alerts section of the main SRM screen.
>
> **Send email**: Turning this feature on will cause the system to send an email to the address configured as shown **here** for the current server.
>
> **Run script**: Execute the script file as described **here**.
>
> **Stop system**: When this option is enabled, the Messaging program on the selected server will be shutdown. The computer will continue to operate. Also enable **Start system after delay** to relaunch the program after the shutdown.
>
> **Start system after delay**: Used in conjunction with **Stop system**, Messaging will be restarted after a brief (≈30s) pause.

# Alerts

Any system alerts are displayed underneath this banner. Click **Clear** ✕ to remove current all alerts.



# Processor Usage

The Processor Usage banner contains the date, time, and current CPU usage.



Click the menu icon ⋮ to configure the Processor usage actions.



- **Warning level - When usage exceeds (%)** - Enter the value (as a percent) at which a warning will be issued.
- **Critical level - When usage exceeds (%)** - Enter the value (as a percent) for the level where a more severe warning will be sent.

**Actions**
- **Add alert** - Enable the alert for this item.
- **Send email** - Send an email when a warning is issued.
- **Run script -** Runs a custom script when a warning is issued.
- **Stop System** - Shuts down the Messaging system when a warning is issued.
- **Start system after delay** - This option will restart Messaging shortly after an alert has caused it to stop.

Click **Update** to continue.
Click **Disable** to turn off this alert without clearing the selections.
Click **Cancel** to clear all selections.

# Memory Usage

On the Memory usage banner is the date, time, and current memory usage.



Click the menu icon ⋮ to configure the Processor usage actions.



Click **Update** to continue.
Click **Disable** to turn off this alert without clearing the selections.
Click **Cancel** to clear all selections.

# Disk Usage

Displays the amount of hard drive in use, sorted by drive letter.



Click **Add** to configure the alert.



- **Select disk** - Select the volume to be monitored from the dropdown list.

Click **Create** to save your selections.

# Services

On the Services banner, read the date, time, and the status of all monitored services.



Click on **Add** to configure the monitored services.



- **Select service** - Choose the name of the service to monitor from the drop-down list.
- **When not running set level to** - Select either Warning or Critical.

Click **Create** to save your selections.

# Processes



Click on **Add** to configure the services to be monitored.



Provide a Name for the Process you want to monitor.

Choose the level to set when the Process is no longer running.

Click **Create** to save your selections.

# System Shutdown

To shutdown all Avaya Messaging services and processes, click the **Pause** button in the upper right corner of the main screen.

# Event Log

Specify the system events that you want SRM to keep track of.



Click **Add** to configure the events to be monitored.



- **Event log** - Select either event to monitor from the dropdown list.
- **Event source** - Choose an source from the list.
- **Event type -** Choose from **Critical**, **Error**, **Warning**, **Information**, **Security Audit success** or **Security Audit failure**.
- **Event code -** Enter the event ID in the space provided.
- **Event text -** Type in the text that will accompany the event ID.
- **When found set level to -** select **Critical** or **Warning**.

Click **Create** to save your selections.

# Configuring the Alert eMail Address

Throughout the SRM, alerts can be sent via email to specified individuals. This outgoing email is configured under the **Show Details** button for the currently selected server.

Enter the details for your site, then click **Update**.



**SMTP server**: The SMTP server IP address or DNS name. The default is **localhost** which uses Avaya Messaging as the email server. If necessary, change this address to show your own SMTP host server.

**SMTP port**: Enter the port used by your email server. The default value is **25**.

**SMTP user name**: If using Messaging as your email server, leave this blank. Otherwise, enter the administrator account username for your email server.

**SMTP password**: If using Messaging as your email server, leave this blank. Otherwise, enter the administrator account password for your email server.

**SMTP From addresses**: The email address from which SRM updates will be sent.

**Send notifications to (comma separated)**: Enter all of the email addresses to which SRM messages will be sent. Enter as many as desired, separating each entry in the list with a comma.

**Note**: If no addresses are specified, no notifications will be sent for any event.

# Script Files

Scripts can be used to control the voice server operations when alerts are generated.
The scripts can be created using any text editor, such as Windows Notepad, and use the Javascript language.

The script file must be named:

**srm.VOICESERVERNAME.js**

This file must be saved in the following directory on the voice server:

**C:\UC\SRM\bin**

Change the installation path as appropriate for your site.
If the **bin** folder does not exist, create it and store the script file there.



Note: Each voice server that requires a script must have a copy of the script stored on its own hard drive.

