



# **IP Office 5.0**

## **Embedded Voicemail Installation**

#### Notice

While reasonable efforts were made to ensure that the information in this document was complete and accurate at the time of printing, Avaya Inc. can assume no liability for any errors. Changes and corrections to the information in this document may be incorporated in future releases.

#### Documentation Disclaimer

Avaya Inc. is not responsible for any modifications, additions, or deletions to the original published version of this documentation unless such modifications, additions, or deletions were performed by Avaya.

#### Link Disclaimer

Avaya Inc. is not responsible for the contents or reliability of any linked Web sites referenced elsewhere within this Documentation, and Avaya does not necessarily endorse the products, services, or information described or offered within them. We cannot guarantee that these links will work all of the time and we have no control over the availability of the linked pages.

#### License

USE OR INSTALLATION OF THE PRODUCT INDICATES THE END USER'S ACCEPTANCE OF THE TERMS SET FORTH HEREIN AND THE GENERAL LICENSE TERMS AVAILABLE ON THE AVAYA WEBSITE AT <http://support.avaya.com/LicenseInfo/> ("GENERAL LICENSE TERMS"). IF YOU DO NOT WISH TO BE BOUND BY THESE TERMS, YOU MUST RETURN THE PRODUCT(S) TO THE POINT OF PURCHASE WITHIN TEN (10) DAYS OF DELIVERY FOR A REFUND OR CREDIT.

Avaya grants End User a license within the scope of the license types described below. The applicable number of licenses and units of capacity for which the license is granted will be one (1), unless a different number of licenses or units of capacity is specified in the Documentation or other materials available to End User. "Designated Processor" means a single stand-alone computing device. "Server" means a Designated Processor that hosts a software application to be accessed by multiple users. "Software" means the computer programs in object code, originally licensed by Avaya and ultimately utilized by End User, whether as stand-alone Products or pre-installed on Hardware. "Hardware" means the standard hardware Products, originally sold by Avaya and ultimately utilized by End User.

License Type(s): Designated System(s) License (DS).

End User may install and use each copy of the Software on only one Designated Processor, unless a different number of Designated Processors is indicated in the Documentation or other materials available to End User. Avaya may require the Designated Processor(s) to be identified by type, serial number, feature key, location or other specific designation, or to be provided by End User to Avaya through electronic means established by Avaya specifically for this purpose.

#### Copyright

Except where expressly stated otherwise, the Product is protected by copyright and other laws respecting proprietary rights. Unauthorized reproduction, transfer, and or use can be a criminal, as well as a civil, offense under the applicable law.

#### Third-Party Components

Certain software programs or portions thereof included in the Product may contain software distributed under third party agreements ("Third Party Components"), which may contain terms that expand or limit rights to use certain portions of the Product ("Third Party Terms"). Information identifying Third Party Components and the Third Party Terms that apply to them is available on Avaya's web site at: <http://support.avaya.com/ThirdPartyLicense/>

#### Avaya Fraud Intervention

If you suspect that you are being victimized by toll fraud and you need technical assistance or support, call Technical Service Center Toll Fraud Intervention Hotline at +1-800-643-2353 for the United States and Canada. Suspected security vulnerabilities with Avaya Products should be reported to Avaya by sending mail to: [securityalerts@avaya.com](mailto:securityalerts@avaya.com). For additional support telephone numbers, see the Avaya Support web site (<http://www.avaya.com/support>).

#### Trademarks

Avaya and the Avaya logo are registered trademarks of Avaya Inc. in the United States of America and other jurisdictions. Unless otherwise provided in this document, marks identified by "®," "TM" and "SM" are registered marks, trademarks and service marks, respectively, of Avaya Inc. All other trademarks are the property of their respective owners.

#### 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/>).

#### Avaya Support

Avaya provides a telephone number for you to use to report problems or to ask questions about your contact center. The support telephone number is 1 800 628 2888 in the United States. For additional support telephone numbers, see the Avaya Web site: <http://www.avaya.com/support>.

# Contents

## 1. IP Office Embedded Voicemail

- 1.1 What's New..... 8
- 1.2 Mailbox Features..... 10
- 1.3 Languages Supported..... 11

## 2. Installing Embedded Voicemail

- 2.1 Card Installation..... 15
  - 2.1.1 IP 500 Card Installation..... 15
  - 2.1.2 IP406 V2 Card Installation..... 16
  - 2.1.3 Small Office Edition Card Installation..... 17
- 2.2 Upgrading Prompts..... 18
- 2.3 Enabling Embedded Voicemail..... 21

## 3. Configuring Embedded Voicemail

- 3.1 User Mailbox Configuration..... 24
  - 3.1.1 Voicemail Email Integration..... 27
  - 3.1.2 User Announcements..... 28
- 3.2 Hunt Group Mailbox Configuration..... 30
  - 3.2.1 Message Waiting Indication..... 31
  - 3.2.2 Hunt Group Mailbox Access..... 32
  - 3.2.3 Announcements..... 33
- 3.3 Remote Mailbox Access..... 35

## 4. Auto Attendant Configuration

- 4.1 Create an Auto Attendant..... 39
- 4.2 Recording Prompts..... 41
- 4.3 Routing Incoming Calls to an Auto Attendant..... 42
- 4.4 Transferring Calls to an Attendant..... 43
- 4.5 Using Auto Attendant to Access Voicemail..... 45
- 4.6 Using Named Announcement Files..... 46
- 4.7 Dial by Name..... 48

## 5. Miscellaneous

- 5.1 Removing the Memory Card..... 50
- 5.2 Monitoring Embedded Voicemail..... 51
- 5.3 Button Programming..... 52
- 5.4 Visual Voice..... 54
- 5.5 Loading Other Files onto the Memory Card..... 55
- 5.6 Short Codes..... 56
- Index.....57



# **Chapter 1.**

# **IP Office Embedded Voicemail**



# 1. IP Office Embedded Voicemail

IP Office Embedded Voicemail is supported on the IP Office Small Office Edition, IP Office 406 V2 and IP Office 500 control units. Embedded Voicemail does not require an IP Office license.

It provides basic voicemail mailbox operation without requiring a permanent voicemail server PC. It also provides multiple auto-attendant support for incoming calls.

Embedded Voicemail uses the following components:

- **Memory Card**

The type and capacity depends on the memory card of the IP Office control unit. However, in all cases, the cards are specialy formatted by Avaya for Embedded Voicemail use. Alternate third-party memory cards are not supported for Embedded Voicemail.

  - **IP Office IP406 V2 and IP Office 500 Control Units**

Use an Avaya supplied 512MB Type II Compact Flash memory card. Provides up to 15 hours of uncompressed message storage. A memory card supplied for a Small Office Edition control unit can not be used in the IP 406 V2 or IP 500 control unit.
  - **IP Office Small Office Edition**

Uses an Avaya supplied 64MB Compact Flash memory card within a PCMCIA card carrier. Provides up to 10 hours of compressed message storage. A memory card supplied for a IP406 V2 or IP 500 control unit can not be used in the Small Office Edition control unit. The Small Office Edition is not supported for IP Office 5.0+.
- **Voice Compression Channels**

Messages and prompts stored on the Small Office Edition memory card are compressed using the IP Office control unit's voice compression channels. Thus voice compression channels are required during any voicemail accesses. It is important to note that the same voice compression channels are also used for VoIP calls.

  - **IP Office IP406 V2 and IP500 Control Units**

Do not require or use voice compression channels for Embedded Voicemail.
  - **IP Office Small Office Edition**

On the Small Office Edition, voice compression channels are pre-built into the control unit. Small Office Edition control units are available in 3 channel and 16 channel variants. An existing Small Office Edition control unit cannot be upgraded to add further voice compression channels.
- **IP Office Manager Application**

Embedded Voicemail is configured using options in the IP Office configuration using the IP Office Manager application.

## Note

- Embedded Voicemail cannot be used in conjunction with an IP Office Voicemail Lite or Voicemail Pro server. The presence of another voicemail server on the same network may cause Embedded Voicemail to fail.

---

## 1.1 What's New

This section summarizes the new features added for embedded voice mail in different releases of IP Office software. Note that for existing embedded voicemail installation, new features typically use new prompts and therefore require the existing [prompt set to be upgraded](#)<sup>[18]</sup>.

### What's New in IP Office 5.0

For Avaya IP Office 5.0, the following changes were made to Embedded Voicemail:

- [Dial by Name](#)<sup>[48]</sup>  
For embedded voicemail auto-attendant, the Dial by Name action can be assigned to an auto attendant key. Callers who select this option are prompted to dial the name they require. That name is then matched to IP Office user names and a list of matches is played to the caller to make a selection. Only the names of user who have recorded a mailbox name prompt are included as the prompt is used for the caller selection.
- Mailbox Breakout Destinations  
Callers to a mailbox to leave a message can select instead to be redirected to another number by dialing \*0, \*2 or \*3. The breakout destination for each of these options is set through the mailbox user's configuration. For IP Office 5.0+, the breakout destination numbers can be set in two additional ways:
  - A system default can be set for each breakout destination. That system default is then used by all user mailboxes unless the user has a different number configured.
  - Breakout destinations can also be applied to a user's mailbox through the set of users rights with which the user is associated. Time profiles can be used to control when a particular set of user rights, and therefore breakout numbers, are applied to the user.
- End of Small Office Edition Support  
IP Office Small Office Edition control units cannot run IP Office 5.0 software. They therefore cannot support IP Office 5.0 Embedded Voicemail features. Details of Small Office Edition operation are retained in this document for maintenance of existing Small Office systems.
- Uploading Prompts  
The IP Office Manager installation process now automatically unpacks all the G711 embedded voicemail prompts needed for IP406 V2 and IP500 systems to a subfolder of the Manager application. Within IP Office Manager, through Embedded File Management, the option Upload Voicemail Prompts will transfer the prompts from that subfolder onto the Embedded Voicemail card.

### What Was New in IP Office 4.2

In Avaya IP Office 4.2, the following changes were made to Embedded Voicemail:

- [Cantonese Prompt Support](#)<sup>[11]</sup>  
Cantonese Chinese prompts are now supported. They will be used for the system or user Locale set to *Hong Kong (Cantonese)*.
- [Forward a message or message alert to Email](#)<sup>[27]</sup>  
Users can use the voicemail email features of IP Office. This allows them to forward a message as an attachment to their email address via an SMTP email server. In addition, for each new voicemail message they can choose to either receive an email alert or have the message forwarded.
- [Embedded File Management](#)<sup>[18]</sup>  
The file contents of the Embedded Voicemail memory card can be viewed and managed through IP Office Manager. Select File | Advanced | Embedded File Management. The discovery dialog will then show only systems that can support memory cards. Once the contents of the card in a system are shown, new files can be dragged onto the card and existing files can be deleted or downloaded off the card. The creation and deletion of folders is not possible.
  - Message and mailbox prompt files in *.c/p* format are protected and cannot be deleted or overwritten.
  - Other file type such as bin files for phones can be placed onto the card and then be deleted or downloaded.

### What Was New in IP Office 4.1

In Avaya IP Office 4.1, the following changes were made to Embedded Voicemail:

- Support for 40 Auto Attendants  
The number of supported Auto Attendants has been increased from 4 to 40. The following additional changes relating to this were also made:
- Auto Attendant Number  
In addition to its name, each auto attendant now has a unique AA Number assigned by the IP Office. This number can be used in place of the name in short codes used to access the auto attendant and record auto attendant greetings.

- **Default Short Codes**  
The default short codes created for recording auto attendant prompts have been changed. On IP Office 4.1+ system, only four default short codes are created, one for each greeting, rather than 4 per auto attendant. These short codes use the auto attendant number rather than name.
- **Recording Name**  
The Recording Name field on the Auto Attendant | Auto Attendant tab can be used to select a named greeting file stored on the embedded voicemail memory card. The same file can be used by several auto attendants. The tool needed to convert .wav files to the formats used by embedded voicemail, called *LVMGreeting*, is provided with IP Office Manager 6.1+.

## What Was New in IP Office 4.0 May 2007

In the IP Office 4.0 May 2007 maintenance release, the following changes were made to Embedded Voicemail:

- **Auto Attendant Greeting 'Record Name'**  
This field appears next to the short code used for recording auto-attendant prompts. The field is only useable for IP Offices being managed through the Avaya Integrated Management (AIM) application. Refer to the 'AIM for IP Office' documentation for details.
- **Local Recording Control**  
The use of short codes to record auto attendant greetings can be disabled if required.
- **Embedded Voicemail Shutdown Short Code**  
The Embedded Voicemail memory card is not a hot-swappable device, and so the IP Office system must be switched off in order to remove/replace the memory card. Use of this short code feature allows safe removal of the memory card whilst the IP Office system is running.

