



IP Office 4.0

Intuity Mailbox User Guide

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Documentation information

For the most current versions of documentation, go to the Avaya Support web site (<http://www.avaya.com/support>) or the IP Office Knowledge Base (<http://marketingtools.avaya.com/knowledgebase/>).

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Introduction

About this Guide

This guide describes how to use the options for managing an IP Office mailbox that is running in Intuity mode rather than IP Office mode. Contact your system administrator to find out if this is the correct voicemail mailbox guide for your system.

Tip

- If the first prompt that you hear when you log into your mailbox asks you to press *4 for help, your mailbox is an Intuity mailbox. If the first prompt that you hear asks you to press 8 for help at any time, your mailbox is an IP Office mode mailbox.

These instructions assume that you can dial the default IP Office short code *17 to start voicemail. This is the default method available to all extension users. The short codes used through out the guide are the system defaults. The default short codes may have been changed or disabled. VoiceMail Pro can be used to provide different options for individual users and groups. Contact your system administrator to find out if anything has been customized to make your mailbox work differently from normal.

Further information about Avaya IP Office is available from www.avaya.com/support and also from www.avaya.com/ipoffice/knowledgebase.

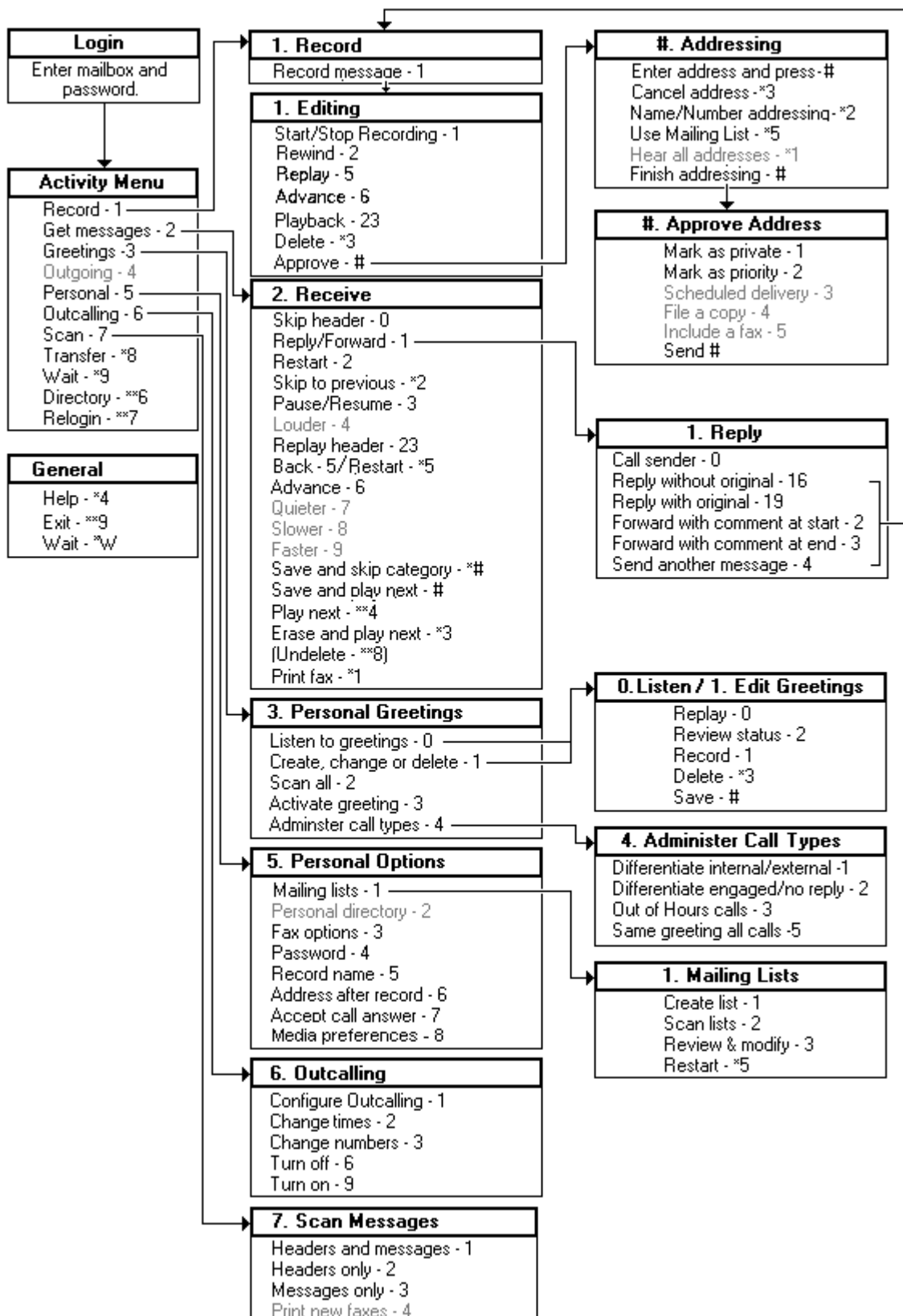
What's New

Here is a list of the new features that have been added for version 4.0.

- **Outcalling**
When a new voice message is left in a user's mailbox, notification can be automatically sent to a selected external number. Notification can be sent for all new messages or only messages marked as priority. If there is no response to the first notification there is an escalation capability. Settings can be configured by the user through their telephone handset and following the prompts. For more information, see Overview of Outcalling Settings.
- **Visual Voice**
Users can access their mailbox using a soft key programmed for visual voice. A display menu provides the user with options to listen to messages, send messages, change their greetings and password. Access to visual voice is granted by the system administrator using IP Office Manager.
 - The visual voice feature is not available on all telephones. Please refer to the telephone guide for more information.

Summary of Mailbox Options

Here is a summary of the options that are available for collecting voicemail messages. The options that are shown in gray are not supported by IP Office Intuity emulation. The absence of any other features does not imply that they are supported unless specifically detailed as such elsewhere.



- If the system administrator has set up at least 1 voicemail transfer number, you can press *0 while you are collecting messages and you will be transferred to a reception number.
- Usually you do not need to wait for a prompt to finish before you choose an option. However, you cannot dial through error messages or prompts that the system wants you to hear.
- For details of options that are available to callers who want to leave a message see the Options for Mailbox Callers Overview.

Options for Mailbox Callers

When you call an extension and are directed to voicemail can access a number of other options. You can skip past the greeting message and go straight to the tone that indicates when to leave your message.

To skip a mailbox greeting:

1. Call the extension number.
2. As soon your call is answered, press **1** to skip the greeting. You then hear the tone after which you can record your message.

When you leave a voicemail message you can designate the message as priority or private or both. Mailbox owners hear priority messages first when they listen to their messages. Priority Private Messages are played before Priority Messages . Private messages cannot be forwarded to another mailbox.

To mark a message as priority or private or both:

1. Call the extension number.
2. Leave a message.
3. Instead of hanging up, press **#**.
4. To mark a message as private, press **1**. To mark a message as priority, press **2**. You hear a confirmation message. Follow the instructions that you hear if you need to change the status back again.
5. Press **#** again to send the message.

When you call an extension and are directed to voicemail you can either leave a message or choose to be transferred:

- To another extension: Press *8.
- Via the name/number directory: Press **6 or *2.
- To a covering extension number, for example reception or a mobile or cell phone number. The numbers that you need to press be transferred can be 0, 2 or 3. The actual transfer destinations depend on the numbers that the mailbox owner has specified.

Logging in to Your Mailbox

Overview

The way in which you log in to your Intuity mailbox is the same whether or not it is the first time you have logged in. The prompts that you hear are different. When you log in to your mailbox for the first time, you may be asked to set a mailbox password and to record your name. For more information, see [Logging in for the First Time](#).

For subsequent logins you need only enter your mailbox number and password. For more information, see [Logging in After the First Time](#).

Many Avaya telephones have special keys or menus for gaining access to voicemail mailboxes. You can also use the IP Office Phone Manager application that can display when you have voicemail messages. For more information, see [Other ways to Log in](#).

Occasionally you may want to log in to your mailbox from a telephone that is not on your company's telephone system. For more information, see [Logging in Remotely](#).

Logging in for the First Time

The first time you call your mailbox you are prompted to record your name and change the mailbox password. The name that you record is used in various system announcements and in the voicemail system directory search.

Typically your mailbox number matches your extension number which is the internal number that people dial to call you. Your system administrator can tell you if your mailbox number is different.

Similarly your system administrator can tell you if your mailbox already has a password set. Typically a password is not set until the first time you log in.

To log in for the first time:

1. Dial *17.
2. If you are dialing from your own extension, press #. Otherwise enter your extension number and press #.
3. If a password has not been set yet, press #. You are asked to enter a new password.
 - If a password has been set, enter your password and press #.
4. Enter a new password and press #. Your password cannot be the same as your extension number or a set of repeated digits or consecutive numbers.
5. Re-enter the new password and press #.
 - You can change the password again at a later date. For more information, see [Changing Your Password](#).
6. Record your name when you are prompted. You can record your name again at a later date. For more information, see [Recording Your Name](#).
7. Press 1 and at the tone, speak your name.
8. Press 1 again. Your recording is played back.
9. Either press # to accept the recording or 1 to record again.
10. After you log in, the voice prompts tell you what to do. A summary of many of the options is given in [Summary of Mailbox Options](#).
 - Press *4 for help at any time.
 - Press *7 to return to the activity menu.
 - Press # at the end of a menu to return to the previous menu.

Logging in After the First Time

If you have already logged in once and recorded your name and set a password, you need only enter your mailbox number and the password.

To log in after the first time:

1. Dial ***17** or use an alternative method that is supported by your telephone or Phone Manager software.
2. If you are dialing from your own extension, press **#**. Otherwise enter your extension number and press **#**.
3. Enter your voicemail password and press **#**. After you log in, the voice prompts tell you what to do. A summary of many of the controls is given in Summary of Mailbox Options.
 - Press ***4** for help at any time.
 - Press ***7** to return to the activity menu.
 - Press **#** at the end of a menu to return to the previous menu.

Logging in Remotely

You can log in to your own mailbox from a telephone outside of your company's telephone system. Typically your system is configured with a special number that you dial and then you select the required mailbox. However if this has not been set up, you can use the following method to log in remotely.

To log in remotely:

1. Call your company and ask to be connected to a number that will go to voicemail. This means a number that will not be answered by a person, for example, your own extension number.
2. Wait for the voicemail system to respond and ask you to leave a message.
3. After the tone, do not leave a message but press **#**. In some cases you may hear the prompt *No message to save*.
4. Dial ***7**. You are asked to select the mailbox that you require.
5. Enter your own extension number and press **#**.
6. When prompted enter your mailbox password and press **#**. You hear a summary of your voicemail messages as normal.

Other Ways to Log in

There are other ways to log in to your mailbox, apart from using the default short code *17. The options available depend on the type of telephone you are using and the settings that have been applied. For more information, see your system administrator.

Using a Voicemail Collect Button

You can collect your voice messages from your own extension using a button programmed for voicemail collect. If your extension is a trusted extension you will not need to enter your voicemail code.


To log in using a Voicemail Collect button:

1. Press the button labelled **VMCol**.
2. The activity menu is played.

Using a Menu Key

On some Avaya telephones there is a  **Menu** key that can be used to log in to your mailbox.

To log in using a Menu key:

1. Press  **Menu** twice.
2. Press the key below **Msgs**.
3. Press the key below **Voice**. The names of the mailboxes for which you receive message waiting indication are shown plus the number of new messages in each mailbox.
4. Press the key below the mailbox required. Continue to log in as you usually do. For more information, see Logging in After the First Time.

Using a Visual Voice Button

A Visual Voice button provides a display menu for access to your mailbox. The menu provides you with options to listen to messages, send messages, change your greetings and password.

To log in using a Visual Voice button:

1. Press the button labelled **Voice**.
2. Select from the displayed action. The options that may be available are:
 - Listen - play your new or old messages.
 - Message - send a voice message.
 - Greeting - Change your personal greetings.
 - Email - Change the alert status of your email notification.
 - Password - Change your voicemail password.
 - Group - play voice messages of the group that you have voicemail access.