# 32 SNMP NOTIFICATION

## Introduction

SNMP (Simple Network Management Protocol) provides a standardized communication structure which allows different devices on a network to communicate with each other. Avaya Messaging uses SNMP to send notifications out to third party applications regarding the status of the system and its components. A third party application is required to received these notifications.

## Windows Roles and Features

To use **SNMP Notifications** with Avaya Messaging, the **SNMP Service** must be added to Windows Roles and Features before the feature can be used.

# Configuring Avaya Messaging

> **Note**:  Avaya Messaging only integrates with SNMP version 3 and later.  Earlier versions are not supported.

Avaya Messaging does not include a tool that can read or receive SNMP notifications, so a third party program is required.  The program must support SNMP, and it is the responsibility of the site administrator to manage.

Messaging needs to know where to send the alarms.  This is accomplished by executing a command line script that contains the routing information to the SNMP traps listener.  This script needs to be run once each time the server is restarted to reset the routing information.

Enter the following script at the command line on the voice server computer.  On an HA system, run it on each node.

ucsnmpconfig.exe trap add --host=IPAddress [--port=xxx] --user=name [--authpass=pwd [--authtype=MD5|SHA] --privpass=privpwd [--privtype=DES|AES128|AES192|AES256]] [--engine=engID]

This command adds the trap destination for the SNMP notification application.   Authentication values must match what is configured on trap destination / listener.

The ucsnmpservice service must be restarted after executing the command line.

**host=IPAddress** - host=IP address of trap destination host server.  e.g.  -  host=192.168.0.1
**port=xxx** - port=Port number used for SNMP traffic (Optional - If not specified, the default is 162).  e.g.  -  port=993
**user=name** - user=Username to access the trap destination host server.  e.g.  -  user=JSmith
**authpass=pwd** - authpass=Password to access the trap destination host server (Optional).  e.g.  -  authpass=Buffalo
**engine=engID** - Specify the engine ID of the trap destination host (Optional).  e.g.  -    engine=AB1C2D3E

If authpass is used then the following fields must also be specified.

**authtype=MD5|SHA** - Pick the authentication protocol for your site.  For example  -  authtype=MD5
**privpass=privpwd** - Enter the password for this user under the privtype.    e.g.  -  privpass=Green
**privtype=DES|AES128|AES192|AES256** - Select the protocol used by your site.    e.g.  -  privtype=DES

The square brackets [ ] are always omitted.  Any parameters that are not required can be omitted from the command line.  For example:

ucsnmpconfig.exe trap add –host=192.168.0.1 –user=JSmith

# Alarm Descriptions

This table shows the alarms names, the service associated with each alert, the level of impact the error has on operations, and the text string that is sent through SNMP.