## What's New in IP Office 4.0

In Avaya IP Office 4.0, the following changes were made to Embedded Voicemail:

- **IP500 Support**  
The Avaya IP Office 500 control unit is supported using a 512MB uncompressed Compact Flash memory card. This method does not require the use of voice compression channels except when connected to an IP device.
- **Fax transfer**  
A fax transfer action can be set within IP Office Manager. If a transfer action has been set, on detecting a fax tone the auto attendant will route the call to the fax transfer destination. For more information, see [Auto Attendant Configuration](#)<sup>[38]</sup>.
- **Enhanced options when listening to messages**  
When a message is being played you can now skip to the next message, rewind or fast forward for approximately 5 seconds. For more information, see the user guide.
- **Forward a message**  
A message can be forwarded to one or many mailboxes. For more information, see the user guide.
- **Reply to a message**  
If a ICLID/CLI is available you can reply to a message to either an internal or external number. For more information, see the user guide.
- **Choice of transfer options**  
Up to 3 breakout numbers can be set up. When callers are directed to your mailbox they can either leave a message or choose to be transferred to one of three numbers. For more information, see [User Mailbox Configuration](#)<sup>[24]</sup>.
- **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. For more information, see [Visual Voice](#)<sup>[54]</sup>.
  - The visual voice feature is not available on all telephones. Please refer to the telephone guide for more information.
- **Announcements**  
Specific queue announcements can be recorded and then played when a call is held in a queue for the hunt group. For more information, see [Configuring Queue Announcements](#)<sup>[33]</sup>.
- **User Announcements**  
The IP Office also support announcements for individual users. These can be used with embedded voicemail in the same way as hunt group announcements.

## 1.2 Mailbox Features

The IP Office system automatically creates an embedded voicemail mailbox for every user and hunt group in the IP Office configuration.

For users, the mailbox is automatically used to answer calls to the user that ring unanswered for the user's configured No Answer Time. The mailbox is also used in other situations where the IP Office would have otherwise returned busy tone, for example when the user is set to Do Not Disturb.

For hunt groups, the mailbox is used when a call has rung for the group's Voicemail Answer Time.

- For security, a voicemail access code can be assigned to any mailbox. This can be changed by the mailbox user or the system administrator.
- User message waiting indication is provided to IP Office extensions and to IP Office Phone Manager.
- Hunt group message waiting indication can be assigned to specified users.
- Various dialable short code can be used to control voicemail features and for actions such as collecting messages, leaving messages, turning voicemail on/off.

### Embedded Voicemail System Comparison

Feature	Small Office Edition	IP406 V2 and IP500
Memory Type	64MB Compact Flash (in PCMCIA card carrier).	512MB Compact Flash.
Compression Method	Uses G.723 using the Voice Compression Module (VCM) channels built into the control unit motherboard.	Uses G711. VCM not required.
Storage	10 Hours.	15 Hours.
Maximum Simultaneous Connections <sup>[1]</sup>	Up to 3 on VC3 system. Up to 10 on VC16 system.	4
Maximum Individual Message Length	Adjustable between 3 and 180 seconds (default 120 seconds).	
Auto Attendant	Yes	Yes

1. For Small Office Edition systems, the number of simultaneous connections may be reduced whenever voice compression channels are already in use for VoIP call support.

### Major Features Not Supported

- User trusted source settings  
The use of V numbers in the User Source Numbers to bypass the mailbox access code is not supported.
- Call Recording.

## 1.3 Languages Supported

Embedded Voicemail supports a range of language prompt sets. The following languages are supported for Embedded Voicemail. The matching folder name is shown in () brackets.

- Chinese-Mandarin (chs)
- Chinese-Cantonese (zhc)
- Danish (dan)
- Dutch (nld)
- English-UK (eng)
- English-US (enu)
- Finnish (fin)
- French (fra)
- French-Canadian (frc)
- German (deu)
- Italian (ita)
- Korean (kor)
- Norwegian (nor)
- Portuguese (ptg)
- Portuguese-Brazilian (ptb)
- Russian (rus)
- Swedish (sve)
- Spanish (esp)
- Spanish-Mexico (esm)
- Spanish-Argentina (ess)

The IP Office system Locale setting is used to determine the default language prompts used. A Locale setting is set for the whole IP Office system. For individual users and incoming call routes the system local can be overridden.

For calls to voicemail, the locale used is determined as follows:

- The user locale, if set, is used if the caller is internal.
- The incoming call route locale, if set, is used if caller is external.
- If no user or incoming call route locale is applicable, the system locale is used.
- A short code locale, if set, is used and overrides the options above if the call is routed to voicemail using the short code.

If a selected Locale is not supported a fallback language is used, as indicated in the table.

Locale selected in Manager	Fallback Language
Australia (UK English)	English-UK (eng)
Belgium (Dutch)	Dutch (nld)
Belgium (French)	French (fra)
Canada (Canadian French)	French (fra)
Chile (Latin Spanish)	Spanish (esp)
Colombia (Latin Spanish)	Spanish (esp)
Greece (Greek)	English-UK (eng)
Hong Kong (Cantonese)	English-UK (eng)
Hungary (Hungarian)	English-UK (eng)
Iceland (Icelandic)	English-UK (eng)
India (UK English)	English-UK (eng)
New Zealand (UK English)	English-UK (eng)
Peru (Latin Spanish)	Spanish (esp)
Poland (Polish)	English-UK (eng)
Saudi Arabia (UK English)	English-UK (eng)
South Africa (UK English)	English-UK (eng)
Switzerland (French)	French (fra)
Taiwan (Putonghua)	Chinese (mandarin)
Venezuela (Latin Spanish)	Spanish (esp)



# **Chapter 2.**

# **Installing Embedded Voicemail**

---

## 2. Installing Embedded Voicemail

The installation process can be divided into the following steps:

1. [Embedded Voicemail Card Installation](#) <sup>[15]</sup>

The physical installation of the memory card. This process varies according to the IP Office control unit type.

- [IP406 V2 control unit](#). <sup>[16]</sup>
- [Small Office Edition control unit](#). <sup>[17]</sup>
- [IP 500 control unit](#) <sup>[15]</sup>.

2. [Upgrade Prompts](#) <sup>[18]</sup>

A set of prompts are provided on Embedded Voicemail memory cards supplied by Avaya. However these may not match the full set of prompts required for new features in your systems installed version of IP Office.

3. [Enable Embedded Voicemail](#) <sup>[21]</sup>

Set the IP Office to use Embedded Voicemail and set the maximum record time for messages, greetings and prompts.

4. [User Mailbox Configuration](#) <sup>[24]</sup>

Configure the personal settings for individual users.

5. [Hunt Group Mailbox Configuration](#) <sup>[30]</sup>

Configure the settings for any hunt groups where voicemail is required. This includes configuring message waiting indication and mailbox access which are not enabled by default.

6. [Auto Attendant Configuration](#) <sup>[38]</sup>

Setup any required auto-attendant services and associate them with incoming call routes.

## 2.1 Card Installation

### 2.1.1 IP 500 Card Installation

The following instructions detail the process for installing Embedded Voicemail for an IP500 system.

1. Check that the following requirements have been met.

- Hardware:
  - IP Office 500 control unit. No voice compression channels are required.
  - Avaya supplied Embedded Voicemail Memory Card (512MB Compact Flash).
  - IP Office Administrator Applications CD matching the software release of the IP Office system.
- Configuration:
  - PC, connected to the IP Office network with the IP Office Manager application installed.

2. Install the Memory Expansion Card

The IP 500 Memory Card is a Type II Compact Flash memory card. Only a card supplied by Avaya can be used for Embedded Voicemail. Compact Flash cards from other sources cannot be used for Embedded Voicemail.

- Switch off the IP Office unit before you insert the memory card.
  - Warning  
You must always switch off the IP Office before you insert or remove a memory card. Alternately when removing the card, use a [Shutdown Embedded Voicemail](#)<sup>[50]</sup> short code.
- Insert the memory card into the C/F TII card slot at the rear of the IP500 control unit. Insert the card with the memory card label upwards. As you insert the card, the card eject button adjacent to the slot will come out.
- Switch on the IP Office unit.

3. [Upgrade the Prompts](#)<sup>[18]</sup>

The prompts on the Embedded Voicemail memory card can now be upgraded to match the software level of the IP Office.

4. [Configure the IP Office for Embedded Voicemail](#)<sup>[21]</sup>

---

## 2.1.2 IP406 V2 Card Installation

The following instructions detail the process for installing Embedded Voicemail for an IP406 V2 system.

1. Check that the following requirements have been met.

- Hardware:
  - IP Office 406 V2 control unit. No voice compression channels are required for Embedded Voicemail.
  - Avaya supplied Embedded Voicemail Memory Card (512MB Compact Flash).
  - IP Office Administrator Applications CD matching the software release of the IP Office system.
- Configuration:
  - PC, connected to the IP Office network with the IP Office Manager application installed.

2. Install the Memory Expansion Card

The IP 406 V2 Memory Card is a Type II Compact Flash memory card. Only a card supplied by Avaya can be used for Embedded Voicemail. Compact Flash cards from other sources cannot be used for Embedded Voicemail.

- Switch off the IP Office unit before you insert the memory card.
  - Warning  
You must always switch off the IP Office before you insert or remove a memory card. Alternately when removing the card, use a [Shutdown Embedded Voicemail](#)<sup>[50]</sup> short code.
- Insert the memory card into the C/F TII card slot on the front of the IP406 V2 control unit. Insert the card with the memory card label upwards. As you insert the card, the card eject button adjacent to the slot will come out.
- Switch on the IP Office unit.

3. [Upgrade the Prompts](#)<sup>[18]</sup>

The prompts on the Embedded Voicemail memory card can now be upgraded to match the software level of the IP Office.

4. [Configure the IP Office for Embedded Voicemail](#)<sup>[21]</sup>.

## 2.1.3 Small Office Edition Card Installation

The following instructions detail the process for installing Embedded Voicemail for a Small Office system.

1. Check that the following requirements have been met.

- Hardware:  
IP Office Small edition control unit with VC (voice compression) channels. Note: Existing systems cannot be upgraded to add additional voice compression channels.
  - Avaya 64MB Small Office Memory (Compact Flash) Card. This is supplied with a PCMCIA memory card carrier.
  - IP Office Administrator Applications CD matching the software release of the IP Office system.
- Configuration:
  - PC, connected to the IP Office network with the IP Office Manager and IP Office Monitor applications installed.

2. Check the voice compression channels

The number of voice compression channels in the Small Office Edition control unit (either 3 or 16) controls the maximum number of simultaneous Embedded Voicemail calls. The number of voice compression channels is indicated by the label on the control unit.

- Look at the label on the base of the control unit.
- At the top of the label, the line SMALL OFFICE is followed by a list of the components within the unit. The number of voice compression channels is indicated by VC and a number. Note - As with all IP Office control units, the number of installed voice compression channels can also be checked using the IP Office Monitor application. For more information, see [Monitoring Embedded Voicemail](#)<sup>[51]</sup>.
- Install the Memory Expansion Card. The Small Office Memory Card is supplied with a PCMCIA card carrier.
- Insert the Memory Card into the PCMCIA card carrier.
- The PCMCIA card carrier can be inserted into either of the PCMCIA card slots on the rear of the Small Office Edition control unit. Insert the carrier with the memory card label pointing upwards. As the carrier is inserted, the card eject button for the PCMCIA slot will come out.
- Due to the raised shape of the optional Small Office wireless card, we recommend that the Small Office Memory Card carrier is inserted in Slot A, leaving Slot B free. This allows either card to be inserted or removed without also having to remove the other.
- Switch on the IP Office unit.

3. [Upgrade the Prompts](#)<sup>[18]</sup>

The prompts on the Embedded Voicemail memory card can now be upgraded to match the software level of the IP Office.

4. [Configure the IP Office for Embedded Voicemail](#)<sup>[21]</sup>

## 2.2 Upgrading Prompts

Since IP Office 3.0, Embedded Voicemail memory cards have been supplied with the basic prompt files pre-installed. However subsequent IP Office releases have added new embedded voicemail features that require additional prompts.