For more information about using Visual Voice, see the relevant telephone user guide.

Using Phone Manager

Phone Manager is an IP Office application for managing telephone calls and voicemail mailbox settings.

To log in with Phone Manager:

1. Log in to Phone Manager.
2. Click the **Messages** tab. The names of the message boxes for which you receive message waiting indication are shown plus the number of new messages in each.
3. Double-click on the message box you want to access.
 - If your telephone is on-hook it rings when the voicemail server is connected. Pick up your telephone handset. depending on how your telephone is configured the speaker phone might automatically come on.
 - If your telephone is in the off-hook state, you are connected to the voicemail server as soon as it is located.
4. Log in as normal.

If you are using Phone Manager Pro, you can use the Phone Manager **Voicemail** tab to play messages after you have logged in to a mailbox. For more information, see the Phone Manager User Guide.

Using a Text Phone

If you use a text phone (TTY device), the steps for logging into your mailbox are as follows:

To log in with a text phone:

1. Dial *17.
2. Take the analog telephone handset off hook. When you are connected, you see prompts on the display of the text phone.

For requests such as "Press 1 for ..." you should use the keypad of the telephone. For messages followed by **GA** (go ahead), you should type from the text phone.

For more information, refer to the document "User Guide for Audix TTY Interface" (555-300-710) from the Knowledge Base at www.avaya.com/ipoffice/knowledgebase.

Listening to Messages

Overview

When you have successfully logged in to your mailbox, you hear an announcement to tell you about the messages that you have. For example, you hear the number of voice messages and the number of emails and fax messages if there are any.

You can listen to your messages or record a new message and send it. If any of your messages are emails, you can also reply. If any of your messages are fax messages, you can specify a personal fax number so that you can forward or print them.

- You will only receive email messages if your voicemail account has been configured for voicemail email. For more information, see your system administrator.

Each message starts with a header, which contains details about who the message is from (if known) and when it was left. For fax messages, the header includes the number of pages. By default messages are played to you in the following order:

- Voice messages first.
- Fax messages second.
- Email messages third.

You can change the order if you prefer to hear the types of message in a different order, for example email messages first. For more information, see [Setting the Order in which Messages are Played](#). Messages of all types are grouped in to the following categories:

- **Priority**
When a caller leaves a message they can mark it as a priority message. Priority messages are presented first. New messages are played next followed by old messages.
- **New**
A message that has not been listened to.
- **Old**
After you have listened to a new message it becomes an old message. Unless you delete them sooner, messages are automatically deleted after 30 days (720 hours). This is the default period but your system administrator can change the setting for different types of message. Check with your system administrator to find out how long messages are stored before they are automatically deleted.

If you specify the order in which types of message are played to you, you hear all of the messages of one type before the next type. For example if you specify emails, followed by voice messages, followed by fax messages, you hear priority, new and old emails followed by priority, new and old voice messages followed by priority, new and old fax messages.

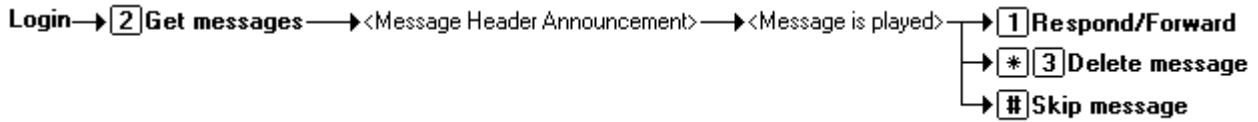
While you listen to a message you have options to:

- Scan through and skip the messages or the message headers. For more information, see [Scanning Your Messages](#).
- Skip to the next type of message type, for example if you do not want to listen to messages that you have already dealt with.
- Call back the message sender. For more information, see [Calling the Message Sender](#).
- Reply to a message, with or without the original message. For more information, see [Replying to a Message](#).
- Forward it to a different extension or several extension numbers at the same time. You can add a comment to the start or end of a message that you are forwarding. For more information, see [Forwarding a Message](#).

From your mailbox you can also send a new message or record a single message and send it to several other mailboxes at the same time. Your messages are kept until they are deleted either by yourself or automatically after a pre-set time period.

Listening to Your Messages

When you receive messages you can skip the header and listen to the message. While listening to your messages you can listen to all or just part of the message again. You can listen to the header details when you reach the end of the message by pressing **23**.



To listen to messages in your mailbox:

1. Log in to your mailbox. The number of new messages is announced. The announcement tells you how many of those messages are priority messages.
2. Press **2** to receive your messages. The header of the first message is played.
 - You can press **0** to skip the message header and listen to the message
3. As you listen to your messages you can use the following controls to listen to all or part of the message again.
 - Press **2** to restart message.
 - Press **23** to replay header.
 - Press **3** to pause / resume.
 - Press **5** to rewind 5 seconds.
 - Press ***5** to restart.
 - Press **6** to advance 5 seconds.
4. When you have listened to the message you have the following options:
 - Press **1** to reply to or forward the message. For more information, see [Replying to a Message](#).
 - Press ***1** to forward a fax message. For more information, see [Forwarding a Fax Message](#).
 - Press ***3** to delete the message and continue to the next message.
 - Press **#** to skip the message and play the next message.

The following controls are also available.

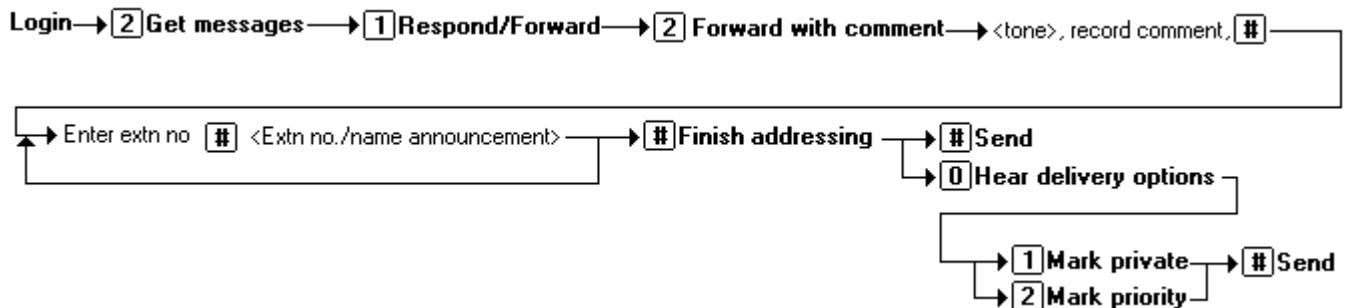
- Press ***#** to skip to the next category.
- Press ****8** to restore the message that you just deleted.
- Press ****4** to leave the message in current category and skip to next category.
- Press ***2** to go back to previous message.
- Press ****9** to hang up and end voicemail.

Forwarding a Message

You can forward a voice message to a different mailbox or to several mailboxes at the same time. An email message can only be forwarded to one mailbox at a time.

- You cannot forward a voice message if it is marked as private by the sender.
- The comments that are recorded are played followed by the forwarded message.

If you forward messages to the same group of people you could use a mailing list to select the mailboxes to forward the message to. For more information, see Using a Mailing List.



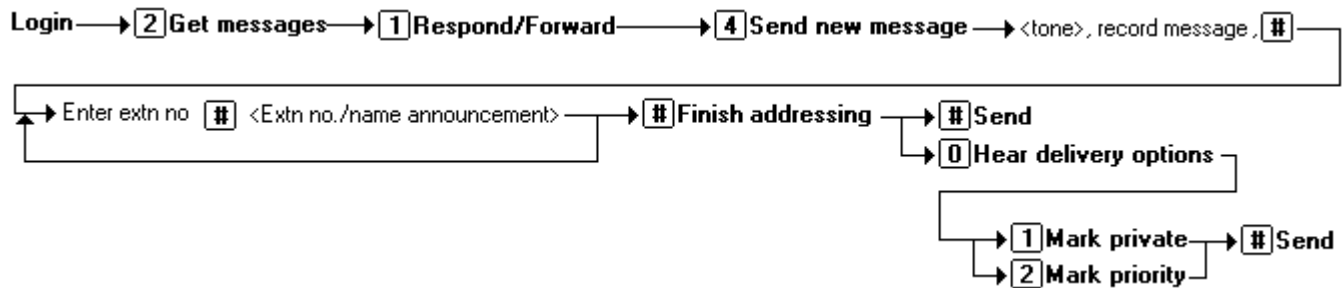
To forward a voice message to other mailboxes:

1. While you listen to a message, press **1**.
2. Press **2** to forward the message with a comment.
3. Record your comment and press **#** to finish recording. You are prompted for the forwarding addresses.
4. Enter a mailbox number (or dial the required name) and then press **#**.
 - Repeat until you have entered all the mailboxes to forward the message to.
 - To delete the last number that you entered, press ***3**.
5. Press **#** to finish addressing.
6. Press **#** to send the forwarded message.

You can set the address for a forwarded message before you record the comment. For more information, see Addressing a Message Before You Record.

Sending a New Message

You can send a new message to another mailbox or mailboxes. By default, you specify the address of a message after you record it but you can change this option if you prefer to specify the address first. For more information, see Addressing a Message Before You Record.



To send a new message:

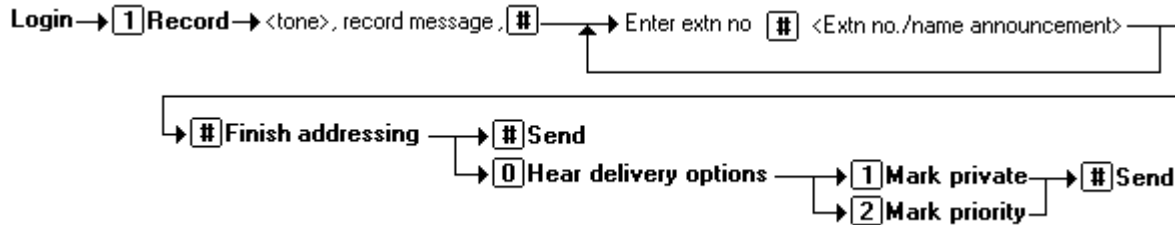
1. While you listen to your message, press **1**.
2. Press **4**.
You are prompted to record your new message. Record your comment and press **#** to finish recording.
3. You are prompted for the forwarding addresses.
 - While you enter addresses, you can press ***2** to switch between entering an address by extension number or by matching a user name.
 - Enter a mailbox number (or dial the required name) and then press **#**.
 - Repeat until you have entered all of the mailboxes to which you want to forward the message.
 - To select and add a mailing list, press ***5**. You are asked to enter the mailbox number of the mailing list's owner and then the number of the list. For more information see Mailing Lists Overview.
 - To delete the last number entered, press ***3**.
 - Press **#** again to finish addressing.
4. Select any of the following options:
 - Press **1** to mark the forwarded message as private.
 - Press **2** to mark the forwarded message as priority.
 - Press **#** to send the forwarded message.

Recording a Message

You can record a message and send it to another mailbox or several mailboxes at the same time. If you regularly send a voice message to the same group of mailbox owners, you can create a mailing list. For more information, see the Creating a Mailing List.

- Recordings must be at least 3 seconds long.

By default, you specify the address of a message after you record it but you can change this option if you prefer to specify the address first. For information, see Addressing a Message Before You Record.