| ALARM NAME | SERVICE AFFECTED | IMPACT | ALARM STRING |
|---|---|---|---|
| avIXAlmAlarmTest | Validate end-to-end alarm delivery | | Test alarm |
| avIXAlmAlarmClear | Clear test alarm | | Test alarm cleared |
| avIXAlmServVoiceCritical | UCVoice | Severe | UC Voice service is inaccessible / unresponsive |
| avIXAlmServVoiceWarning | UCVoice | Minor | UC Voice service reported a problem [1] |
| avIXAlmServVoiceResolved | UCVoice | None | UC Voice service is running |
| avIXAlmServCSEMSGCritical | CSE | Severe | UC CSE service is inaccessible / unresponsive |
| avIXAlmServCSEMSGWarning | CSE | Minor | UC CSE service reported a problem [1] |
| avIXAlmServCSEMSGResolved | CSE | None | UC CSE service is running |
| avIXAlmServCSEPIMCritical | CSE PIM | Severe | CSE PIM service is inaccessible / unresponsive |
| avIXAlmServCSEPIMWarning | CSE PIM | Minor | CSE PIM service reported a problem [1] |
| avIXAlmServCSEPIMResolved | CSE PIM | None | CSE PIM service is running |
| avIXAlmServSIPCritical | SIP | Severe | SIP service is inaccessible / unresponsive |
| avIXAlmServSIPWarning | SIP | Minor | SIP service reported a problem [1] |
| avIXAlmServSIPResolved | SIP | None | SIP service is running |
| avIXAlmServCTICritical | CTI | Severe | CTI service is inaccessible / unresponsive |
| avIXAlmServCTIWarning | CTI | Minor | CTI service reported a problem [1] |
| avIXAlmServCTIResolved | CTI | None | CTI service is running |
| avIXAlmServUMSTCritical | UMST | Severe | UMST service is inaccessible / unresponsive |
| avIXAlmServUMSTWarning | UMST | Minor | UMST service reported a problem [1] |
| avIXAlmServUMSTResolved | UMST | None | UMST service is running |
| avIXAlmServFileCritical | UCFileOrganizer | Severe | UCFileOrganizer service is inaccessible / unresponsive |
| avIXAlmServFileWarning | UCFileOrganizer | Minor | UCFileOrganizer service reported a problem [1] |
| avIXAlmServFileResolved | UCFileOrganizer | None | UCFileOrganizer service is running |
| avIXAlmServTaskCritical | Background tasks | Severe | Background tasks service is inaccessible / unresponsive |
| avIXAlmServTaskWarning | Background tasks | Minor | Background tasks service reported a problem [1] |
| avIXAlmServTaskResolved | Background tasks | None | Background tasks service is running |
| avIXAlmServArchCritical | UCArchiver | Severe | UCArchiver service is inaccessible / unresponsive |
| avIXAlmServArchWarning | UCArchiver | Minor | UCArchiver service reported a problem [1] |
| avIXAlmServArchResolved | UCArchiver | None | UCArchiver service is running |
| avIXAlmServVPIMCritical | VPIM | Severe | VPIM service is inaccessible / unresponsive |
| avIXAlmServVPIMWarning | VPIM | Minor | VPIM service reported a problem [1] |
| avIXAlmServVPIMResolved | VPIM | None | VPIM service is running |
| avIXAlmServWASCritical | WebAccess | Severe | WebAccess service is inaccessible / unresponsive |
| avIXAlmServWASWarning | WebAccess | Minor | WebAccess service reported a problem [1] |
| avIXAlmServWASResolved | WebAccess | None | WebAccess service is running |
| avIXAlmServIISCritical | IIS | Severe | IIS service is inaccessible / unresponsive |
| avIXAlmServIISWarning | IIS | Minor | IIS service reported a problem [1] |

| ALARM NAME | SERVICE AFFECTED | IMPACT | ALARM STRING |
|---|---|---|---|
| avIXAlmServIISResolved | IIS | None | IIS service is running |
| avIXAlmServLicCritical | UC License | Severe | UC License service is inaccessible / unresponsive |
| avIXAlmServLicWarning | UC License | Minor | UC License service reported a problem [1] |
| avIXAlmServLicResolved | UC License | None | UC License service is running |
| avIXAlmServNLCCritical | UC Nuance Servers Loader | Severe | UC Nuance Servers Loader service is inaccessible / unresponsive |
| avIXAlmServNLCWarning | UC Nuance Servers Loader | Minor | UC Nuance Servers Loader service reported a problem [1] |
| avIXAlmServNLCResolved | UC Nuance Servers Loader | None | UC Nuance Servers Loader service is running |
| avIXAlmServNLSCritical | UC Nuance Servers Loader Manager | Severe | UC Nuance Servers Loader Manager service is inaccessible / unresponsive |
| avIXAlmServNLSWarning | UC Nuance Servers Loader Manager | Minor | UC Nuance Servers Loader Manager service reported a problem [1] |
| avIXAlmServNLSResolved | UC Nuance Servers Loader Manager | None | UC Nuance Servers Loader Manager service is running |
| avIXAlmServUCGCritical | UC Gateway | Severe | UC Gateway service is inaccessible / unresponsive |
| avIXAlmServUCGWarning | UC Gateway | Minor | UC Gateway service reported a problem [1] |
| avIXAlmServUCGResolved | UC Gateway | None | UC Gateway service is running |
| avIXAlmServDBWatchCritical | DB Watcher | Severe | DB Watcher service is inaccessible / unresponsive |
| avIXAlmServDBWatchWarning | DB Watcher | Minor | DB Watcher service reported a problem [1] |
| avIXAlmServDBWatchResolved | DB Watcher | None | DB Watcher service is running |
| avIXAlmServUCBusinessCritical | UC Business | Severe | UC Business service is inaccessible / unresponsive |
| avIXAlmServUCBusinessWarning | UC Business | Minor | UC Business service reported a problem [1] |
| avIXAlmServUCBusinessResolved | UC Business | None | UC Business service is running |
| avIXAlmServDBCritical | Sybase | Severe | Sybase service is inaccessible / unresponsive |
| avIXAlmServDBWarning | Sybase | Minor | Sybase service reported a problem [1] |
| avIXAlmServDBResolved | Sybase | None | Sybase service is running |
| avIXAlmServCPUCritical | CPU usage above 99% for 5+ minutes | | CPU usage is critical |
| avIXAlmServCPUWarning | CPU usage above 95% for 5+ minutes | | CPU usage is high |
| avIXAlmServCPUResolved | CPU usage below 95% for 5+ minutes | | CPU usage is normal |
| avIXAlmServRAMCritical | Available memory below 10% | | Memory usage is critical |
| avIXAlmServRAMWarning | Available memory below 20% | | Memory usage is high |
| avIXAlmServRAMResolved | RAM sufficient for normal operation | | Memory usage is normal |
| avIXAlmServDiskCritical | Amount of free disk space below 10% | | Disk usage is critical |
| avIXAlmServDiskWarning | Amount of free disk space below 25% | | Disk usage is high |
| avIXAlmServDiskResolved | Space sufficient for normal operation | | Disk usage is normal |