Therefore, for all new installs it is recommended that you upgrade the prompts to match the IP Office software release. In addition, when upgrading IP Office systems with embedded voicemail already installed, you should check whether [new features](#) requiring additional prompts have been added.

All the prompts for Embedded Voicemail are found in the *LVM\_Sound* folder in the installation package for IP Office Administrator Applications. There are two possible sets, one for compressed memory cards in the *G723 Files* folder, and one for uncompressed memory cards in the *G711 Files* folder. Each set contains a sub-folder for each [supported language](#).

- G711 = IP500/IP406 V2 Uncompressed Prompts
- G723 = IP Office Small Office Edition Compressed Prompts

A number of command line batch files are also included to help automate the file transfer. These includes batch files to transfer just the additional prompts needed for an upgrade of an existing embedded voicemail card.

- In the sections below, for Small Office Edition systems, change all references to 711 to 723 and c11 to c23. The Small Office Edition system is not supported by IP Office 5.0 and so no compressed G723 prompts are provided for IP Office 5.0.

### Transferring the Prompt Files Using IP Office Manager for IP Office 5.0

This option is supported for IP Office 4.2+.

1. Start IP Office Manager.
2. Select File | Advanced | Embedded File Management.
3. Use the Select IP Office menu to select the required IP Office system.
4. Select File | Upload Voicemail Prompts.
5. The prompt files will be automatically transferred from the Manager application folder to the folder on the Embedded Voicemail memory card.

### Checking the Prompt Sets

The additional embedded voicemail features added in new IP Office releases require new prompts. A missing set of prompts can be reported in IP Office System Monitor by enabling the trace options Filters | System | Error. Error messages are output at regular intervals.

```
158267586mS ERR: EVM 4p0 upgrade file clips missing
158267587mS ERR: EVM 4p2 upgrade file clips missing
158267592mS ERR: EVM 5p0 upgrade file clips missing
```

### Additional Prompts

The following tab lists the additional prompts required by successive IP Office software releases since IP Office 3.2.

IP Office 4.0	IP Office 4.2	IP Office 5.0		
SVM_24.c11	IVR_25.c11	G0022.c11	G0716.c11	G0727.c11
SVM_26.c11	IVR_26.c11	G0701.c11	G0717.c11	G0728.c11
MNU_11.c11	IVR_27.c11	G0702.c11	G0718.c11	G0731.c11
	MNU_4.c11	G0703.c11	G0719.c11	G0733.c11
		G0704.c11	G0721.c11	G0735.c11
		G0705.c11	G0722.c11	G0737.c11
		G0706.c11	G0724.c11	G0738.c11
		G0714.c11	G0725.c11	G0739.c11
		G0715.c11	G0726.c11	



---

The following processes are only required on older systems if automatic file transfer using IP Office Manager is not available or possible.

### Extracting the Prompt Files

For IP Office 5.0, the process of installing the IP Office Manager application also extracts the G711 prompt set to a \LVMAIL subfolder of the IP Office Manager application.


1. This process requires a temporary folder on the PC to which files can be copied. It also requires an application which can open and extract the contents of a .zip file.
2. First check that the IP Office system has been upgraded to the expected level of IP Office core software.
3. Insert the CD or DVD on which the IP Office Administration suite was provided. Cancel the auto-installation process if it starts.
4. Locate the folder LVMSOUND. Open either the G711 Files (IP460 V2 and IP500) folder or G723 Files (Small Office Edition) folder and copy the zip file in that folder to a location your PC's hard disk.
5. Using a suitable application, open the zip file and extract the files. Ensure that you extract the files including their file structure which shows a folder for each supported language.

### Transferring the Prompt Files Using IP Office Manager

This option is supported for IP Office 4.2+.

6. Start IP Office Manager.
7. Select File | Advanced | Embedded File Management.
8. Use the Select IP Office menu to select the required IP Office system.
9. Browse to the lvmail folder on the memory card.
10. Drag and drop the prompt file folders [extracted above](#) <sup>[20]</sup> into the lvmail folder.



### Transferring Prompt Files Using TFTP

1. Extract the set of prompt files to a temporary location on your PC as detailed above.
2. Start IP Office Manager and receive the IP Office configuration.
3. Display the System configuration form.
4. Click the System tab.
5. In the File Writer IP Address box, type the IP address of the PC that you are using for the file transfer.
6. Click  to send this configuration back to the control unit and allow it to reboot.
7. Open a Command prompt window (Start | Run | cmd).
8. Change the file path to the location where you have [extracted the prompts](#) <sup>[20]</sup>.
  - **Upgrading Existing Prompts**  
Run the separate batch files *Upgrade4p0\_711.bat*, *Upgrade4p2\_711.bat* and *Upgrade5p0\_711.bat* to transfer just the new prompts since IP Office 3.2.
  - **Transfer All Prompts**  
Type *send711* followed by the IP Office's LAN1 IP address, for example *send711 192.168.42.1*. The batch file will start transferring all the necessary folders and prompt files. The whole process of transferring the prompt files can take up to 40 minutes.
9. When all the files have been transferred, close the Command prompt window.
10. If this upgrading of the prompts was performed as part of the first time installation of Embedded Voicemail, proceed to [System Configuration](#) <sup>[21]</sup> to enable the use of Embedded Voicemail by the IP Office system.
11. Restart the IP Office control unit by removing and then reapplying power.
12. When the IP Office has restarted, wait approximately 10 minutes while it scans the new prompts that are available.
13. The IP Office Monitor application can be used to [monitor this activity](#) <sup>[51]</sup>.
14. Test Embedded Voicemail operation by dialing \*17 at an extension. Embedded Voicemail should answer and start to give you prompts.

## 2.3 Enabling Embedded Voicemail

The system configuration for Embedded Voicemail is common to all the IP Office systems that support Embedded Voicemail memory cards.

To configure an IP Office for Embedded Voicemail:

1. This process requires the IP Office system to be rebooted to complete the process. That will end all current calls and operation for a period of up to 5 minutes.
2. Open IP Office Manager and receive the IP Office configuration.
3. Select  System.
4. View the System tab.
  - The Locale setting should match the language for spoken prompts required from the Embedded Voicemail. For more information, see [Languages Supported](#)<sup>[11]</sup>. If it is not correct, consult with the customer first. This Locale setting controls many default aspects of IP Office operation and so is normally already be set to match the customer's locale.
5. Click the Voicemail tab.
6. From the Voicemail Type list, select Embedded Voicemail.
7. Set the Maximum Record Time for messages and prompts to the value required by the customer. The allowable range is 30 to 180 seconds with 110 seconds as default.
8. Click OK to save the voicemail system changes.
9. Click  to send the configuration change back to the control unit.
10. Once the IP Office system has restarted, from an extension on the system dial \*17. The embedded voicemail should answer and start to give you prompts.



# **Chapter 3.**

# **Configuring Embedded Voicemail**

---

## 3. Configuring Embedded Voicemail

### 3.1 User Mailbox Configuration

Embedded Voicemail creates a mailbox for each user on the IP Office system. Calls are routed to the mailbox whenever the user's extension is busy or does not answer within the users allocated no answer time. This includes calls that are forwarded to another internal destination.


An individual user's mailbox can be configured either through the mailbox and system short codes (refer to the Embedded Voicemail User Guide) or by configuring the user settings in the IP Office Manager.


- **Message Waiting Indication**  
If supported by the user's current phone, the user will receive message waiting indication whenever their mailbox contains new messages. The type of message waiting indication will depend on the telephone.
- **Mailbox Access**  
The standard default short code (\*17) can be used to access an extensions associated user mailbox. Other methods of mailbox access can be configured.
  - For IP Office 4.2+, the MESSAGES button on phones, which normally emulates \*17, can be configured to access Visual Voice mode on phones that can support [Visual Voice](#)<sup>[54]</sup>. This is done using the Messages Button Goes To Visual Voice (*System / Voicemail*) option.
- **Ringback**  
Embedded Voicemail can be set to ring the user whenever they have new messages in their mailbox. This ringback is triggered the completion of a call at the user's extension. Ringback from a hunt group mailbox containing new messages may also occur if the user is configured to receive hunt group message waiting indication.
- **Voicemail On/Off**  
The sending of calls to the user's mailbox can be switched off. Note however that this does not stop other methods of leaving messages directly in the user's mailbox.
- **Access Code**  
An access code can be assigned to the mailbox. Anyone accessing the mailbox must first enter this code, before they can collect messages. The access code can be reset by the user once they are in their mailbox.
- **Voicemail Reception & Breakout Numbers**  
Setting a Voicemail Reception number for a user, allows callers leaving a message in their mailbox to dial \*0 to be transferred to that number. If used this feature should be announced in the mailbox greeting prompt. Two transfer numbers can also be entered. The user can record a message stating that the caller can press \*2 or \*3 to transfer to the specified telephone numbers.
- **Announcements**  
IP Office 4.0+ allows Embedded Voicemail to provide announcements to calls waiting to be answered by users. This is similar to the announcements provided for [hunt groups](#)<sup>[33]</sup>, with announcements being played to callers waiting to be answered. Due to the overlap of various timeouts, the use of user announcements is not recommended in conjunction with forwarding and voicemail.
- **Voicemail Email**  
IP Office 4.2+. A user can have notification of new messages sent to your their address. The notification can be a simple alert to tell them that they have a new message or the voicemail message can be sent if required. See [Voicemail Email Integration](#)<sup>[27]</sup>.


#### WARNING: Changing User Names

Mailboxes are created based on each user's unique user name within the IP Office configuration. Changing a user name will associate that user with a new mailbox. If it is necessary to change a user name, ensure that they have played and deleted all their messages first. If a user name is changed without clearing the original mailbox, it will be necessary to create a short code based on the old user name in order to access the old mailbox.

To change voicemail configuration for an individual:

A  symbol indicates that the setting can also be set and locked through user rights. For details refer to the IP Office Manager documentation.

1. Open IP Office Manager and receive the IP Office configuration.
2. In the Navigation pane click  User and select the individual user.
3. View the Voicemail tab.

- Voicemail Code: *Default = Blank, Range = 0 (no code) to 15 digits.*  
A code (1-15 digits) used to validate access to the mailbox. If remote access is attempted to a mailbox that has no voicemail code set, the prompt "Remote access is not configured on this mailbox" is played.
  - The mailbox user can change the code by dialing \*04 after having entered the mailbox.
- Voicemail On *Default = On*  
When on, the mailbox is used by the IP Office to answer the user's unanswered calls or calls when the user's extension would have otherwise returned busy. Note that selecting off does not disable use of the user's mailbox. Messages can still be forward to their mailbox. The mailbox can also still be accessed to collect messages.
- Voicemail Help *Default = Off*  
This setting is not used for embedded voicemail. Help can be accessed by dialing \*4 after accessing the mailbox.
  - Voicemail Ringback: *Default = Off*   
When enabled and a new message has been received, the voicemail server calls the user's extension to attempt to deliver the message each time the telephone is put down. Voicemail will not ring the extension more than once every 30 seconds.
  - Voicemail Email Reading: *Default = Off*  
This setting is not used for embedded voicemail.
  - UMS Web Services: *Default = Off, Software level = 4.2+.*  
This setting is not used for embedded voicemail.
- Voicemail Email: *Default = Blank (No voicemail email features)*  
This field is used to set the user or group email address used for [voicemail email operation](#) <sup>[27]</sup>. When an address is entered, the additional Voicemail Email controls below are selectable.
- Voicemail Email *Default = Off*  
If an email address is entered for the user or group, the following options become selectable. These control the mode of automatic voicemail email operation provided by the voicemail server whenever the voicemail mailbox receives a new voicemail message.
  - *Off*  
If off, none of the options below are used for automatic voicemail email. Users can also select this mode by dialing \*03 from their extension.
  - *Copy*  
If this mode is selected, each time a new voicemail message is received in the voicemail mailbox, a copy of the message is attached to an email and sent to the email address. There is no mailbox synchronization between the email and voicemail mailboxes. For example reading and deletion of the email message does not affect the message in the voicemail mailbox or the message waiting indication provided for that new message.


---

- *Forward*

If this mode is selected, each time a new voicemail message is received in the voicemail mailbox, that message is attached to an email and sent to the email address. No copy of the voicemail message is retained in the voicemail mailbox and there is no message waiting indication. As with Copy, there is no mailbox synchronization between the email and voicemail mailboxes. Users can also select this mode by dialing \*01 from their extension.