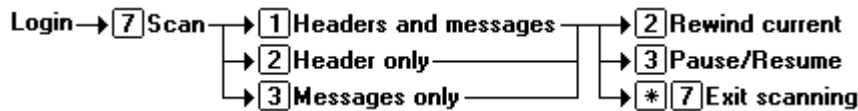
To record a message:

- Log in to your mailbox.
- To select recording, press **1**.
- After the tone, start recording your message.
- Press **#** to end the recording or press **1** stop to edit the recording that has just been made.
 - Press **1** to stop/start recording.
 - Press **2** to rewind the recording.
 - Press **23** to play back the recording.
 - Press ***3** to delete the recording.
 - Press **#** to approve the recording.
- You are prompted to enter the address or addresses to which to forward the message.
 - While entering addresses, you can press ***2** to switch between entering an address by extension number or by matching a user name.
 - Enter a mailbox number (or dial the required name) and then press **#**.
 - Repeat until you have entered all of the mailboxes to which you want to forward the message.
 - To select and add a mailing list, press ***5**. You are asked to enter the mailbox number of the mailing list's owner and then the number of the list. For more information see Mailing Lists Overview.
 - To delete the last number that you entered, press ***3**.
 - Press **#** again to finish addressing.
- Select any of the following options:
 - Press **1** to mark the forwarded message as private.
 - Press **2** to mark the forwarded message as priority.
 - Press **#** to send the forwarded message.

When you are listening to a message, you can record a new message and send to any mailbox owners. For more information, see Sending a New Message.

Scanning Your Messages

You can scan through your messages and/or message headers without having to take any further action. The message header tells you when a message was received, who left it (if known) and the message length.



To scan your messages:

1. Log in to your mailbox.
2. Press **7** to select scan messages.
3. Select the scan mode required:
 - Press **1** to scan the headers and messages.
 - Press **2** to scan headers only.
 - Press **3** to scan messages only.
4. While your message header or message is playing, you can:
 - Press **2** to rewind current message.
 - Press **3** to pause/resume.
 - Press ***7** to exit scan messages.
5. When you are listening to a message you can press **1** to respond or forward the message. You then have the options to:
 - Press **0** to call the sender of the message. For more information, see [Calling the Message Sender](#).
 - Press **1** to leave a voice message in the callers mailbox. For more information, see [Replying to a Message](#).
 - Press **2** to forward the message to another mailbox. For more information, see [Forwarding a Message](#).
 - Press **4** to send a new message to another mailbox owner. For more information, see [Sending a New Message](#).

After you have listened to all of your messages, you are returned to the activity menu.

Mailing Lists

Overview

With mailing lists (also known as personal distribution lists or PDLs) you can store sets of mailbox numbers so that you can send a voice message to several recipients at the same time. This is useful if you often send messages to the same people, for example the members of one or more departments or even the whole company.

Your mailbox can have up to 20 mailing lists associated with it. Each list can contain up to 360 mailbox numbers. Lists can be private or public. Private lists can be used only by you while public lists can be used by other mailbox users when they forward a message. If you create a public list it cannot be modified by other users. For more information, see [Creating a Mailing List](#). When you address a message, you can select one of your own mailing lists or a public list from a different mailbox. For more information, see [Using a Mailing List](#).

If you have set up many mailing lists, it can be useful to scan through them if you need to review them and check how many members (mailbox numbers) each contains. During a scan you can delete a list. For more information, see [Managing Mailing Lists](#).

Using Phone Manager

If you prefer to work with a visual representation of a mailing list, you can use the Phone Manager application if available. Phone Manager enables you to set up or change a mailing list using your computer rather than the telephone handset. You can also use a create a new mailing list based on a public list that you did not created.

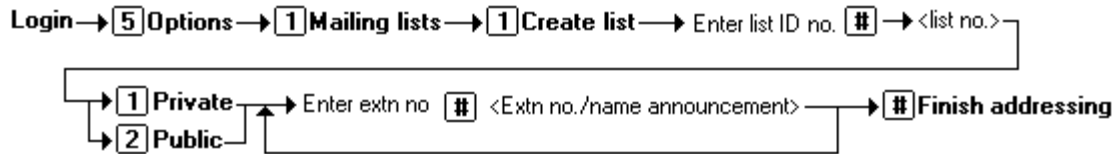
- Any mailing lists created using your telephone are available within Phone Manager.
- In Phone Manager mailing lists are called personal distribution lists (PDLs).
- Any changes made to PDLs in Phone Manager are reflected when you use your telephone handset to manage your mailing lists.

For more information, see the [Phone Manager User Guide](#).

Creating a Mailing List

You can create up to 20 mailing lists for your mailbox. Each mailing list can contain up to 360 mailbox numbers.

- Any mailing list created can be viewed and edited using IP Office Phone Manager. For more information, see the Phone Manager User Guide.



To create a mailing list:

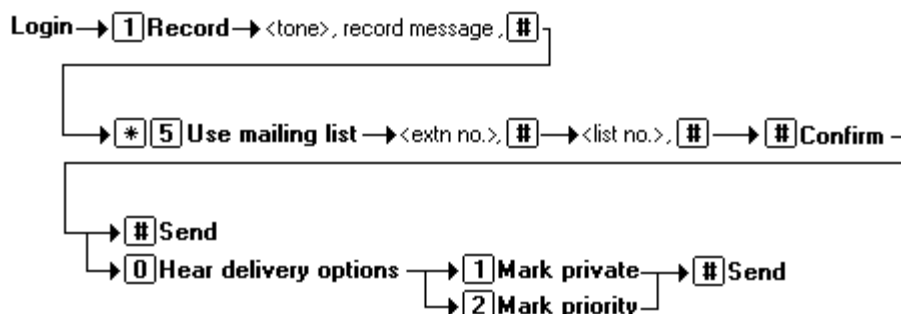
- Log in to your mailbox.
- Press **5** for personal options.
- Press **1** for mailing list options.
- Press **1** to create a new mailing list.
- Enter a number to identify the list and then press **#**.
 - The list identifying number must be less than 6 digits long. If the number is too long or already in use you are prompted to enter a different number followed by **#**.
- Mark the list as private or public.
 - Press **1** to mark the list as private
 - Press **2** to mark the list as public. A public mailing list can be used by other mailbox owners but a private list cannot.
- When prompted, start adding mailboxes to the mailing list. To add a mailbox enter the mailbox number and press **#**. For local mailboxes the mailbox user's name is confirmed. You can also select the following options while you add mailboxes:
 - Press ***2** to switch to selecting mailboxes by name.
 - Press ***5** to import the contents of another public mailbox list.
 - You are asked to enter the list owner's mailbox number followed by **#** and then the list number followed by **#**.
 - If the mailbox or list is not valid or the list is private you are returned to the option for creating a mailbox list in the usual way.
 - If the list exists and is public, its contents are imported as long as importing does not result in a list of more than 360 entries. Any duplicate entries are automatically removed.
- Press **#** to finish adding mailbox addresses. The mailing list can now be used.

When a list is created it can be used to send and forward messages using both the telephone or IP Office Phone Manager application. For more information, see Using a Mailing List.

The list can also be changed or deleted using both the telephone or IP Office Phone Manager application. For more information, Managing Mailing Lists.

Using a Mailing List

When you are logged in to your mailbox you can record a message and send it to all the mailboxes that are in a mailing list.



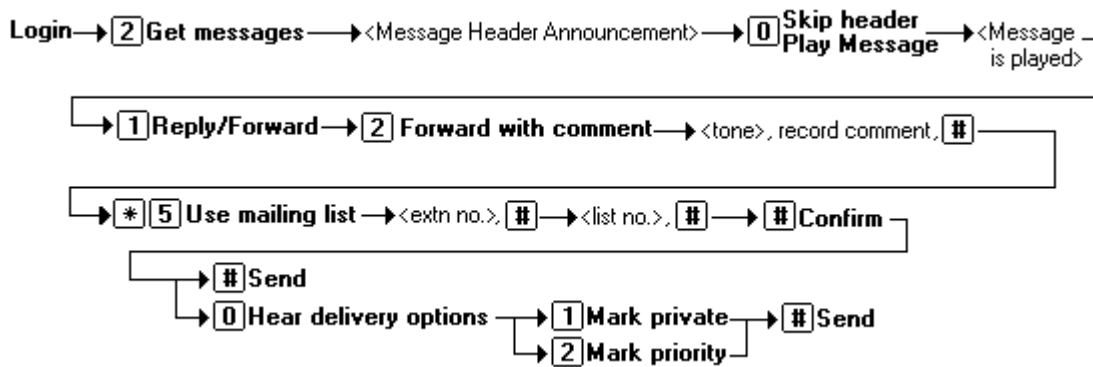
To send a message to the members of a private mailing list:

1. Press **1** to record the message that you want sent to every one in the list.
2. After the tone, start recording your message.
3. Press **#** to finish recording. You are prompted to enter the extensions to send the message to. You are going to use a mailing list that contains all the extensions.
4. Press ***5**. You are going to use a private mailing list that you created.
5. Press **#**. Your name is announced and you are asked to enter the list identification.
6. Enter the List ID and press **#**. You are told the list number and the number of members in the list. You are prompted to enter the extension numbers. You are using a mailing list that contains all the extensions.
7. Press **#**.
8. Press **#** to send the message. You hear a confirmation message that the delivery is scheduled. Your message is sent to all the extensions in the mailing list.

To send a message to the members of a public mailing list:

1. Press **1** to record the message that you want sent to every one in the list.
2. After the tone, start recording your message.
3. Press **#** to finish recording. You are prompted to enter the extensions to send the message to. You are going to use a mailing list that contains all the extensions.
4. Press ***5**. You are going to use a public mailing list that you did not create.
5. Enter the extension number of the Public mailing list owner and press **#**. You hear the name of the mailbox owner and you are asked to enter the list identification.
6. Enter the list ID and press **#**. You are told the list number and the number of members in the list. You are prompted to enter the extension numbers. You are using a mailing list that contains all the extensions.
7. Press **#**.
8. Press **#** to send the message. You hear a confirmation message that the delivery is scheduled. Your message is sent to all the extensions in the mailing list.

You can forward a message to the several mailboxes at the same time using a mailing list. Messages marked as private by the sender cannot be forwarded.



To forward a message to the members of a mailing list:

1. While you listen to the message, press 1.
2. Press 2 to forward the message with a comment. You are prompted to record your comment after the tone. Record your comment and press # to finish recording.
3. You are prompted to enter the extensions to send the message to. You are going to use a mailing list that contains all the extensions. Press *5. You are going to use a mailing list that you created.
4. Press #. Your name is announced and you are asked to enter the list identification.
5. Enter the List ID and press #. You are told the list number and the number of members in the list. You are prompted to enter the extension numbers. You are using a mailing list that contains all the extensions.
6. Press #.
7. Press # to send the message. You hear a confirmation message that the delivery is scheduled. Your message is sent to all the extensions in the mailing list.

Managing Mailing Lists

When you have created a mailing list you can:

- Review all your lists.
- Add members to a mailing list.
- Delete members from a list.
- Delete a mailing list.
- Change the status of a mailing list.

Any mailing list created can be viewed and edited using Phone Manager. Any changes through the telephone updates the details shown within Phone Manager. For more information, see the Phone manager User Guide.

When a mailing list has been created you can find out the list identification number and the members of the listing by scanning or reviewing your mailing lists.

Login → **5** Options → **1** Mailing lists → **2** Scan lists →

- **0** Review members
- **2** Previous list
- **#** Next list

To review all your mailing lists:

1. Log in to your mailbox.
2. Press **5** for personal options.
3. Press **1** for mailing lists.
4. Press **2** to scan your mailing lists. You hear the number of the lowest numbered list, the number of members it contains and whether it is private or public.
5. You can now use the following options:
 - Press **0** to listen to the list details
 - Press **#** to skip to the next list.

The status of a mailing lists can be private or public. When a mailing list is public anyone can use the list to send a message to all the members of the listing. A private mailing list can only be used by the person that owns the list. When a list has been made the status of the list can be changed.

Login → **5** Options → **1** Mailing lists → **3** Review lists → <extrn no.> **#** → Enter list ID No. **#** →

- **1** Add/Change → <List details announced> → **9** Change
- <List details announced> **#** Finish addressing → * **#** Approved

To change the status of a mailing list:

1. Log in to your mailbox.
2. Press **5** for personal options.
3. Press **1** for mailing lists.
4. Press **3** to modify your mailing list. You are prompted to enter the mailbox number of the mailing list owner.
5. Press **#** as you are the mailbox owner. The system prompts you to enter the mailing list number.
6. Enter the list identification number and press **#**. The list details are announced.
7. Press **1** to add or change details of the mailing list. The status of the mailing list is announced.
8. Press **9** to change the mailing list status. The new status of the mailing list is announced.
9. Press **#**.
10. Press ***#** to complete the review.