**1** - Refer to **avIXAlmServEvtID** for event id details

**Impact types**:

    **Severe** - The service is not responding, has crashed, or is in an inappropriate state.

    **Minor** - A non-critical runtime issue was detected that does not affect overall service operation.

    **None** - No issues reported.  No action required.

# Recommended Actions

| ALARM NAME (OID) | CAUSE | ACTION |
|---|---|---|
| avIXAlmAlarmTest<br>(1.3.6.1.4.1.6889.2.1995.9.0.1) | Connectivity test | No action required |
| avIXAlmAlarmClear<br>(1.3.6.1.4.1.6889.2.1995.9.0.2) | Connectivity test | No action required |
| avIXAlmServVoiceCritical<br>(1.3.6.1.4.1.6889.2.1995.9.0.3) | Voice service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and Vserver<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServVoiceWarning<br>(1.3.6.1.4.1.6889.2.1995.9.0.4) | Voice port(s) in non-responsive state | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and Vserver<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServVoiceResolved<br>(1.3.6.1.4.1.6889.2.1995.9.0.5) | Voice service normal startup | No action required |
| avIXAlmServCSEMSGCritical<br>(1.3.6.1.4.1.6889.2.1995.9.0.6) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UCCSE\CSE<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServCSEMSGWarning<br>(1.3.6.1.4.1.6889.2.1995.9.0.7) | Synchronization delays for specific users | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UCCSE\CSE<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServCSEMSGResolved<br>(1.3.6.1.4.1.6889.2.1995.9.0.8) | Service normal startup | No action required |
| avIXAlmServCSEPIMCritical<br>(1.3.6.1.4.1.6889.2.1995.9.0.9) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UCCSE\CSE.PIM<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServCSEPIMWarning<br>(1.3.6.1.4.1.6889.2.1995.9.0.10) | Synchronization delays for specific users | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UCCSE\CSE.PIM<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServCSEPIMResolved<br>(1.3.6.1.4.1.6889.2.1995.9.0.11) | Service normal startup | No action required |

| ALARM NAME (OID) | CAUSE | ACTION |
|---|---|---|
| avIXAlmServSIPCritical (1.3.6.1.4.1.6889.2.1995.9.0.12) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and Vserver<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServSIPWarning (1.3.6.1.4.1.6889.2.1995.9.0.13) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and Vserver<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServSIPResolved (1.3.6.1.4.1.6889.2.1995.9.0.14) | Service normal startup | No action required |
| avIXAlmServCTICritical (1.3.6.1.4.1.6889.2.1995.9.0.15) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and Vserver<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServCTIWarning (1.3.6.1.4.1.6889.2.1995.9.0.16) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and Vserver<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServCTIResolved (1.3.6.1.4.1.6889.2.1995.9.0.17) | Service normal startup | No action required |
| avIXAlmServUMSTCritical (1.3.6.1.4.1.6889.2.1995.9.0.18) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UMST<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServUMSTWarning (1.3.6.1.4.1.6889.2.1995.9.0.19) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UMST<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServUMSTResolved (1.3.6.1.4.1.6889.2.1995.9.0.20) | Service normal startup | No action required |
| avIXAlmServFileCritical (1.3.6.1.4.1.6889.2.1995.9.0.21) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UMST<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |

| ALARM NAME (OID) | CAUSE | ACTION |
|---|---|---|
| avIXAlmServFileWarning<br>(1.3.6.1.4.1.6889.2.1995.9.0.22) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UMST<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServFileResolved<br>(1.3.6.1.4.1.6889.2.1995.9.0.23) | Service normal startup | No action required |
| avIXAlmServTaskCritical<br>(1.3.6.1.4.1.6889.2.1995.9.0.24) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UMST<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServTaskWarning<br>(1.3.6.1.4.1.6889.2.1995.9.0.25) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UMST<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServTaskResolved<br>(1.3.6.1.4.1.6889.2.1995.9.0.26) | Service normal startup | No action required |
| avIXAlmServArchCritical<br>(1.3.6.1.4.1.6889.2.1995.9.0.27) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UMST<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServArchWarning<br>(1.3.6.1.4.1.6889.2.1995.9.0.28) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UMST<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServArchResolved<br>(1.3.6.1.4.1.6889.2.1995.9.0.29) | Service normal startup | No action required |
| avIXAlmServVPIMCritical<br>(1.3.6.1.4.1.6889.2.1995.9.0.30) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and VPIM<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServVPIMWarning<br>(1.3.6.1.4.1.6889.2.1995.9.0.31) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and VPIM<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |

| ALARM NAME (OID) | CAUSE | ACTION |
|---|---|---|
| avIXAlmServVPIMResolved (1.3.6.1.4.1.6889.2.1995.9.0.32) | Service normal startup | No action required |
| avIXAlmServWASCritical (1.3.6.1.4.1.6889.2.1995.9.0.33) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and WebAccess<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServWASWarning (1.3.6.1.4.1.6889.2.1995.9.0.34) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and WebAccess<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServWASResolved (1.3.6.1.4.1.6889.2.1995.9.0.35) | Service normal startup | No action required |
| avIXAlmServIISCritical (1.3.6.1.4.1.6889.2.1995.9.0.36) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect snapshot of System & Application event logs |
| avIXAlmServIISWarning (1.3.6.1.4.1.6889.2.1995.9.0.37) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect snapshot of System & Application event logs |
| avIXAlmServIISResolved (1.3.6.1.4.1.6889.2.1995.9.0.38) | Service normal startup | No action required |
| avIXAlmServLicCritical (1.3.6.1.4.1.6889.2.1995.9.0.39) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and EEWebLM<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServLicWarning (1.3.6.1.4.1.6889.2.1995.9.0.40) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and EEWebLM<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServLicResolved (1.3.6.1.4.1.6889.2.1995.9.0.41) | Service normal startup | No action required |
| avIXAlmServNLCCritical (1.3.6.1.4.1.6889.2.1995.9.0.42) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UCNLS<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |

| ALARM NAME (OID) | CAUSE | ACTION |
|---|---|---|
| avIXAlmServNLCWarning (1.3.6.1.4.1.6889.2.1995.9.0.43) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UCNLS<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServNLCResolved (1.3.6.1.4.1.6889.2.1995.9.0.44) | Service normal startup | No action required |
| avIXAlmServNLSCritical (1.3.6.1.4.1.6889.2.1995.9.0.45) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UCNLS<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServNLSWarning (1.3.6.1.4.1.6889.2.1995.9.0.46) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UCNLS<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServNLSResolved (1.3.6.1.4.1.6889.2.1995.9.0.47) | Service normal startup | No action required |
| avIXAlmServUCGCritical (1.3.6.1.4.1.6889.2.1995.9.0.48) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and webgateway<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServUCGWarning (1.3.6.1.4.1.6889.2.1995.9.0.49) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and webgateway<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServUCGResolved (1.3.6.1.4.1.6889.2.1995.9.0.50) | Service normal startup | No action required |
| avIXAlmServDBWatchCritical (1.3.6.1.4.1.6889.2.1995.9.0.51) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServDBWatchWarning (1.3.6.1.4.1.6889.2.1995.9.0.52) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |

| ALARM NAME (OID) | CAUSE | ACTION |
|---|---|---|
| avIXAlmServDBWatchResolved (1.3.6.1.4.1.6889.2.1995.9.0.53) | Service normal startup | No action required |
| avIXAlmServUCBusinessCritical (1.3.6.1.4.1.6889.2.1995.9.0.54) | Service crash | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UCBusiness<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServUCBusinessWarning (1.3.6.1.4.1.6889.2.1995.9.0.55) | | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM and UCBusiness<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServUCBusinessResolved (1.3.6.1.4.1.6889.2.1995.9.0.56) | Service normal startup | No action required |
| avIXAlmServDBCritical (1.3.6.1.4.1.6889.2.1995.9.0.57) | • Service crash<br>• Database corruption | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM, DB and DBDriver<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServDBWarning (1.3.6.1.4.1.6889.2.1995.9.0.58) | Slow mobilink replication | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for DBCOM, DB and DBDriver<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServDBResolved (1.3.6.1.4.1.6889.2.1995.9.0.59) | Service normal startup | No action required |
| avIXAlmServCPUCritical (1.3.6.1.4.1.6889.2.1995.9.0.60) | • Amount of traffic generated does not match CPU specs<br>• Runaway threads in one of the services | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for services with high CPU usage<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServCPUWarning (1.3.6.1.4.1.6889.2.1995.9.0.61) | • Amount of traffic generated does not match CPU specs<br>• Runaway threads in one of the services | • Connect to the system as UC admin<br>• Collect information about IX Messaging and OS versions<br>• Collect information about IX users - total count, total message sync users<br>• Collect logs (\UC\Logs) for services with high CPU usage<br>• Collect last 3 days of logs from \uc\logs\backup<br>• Collect snapshot of System & Application event logs |
| avIXAlmServCPUResolved (1.3.6.1.4.1.6889.2.1995.9.0.62) | Intensive CPU usage had stopped | No action required |

| ALARM NAME (OID) | CAUSE | ACTION |
|---|---|---|
| avIXAlmServRAMCritical (1.3.6.1.4.1.6889.2.1995.9.0.63) | • Amount of traffic generated does not match RAM specs • Memory leak in one of the services | • Connect to the system as UC admin • Collect information about IX Messaging and OS versions • Collect information about IX users - total count, total message sync users • Collect logs (\UC\Logs) for services with high RAM usage • Collect last 3 days of logs from \uc\logs\backup • Collect snapshot of System & Application event logs |
| avIXAlmServRAMWarning (1.3.6.1.4.1.6889.2.1995.9.0.64) | • Amount of traffic generated does not match RAM specs • Memory leak in one of the services | • Connect to the system as UC admin • Collect information about IX Messaging and OS versions • Collect information about IX users - total count, total message sync users • Collect logs (\UC\Logs) for services with high RAM usage • Collect last 3 days of logs from \uc\logs\backup • Collect snapshot of System & Application event logs |
| avIXAlmServRAMResolved (1.3.6.1.4.1.6889.2.1995.9.0.65) | Intensive RAM usage had stopped | No action required |
| avIXAlmServDiskCritical (1.3.6.1.4.1.6889.2.1995.9.0.66) | • Logs archiving does not work properly • Temporary files are not cleaned up • Amount of traffic generated on the system does not match storage specs • Messages retention policy not applied | • Connect to the system as UC admin • Collect information about IX Messaging and OS versions • Collect information about IX users - total count, total message sync users • Validate size of \UC\Logs folder (partition), %TEMP% folder, \UC\Messages folder • Perform cleanup or allocate additional space |
| avIXAlmServDiskWarning (1.3.6.1.4.1.6889.2.1995.9.0.67) | • Logs archiving does not work properly • Temporary files are not cleaned up • Amount of traffic generated on the system does not match storage specs • Messages retention policy not applied | • Connect to the system as UC admin • Collect information about IX Messaging and OS versions • Collect information about IX users - total count, total message sync users • Validate size of \UC\Logs folder (partition), %TEMP% folder, \UC\Messages folder • Perform cleanup or allocate additional space |
| avIXAlmServDiskResolved (1.3.6.1.4.1.6889.2.1995.9.0.68) | Disk was cleaned up | No action required |

# 33 HIGH AVAILABILITY SERVER CONFIGURATION

## Introduction

Avaya Messaging High Availability provides redundancy for the voice servers, limiting downtime in the event of hardware failures. Up to 10 servers are linked together to provide load balancing for high traffic sites, and failover support when one or more machines go down.

Due to the nature of High Availability systems, additional steps are required during configuration to ensure the proper operation of some features of Messaging.

Please use this chapter as a guide when you wish to configure your HA system.

## HA Fax Configuration

To enable faxing under an HA environment, please ensure that the following settings have been made.

### On the Primary Server

Ensure that the Primary Voice Server has Fax Channels available.