- *Alert*

If this mode is selected, each time a new voicemail message is received in the voicemail mailbox, a simple email message is sent to the email address. This is an email message announcing details of the voicemail message but with no copy of the voicemail message attached. Users can also select this mode by dialing \*02 from their extension.

- DTMF Breakout 

When a caller is directed to voicemail to leave a message, they can be given the option to be transferred to a different extension. The mailbox greeting message needs to be recorded telling the caller the options available. The extension numbers that they can be transferred to are entered in the fields below.

- For IP Office 5.0+, system default values can be set for these numbers and are used unless a different number is set within these user settings. Also for IP Office 5.0+, these values can be set using User Rights.

- Reception / Breakout (DTMF 0)

The number to which a caller is transferred if they press \*0 while listening to the mailbox greeting rather than leaving a message.

- Breakout (DTMF 2)

The number to which a caller is transferred if they press \*2 while listening to the mailbox greeting rather than leaving a message.

- Breakout (DTMF 3)

The number to which a caller is transferred if they press \*3 while listening to the mailbox greeting rather than leaving a message.

4. Click OK to save the voicemail changes for the user.

5. Amend any other user details, then save and merge the configuration changes.

### 3.1.1 Voicemail Email Integration

For IP Office 4.2+ (excluding Small Office Edition), the use of Voicemail Email features with Embedded Voicemail is supported. This uses the IP Office system's SMTP settings to send messages to the customer's email server. That server then forwards those messages into the user email mailboxes.

Once enabled, users can select to have a email alert about each new voicemail message or to have the voicemail message forwarded to their email mailbox. In addition when listening to a message in their voicemail mailbox they can forward it to their email mailbox.

- **Warning**  
The sending of .wav files across a network creates a high loading on the network and networks servers. A one-minute message requires a 1MB .wav file.
1. Note that changing the IP Office's SMTP settings requires the system to be restarted.
  2. Obtain details of the customer's SMTP email server. It may be necessary to configure a user account on that server in order for it to accept and relay emails from the IP Office.
  3. Using IP Office Manager, receive the IP Office system configuration.
  4. Select System and then the SMTP tab.
  5. Enter the details to match the customer SMTP server.
    - **IP Address**  
The IP address of the customer's SMTP server. If not on the same subnet as the IP Office LAN, an IP route must also be added.
    - **Port**  
The SMTP listening port of the server. The default is 25.
    - **Email From Address**  
This is the address that will be used by the IP Office. Some servers will only relay messages from recognized full addresses or addresses in the same domain.
    - **Server Requires Authentication**  
If the server requires a user account to receive and send emails, enter the details of an account configured on that server for use by the IP Office.
  6. For each user, select User | Voicemail.
  7. In the Voicemail Email field enter the user's email address.
  8. Using the radio button, select the type of Voicemail Email function alerts for the user.
    - **Off**  
Don't send email alerts for new messages. Users can select this themselves by dialing *\*03*.
    - **Copy**  
Send a copy of each new message received to the user's email address. User's cannot select this mode themselves.
    - **Forward**  
Forward each new message received to the user's email address, deleting the message from their mailbox. Users can select this themselves by dialing *\*01*.
    - **Alert**  
Send an email alert for each new message received. Users can select this themselves by dialing *\*02*.
  9. Send the configuration back to the IP Office.

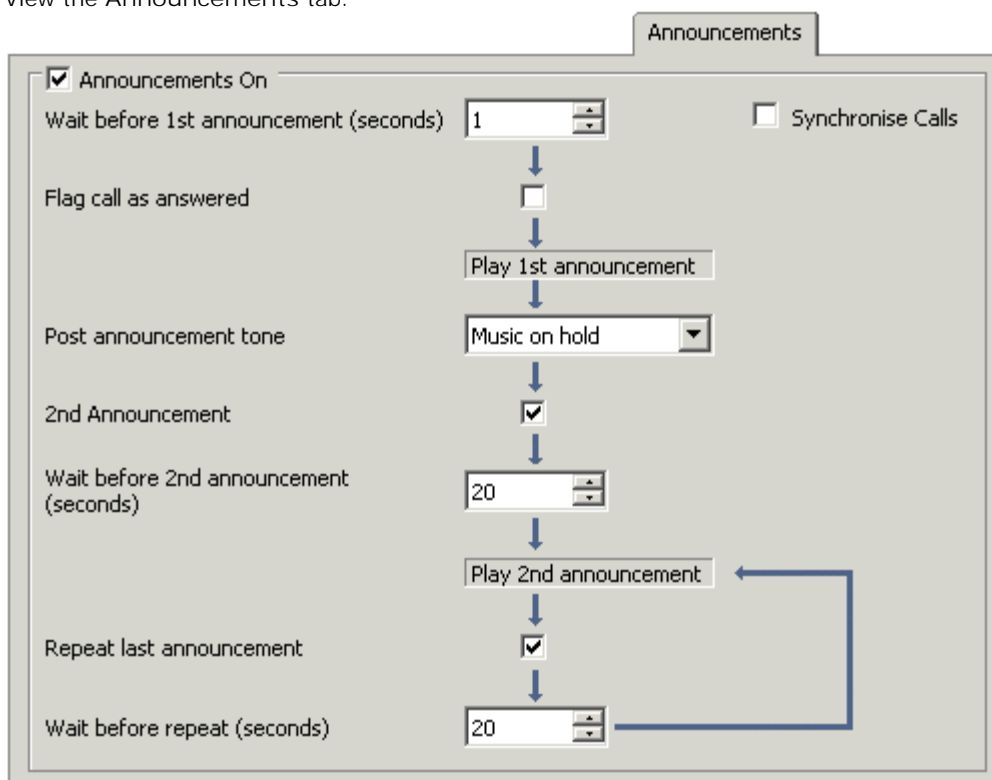
### 3.1.2 User Announcements

Announcements are played to callers waiting to be answered. This includes callers being presented to hunt group members, ie. ringing, and callers queued for presentation.

- IP Office 4.0+ supports announcements using Embedded Voicemail.
- If no voicemail channel is available for an announcement, the announcement is not played.
- Calls can be answered during the announcement.
- If a call is rerouted to a hunt group's Night Service Group or Out of Service Fallback Group, the announcements of the new group are applied.
- If a call overflows, the announcements of the original group are still applied, not those of the overflow group.
- For announcements to be used effectively, the hunt group's Voicemail Answer Time must be extended or Voicemail On must be unselected.

#### Announcement Configuration

1. Open IP Office Manager.
2. Select the user or hunt group for which announcements are required.
3. View the Announcements tab.



- Announcements On: *Default = Off.*  
This setting enables or disables announcements.
- Wait before 1st announcement: *Default = 10 seconds. Range = 0 to 9999 seconds.*  
This setting sets the time delay from the calls presentation, after which the first announcement should be played to the caller. If Synchronise Calls is selected, the actual wait may differ, see below.
- Flag call as answered: *Default = Off.*  
This setting is used by the IP Office CCC and CBC applications. By default they do not regard a call as answered until it has been answered by a person. This setting allows calls to be marked as answered once the caller has heard the first announcement. This setting is not used by the IP Office Customer Call Reporter application.
- Post announcement tone: *Default = Music on hold.*  
Following the first announcement, you can select whether the caller should hear *Music on Hold*, *Ringing* or *Silence* until answered or played another announcement.
- 2nd Announcement: *Default = On.*  
If selected, a second announcement can be played to the caller if they have still not been answered.

- Wait before 2nd announcement: *Default = 20 seconds. Range = 0 to 9999 seconds.*  
This setting sets the wait between the 1st and the 2nd announcement. If Synchronize Calls is selected, the actual wait may differ, see below.
- Repeat last announcement: *Default = On.*  
If selected, the last announcement played to the caller is repeated until they are answered or hang-up.
- Wait before repeat: *Default = 20 seconds. Range = 0 to 9999 seconds.*  
If Repeat last announcement is selected, this setting sets is applied between each repeat of the last announcement. If Synchronize Calls is selected, this value is grayed out and set to match the Wait before 2nd announcement setting.
- Synchronize calls: *Default = Off*  
This option can be used to restrict how many voicemail channels are required to provide the announcements.
  - *Off*  
When Synchronize calls is off, announcement are played individually for each call. This requires a separate voicemail channel each time an announcement is played to each caller. While this ensures accurate following of the wait settings selected, it does not make efficient use of voicemail channels.
  - *On*  
When Synchronize calls is on, if a required announcement is already being played to another caller, further callers wait until the announcement been completed and can be restarted. In addition, when a caller has waited for the set wait period and the announcement is started, any other callers waiting for the same announcement hear it even if they have not waited for the wait period. Using this setting, the maximum number of voicemail channels ever needed is 1 or 2 depending on the number of selected announcements.

4. Click OK to save the changes.

5. Click  to merge the configuration back to the IP Office.

### Recording the Announcements

There are no default queue announcements for user and hunt groups. The maximum length for announcements is 10 minutes.

On new IP Office 4.0+ systems there are two default short codes that enable you to record announcements. On existing and upgraded systems these or similar short codes need to be added manually.

The default short codes are:

- \*91N; / N".1" / Record Message  
Used to record an announcement 1. For example, to record announcement 1 for a hunt group on extension 300 dial \*91300# and follow the instructions to record the new announcement.
- \*92N; / N".2" / Record Message  
Used to record an announcement 2. For example, to record announcement 2 for a hunt group on extension 300 dial \*92300# and follow the instructions to record the announcement.

---

## 3.2 Hunt Group Mailbox Configuration

Embedded Voicemail creates a mailbox for each hunt group on the IP Office system. Calls are sent to the mailbox only when each available group member has been rung for the group's set ring time.

The group mailbox can be configured either through the mailbox (refer to the Embedded Voicemail User Guide) or through the hunt group settings in the IP Office Manager.



- **Message Waiting Indication**  
By default there is no message waiting indication to any user for hunt group messages. Users must be configured individually. For more information, see [Message Waiting Indication](#)<sup>[31]</sup>.
- **Mailbox Access**  
By default there is no mailbox access to hunt group mailboxes to collect messages. Users assigned hunt group message waiting indication may also gain access depending on their phone type or if using IP Office Phone Manager. Otherwise an access short code must be created for the hunt group. For more information, see [Hunt Group Mailbox Access](#)<sup>[32]</sup>.
- **Ringback**  
Embedded Voicemail can be set to ring the user whenever they have new messages in a hunt group mailbox for which they receive message waiting indication. This ringback is triggered the completion of a call at the user's extension.
- **Voicemail On/Off**  
The sending of calls to the group's mailbox can be switched off. Note however that this does not stop other methods of leaving messages directly in the mailbox.
- **Access Code**  
An access code can be assigned to the mailbox. Anyone accessing the mailbox must first enter this code before they can collect messages. The access code can be reset by the user once they are in the mailbox.

### WARNING: Changing Hunt Group Names

Mailboxes are created based on the unique group name within the IP Office configuration. Changing a group name will associate that group with a new mailbox. If it is necessary to change a group name, ensure that they have played and deleted all messages first. If a group name is changed without clearing the original mailbox, it will be necessary to create a short code based on the old group name in order to access the old mailbox.



The group mailbox can be configured either through the mailbox and system short codes or through the hunt group settings within the IP Office configuration.

To configure a group mailbox in IP Office Manager:

1. Open IP Office Manager and receive the IP Office configuration.
2. Click  Hunt Group to display the list of existing hunt groups.
3. Double-click the required hunt group.
4. Click the Voicemail tab. This tab includes settings that are used by IP Office Voicemail Lite and Voicemail Pro. For Embedded Voicemail complete the following details:
  - **Voicemail Code**  
This field can be used to set a mailbox access code. That code must then be entered by anyone attempting to retrieve messages from the mailbox.
  - **Voicemail On**  
When ticked, calls to the hunt group's number will divert to voicemail if all available group members are busy or do not answer within the group's set allocated answer interval.
5. Make any changes as required for the hunt group and click OK.
6. Repeat for any other hunt group.
7. Use  to save the new changes back to the IP Office system.

### 3.2.1 Message Waiting Indication

By default no message waiting indication is sent to any user for a hunt group mailbox. The following process shows how to give a user message waiting indication from a hunt groups mailbox. The method of indication will depend on the type of telephone the user has and whether they are using IP Office Phone Manager.