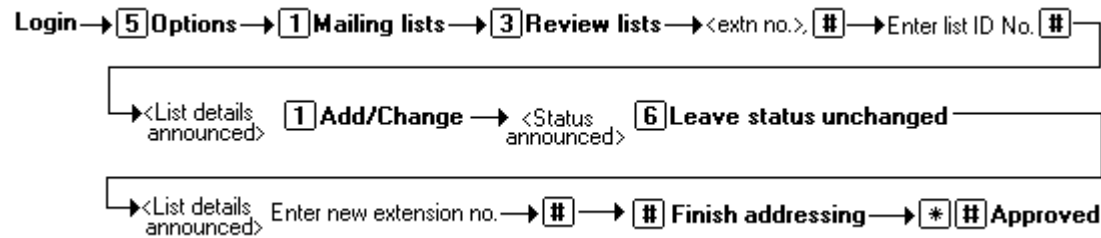
When a mailing list has been created, members of the list can be removed from the listing.



To delete members from a mailing list:

1. Log in to your mailbox.
2. Press **5** for personal options.
3. Press **1** for mailing lists
4. Press **3** to modify your mailing list. You are prompted to enter the mailbox number of the mailing list owner.
5. Press **#** as you are the mailbox owner. The system prompts you to enter the mailing list number.
6. Enter the list identification number and press **#**. The list details are announced and the first mailbox number or name in the list. Review the members of the list.
 - Press ***3** to delete the mailing list member.
 - Press **#** to hear the next member.
7. Press ***#** to complete the review.

When a mailing list has been created, new members can be added to the listing.



To add members to a mailing list:

1. Log in to your mailbox.
2. Press **5** for personal options.
3. Press **1** for mailing lists.
4. Press **3** to modify your mailing list. You are prompted to enter the mailbox number of the mailing list owner.
5. Press **#** as you are the mailbox owner. The system prompts you to enter the mailing list number.
6. Enter the list identification number and press **#**. The list details are announced.
7. Press **1** to add or change details of the mailing list. The status of the mailing list is announced.
8. Press **6** to leave the lists status unchanged.
9. Enter new extension number and press **#**.
10. Press **#** to finish addressing.
11. Press ***#** to complete the review.

If a mailing list is no longer required, the listing can be deleted.

Login → **5** **Options** → **1** **Mailing lists** → **2** **Scan lists** → ***** **3** **Delete mailing list**

To delete a mailing list:

1. Log in to your mailbox.
2. Press **5** for personal options.
3. Press **1** for mailing lists.
4. Press **2** to scan your mailing lists.
5. Press **#** to skip the mailing lists not required.
6. Press ***3** when you hear the details of the mailing list that you want to delete.
7. Press ***7** to return to the activity menu.

Personal Greetings

Call Types and Greetings

By default, callers who are directed to your mailbox hear the system greeting 'Your call is being answered by IP Office. <Name> is not available. To leave a message wait for the tone.'. The default system greeting cannot be changed. However, you can replace the system greeting with a greeting that you have recorded.

You can record a library of up to 9 personal greetings. These are the greeting messages heard by callers when they are directed to your voicemail. You can assign a different greeting for specific call situations. For example, you can assign a different greeting for calls received internally to those received from outside the company. You can also use a personal greeting message to tell callers about available transfer options. For more information, see Giving Callers a Transfer Option.

Any greeting recorded using the telephone user interface can be accessed using IP Office Phone Manager where greetings can be named, assigned, and re-recorded. For more information, see the Phone Manager User Guide.

There are three types of greetings:

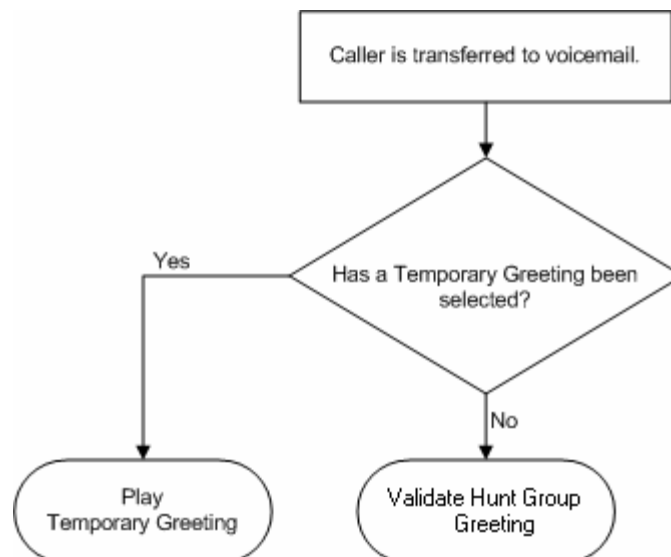
- Temporary.
- Hunt Group.
- Personal.

The process for using greetings involves the following key steps:

1. Create your greetings. For more information, see Recording a Greeting.
2. Assign a greeting to a call type. There are two ways to assign greetings to call types:
 - You can select the call type and then assign the greeting. For more information, see Administer Greetings.
 - Select a greeting and assign it to a type of call. For more information, see Activating a Greeting.

Temporary Greetings

A temporary greeting can be created and played for all call types. For example, a temporary greeting might be used when you are away from the office, giving the caller an alternative contact person. If you are using a temporary greeting, no other greetings are active. For more information, see Creating a Temporary Greeting.

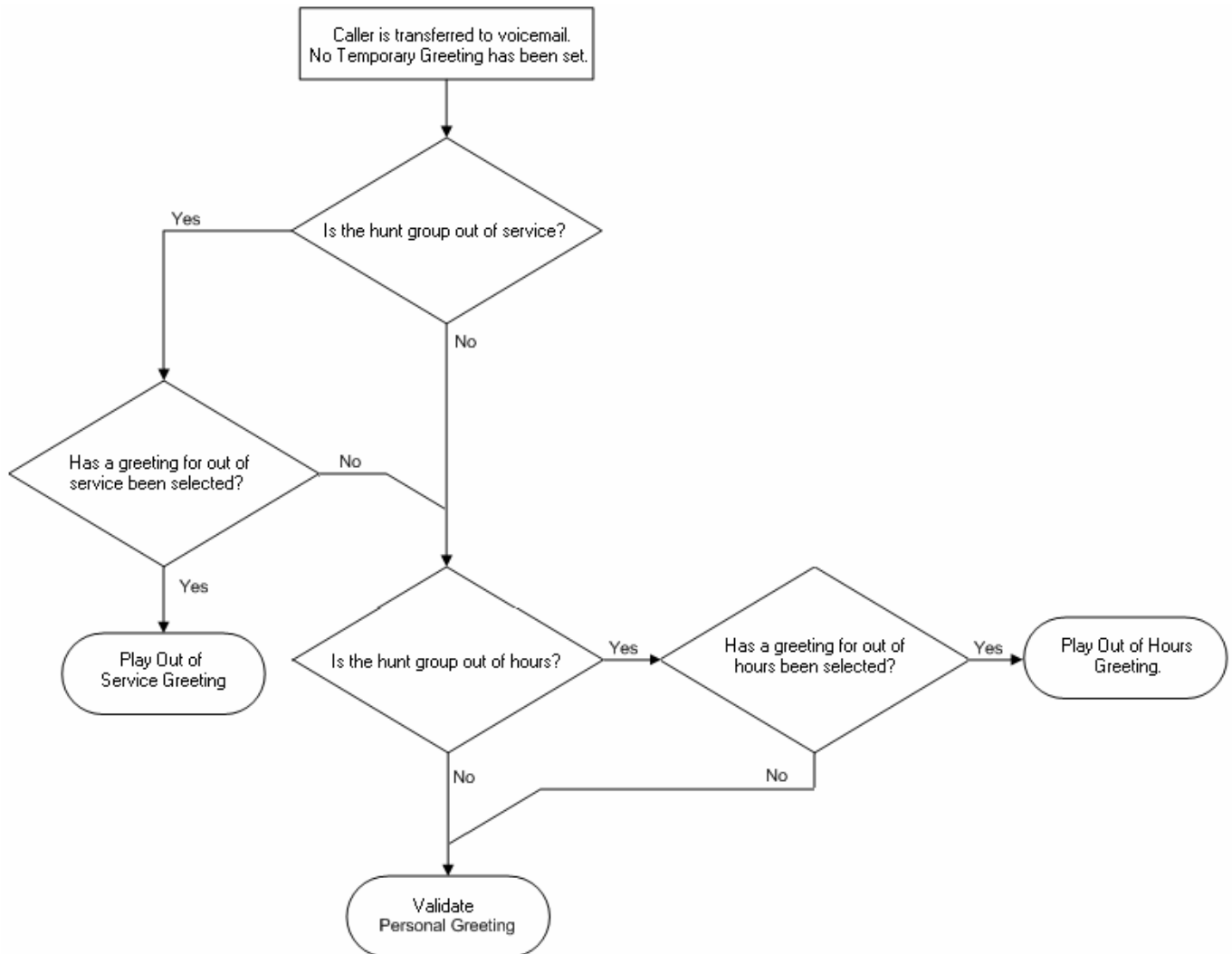


Hunt Group Greetings

Personal greetings can be created for hunt groups. If you log in to a hunt group mailbox there are two additional greeting types available.

- **Out of Service** - If the greeting is active it is played if a call arrives when the hunt group is out of service.
- **Out of Hours** - If the greeting is active it is played if a call arrives during the times specified as out of hours.

Hunt group greetings are played when the temporary greeting is not being used. If no hunt group specific greeting has been set the setting of the personal greetings are checked.



Personal Greetings

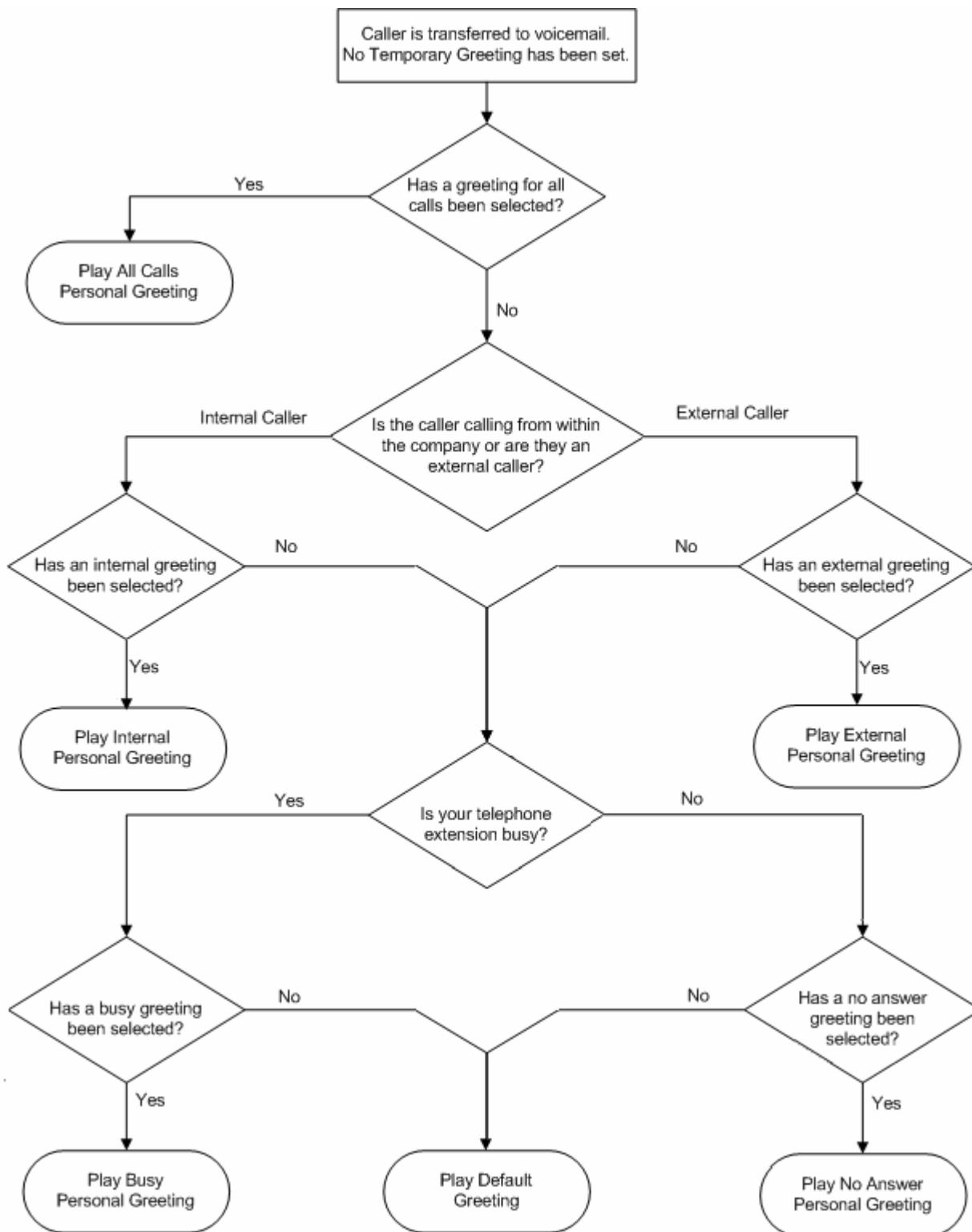
Personal greetings are played when the temporary greeting is not being used. If no personal greetings are applied callers who are directed to your mailbox hear the default system greeting - "Your call is being answered by IP Office. <Name> is not available. To leave a message wait for the tone, ...".

