

## **Voicemail Notification**

The system can notify you of messages in your mailbox by placing a call to either a phone number (such as a cell phone), or a numeric pager.

You can define up to three locations where the system will attempt to reach you. They are ranked in the order that the system uses them, so for example calls to the second location will only take place if the number of retries to the first location are exceeded. For example, you might set the notification to make three attempts to call your cell phone, and then send you a page if all three attempts to unanswered.

The following parameters will need to be determined by you:

- Destination type (external number, internal number or pager)
- Destination number (what number to call)
- Pager digits (what to send the pager, which will appear on its screen)
- Valid times for notification to take place (military time)
- How many times to try this destination
- How many minutes between retries

### ***Location Details***

	<b>Location 1</b>	<b>Location 2</b>	<b>Location 3</b>
<b>Destination type</b>	phone   pager	phone   pager	phone   pager
<b>Number</b>			
<b>Pager Digits</b>			
<b>Start Time</b>			
<b>End Time</b>			
<b>Retries</b>			
<b>Retry Delay (mins)</b>			

### ***Notification Schedule*** (must use military time i.e. 0900, 1700, for 24hrs, use 0000 to 2359)

	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start</b>							
<b>End</b>							

## **Configure Remote Notification**

In order to configure your remote notification, you will have to dial phone the application on your system that handles this.

On your system, you will dial \_\_\_\_\_ to reach the remote notification menu. This can be done from inside or outside the office.

The system will ask you for your mailbox number, and the password of your mailbox.

### If there is no notification set up for your mailbox

The system assumes that you want to configure this, and will prompt you to define a location and schedule.

### If you already have notification configured

The system will give you the options to turn it off or on, and manage your locations and schedules

"Remote notification is currently [on/off]". To change this, press "1"

To manage your locations and schedules, press 2

### ***In details***

- I. Entering the setup menu
  1. Dial 6868 will give an option to setup an extension which has to be entered after a prompt and followed by its voicemail password as authentication
  2. Dial 6866 to setup the extension assigned to the phone used for dialing the feature code.
- II. A prompt will be played offer the following options:
  1. If the extension has setting a prompt will offer the following options:
    - 1.1. 0+location number to disable or enable the notification for that location
    - 1.2. 9+location number to delete the settings for that location
    - 1.3. 1, 2 or 3 to setup the location respectively 1, 2 or 3 and prompt offer the following:
      - 1.3.1. Option 1 – to copy the a time-frame from selected weekday to all days of the week, following by the day of the week that you want to copy, where 1 is for Sunday, 2 for Monday ... 7 for Saturday
      - 1.3.2. Option 2 – to copy the time-frame from a selected weekday to another day.
      - 1.3.3. Option 3 – setup a day of the week. Select a digit between 1 and 7 for a day and enter the starting and ending time in the following format: XXXX where all 4 digits are required using 24h time format (example: 1845 is 6:45pm, 0815 is 8:15am etc.)
      - 1.3.4. Option 4 – to change the notified number for the selected location. Required information is: the type of the notified device (phone[default] or pager)
      - 1.3.5. Option 5 – to remove a day from you scheme
      - 1.3.6. Option 6 – hang-up
  2. If the extension doesn't have notification settings the system will tell that this will be the first setting
    - 2.1. Location 1 will be the default first location for setting up a new extension
    - 2.2. The notified number/extension needs to be entered
    - 2.3. Entering time-frame for a selected day (default is Monday)
    - 2.4. Entering start and end time for notification in 24h format as described above
    - 2.5. back to the menu 1.3, where the settings for the selected day can be copied throughout the whole week or only to another weekday