1. Start IP Office Manager and receive the IP Office configuration.
2. Click  User to display the list of existing users.
3. Double-click the user who requires hunt group message waiting indication.
4. Click the Source Numbers tab.
5. Click Add.
6. In the Source Number field, enter *H* followed by the name of the hunt group. For example, for the hunt group Main, enter *HMain*.
7. Click OK and repeat for any other hunt groups for which the user requires message waiting indication.
8. Click OK and repeat for any other users.
9. Use  to save the new changes back to the IP Office system.

## 3.2.2 Hunt Group Mailbox Access

By default no user has access to a hunt group mailbox until specifically configured for such access. Hunt group mailboxes can be accessed using the following methods:

### Message Waiting Indication

Users who have been assigned hunt group message waiting indication are also given methods to access the hunt group mailbox. The method will depend on the telephone and/or software they are using. For more information, see [Message Waiting Indication](#) <sup>[31]</sup>.

- Avaya 4400 Series Telephone Users  
DS display phone users on telephone models with a  MENU key also gain access once they have been configured for hunt group message waiting. The hunt group name is then displayed when the user presses  MENU,  MENU, Msgs, Voice. For more information, see your telephone user guide.
- Phone Manager Users  
Phone Manager users see the hunt group name and number of messages listed on the Messages tab. They can click this to access the hunt group mailbox.
- Voicemail Ringback  
If a user has voicemail ringback enabled, ringback will occur for new group messages as well as new personal messages. Ringback for personal messages takes place before any ringback for new group messages.
- Visual Voice  
If Visual Voice is available, the user will see the name of the hunt group listed. The number of new calls are shown in brackets next to the hunt group name.

### Short Code and button Access

A short code can be created for hunt group mailbox access, as detailed in the table. This can be a system wide or user specific short code. For information about setting up short codes, see the IP Office Manager help or guide.

Field	Contains...
Code	*99
Feature	Voicemail Collect
Telephone Number	"?Sales"
Line Group Id	0

The Voicemail Collect feature and hunt group mailbox name can also be assigned to a user's programmable button.

### Remote Access

The standard methods for remote mailbox access apply to users or to hunt groups. For more information, see [Remote Mailbox Access](#) <sup>[35]</sup>.

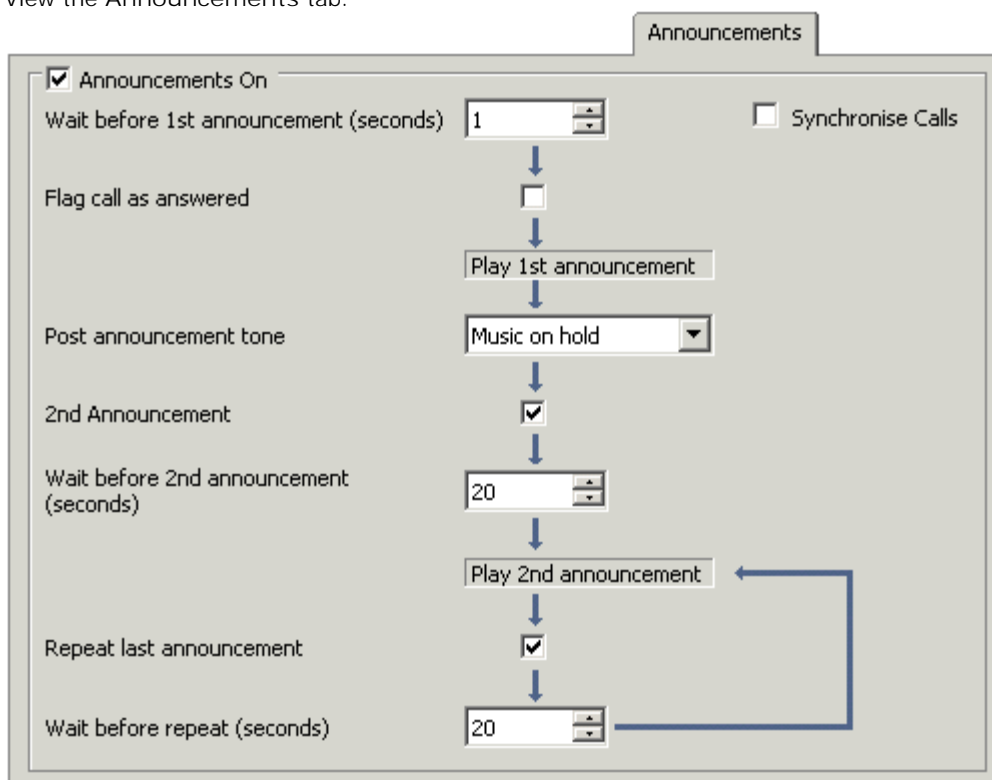
### 3.2.3 Announcements

Announcements are played to callers waiting to be answered. This includes callers being presented to hunt group members, ie. ringing, and callers queued for presentation.

- IP Office 4.0+ supports announcements using Embedded Voicemail.
- If no voicemail channel is available for an announcement, the announcement is not played.
- Calls can be answered during the announcement.
- If a call is rerouted to a hunt group's Night Service Group or Out of Service Fallback Group, the announcements of the new group are applied.
- If a call overflows, the announcements of the original group are still applied, not those of the overflow group.
- For announcements to be used effectively, the hunt group's Voicemail Answer Time must be extended or Voicemail On must be unselected.

#### Announcement Configuration

1. Open IP Office Manager.
2. Select the user or hunt group for which announcements are required.
3. View the Announcements tab.



- **Announcements On:** *Default = Off.*  
This setting enables or disables announcements.
- **Wait before 1st announcement:** *Default = 10 seconds. Range = 0 to 9999 seconds.*  
This setting sets the time delay from the calls presentation, after which the first announcement should be played to the caller. If Synchronize Calls is selected, the actual wait may differ, see below.
- **Flag call as answered:** *Default = Off.*  
This setting is used by the IP Office CCC and CBC applications. By default they do not regard a call as answered until it has been answered by a person. This setting allows calls to be marked as answered once the caller has heard the first announcement. This setting is not used by the IP Office Customer Call Reporter application.
- **Post announcement tone:** *Default = Music on hold.*  
Following the first announcement, you can select whether the caller should hear *Music on Hold*, *Ringing* or *Silence* until answered or played another announcement.
- **2nd Announcement:** *Default = On.*  
If selected, a second announcement can be played to the caller if they have still not been answered.

- 
- Wait before 2nd announcement: *Default = 20 seconds. Range = 0 to 9999 seconds.*  
This setting sets the wait between the 1st and the 2nd announcement. If Synchronize Calls is selected, the actual wait may differ, see below.
  - Repeat last announcement: *Default = On.*  
If selected, the last announcement played to the caller is repeated until they are answered or hang-up.
  - Wait before repeat: *Default = 20 seconds. Range = 0 to 9999 seconds.*  
If Repeat last announcement is selected, this setting sets is applied between each repeat of the last announcement. If Synchronize Calls is selected, this value is grayed out and set to match the Wait before 2nd announcement setting.
  - Synchronize calls: *Default = Off*  
This option can be used to restrict how many voicemail channels are required to provide the announcements.
    - *Off*  
When Synchronize calls is off, announcement are played individually for each call. This requires a separate voicemail channel each time an announcement is played to each caller. While this ensures accurate following of the wait settings selected, it does not make efficient use of voicemail channels.
    - *On*  
When Synchronize calls is on, if a required announcement is already being played to another caller, further callers wait until the announcement been completed and can be restarted. In addition, when a caller has waited for the set wait period and the announcement is started, any other callers waiting for the same announcement hear it even if they have not waited for the wait period. Using this setting, the maximum number of voicemail channels ever needed is 1 or 2 depending on the number of selected announcements.

4. Click OK to save the changes.

5. Click  to merge the configuration back to the IP Office.

## Recording the Announcements

There are no default queue announcements for user and hunt groups. The maximum length for announcements is 10 minutes.

On new IP Office 4.0+ systems there are two default short codes that enable you to record announcements. On existing and upgraded systems these or similar short codes need to be added manually.

The default short codes are:

- \*91N; / N".1" / Record Message  
Used to record an announcement 1. For example, to record announcement 1 for a hunt group on extension 300 dial \*91300# and follow the instructions to record the new announcement.
- \*92N; / N".2" / Record Message  
Used to record an announcement 2. For example, to record announcement 2 for a hunt group on extension 300 dial \*92300# and follow the instructions to record the announcement.

### 3.3 Remote Mailbox Access

Remote mailbox access is accessing a mailbox from any location does not match the mailbox user or hunt group's number. That includes both internal and external access.

- Remote access is only possible if the mailbox user or hunt group has a voicemail code set in the IP Office configuration.

There are a number of ways to enable remote mailbox access.

1. Direct from an Incoming Call Route

An incoming call route could be configured to enable remote access to a mailbox. The option *Voicemail* can be selected as the Destination and/or Night Service Destination of an Incoming Call Route.

2. Using a Short Code

A short code can be created that uses the Voicemail Collect feature but without a mailbox name specified in the Telephone Number field will trigger remote access. An example is shown below. This short code could be utilized by users on the system, as the destination in an Incoming Call Route or as the destination for a auto attendant option.

Field	Contains...
Code	*99
Feature	Voicemail Collect
Telephone Number	?
Line Group Id	0

3. Via an Auto Attendant

An auto attendant can be used to enable remote access to a mailbox. A short code similar to the example could be entered as the Destination for one of the auto attendant Normal Transfer key options. For more information, see [Using Auto Attendant to Access Voicemail](#)<sup>45</sup>.



# **Chapter 4.**

# **Auto Attendant Configuration**

---

## 4. Auto Attendant Configuration

In addition to basic voicemail operation, you can create auto attendants using Embedded Voicemail. For IP Office 4.1+, up to 40 auto attendant services are supported whereas previously only 4 were supported.

The IP406 V2 and IP500 support up to 4 simultaneous calls to Embedded Voicemail services. The Small Office Edition supports up to 10 simultaneous calls to Embedded Voicemail depending on available voice compression channels.

Each auto attendant consists of:

- Actions

Each of the normal DTMF dialing keys: \*, # and 0 to 9, can be assigned to an action. Callers can dial-through prompts, that is press an action key while listening to the greetings prompts. For IP Office 4.0+, you can also assign an action to the key Fax. If a transfer action is set, on detecting fax tone the auto attendant will route the call to the fax transfer destination as specified using the Blind Transfer action.

- Blind Transfer

Callers are transferred to the selected destination. This action is used with the key Fax so that when a fax tone is detected the call is transferred to the specified extension.

- Dial by Name *IP Office 5.0+*

Callers can dial the name of the user they require. A list of matching names is then played to them to make a selection.

- Dial by Number

Callers can dial the required extension number. There is no prompt associated with the action. If a prompt is required it is as part of the menu prompt. Unexpected results may occur if the dial plan is not a uniform length. Hunt group and user extension numbers should all be the same length.

- Normal Transfer

Transfers the caller to a specified number. This is a supervised transfer, that is, if busy or unanswered the call will follow the settings of the target user or hunt group. If the destination field is left blank, callers can dial the extension number that they require, however no prompts will be played.

- Not Defined

Take no action.

- Replay Greeting

Repeat the menu greeting.

- Transfer to Attendant

Used to access one auto attendant from another.

- Prompts

You can record separate morning, afternoon and evening (out of hours) greeting prompts. Which prompt is used is defined by associated Time Profiles. The greeting prompt is followed by a menu options prompt. This is used to inform the caller of the auto attendant options. For more information, see [Recording Prompts](#).<sup>41</sup>


- In situations where time profiles are absent, overlap or conflict; the order of precedence given is to time profiles assigned to *Morning*, *Afternoon* and then *Evening*.

## 4.1 Create an Auto Attendant

The following process shows by example the setup for an auto attendant for Embedded Voicemail. In this example the auto-attendant should give callers the option to press 0 for reception (hunt group 200) or 1 for sales (hunt group 301).

- For details of routing calls to the auto attendant, see [Routing Incoming Calls to an Auto Attendant](#)<sup>42</sup>.

To create an auto attendant:

- Start IP Office Manager and load the required configuration.
- Note that if time profiles are going to be used in an auto attendant, the time profile has to be created before creating the auto attendant. For more information, see the IP Office Manager help.
- Click  Auto Attendant. Any existing Auto Attendants are listed.
- Click Create a New Record in the Group Pane. Select Auto Attendant. In the Name field enter the name for the auto attendant. This can be up to 15 characters in length.