Personal greetings can be created for certain call types. For example, if you are busy on a call anyone calling your extension can hear a personalised greeting stating that you are on a call, but are in the office. There are six types of personal greetings:

- **All Calls**
- **Internal Calls**
- **External Calls**
- **Number engaged calls**
- **No reply calls**
- **Default**

When you assign a personal greeting for more than one call type, the greeting used for any call is decided using an order of priority. The priority order is shown in the flow chart.

- **Note** - If the call is to a hunt group, the hunt group greetings are checked before the personal greetings.

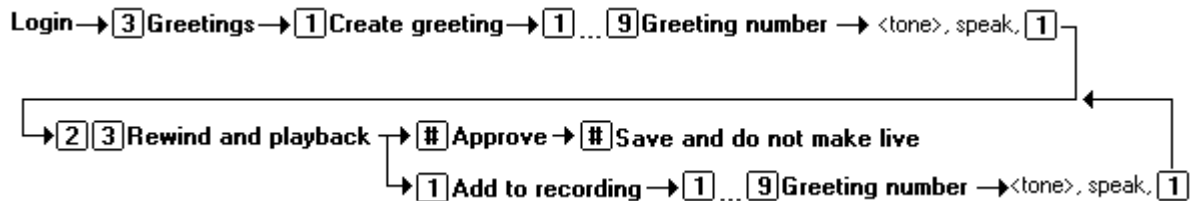


Recording a Greeting

You can record a library of up to 9 greetings that can be used as either a temporary greeting or as personal greetings applied to specific call types. The greetings are heard by callers when they are directed to your voicemail.

At any time you can listen to a greeting message and re-record it. For more information, see [Listening to a Greeting](#), [Changing a Greeting](#) or [Deleting a Greeting](#).

- A greeting must be longer than 3 seconds. The maximum length of a greeting is 120 seconds by default. Your system administrator will be able to tell you if the system defaults have been changed.
- If you record a greeting, you do not need to assign the greeting until you need it. This is useful if, for example, you record a greeting message for the times when you are on vacation or away on business.



To record or re-record a personal greeting:

1. Log in to your mailbox.
2. Press **3** to select personal greetings. If you have selected any call types, you hear an announcement that lists the call types and the greeting assigned to that call type. For example you would hear *For internal calls greeting 1 active*.
 - If the temporary greeting is active you hear an announcement that details the number of days that the temporary greeting is active for. Press **1** to deactivate the temporary greeting.
3. Press **1** to create or change a greeting.
4. Enter the number of the greeting (**1** to **9**) that you want to create or change.
5. Start speaking your greeting at the tone.
6. When you have finished press **1** to edit your greeting.
7. Press **2 3** to playback the greeting that you have just recorded.
8. Press **#** to confirm the recording. The number of the greeting that has just been recorded is announced.
 - If you want to add to the recording, press **1**. Start speaking the extra words, press **1** when finished.
9. Press **#** to save the recording and not make active.

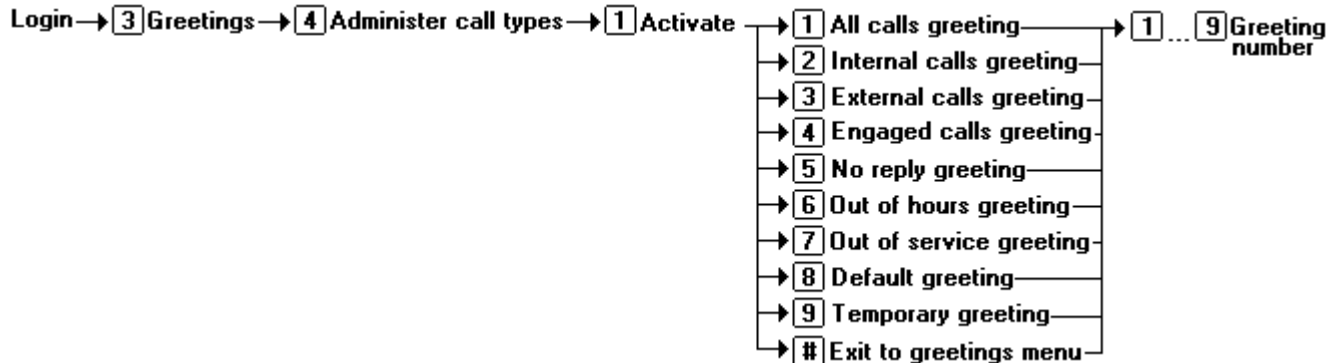
The new greeting can be assigned to a call type by:

- Selecting the call type and then assigning the greeting. For more information, see [Administer Greetings](#).
- Selecting the greeting and assigning the greeting to a type of call. For more information, see [Activating a Greeting](#).

You can also use a greeting as a temporary greeting. For more information, see [Creating a Temporary Greeting](#).

Administer Greetings

When you have recorded greetings, you can select the call type and then assign the greeting. When you assign a personal greeting for more than one call type, the greeting used for any call is decided using an order of priority. For more information, see Call Types and Greetings.



To assign a call type to a greeting:

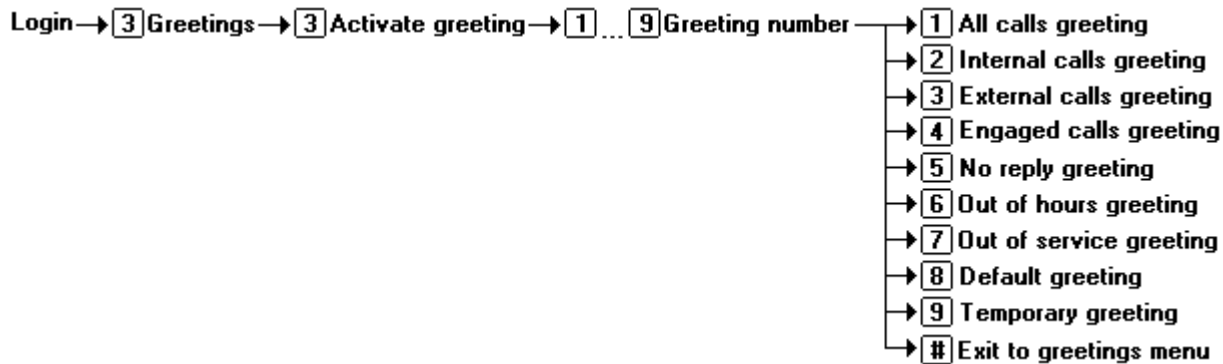
1. Log in to your mailbox.
2. Press **3** for personal greetings. If you have selected any call types, you hear an announcement that lists the call types and the greeting assigned to that call type. For example you would hear *For internal calls greeting 1 active.*
3. Press **4** to Administer Call Types.
4. Press **1** to activate a call type. You hear a message to confirm the call types that are currently identified.
5. Select the required call type.
 - If you select **9** for temporary greeting, no other greetings are active. For more information, see Creating a Temporary Greeting.
 - The options 6 (Out of hours greeting) and 7 (Out of service greeting) are only available from hunt group mailboxes.
6. Enter the personal greeting number to assign to the call type selected.
7. Press **#** when you have finished to return to the greetings menu.

To deactivate a call type:

1. Log in to your mailbox.
2. Press **3** for personal greetings. If you have selected any call types, you hear an announcement that lists the call types and the greeting assigned to that call type. For example you would hear *For internal calls greeting 1 active.*
3. Press **4** to Administer Call Types.
4. Press **2** to deactivate a call type. You hear a message to confirm the call types that are currently identified.
5. Select the required call type to deactivate.
6. Press **#** when you have finished to return to the greetings menu.

Activating a Greeting

When you have recorded greetings, you can select the greeting and then assign the call type. When you assign a personal greeting for more than one call type, the greeting used for any call is decided using an order of priority. For more information, see Personal Greetings:Overview.



To assign a personal greeting to a call type:

1. Log in to your mailbox.
2. Press **3** for personal greetings. If you have selected any call types, you hear an announcement that lists the call types and the greeting assigned to that call type. For example you would hear *For internal calls greeting 1 active*.
3. Press **3** for Activate Greeting. You hear a message to confirm the call types that are currently identified.
4. Enter the personal greeting number to assign to a call type.
5. Select the required call type.
6. Press **#** when you have finished to return to the greetings menu.

Deactivate a Greeting

When a greeting has been assigned to a call type, you can deactivate the greeting at any time. For example, greeting 1 has been recorded and assigned to the call type 'all calls'. New greetings have been recorded and assigned to the call types 'busy' and 'no answer'. Any caller transferred to voicemail will hear the greeting assigned to the call type 'all calls' and not the applicable 'busy' or 'no answer' greeting. The greeting assigned for 'all calls' needs to be deactivated so that any caller transferred to voicemail will hear the appropriate greeting. When you activate greetings for more than one call type, the greeting used is decided using an order of priority. For more information, see Call Types and Greetings.

Login → **3** Greetings → **0** Listen → **1** ... **9** Greeting number → ***** **8** Deactivate greeting

To deactivate a greeting:

1. Log in to your mailbox.
2. Press **3** for personal greetings. If you have selected any call types, you hear an announcement that lists the call types and the greeting assigned to that call type. For example you would hear *For internal calls greeting 1 active*.
3. Press **0** to listen to a greeting.
4. When you are prompted, enter the number of the greeting to listen to (**1** to **9**). The greeting number and status is played.
5. Press ***8** to deactivate the greeting. The greeting is not deleted but is no longer associated with the call type.

Changing a Greeting

Personal greetings can be re-recorded or changed as required.

Login → **3** Greetings → **1** Create greeting → **1** ... **9** Greeting number → **1** Record over

To change a personal greeting:

1. Log in to your mailbox.
2. Press **3** to select personal greetings. If you have selected any call types, you hear an announcement that lists the call types and the greeting assigned to that call type. For example you would hear *For internal calls greeting 1 active*.
3. Press **1** to create, change or delete a greeting.
4. When you are prompted, enter the number of the greeting (**1** to **9**) that you want to change. The system announces whether the greeting is active (in use) and tells you which call types have been identified.
5. Start speaking your greeting at the tone.
6. When you have finished press **1** to edit your greeting.
7. Press **2 3** to playback the greeting that you have just recorded.
8. Press **#** to confirm the recording. The number of the greeting that has just been recorded is announced.
 - If you want to add to the recording, press **1**. Start speaking the extra words, press **1** when finished.
9. Press **#** to save the recording and not make active.