### On the Primary & all Secondary Server(s)

Go to **Messaging Admin > Configuration > Advanced** and set **Disable Fax Detection = False**.
Go to **IXM Admin > Configuration > Fax Settings** and set **Fax Mail Installed = True**.

### On the Consolidated Server

Go to **Admin > Company** and assign a mailbox to receive the faxes.

## HA ASR Configuration

To enable Automatic Speech Recognition under an HA environment, please ensure that the following settings have been made.

### On the Primary Server

Ensure that the Primary Voice Server has ASR Channels available.

# On the Consolidated Server

Go to **Admin > Company** and enable **Voice Recognition**. Then **Compile Grammar** after a server restart.

Go to **Admin > Configuration > Advanced** and set **Voice Recognition = Nuance 8.5**.

# APPENDIX A: REVISION HISTORY

| Date | Issue | Change Summary |
|------|-------|----------------|
| 30 September, 2019 | 10.8 (1) | Initial Document Release |
| 8 October, 2019 | 10.8 (2) | Removed the chapter on changing the name of the voice server.  This process is for Professional Services only. |
| 15 October, 2019 | 10.8 (3) | Changed the description of the Message Status Light field to say it only shows the current state of the indicator. |
| 17 October, 2019 | 10.8 (4) | Added note regarding port usage during transfers for GIVE IVR. |
| 24 October, 2019 | 10.8 (5) | Removed all references to Soft Fax as it is no longer supported. |
| 19 November, 2019 | 10.8 (6) | Updated licensing options / desktop capabilities. |
| 6 February, 2020 | 10.8 (7) | Added chapter for SNMP Notification.<br>Added note to Web Admin and Web Reports that it is best to use Chrome.<br>Clarified configuration for setting Personal Operator.<br>New note re: Separating Web Console Streams is only for High Security site. |
| 6 March, 2020 | 10.8 (8) | Moved the Give IVR chapter into its own document:  AACC Integration. |
| 7 May, 2020 | 10.8 (9) | Updated the HA fax configuration steps. |
| 13 May, 2020 | 10.8 (10) | Removed some leftover references to TSE. |
| 7 August, 2020 | 10.8 (11) | Removed leftover references to the Hospitality / Property Management System. |
| 22 April, 2021 | 10.8 (12) | Deleted command for Transcribe and Send. This option is not supported. |
| 6 May, 2021 | 10.8 (13) | Added additional service to be stopped when backing up system files (UC Service Recovery Manager). |
| 3 June, 2021 | 10.8 (14) | Adjusted the order of services under Backing Up System Files. |
| 10 June, 2021 | 10.8 (15) | Added "Play Invalid Password" description to the Configuration > Advanced section. |

| Date | Issue | Change Summary |
|---|---|---|
| 27 July, 2021 | 10.8 (16) | New note in SNMP Notifications. Windows Roles and Features must have the SNMP Server enabled first. |
| 10 August, 2021 | 10.8 (17) | Included note to specify that multiple node IDs must be added sequentially starting with 1. |
| 18 August, 2021 | 10.8 (18) | Added note to include http or https in the URL for Weblinks security configuration.  Made it easier to find the setting for enabling **Simple Tutorials**. |
| 25 August, 2021 | 10.8 (19) | New note detailing the requirements for the login password for SRM. |
| 22 September, 2021 | 10.8 (20) | Corrected the Password Reset screenshot to highlight the correct area. Adjusted requirements for Voice Menu Actions. |
| 28 October, 2021 | 10.8 (21) | Removed references to POP3 and IMAP4 as they are not supported. |
| 23 November, 2021 | 10.8 (22) | Added entry for **Notification Email** under the **Advanced > VPIM/SMTP** configuration. |
| 2 December, 2021 | 10.8 (23) | Removed several tabs from the PBX pane that are no longer used.  Added details for the Dial Plan tab in the PBX pane. |
| 13 December, 2021 | 10.8 (24) | Documented missing Stop Server / System Shutdown button details in the Service Recovery Manager. |
| 15 December, 2021 | 10.8 (25) | Added note regarding the need to enable AMIS/VPIM under Remote Site Settings for all servers in an HA installation. This setting is not automatically synchronized. |

# GLOSSARY

## A

AMIS - Audio Messaging Interchange Specification is a protocol that allows voicemail communication between messaging systems from different vendors. This task is now more commonly handled by a Unified Communications Solution.

## B

BES - BlackBerry Enterprise Server is a system that connects to communications servers. Its function is to redirect and synchronize messages, contact lists and calendar events between message providers, computers and mobile devices.