Auto Attendant
Actions

**Auto Attendant Configuration**

Name

Maximum Inactivity

Enable Local Recording

AA Number

Dial By Name Match Order

	Time Profile	Recording Name	Shortcode
Morning	<input type="text" value=" &lt;None&gt;"/>	<input type="text" value=" &lt;None&gt;"/>	<input type="text" value=""/>
Afternoon	<input type="text" value=" &lt;None&gt;"/>	<input type="text" value=" &lt;None&gt;"/>	<input type="text" value=""/>
Evening	<input type="text" value=" &lt;None&gt;"/>	<input type="text" value=" &lt;None&gt;"/>	<input type="text" value=""/>
Menu Options		<input type="text" value=" &lt;None&gt;"/>	<input type="text" value=""/>

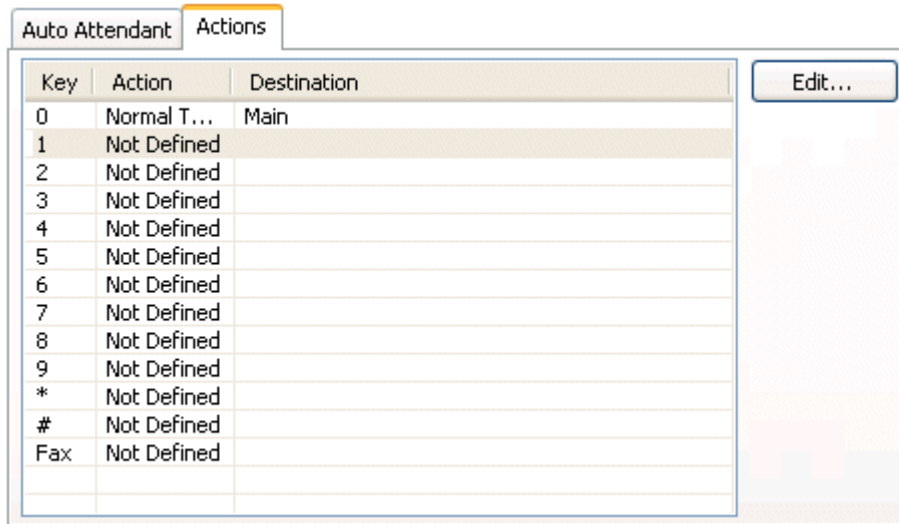
- Name:** *Range = Up to 12 characters*  
This field sets the name for the auto-attendant service. External calls can be routed to the auto attendant by entering AA:Name in the destination field of an Incoming Call Route.
- Maximum Inactivity:** *Default = 8 seconds; Range = 1 to 20 seconds, Software level = 3.0+.*  
This field sets how long after playing the prompts the Auto Attendant should wait for a valid key press. If exceeded, the caller is either transferred to the Fallback Extension set within the Incoming Call Route used for their call or else the caller is disconnected.
- Enable Local Recording:** *Default = On, Software level = 4.0+ (Q2 2007 Maintenance release).*  
When off, use of short codes to record auto-attendant prompts is blocked. The short codes can still be used to playback the greetings.
- Dial by Name Match Order:** *Default = First Name/Last Name, Software level = 5.0+.*  
Determines the name order used for the the Embedded Voicemail Dial by Name function. The options are *First then Last* or *Last then First*.
- AA Number:** *Software level = 4.1+.*  
This number is assigned by the IP Office and cannot be changed. It is used in conjunction with short codes to access the auto attendant service or to record auto attendant greetings.
- Morning/Afternoon/Evening/Menu Options:**  
Each auto-attendant can consist of three distinct time periods, defined by associated time profiles. A greeting can be recorded for each period. The appropriate greeting is played to callers and followed by the Menu Options greeting which should list the available actions.
  - Time Profile**  
The time profile that defines each period of auto-attendant operation. When there are overlaps or gaps between time profiles, precedence is given in the order morning, afternoon and then evening.
  - Short code**  
These fields indicate the system short codes automatically created to allow recording of the time profile greetings and the menu options prompt.

- Recording Name: *Default = Blank. Range = Up to 31 characters, Software level = 4.0+ (Q2 2007 Maintenance release).*

This field appears next to the short code used for manually recording auto-attendant prompts. It is only used is using pre-recorded wav files as greeting rather than manually recording greetings using the indicated short codes. If used, note that the field is case sensitive and uses the name embedded within the wav file file header rather than the actual file name. The utility for converting .wav files to the correct format is provided with Manager and can be launched via [File | Advanced | LVM Greeting Utility](#)<sup>[46]</sup>. Files then need to be manually transferred to the embedded voicemail memory card.

5. Click the Actions tab. The option to press 0 for reception (hunt group Main) is entered by:

- Click with the Key 0 row. Click Edit.
- Select the action Normal Transfer from the available options.
- Select the required destination. In this example the group **Main** is selected.
- Click OK.



6. The option to press 1 for sales (hunt group 301) is entered by:

- Click within the Key 1 row. Click Edit.
- Select the action Normal Transfer from the available options.
- Select the required destination, for this example the group **Sales**.
- Click OK.

7. Click OK to save the auto attendant. Short codes are automatically created for the auto attendant and the codes can be viewed in the Auto Attendant tab.

8. Click  to save the new changes back to the IP Office system.

9. Following the system reboot, you can record prompts for the auto attendant using the short codes created. For more information, see [Recording Prompts](#)<sup>[41]</sup>.

## 4.2 Recording Prompts

When a new auto attendant is created, a number of short codes are automatically added to the system short codes table. The short codes allow the recording of the various auto attendant prompts. The appropriate number to dial is indicated against each greeting on the Auto Attendant tab in IP Office Manager.

The telephone number part takes the form *AA:Name.x*, where *Name* is the name of the auto attendant service, and *x* is *1* for the morning greeting, *2* for the afternoon greeting, *3* for the evening greeting and *4* for the menu options prompt.

For IP Office 4.1+ the number can also take the form *AA.N.x* where *N* is the auto attendant number and *x* is *1* for the morning greeting, *2* for the afternoon greeting, *3* for the evening greeting and *4* for the menu options prompt.

When using any of these short codes, you hear the options:

- 1 to hear the current prompt.
- 2 to record a new prompt.
- 3 to save the new prompt.


### Notes

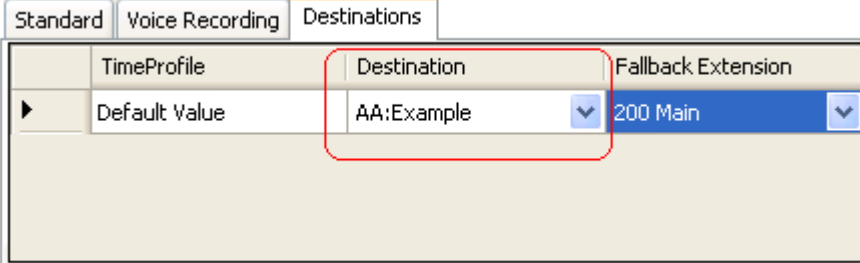
- To prevent abuse of these default short codes, they can be deleted or changed. They can also be removed from the system short codes section and rebuilt in the user short codes of a trusted user. Alternately, disabling the Enabling Local Recording option (IP Office 4.0 May 2007 maintenance release and higher) stops the use of short codes to record the auto attendant greetings.
- Using the Dial feature, the short codes can be assigned to a programmable button. This allows quick access and recording of any prompts that change frequently.

## 4.3 Routing Incoming Calls to an Auto Attendant


An integral voicemail auto attendant created can be specified as a destination in the IP Office Incoming Call Routes table. Internal callers can access an auto attendant through a programmed DSS button or Phone Manager speed dial.

To route incoming calls to an auto attendant:

1. Start IP Office Manager and load the required configuration.
2. Click  Incoming Call Route and select the required route.
3. View the Standard tab. Check that the settings match the calls you expect to be routed to the auto attendant (for full details refer to the IP Office Manager documentation).
4. Click the Destination tab. In the Destination field use the drop down list to select the auto attendant. The names of the configured auto attendants are shown prefixed with AA:



TimeProfile	Destination	Fallback Extension
Default Value	AA:Example	200 Main

5. In the example above the Fallback Extension has also been set to route calls to a hunt group. The Fallback Extension setting is used for callers in the auto attendant who do not make a valid key press within the auto attendant's Maximum Inactivity time.
6. Using time profiles, additional destination sets can be added to use the auto attendant at certain times of day or to use different auto attendants at different times.
7. Click OK.
8. Use  to save the new changes back to the IP Office system.

## 4.4 Transferring Calls to an Attendant

Normally calls are directed to an auto attendant by an IP Office incoming call route. However it can also be useful to transfer calls received at an internal extension to an auto attendant.

You can transfer calls to an Auto Attendant by:

- [Using Programmed Buttons](#) <sup>[43]</sup>.
- [Using Phone Manager](#) <sup>[43]</sup>.
- [Using SoftConsole](#) <sup>[44]</sup>.
- [Using Short Codes](#) <sup>[44]</sup>.

### Using Programmed Buttons

On Avaya phones with programmable buttons, those buttons can be programmed to access auto attendant services.

To create an auto attendant button:

1. From the IP Office system configuration, set the action of one of the users programmable buttons to Dial.
2. Set the associated telephone number to *AA: Name* where *Name* matches the name of the auto attendant.
3. Save this configuration change back to the IP Office.

When the user receives a call they want to transfer to the auto-attendant, they can use a programmed button.

To transfer a call using the programmed button:



1. Place the call on hold.
2. Press the button programmed for the auto-attendant.
3. Hang-up the call at their extension. This will cause a blind transfer of the held call to the auto-attendant.

### Using Phone Manager

To create an auto attendant speed dial:

1. Within the user's Phone Manager, click the Speed Dials tab.
2. Right-click the speed dial panel and select **New > Speed Dial Group Member**. The Speed Dial window opens.
3. In the Name field, enter a name for the Auto Attendant.
4. In the Number field, enter *AA: Name* where *Name* matches the name of the auto attendant.
5. Click OK.

To transfer a call using the Speed Dial:

1. During a call that you want to transfer to the auto attendant click  Hold to place the call on hold.
2. Click the Speed Dials tab.
3. Click the speed dial created for the auto attendant.
4. Click  Complete Transfer to transfer the held caller.



---

## Using SoftConsole

To create an auto attendant speed dial:

1. Click the required BLF Group tab.
2. Right-click the speed dial panel and select New > BLF Group Member. The New BLF Group Member window opens.
3. In the Name field, enter a name for the Auto Attendant.
4. In the Number field, enter AA: *Name* where *Name* matches the name of the auto attendant.
5. Click OK.

To transfer a call using the Speed Dial:

1. During a call that you want to transfer to the auto attendant click  Hold to place the call on hold.
2. Click the BLF Group tab.
3. Click the speed dial created for the auto attendant.
4. Click  Complete Transfer to transfer the held caller.

## Using Short Codes

The Auto Attendant short code feature can be used to connect to a particular auto attendant. The Telephone Number field takes the form AA: followed by the Auto Attendant service name.

In the example below, dialing \*98 would connect the user with the auto attendant named *Example*.

Field	Contains...
Code	*98
Feature	Auto Attendant
Telephone Number	AA:Example
Line Group Id	0

Once a short code for a particular auto attendant has been created, callers can be transferred.


To transfer a caller:

1. Place the caller on hold.
2. Dial the auto attendant short code.
3. Hang up.


## 4.5 Using Auto Attendant to Access Voicemail

A useful function in auto attendants is to let callers access their own voicemail mailbox. This can be achieved by first creating a short code and then using the short code as an auto attendant destination.

To create a short code for remote access:

1. Start IP Office Manager and load the required configuration.
2. For the user or hunt group for which you want to create remote access, open their settings and on the Voicemail tab ensure that a Voicemail Code has been set. Remote access will not work without this.
3. In the configuration tree panel, click  Shortcode. Any existing system short codes are listed.
4. Click Create a New Record in the Group Pane. Select Short Code.
5. Create a short code such as the following example:

Field	Contains...
Code	*99
Feature	Voicemail Collect
Telephone Number	?
Line Group Id	0

6. Click OK to add the new short code.
7. Create an auto attendant and select the key that the caller should use. Set the keys Action to Normal Transfer. Type the short code in the destination, in the example it would be \*99.
8. Click OK.
9. Click  to save the new changes back to the IP Office system.