The new greeting can be assigned to a call type by:

- Selecting the call type and then assigning the greeting. For more information, see Administer Greetings.
- Selecting the greeting and assigning the greeting to a type of call. For more information, see Activating a Greeting.

You can also use a greeting as a temporary greeting. For more information, see Creating a Temporary Greeting.

Deleting a Greeting

You can delete a greeting message any time. However, if you delete a greeting that is assigned to a call type, the system greeting is played.

Login → **3** Greetings → **1** Create greeting → **1** ... **9** Greeting number → *** 3** Delete

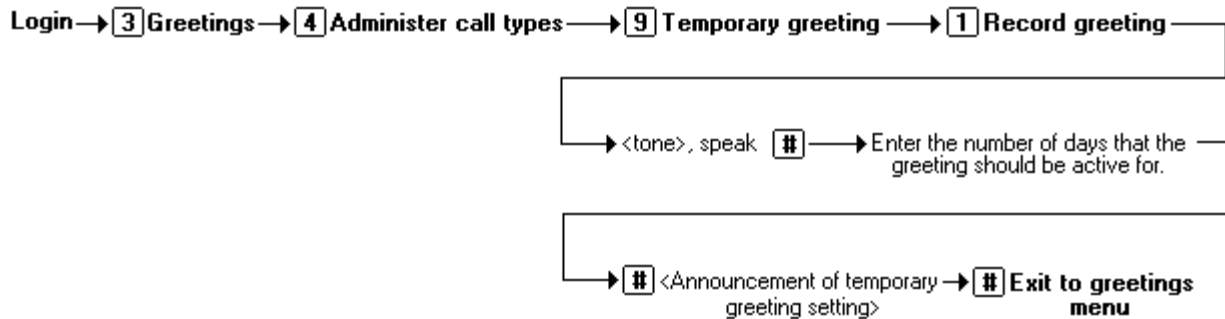
To delete a greeting message

1. Log in to your mailbox.
2. Press **3** to select personal greetings. If any call types have been selected an announcement lists the call types and the greeting assigned to that call type. For example you would hear *For internal calls greeting 1 active*.
3. Press **1** to create, change or delete a greeting.
4. When you are prompted, enter the number of the greeting (**1** to **9**) that you want to delete.
5. Press ***3**. The selected greeting message is deleted. The greeting number has no greeting associated with it. You can record a greeting for the greeting number that has now become free. For more information, see Recording a Greeting.

When you are scanning your greetings you can also delete any unwanted greetings by pressing ***3** when prompted. For more information, see Scanning Greetings.

Creating a Temporary Greeting

When a temporary greeting is being used, no other greetings are active. The temporary greeting can be selected for a certain number of days, the maximum number of days being 30. When you enter the number of days the end date is calculated and announced. When the temporary greeting time expires the greetings that you have assigned to specific call types are used. If you have no other greetings assigned the system default greeting will be played to callers.



To create a temporary greeting:

1. Log in to your mailbox.
2. Press **3** to select personal greetings. If you have selected any call types, you hear an announcement that lists the call types and the greeting assigned to that call type. For example you would hear *For internal calls greeting 1 active*.
3. Press **4** for Administer Call Types. You hear a message to confirm the call types that are currently identified.
4. Press **9** for a temporary greeting.
5. Press **1** to record your temporary greeting. Speak after the tone.
6. Press **#** when you have finished recording your message.
7. Enter the number of days that you want the greeting to be active for and press **#** when finished.
 - If the number of days selected is between 1 and 30, the greeting is active for the selected number of days. When the number of days has expired your temporary greeting no longer works.
 - If the number of days selected is 0, the selected greeting is your permanent greeting for all voicemail calls. The temporary greeting replaces the system default greeting.
8. You will hear an announcement stating that your temporary greeting is active and the number of days that the greeting will remain active.
9. Press **#** when you have finished to return to the greetings menu.

When you next log in to your mailbox and select your personal greetings you will hear an announcement stating that *'your temporary greeting is active for X days'*. You can:

- Press **1** to deactivate or remove your temporary greeting.
- Press **#** to leave the temporary greeting active.

Giving Callers a Transfer Option

Your system administrator can set up a maximum of three transfer options. If any transfer options have been created any caller who is directed to your voicemail can be given the option to be transferred to a different extension. The transfer options available are 0,2 and 3. Ideally a transfer option should be to an extension where a person is expected to answer. If a transfer results in the caller being diverted to a mailbox on the same system, they will be returned to your voicemail box.

If you are using the transfer options you need to record a new greeting message to inform callers that if they press **0**, **2** or **3** they will be transferred accordingly . For more information, see Recording a Greeting.

- If you prefer, you can keep these options hidden and reserve them for personal use with friends and family or special callers such as your manager or certain customers. In this case, you should not record a new greeting message but you do need to tell each caller the option that you would like them to use.

Transfer destinations can also be created using the Phone Manager application. If your system administrator has granted you the required permissions you can create and change the transfer option destination. A greeting can also be recorded using Phone Manager to inform the caller of the transfer options available. If you do not have the access permission, your system administrator needs to assign the transfer numbers for you.

VoiceMail Notification

Overview

You can receive notification of a new voice message by using the **Ringback** or **Outcalling** features.

- **Ringback**
Notification is received at your **own extension** number. The voicemail system calls you if you have new messages. This is useful when you are using a telephone that does not have a message waiting lamp or display, for example a traditional analogue telephone. For more information, see Turning Ringback On or Off.
- **Outcalling.**
Notification is received at the **destinations specified**. When you receive notification of a new voice message you can collect the message from the destination at which you receive the notification. For more information, see Answering Outcalling Calls. You can amend the outcalling settings from your telephone handset. For more information, see Overview of Outcalling Settings.
 - If the destination specified is an internal number, outcalling will not go to voicemail if it is not answered.

Turning Ringback On or Off

Ringback is a feature where the voicemail system calls you if you have new messages. It waits until your telephone is in use, to confirm that you are present, and calls you when you end your next call. You can switch voicemail ringback on or off at any time.

- Ringback is not the same as outcalling. Ringback works with your own extension number. Outcalling can be configured to call a number other than your own extension. For more information, see Overview of Outcalling Settings.

To turn on ringback:

1. At your extension, dial ***48**.

To turn off ringback:

1. At your extension, dial ***49**.

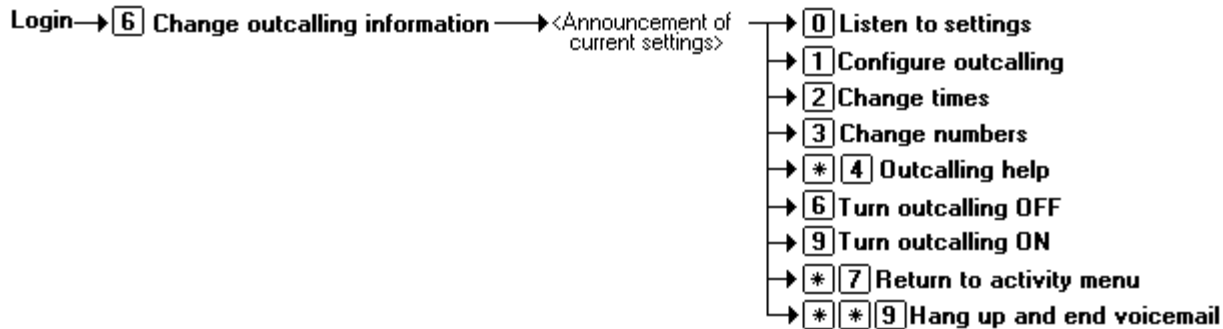
Outcalling

Overview of Outcalling Settings

At the mailbox main menu, press **6** to select the outcalling menu. When you enter the outcalling menu you hear details of the current settings. The announcement contains the following information if available:

- The message type for which you will receive outcalling notification. (all messages or only priority messages).
- Outcalling time profile giving the start and end times.
- Outcalling status (either on or off).

To get help on outcalling, press ***4** at any time when you are in the outcalling menu. The main menu contains the following options.



The first time you enter you will hear the announcement that your outcalling is not configured. The option **0** to listen to outcalling settings is not available.

To configure outcalling:

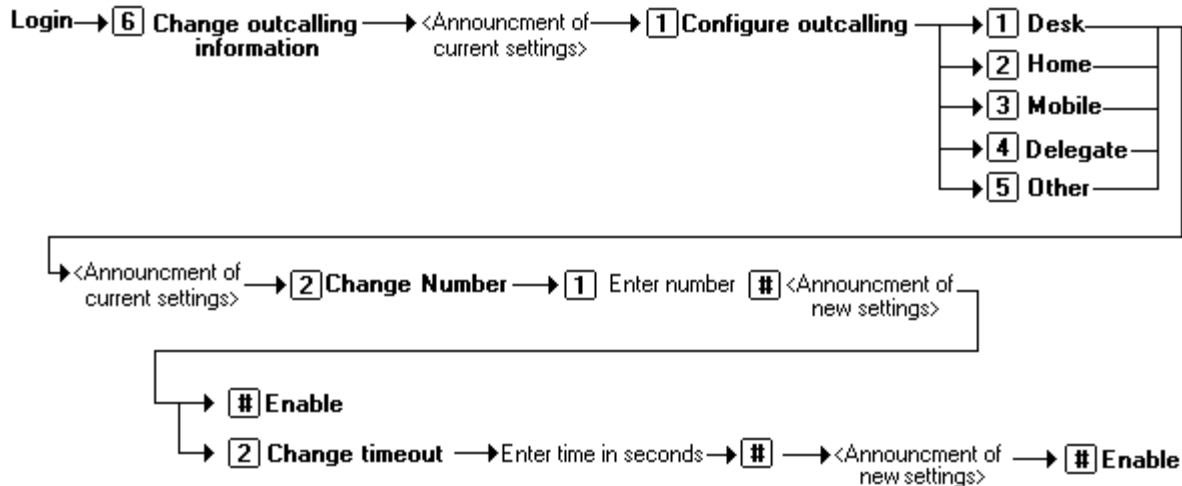
1. Log in to your mailbox.
2. Press **6** to change outcalling information. An announcement tells you that your outcalling is not configured.
3. Press **1** to configure your outcalling options. You need to specify the destination telephone numbers where you want to receive your new voicemail notification. For more information, see [Configuring Outcalling Destinations](#).
4. When the outcalling destination numbers are configured you can turn outcalling on. For more information, see [Turning Outcalling On or Off](#).

The next time that you enter the main outcalling menu you will hear an announcement of your current outcalling settings. You can change your outcalling settings at any time. You can:

- Change the destination telephone numbers. For more information, see [Changing Telephone Numbers](#).
- Create an escalation list that contains the priority order of destinations to receive new voicemail notifications. For more information, see [Creating an Escalation List](#).
- Select to receive outcalling notification any time or during the peak time period. For more information, see [Select When to Receive Outcalling](#).
- Create a personal time profile for receiving outcalling notifications. For more information, see [Specify your Time Profile](#).

Configuring Outcalling Destinations

You can add or change the destinations and telephone numbers that outcalling uses. For each destination number you can set the time out length. This is the length of time (in seconds) that the destination telephone rings when notification of a new voicemail message is received. The default time is 15 seconds with the maximum time period being 99 seconds.