## C

C.O. - A Central Office is the physical location at the telephone company where the signal connecting equipment (switches, etc.) resides.

C.O. Line - Central Office line from the telephone service provider to the company PBX/Switch.

Cadence Detection - Cadence Detection examines the audio received on a phone line to determine if the result is a busy signal, silence, or a ring tone. The phone system can then react according to its programmed settings.

Channel - (Also known as a port.) A A line such as a T1 may carry multiple channels. However a channel can only carry one phone conversation.

Collaboration Service - A network location, usually on the internet, setup by the company or the user where groups can meet to perform collective tasks (i.e. web conferences, online meeting space).

## D

Debounce - Techniques used to remove possible stutter or vibration in a signal when a switch is open or closed.

DID - Direct Inward Dialing is a service which allows a range of telephone numbers to be associated with a single trunk line. When an incoming call is received by the PBX, the extension is entered and the call is routed accordingly. This service allows call routing to each extension while requiring fewer subscriber lines

DNIS - Dialed Number Identification Service is a feature provided by the phone company allowing corporations to determine which telephone number was dialed by a customer. For example, if a call is directed at a number for a particular product, the PBX uses DNIS to determine the appropriate recorded greeting to play.

## F

FIFO - First In First Out, review messages is the order that they arrived (see also LIFO).

Frequency Detection - Frequency Detection is used to detect the tri-tone sudio signal used to identify some issues on the telephone line (i.e. no signal, vacant line, line busy, operator intercept).

FTP - File Transfer Protocol is a means to permit the uploading and downloading of files from a central location across a network

or the internet.

# H

Huntgroup - When an incoming call is received, the huntgroup is the list of telephone lines that the system will search to see if there is one available to route the call through. If all lines in the huntgroup are in-use, then the caller will hear a busy signal.

# I

IIS - Internet Information Services is a web server application and features created by Microsoft for use with Windows.

IMAP - Internet Message Access Protocol, along with Post Office Protocol (POP) is one of the most common Internet standards for e-mail communications.

Inband - In-band signaling is the sending of message control information (i.e. calling line identification, the called party identification, reason for the call,etc.) in the same band and on the same channel as is used for data.

IP Address - An Internet Protocol Address given to a computer, usually assigned by the network, which allows it to communicate with other machines on the network or across the internet. All outgoing communications are tagged with the IP Address of the sender allowing replies to be addressed appropriately.

IVR - In response to caller input, an Interactive Voice Response system will provide prerecorded or dynamically generated responses which help to guide users through the system and reach their destination.

# L

LAP - Local Area Paging is a protocol used to send messages to a pager.

LDAP - Lightweight Directory Access Protocol is a set of procedures for reading and modifying directories over an TCP/IP network.

LIFO - Last In First Out, review items in the reverse order to which they arrived (see also FIFO).

Loop Current Detection - Some telephone systems send a brief drop in the loop current when a connection is established. Loop Current Detection transmits a connect signal when this current drop is detected.

# M

MWI - Message Waiting Indicator is the signal on a telephone set that indicates that a message is waiting to be recovered.

# P

POP - Post Office Protocol, along with Internet Message Access Protocol (IMAP) is one of the most common Internet standards for e-mail communications.

Port - See Channel.

Positive Answering Machine Detection - If an outbound call is answered by an answering machine, the system will terminate the call.

Positive Voice Detection - The PBX system can analyze the signal received on a telephone line to determine if the recipient is a live or recorded human voice.

# S

SIT - Special Information Tones are a standard three beep signal which indicates that a call did not go through. Typically, the tones are followed by a recorded message explaining the problem.

SSL - Secure Socket Layer is the industry-standard method for protecting web communications. The SSL security protocol provides data encryption, server authentication, message integrity, and optional client authentication for a TCP/IP connection.

# T

TAPI - Telephony Application Programming Interface allows computers using Windows to access telephone services.

TUI - Telephone User Interface is a system used to navigate the menus of a Unified Messaging (UM) system using DTMF or touch-tone inputs (i.e. "Press 1 for Sales, Press 2 for Support").

# U

UNC - Universal Naming Convention is a standardized language to specify the location of resources on a network (i.e. files, computers, printers).

URL - Uniform Resource Locator specifies the location where a target resides. For example, use URLs to locate sites on the internet (i.e. http

//www.esnatech.com/).

# V

VPIM - Voice Profile for Internet Mail is a subset of the MIME messaging protocol designed to allow the transmission of data between voice processing platforms.