External callers to the auto-attendant selecting the right option will now be challenged to enter the mailbox number and then the mailbox access code. If entered correctly they will be able to collect messages.

## 4.6 Using Named Announcement Files

IP Office 4.1+ allows pre-recorded files to be converted and used as auto attendant greetings. This approach allows greetings to be recorded by methods other than through the IP Office phone short codes. It also allows the same greeting to be shared between several auto attendants.

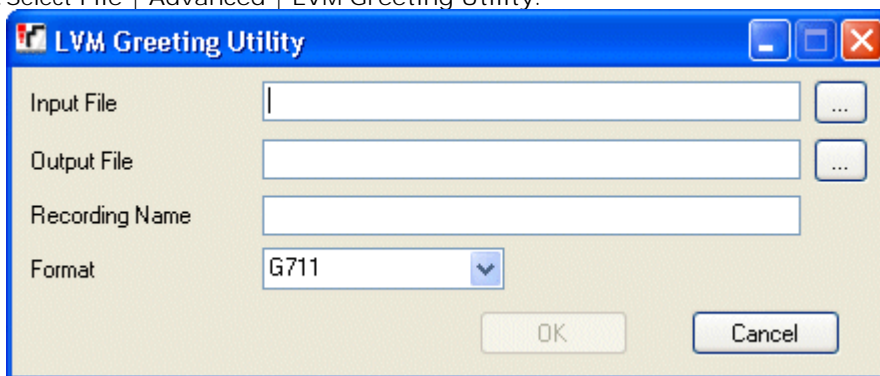
- Preventing Over Recording of Uploaded Files

Once uploaded to the IP Office, the converted files can still be recorded over using the default short codes for recording auto attendant greetings. To prevent this use de-select the Enable Local Recording option of the auto attendant.

### A. Converting the Recordings


This process converts the source WAV file recording to the format required by the IP Office Embedded Voicemail.

1. The original recording must be in the following WAV file format. If it is in a different format, convert the file using a tool such as Windows Sound Recorder.
  - PCM/Uncompressed.
  - 8000 KHz, 16bit, Mono.
2. Start IP Office Manager.
3. Select File | Advanced | LVM Greeting Utility.





4. Click on the ... button for Input File and select the WAV file.
5. Click on the ... button for Output File and select the location into which you want the converted file saved.
6. Select the required file type. For Small Office Edition systems this should be *G723 Files (\*.c23)*. For other IP Office systems use *G711 Files (\*.c11)*.
  - Enter a name for the file (up to 8 characters with no spaces) and end the file name as either *.c23* or *.c11* to match the selected file type.
  - Enter a name for the recording in the Recording Name field. This is the name that will be entered into the IP Office configuration to use the recording. Note that the field is case sensitive.
7. Ensure that the Format matches that selected for the Output File settings chosen above.
8. Click OK.

## B. Editing an Auto Attendant to Use Named Recordings

1. Start IP Office Manager and receive the IP Office configuration.
2. Select the  Auto Attendant form and select or create the required auto attendant.
3. In the **Recording Name** field enter the name of the greeting to be used. This is the **Recording Name** entered during the files conversion, not the actual file name. It is case sensitive.
4. If only converted greeting files are to be used with the auto attendant, it may be advisable to disable the Enable Local Recording option to stop any system user recording over the file.
5. Send the configuration back to the IP Office.

## C. Transferring the Recording to the Embedded Voicemail Memory Card

This process uses TFTP to transfer the converted file to the Embedded Voicemail memory card. It first requires the IP Office to be configured with the IP address of the PC from which it should accept TFTP file transfers.

- The process below uses command line TFTP to transfer files. IP Office 4.2+ allows files to be transferred using the IP Office Manager program to display the contents of the Embedded Voicemail memory card. Select File | Advanced | Embedded File Management and then drag and drop files directly into the Ivmail\AAG folder. This method cannot be used to overwrite an existing file.
1. Determine the IP address of the PC from which you want to transfer the files.
  2. Start IP Office Manager and receive the IP Office configuration.
  3. Select the  System configuration form.
  4. Select the System tab.
  5. In the File Writer IP Address field, type the IP address of the PC from which you want the sending of files to the memory card to be allowed.
  6. Click  to send the configuration back to the control unit.
  7. Open a command window in Windows (select Start | Run and enter *cmd*).
  8. From the command window, you can use TFTP to upload files to the memory card.
    - The command is *tftp -i <IP Office IP address> put <source file> a:\Vvmail\<filename>*
    - For example, to transfer the file *c:\greeting01.c11* to an IP Office with a LAN1 IP address of 192.168.42.1, the command would be *tftp -i 192.168.42.1 put c:\greeting01.c11 a:\Vvmail\AAG\greeting01.c11*
    - *a:\Vvmail\AAG* is the destination folder on the Embedded Voicemail memory card used for auto-attendant greetings.

---

## 4.7 Dial by Name

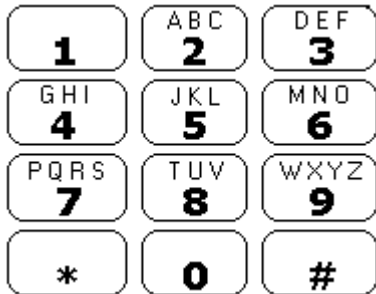
IP Office 5.0 allows the option Dial by Name to be selected as an auto attendant option. Callers selecting this option are asked to dial the name they require and then press #. The recording name prompts of matching users are then used to allow the caller to make their selection.

The name order used for set to first name/last name or last name/first name by the [Dial by Name Match Order](#) <sup>(39)</sup> setting on the Auto Attendants settings.

The name used for matching is taken from the user's configuration within the IP Office configuration. The Full Name is used if set, otherwise the Name is used.

Users are exclude from Dial by Name if they:

- Are marked as Ex Directory (User | User) in the IP Office configuration.
- Do not have a recorded mailbox name prompt.
  - They can record their own name by dialing \*05 after accessing their mailbox.
- The function assumes that a standard ITU lettered dialing pad is being used.



- The action prompts the caller to dial the name they require and then press #. For example, dialing 527 matches names starting with JAS (for example "Jason") and KAR (for example "Karl"). Callers can also press \*# to exit without making a selection.
  - If no matches are found, the caller is given the option to retry.
  - If 10 or less matches are found, the matching mailbox name greetings are played as part of a selection list, i. e. *"Press 1 for ..., press 2 for ..., ..."*.
  - If more then 10 matches are found, the caller is prompted to either press # to hear the first 10 or to dial more characters to reduce the number of matches. If they select to play the list, after each set of 10 matches they can either make a selection or follow the prompts for other options.

# Chapter 5.

# Miscellaneous

---

## 5. Miscellaneous

### 5.1 Removing the Memory Card

The memory card should never be removed from the system during normal IP Office operation. Doing so can cause the corruption of files in use.

Unless using a shut down short code, the memory card should only be removed when the IP Office has been switched off. The card should also only be inserted when the IP Office is switched off.

#### Shut Down Short Code

IP Office 4.0+ allows the addition of a short code to shut down embedded voicemail operation. That then allows removal of the memory card without switching off the IP Office system. However the card should only be reinserted when the IP Office is switched off.


The short code has the following effects:

1. Immediately disconnect all current users within embedded voicemail. This is not a polite shutdown
2. Marks the embedded voicemail as inactive so that it will not receive any new calls.
3. Shutdowns the file system so that the call data is correctly written to the flash card.
4. Extinguish the C/F LED on the IP406 V2 or IP 500 when it is safe to remove the memory card.

Once Embedded Voicemail is shutdown, it is restarted by reinsertion of a memory card.

## 5.2 Monitoring Embedded Voicemail

The IP Office Monitor application can be used to observe the operation of Embedded Voicemail.

1. From the Start menu select Programs > IP Office.
2. Select  Monitor.
3. From the File menu, click Select Unit. The Select System to Monitor window opens.
4. Enter the Control Unit IP Address and password. Depending on the IP Office system's configuration, the password required is either the system password or the separate monitor password if set.
5. Check that the Control Unit Type is set to IP Office.
6. Click OK.
7. The Monitor application attempts to connect with the control unit. If successful, something similar to the following will appear.

```
***** SysMonitor v6.0 (11031) *****
***** contact made with 192.168.42.119 at 10:08:25 15/11/2006 *****
***** System (192.168.42.119) has been up and running for 1day, 19hrs, 3mins and 7secs(154987775mS) **
154987776mS PRN: Monitor Started IP=192.168.42.130 IP 500 4.0(11031) IP500_40
(IP Office: Supports Unicode, System Locale is eng)
154987776mS PRN: LAW=A PRI=0, BRI=4, ALOG=4, ADSL=0 VCOMP=32, MDM=0, WAN=0, MODU=0 LANM=0 CkSRC=1 VMAIL=1(V
154987778mS LIST2: IFACE(4) "LAN1", "LAN2", "DialIn", "RemoteManager"
A:\lvmail\ENG\*. *
155088356mS PRN: LVM Flash A: NextFlashItemScan: Scanning A:\lvmail\ITA\*. *
155088456mS PRN: LVM Flash A: NextFlashItemScan: Finished Scanning A:\lvmail\ITA\*. *
155088462mS PRN: LVM Flash A: NextFlashItemScan: Finished Scanning A:\lvmail\*. *
155088462mS PRN: LVM Flash A: NextFlashItemScan: END-OF-LIST found
155088462mS PRN: LVM FlashMan: FiveMinuteActions: called 2006/11/15 10:10:02
155088520mS PRN: LVM FlashMan: FiveMinuteActions: Free: 955.9 MBytes ( 92% )
155088520mS PRN: 33 Hours 11 Minutes Approx. Remaining
155088520mS PRN: FMML Size: 27
```

8. From the Filters menu select Trace Options. The All Settings window opens.
9. The following Embedded Voicemail events can be selected to be included on the monitor trace:
  10. On the Call tab, select the options that you want to monitor in the Embedded Voicemail section.
  11. On the System tab, select Print.
  12. The Trace Color selection on the System tab is applied to Embedded Voicemail events.
13. Click OK.
14. Embedded Voicemail events are now shown in the Monitor trace when running. These events are all prefixed LV.

### Embedded Voicemail Housekeeping

The embedded voicemail performs housekeeping approximately every 5 minutes, subject to other system activity. This can be seen in IP Office System Monitor by enabling the trace option Filters | Call | House Keeping (Embedded Voicemail).

The details include the approximate remaining message capacity of the memory card.

```
156165753mS LVM(housekeeping): FlashMan: FiveMinuteActions: called 2009/01/29 06:52:55
156165796mS LVM(housekeeping): FlashMan: FiveMinuteActions: Free: 426.4 MBytes ( 81% )
156165796mS LVM(housekeeping): 14 Hours 48 Minutes Approx. Remaining
156165796mS LVM(housekeeping): FMML Size: 35
```