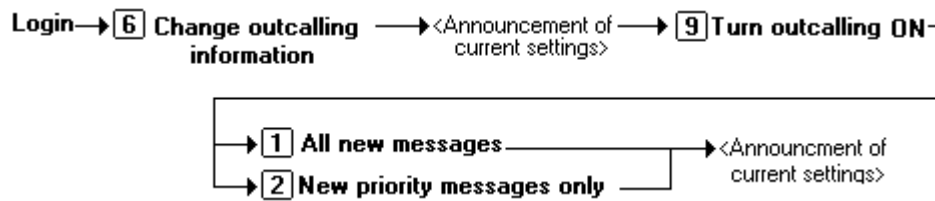


To change or add an outcalling destination:

1. Log in to your mailbox.
2. Press **6** to change your outcalling information. An announcement tells you your current outcalling settings.
3. Press **1** to configure your outcalling options. A list of outcalling destinations is played.
4. Select the outcalling destination to configure. An announcement tells you your current outcalling settings.
 - If you selected the incorrect destination, for example Desk instead of Home, press **1**. The list of destinations is played again. Select the required destination.
5. Press **2** to change or enter the destination number.
6. Press **1**, enter the new destination number then press **#**. The telephone number entered is played back.
 - If you need to re-enter the destination number, press **1**.
7. Press **#** to accept and enable the new destination.
 - You can change the time out setting by pressing **2**.
 - Enter the new value in seconds and press **#**. The new settings are played.
 - Press **#** to accept and enable the new configuration.
8. Press ***7** to return to the activity menu.

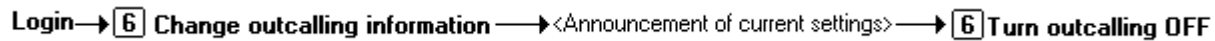
Turning Outcalling On and Off

When outcalling is configured you can control whether outcalling is active. You can also specify the times that outcalling is turned on. For more information, see [Selecting When to Receive Outcalling](#).



To turn on outcalling:

1. Log in to your mailbox.
2. Press **6** to change outcalling information.
3. Press **9** to turn on outcalling. The current settings are announced. You are returned to the outcalling main menu.
4. Press ***7** to return to the activity menu.

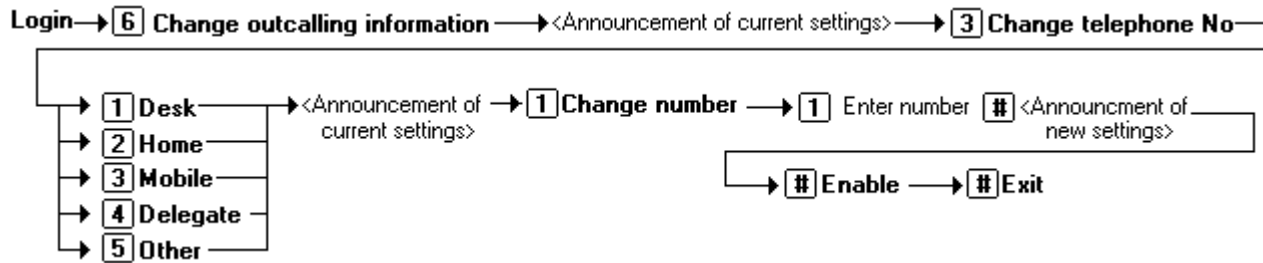


To turn off outcalling:

1. Log in to your mailbox.
2. Press **6** to change outcalling information.
3. Press **6** to turn outcalling off. The current setting of outcalling being turned off is announced. You are returned to the outcalling main menu.
4. Press ***7** to return to the activity menu.

Changing Telephone Numbers

You can change the telephone number of an outcalling destination or if no telephone number is defined you can enter a telephone number.



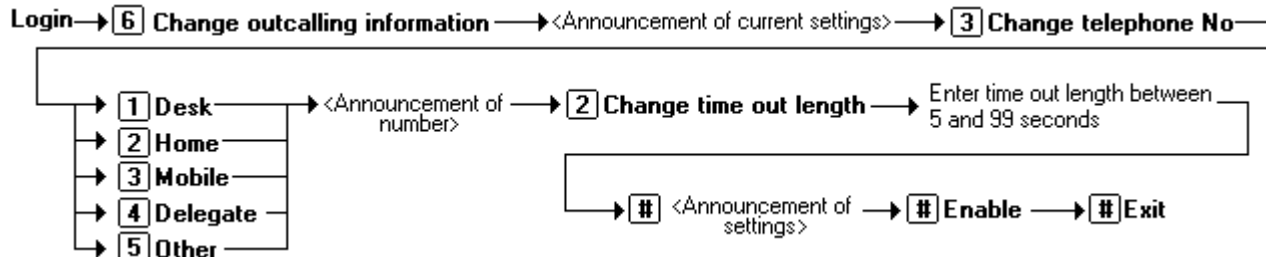
To change or enter a new outcalling telephone number:

1. Log in to your mailbox.
2. Press **6** for change outcalling information.
3. Press **3** to change a destination telephone number. A list of possible destination options is played.
4. Select the destination to change.
 - Press **1** to change the number for Desk.
 - Press **2** to change the number for Home.
 - Press **3** to change the number for Mobile.
 - Press **4** to change the number for Delegate.
 - Press **5** to change the number for Other.
5. The telephone number for the selected destination is announced. If you have not defined a number for the selected destination you are informed.
6. Press **1** to change the number.
7. Press **1**, enter the new number and press **#** when finished.
8. Press **#** to enable the new telephone number.
 - You can change the time out setting by pressing **2**.
 - Enter the new value in seconds and press **#**. The new settings are played.
 - Press **#** to accept and enable the new configuration.
9. Press **#** to return to the outcalling menu.

Changing the Time Out Settings

For each destination number you can set the time out length. This is the length of time (in seconds) that the destination telephone rings when notification of a new voicemail message is received. The default time is 15 seconds with the maximum time period being 99 seconds.

If the destination specified is an internal number, outcalling will not go to voicemail if it is not answered. However, if automatic call answering is active for an external number, the time out setting needs to be configured to less than the setting before the call is automatically answered. For example, if you have voicemail active for your mobile telephone where any calls go to voicemail if not answered after 30 seconds, the timeout setting for outcalling to your mobile number needs to be set to less than 30 seconds.



To change the time out setting:

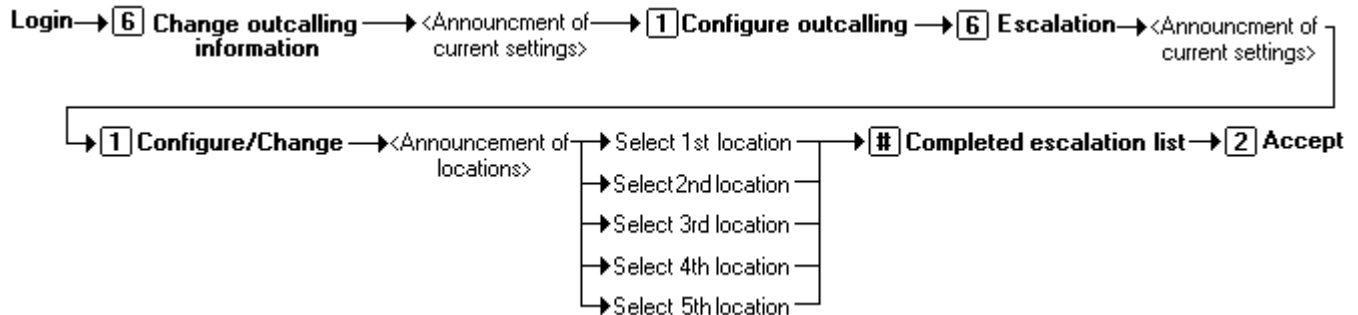
1. Log in to your mailbox.
2. Press **6** for change outcalling information.
3. Press **3** to change a destination telephone number. A list of possible destination options is played.
4. Select the destination to change.
 - Press **1** to change the number for Desk.
 - Press **2** to change the number for Home.
 - Press **3** to change the number for Mobile.
 - Press **4** to change the number for Delegate.
 - Press **5** to change the number for Other.
5. The telephone number for the selected destination is announced.
6. Press **2** to change the time out length.
7. Enter the time out length between 5 and 99 seconds.
8. Press **#** to confirm the time out length.
9. Press **#** to return to the outcalling menu.

Creating an Escalation List

You can create a list of destinations to receive voicemail notification in an order of priority. For example, you can select that new voicemail notification is sent to your desk. If there is no response voicemail calls your mobile number. If again there is no response voicemail will call your home number as it is the third destination in your escalation list.

When you create an escalation list you can select between two and five different destinations.

- The number of times that the system will try to call a destination number and the time interval between each attempt is set by your system administrator. For more information, see your system administrator.



To create an escalation list:

- Log in to your mailbox.
- Press **6** for change outcalling information. An announcement tells you your current outcalling settings.
- Press **1** to configure outcalling.
- Press **6** to select escalation.
- Press **1** to change or configure the locations for escalation. An announcement of the locations available is heard.
- Select the locations for the escalation. If you have not defined a number for the destination, you are prompted to enter the telephone number and the time out period or select a different destination.
 - Press **1** for Desk.
 - Press **2** for Home.
 - Press **3** for Mobile.
 - Press **4** for Delegate.
 - Press **5** for Other.
- When you have selected the required locations, press **#** to finish the escalation list.
 - Press **1** to re-select the destinations.
 - Press **3** to listen to the destinations selected.
 - Press **4** to listen to the destinations and telephone numbers selected.
- Press **2** to accept the list. You are returned to the outcalling main menu.

When you have created an escalation list you can select to receive notification using the default settings of prime time, peak time or any time. You can also use the escalation list when you specify your own time profile.

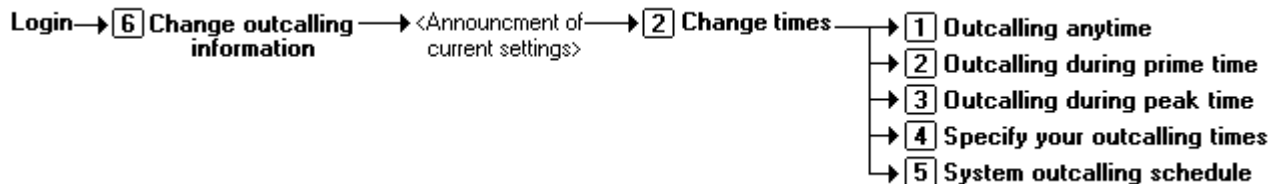
Selecting When to Receive Outcalling

You can select to receive outcalling notification during the prime or peak time periods. The time periods are set globally by your system administrator and may have been changed from the default setting. The default times are:

- **Anytime** - 24 hours a day.
- **Prime times** - 09:00 to 19:30 (9am to 7.30pm).
- **Peak times** - 09:00 to 17:30 (9am to 5.30pm).

The times are based on the location of the VoiceMail Pro server which may be different to your time zone. For more information, see your system administrator.

You can specify different time periods to receive outcalling notification or you can create your own time profile. For more information, see Specify your Time Profile.



To receive outcalling anytime:

1. Log in to your mailbox.
2. Press **6** to change your outcalling information. An announcement tells you your current outcalling settings.
3. Press **2** to change the outcalling times.
4. Press **1** to receive outcalling notification anytime.
5. You will hear an announcement of the new outcalling settings.
6. Replace your handset or select another option from the outcalling main menu.

To receive outcalling during the prime time period:

1. Log in to your mailbox.
2. Press **6** to change your outcalling information. An announcement tells you your current outcalling settings.
3. Press **2** to change the outcalling times.
4. Press **2** to receive outcalling notification during peak times.
5. You will hear an announcement of the new outcalling settings. Replace your handset or select another option from the outcalling main menu.

To receive outcalling during the peak time period:

1. Log in to your mailbox.
2. Press **6** to change your outcalling information. An announcement tells you your current outcalling settings.
3. Press **2** to change the outcalling times.
4. Press **3** to receive outcalling notification during peak times.
5. You will hear an announcement of the new outcalling settings. Replace your handset or select another option from the outcalling main menu.

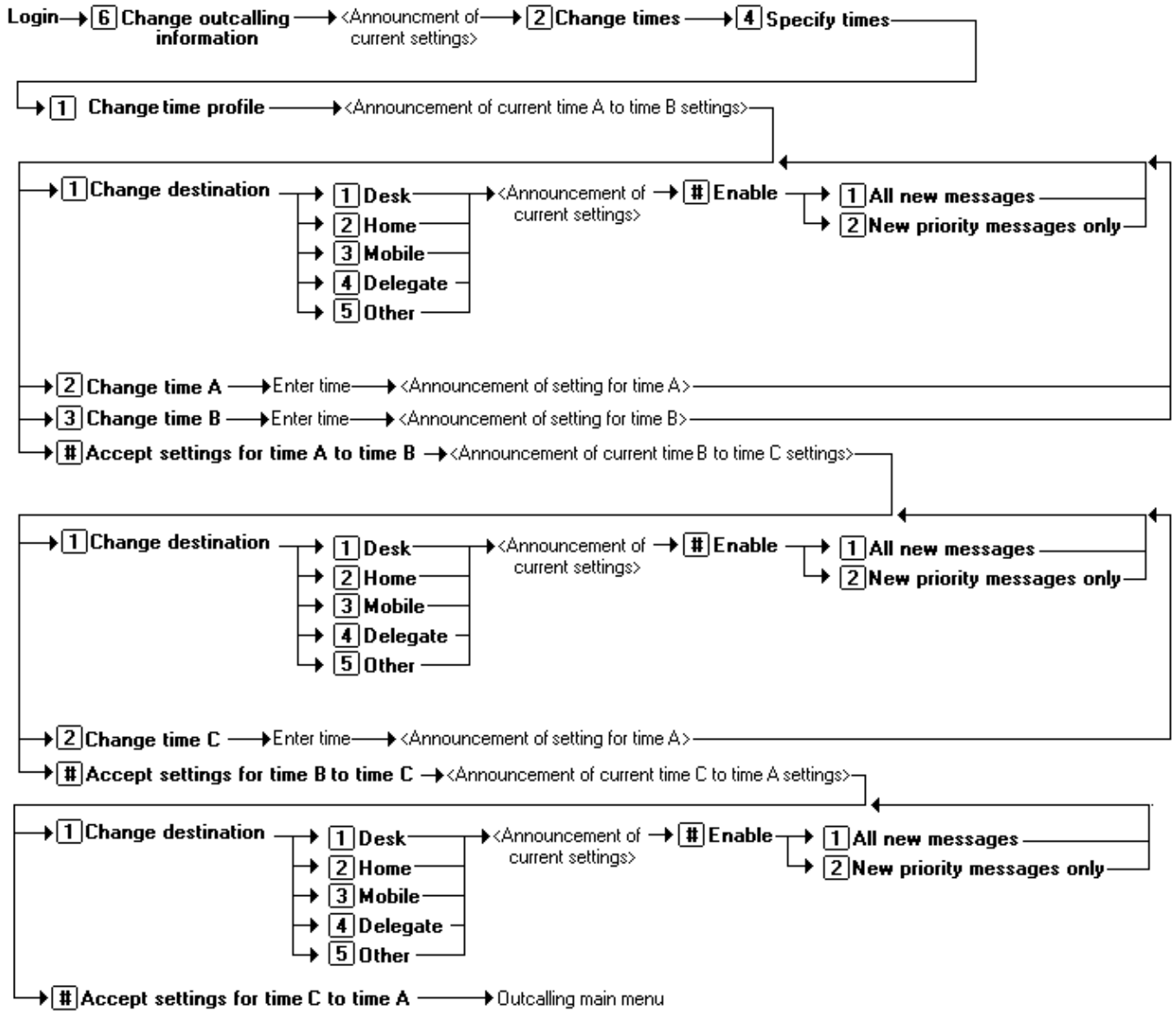
To hear the default system outcalling schedule:

1. Log in to your mailbox.
2. Press **6** to change your outcalling information. An announcement tells you your current outcalling settings.
3. Press **2** to change the outcalling times.
4. Press **5** to hear the system outcalling schedule.
When the schedule times are announced you can select the time period. You are returned to the outcalling main menu.

Specifying your Time Profile

You can create your own time profile to select when you will receive outcalling notification. You can change the times of each time period and select when to turn outcalling on. The default time profile is:

- From time **A** currently 9am to time **B** currently 5.30pm, outcalling is turned on/off.
- From time **B** currently 5.30pm to time **C** currently 7.30pm, outcalling is turned on/off.
- From time **C** currently 7.30pm to time **A** currently 9am, outcalling is turned on/off.



To specify your time profile:

1. Log in to your mailbox.
2. Press **6** to change your outcalling settings. You hear an announcement of the current settings.
3. Press **2** to change the outcalling times.
4. Press **4** to specify the times.
5. Press **1** to change your time profile settings. You hear an announcement of the current settings for the time period A to B.
 - Press **1** to change the outcalling destination.
 - Select the outcalling destination.
 - The destination details announced. Press **#** to enable.
 - Press **1** to turn outcalling on for all new messages or **2** for new priority messages.
 - Press **2** to change time A.
 - Press **3** to change time B.
6. Press **#** to accept the settings for the time period A to B. You will hear the current settings for the time B to C settings.
 - Press **1** to change the outcalling destination.
 - Select the outcalling destination.
 - The destination details announced. Press **#** to enable.
 - Press **1** to turn outcalling on for all new messages or **2** for new priority messages.
 - Press **2** to change time C.
7. Press **#** to accept the settings for the time period B to C. You will hear the current settings for the time C to A settings.
 - Press **1** to change the outcalling destination
 - Select the outcalling destination.
 - The destination details are announced. Press **#** to enable.
 - Press **1** to turn outcalling on for all new messages or **2** for new priority messages.
8. Press **# #** to accept the settings for the time period C to A. You are returned to the outcalling main menu.

Answering Outcalling Calls

When you are notified of a new voice message you hear the announcement "This is IP Office. your name you have new messages. To access your messages, please enter your extension number and press hash. To avoid further notification of these messages, press star hash".

- The number of times that the system will try to call a destination number and the time interval between each attempt is set by your system administrator.

When you are notified of a new message you can listen to the message. Once you log in to your voicemail the outcalling request for the new message is cancelled. If you do not want to listen to the message after receiving the outcalling telephone call, you can cancel the outcalling request. If you do not cancel the outcalling request you will receive the notification again. The frequency of the notification depends on the parameters set for the escalation by your system administrator. For more information, see Creating an Escalation List.

Answer call → < extn no.> **#** Collect message
 → * **#** Cancel further notification

To collect a message:

1. Answer telephone call.
2. When you hear outcalling announcement enter your extension number and press #. The Welcome to IP Office announcement is played.
3. Log in to voicemail in the usual way and collect your new message.

To cancel a notification:

1. Answer telephone call.
2. When you hear the outcalling announcement, enter *#. The outcalling request is cancelled for the current new voice message. You will receive an outcalling call for any subsequent voice messages.

Mailbox Administration

Changing Your Password

If you set a password to restrict access to your mailbox you can change it whenever you like. For security reasons it is advisable to change your password from time to time.

Your system administrator is able to change or enter a voicemail password for you using IP Office Manager. The password that they enter may ignore the password rules. For example, the system administrator can set a password as a set of repeated or consecutive digits, the same number as your extension number or be less than four digits. If the password is set ignoring the rules, the first time you log in using the password you will be forced to enter a new password.

Login → **5** **Personal Options** → **4** **Change password** → enter new password **#** → confirm new password **#**

To change your voicemail password:

1. Log in to your mailbox.
2. Press **5** to access your personal options.
3. Press **4** to change your password.
4. Enter the new password and press **#**.
 - We recommend a password of at least four digits. The system allows passwords of up to 15 digits.
 - Your password cannot be the same as your extension number or a set of repeated digits or consecutive numbers.
5. Re-enter the new password and press **#**. You hear a message to confirm that your password has been changed.

Recording Your Name

Your name is played as a confirmation when you log in to your mailbox. It is also used for other system announcements and for the system's directory search feature. You can re-record your name at any time.

Login → **5** **Personal Options** → **5** **Record name** → <tone>, speak name, **1** → **1** **Record again**
→ **#** **Approve**

To record your name:

1. Log in to your mailbox.
2. Press **5** to for personal options.
3. Press **5**. If you have already recorded your name, you hear it played back to you. You also hear an explanation of when your name is used.
4. After the tone, speak your name and then press **1** to stop recording.
 - Recordings must be at least 3 seconds long.
5. Your recording is played back.
 - Press **1** to record your name again.
 - Press **#** to accept the recording.
6. Hang up or choose another option.

Addressing a Message Before You Record

You can select whether to set the address for a message before or after you record. The default is **off**, which means that you set the address after recording the message.

Login → **5** Personal Options → **6** Address before record → **1** Toggle setting

To address a message before you record it:

1. Log in to your mailbox.
2. Press **5** for personal options.
3. Press **6**. You hear a message that tells you whether the Address before Record option is turned on or off.
4. To change the setting, press **1**. You hear a message to confirm your change. When you record a message from now on, you are asked to specify the extension numbers of the recipients before you record the message.

Preventing Further Calls and Messages

You can prevent further callers from leaving messages. Instead callers hear your name and the message *Sorry, the mailbox you have reached is not accepting messages at this time. Please disconnect*. This option is also known as Accept Call Answer.

- This does not stop other mailbox users from forwarding messages to your mailbox.

Login → **5** Personal Options → **7** Accept call answer → **1** Toggle setting

To prevent your mailbox from accepting new caller messages:

1. Log in to your mailbox.
2. Press **5** for personal options.
3. Press **7**. You hear a message that tells you whether the Accept Call Answer option is turned on or off.
4. To change the setting, press **1**. You hear a message to confirm your change.

To prevent calls from diverting to voicemail:

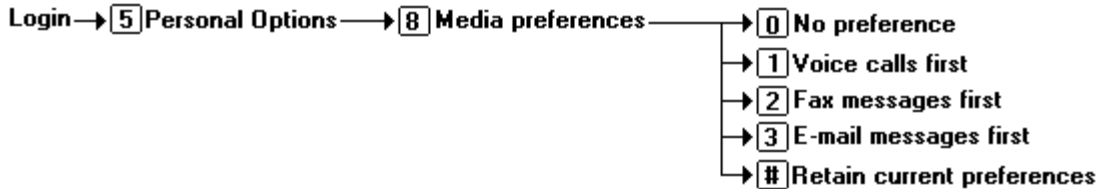
The IP Office also provides an additional voicemail on or off function. You can switch this on or off from your telephone. The default codes are:

- ***18** - Turn voicemail on.
Calls will go to voicemail when you are busy or do not answer.
- ***19** - Turn voicemail off.
Callers are no longer diverted to voicemail when you are busy or do not answer.

Setting the Order in which Messages are Played

When you log into your mailbox messages are played to you in the order in which they were received. You can specify the order in which different types of incoming message (voice, email and fax) are played. For example, you can choose to hear about emails first or fax messages before voice messages.

Whichever order you specify, new messages are presented first followed by old or read messages. While you are listening to your messages, you can press ***#** to skip to the next type of message if, for example, you do not want to listen to messages that you have already heard.



To set the order in which types of message are played:

1. Log in to your mailbox.
2. Press **5** for personal options.
3. Press **8** for media preferences. If any media preferences have been set, you hear an announcement to tell you the current media preference order.
 - Press **0** for no preference.
 - Press **1** to make voice calls your preferred media type.
Your voice messages will be played first, followed by your fax messages then your email messages.
 - Press **2** to make fax messages your preferred media type.
Your fax messages will be played first, followed by your voice messages then your email messages.
 - Press **3** to make email messages your preferred media type.
Your email messages will be played first, followed by your voice messages then your fax messages.
 - Press **4** to make binary files your preferred media type.
 - Press **#** to retain your current preferred media type.

Deleting a Personal Fax Number

At any time you can delete a personal fax number, if you have set one, and return to using the system fax number.

Login → **5** Personal Options → **3** Fax options → ***** **3** Delete fax number

To delete your personal fax print number:

1. Log into your mailbox.
2. Press **5** for personal options.
3. Press **3** for fax preferences. If a personal fax print number is already set, it is played to you.
4. Press ***3** to delete the personal fax number. Your personal fax number is deleted and the system fax number is played to you. The system fax number is now used for any future fax messages that you receive.

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