### Checking the Prompt Sets

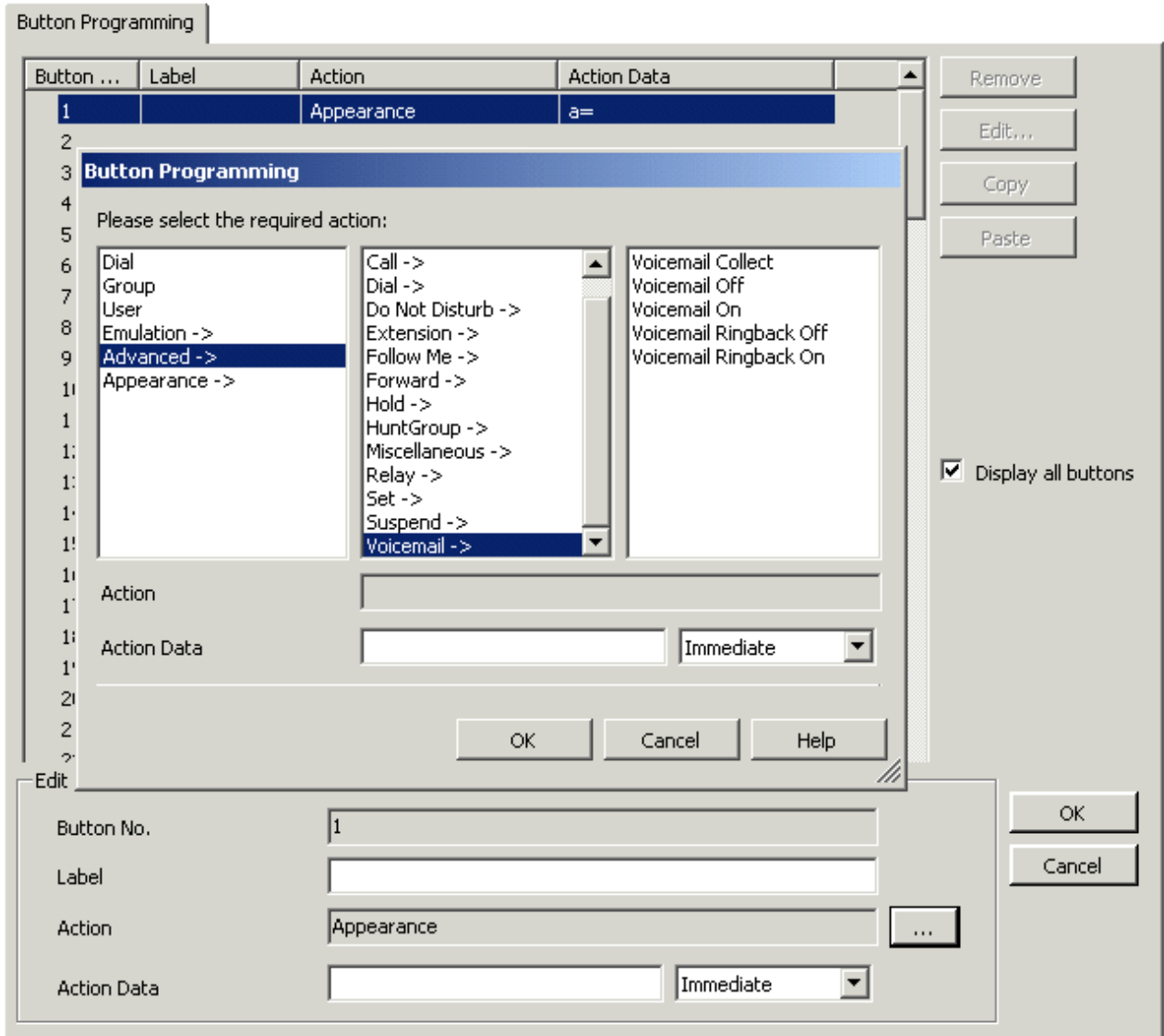
The additional embedded voicemail features added in new IP Office releases require new prompts. A missing set of prompts can be reported in IP Office System Monitor by enabling the trace options Filters | System | Error. Error messages are output at regular intervals.

```
158267586mS ERR: EVM 4p0 upgrade file clips missing
158267587mS ERR: EVM 4p2 upgrade file clips missing
158267592mS ERR: EVM 5p0 upgrade file clips missing
```

## 5.3 Button Programming

The same features used for Embedded Voicemail short codes can also be assigned to telephone buttons.

1. Start IP Office Manager and receive the IP Office configuration.
2. Click  User to display the list of existing users.
3. Click the required user.
4. Click the **Button Programming** tab.
5. Click the button line that you want to change. Click Edit. The Edit Button fields are shown at the bottom of the form.
6. Click  at the end of the Action field. The Button Programming window opens.
7. Select Advanced > Voicemail to display the list of voicemail features.



Button ...	Label	Action	Action Data
1		Appearance	a=

Button Programming

Please select the required action:

Dial	Call ->	Voicemail Collect
Group	Dial ->	Voicemail Off
User	Do Not Disturb ->	Voicemail On
Emulation ->	Extension ->	Voicemail Ringback Off
Advanced ->	Follow Me ->	Voicemail Ringback On
Appearance ->	Forward ->	
	Hold ->	
	HuntGroup ->	
	Miscellaneous ->	
	Relay ->	
	Set ->	
	Suspend ->	
	Voicemail ->	

Display all buttons

Edit

Button No.

Label

Action

Action Data  Immediate

8. Select the feature required:

- Voicemail Collect  
Allows access to a mailbox to collect or leave messages. The mailbox and action are determined by the associated telephone number. This takes the form "?Name" for message collection and "#Name" for leaving a message. The Name part must match the user or hunt group name set in the IP Office configuration. On suitable phones the DSS key displays VMCol followed by the name.
- Voicemail On  
This feature switches the diversion of calls to the user or group mailbox on/off. When programmed on a DSS key, the action toggles so no separate Voicemail Off key is required. On suitable phones the DSS key displays VMOn.

- Voicemail Ringback On

This feature switches new message ringback notification on/off. When programmed on a DSS key, the action toggles so that no separate Voicemail Ringback Off key is required. On suitable phones the DSS key displays VMRB+.

9. Repeat for all the keys required.

10. Click OK.

11. Repeat for any other users.

12. Use  to save the new changes back to the IP Office system.



---

## 5.4 Visual Voice

A user can be given a display menu to user for access to their mailbox. The menu provides the user with options to listen to messages, send messages, change their greetings and password.

- Note  
The Visual Voice feature is not available on all telephones. It requires an Avaya phone with multi-line (more than 2 ) display.
- MESSAGES Button  
For IP Office 4.2+, the MESSAGES button on phones can be configured to activate Visual Voice rather than access the spoken voicemail prompts. Within IP Office Manager, select System | Voicemail | Messages Button Goes to Visual Voice.

To give a user a Visual Voice button



1. Start IP Office Manager and receive the IP Office configuration.
2. Click  User to display the list of existing users.
3. Click the required user.
4. Click the Button Programming tab.
5. Click the button line that you want to change.
6. Right-click in the Action field.
7. Select Emulation > Visual Voice.
8. Click OK to save the button details for the selected user.
9. Repeat for any other users.
10. Use  to save the new changes back to the IP Office system.

## 5.5 Loading Other Files onto the Memory Card

The Compact Flash memory card used with the Small Office Edition, IP406 V2 and IP 500 systems can be used to store files other than those used for Embedded Voicemail. For example it can store the holdmusic.wav file.

- Compact Flash memory cards that are not supplied by Avaya can be used for this type of file storage. However they cannot be used for Embedded Voicemail.
- If a memory card supplied by Avaya is used, any files stored in this way will reduce the message storage capacity of the Compact Flash memory card.

To configure the file source

1. Start IP Office Manager and receive the IP Office configuration.
2. Display the System configuration form.
3. Click the System tab.
4. In the File Writer IP Address box, type the IP address of the PC from which sending files to the memory card will be allowed.
5. Use  to send this configuration back to the control unit and allow it to reboot.
6. Open a command window in Windows.
7. From the command window, you can use TFTP to upload files to the memory card.
  - For example: `c:\tftp -i 192.168.42.1 put c:\holdmusic.wav`  
This command will send the file `c:\holdmusic.wav` to the LAN1 IP address of the IP Office control. In the example shown this address is: `192.168.42.1`. For additional information about the TFTP command, enter *TFTP*.
  - If a destination needs specifying, the memory card is treated as the IP Office's drive *a:*.
8. Using IP Office Manager, receive the IP Office system configuration again.
9. On the System tab of the System form, set the TFTP Server IP Address to the control unit's own LAN1 IP address.
10. Use  to send the configuration back to the IP Office system and allow it to reboot. The IP Office system will now look on the memory card for any files it needs to download following a reboot.
11. If a future upgrade or file transfer from the IP Office Manager PC is required, you will first need to change the IP address of the TFTP server back to the IP address of the IP Office Manager PC.

---

## 5.6 Short Codes

Embedded Voicemail supports a number of IP Office short code features.

### Default Short Codes

The following default system short codes can be used with Embedded Voicemail.

- **Collect Messages:** *\*17*  
Can be used by users to access the mailbox associated with their extension.
- **Voicemail On/Off:** *\*18/\*19*  
Switches the diverting of callers to the user's mailbox on/off.
- **Voicemail Ringback On/Off:** *\*48/\*49*  
Switches new message ringback to the user on/off.
- **Record Message:**  
The Record Message feature is used to record announcements that are used when callers to a hunt group are queued. For more information, see [Configuring Queue Announcements](#)<sup>[33]</sup>.
  - *\*91N*; - To record an Announcement 1 for a hunt group.
  - *\*92N*; - To record an Announcement 2 for a hunt group.

### Short Code Features

Additional short codes can be added as required using the short code features listed below. For full details of short codes refer to the IP Office Manager documentation.

- **Voicemail Collect**  
This short code feature can be used to create short codes for collecting or leaving messages. The exact action is set by the use of either ? or # in the telephone number. For example *"?Main"* would indicate collection of messages in the mailbox called *Main*. *"#Main"* would indicate that a user wants to leave a message in the mailbox called *Main*. Note that the quotation marks " " are required and the name must match the user or hunt group whose mailbox is being accessed. For example:

Field	Contains...
Code	*99
Feature	Voicemail Collect
Telephone Number	"?Main"
Line Group Id	0

- Using just ? in the Telephone Number without quote marks and a mailbox name allows remote access. The user would be prompted to enter the mailbox number and then the mailboxes access code if set.
- **Voicemail On/Voicemail Off**  
These two features switch the diversion of calls to the user or group mailbox on/off. No telephone number is required for either of these features.
- **Voicemail Ringback On/Off**  
These two features switch new message ringback notification on/off. No telephone number is required for either of these features.
- **Auto Attendant**  
This feature is used for the recording of auto attendant prompts and greetings. Normally the short codes for this are created automatically. However they can be deleted and reassigned as required. For more information, see [Create an Auto Attendant](#)<sup>[39]</sup>.
- **Record Message**  
Allows the recording of announcement messages for users and hunt groups.
- [Shut Down Embedded Voicemail](#)<sup>[50]</sup>  
Supported for IP Office 4.0+. Allows the memory card to be removed without switching off the IP Office.

# Index

## A

Access Code 24  
 Announcements 24  
 Auto Attendant 42  
 Auto Attendant Tricks 45

## B

Breakout Numbers 24

## C

Configuring  
   IP Office 21  
   Queues 33

## D

DSS Key Programming 52

## E

Embedded VoiceMail 21  
   Monitoring 51  
   Overview 7  
 Embedded VoiceMail Mailbox Features 10  
 Example Auto Attendant Setup 39

## H

Hunt Group Mailbox Access 32

## I

Incoming Calls  
   Routing 42  
 Internal Access#DSSKeys 43  
 IP 500 Installation 15  
 IP Office  
   Configuring 21  
 IP406 V2 Installation 16

## L

Languages Supported 11  
 Loading  
   Other Files onto 55

## M

Mailbox Access 24  
 Memory Card 55  
 Message Waiting Indication 24, 31  
 Monitoring  
   Embedded VoiceMail 51

## O

Other Files onto  
   Loading 55  
 Overview  
   Embedded VoiceMail 7

## P

Prompts  
   Recording 41  
   Upgrading 18

## Q

Queues  
   Configuring 33

## R

Recording  
   Prompts 41  
 Remote Access 35  
 Ringback 24  
 Routing  
   Incoming Calls 42

## S

Short Codes 56

Small Office Embedded VoiceMail Installation 17

## U

Upgrading  
   Prompts 18  
 User Mailbox Configuration 24  
 Using Named Announcement Files 46

## V

Visual Voice 54  
 Voicemail Email 24  
 Voicemail Reception 24

## W

What's New 8





Performance figures and data quoted in this document are typical, and must be specifically confirmed in writing by Avaya before they become applicable to any particular order or contract. The company reserves the right to make alterations or amendments to the detailed specifications at its discretion. The publication of information in this document does not imply freedom from patent or other protective rights of Avaya or others.

Intellectual property related to this product (including trademarks) and registered to Lucent Technologies have been transferred or licensed to Avaya.

All trademarks identified by the ® or ™ are registered trademarks or trademarks, respectively, of Avaya Inc. All other trademarks are the property of their respective owners.

This document contains proprietary information of Avaya and is not to be disclosed or used except in accordance with applicable agreements.

Any comments or suggestions regarding this document should be sent to "wgctechpubs@avaya.com".

© 2009 Avaya Inc. All rights reserved.

Avaya  
Unit 1, Sterling Court  
15 - 21 Mundells  
Welwyn Garden City  
Hertfordshire  
AL7 1LZ  
England.

Tel: +44 (0) 1707 392200  
Fax: +44 (0) 1707 376933

Web: <http://marketingtools.avaya.com/knowledgebase>