

Find Me Overview

Modular Messaging can be programmed according to a set of rules to call a list of telephone numbers according to a specific schedule. The lists and schedules are created by the user and can be applied to both Find Me and Call Me. When Find Me is enabled, the system will follow the predefined rules and call the list of telephone numbers in the order they are entered in the list. If there is no answer at any of the numbers the caller will be offered a choice to leave a message in your Modular Messaging voice mail box. .

Opening Web Subscriber Options

1. Copy the URL below into your internet explorer browser: (Do not use your Lotus Notes Browser)

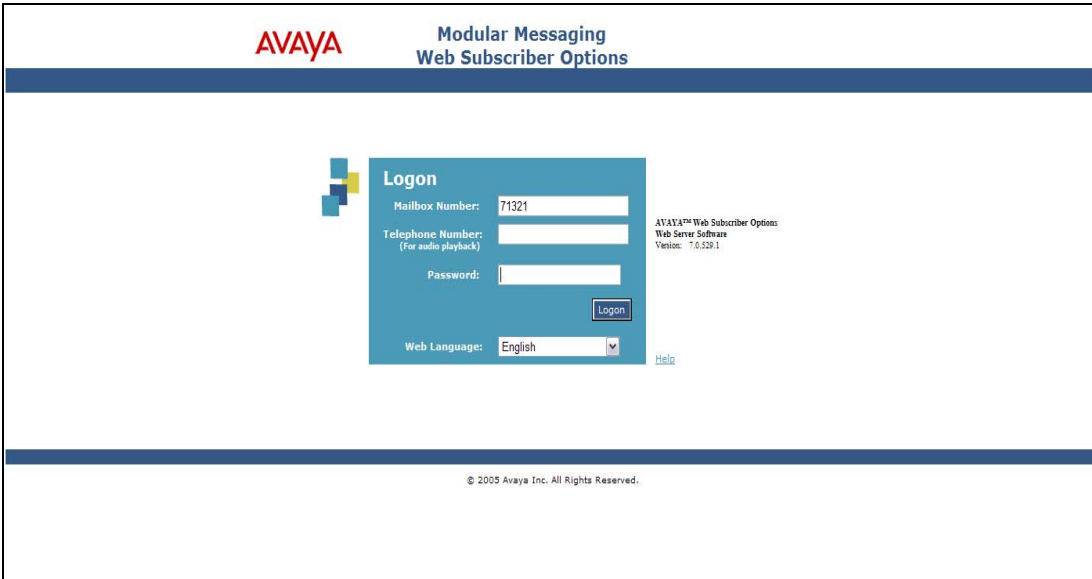
Monroe Park Campus

<http://vcumas01.vcu.edu/wso/>

MCV Campus

<http://mcvwebvmail01.vcu.edu/wso/SubLogin.aspx>


This following screen will display:



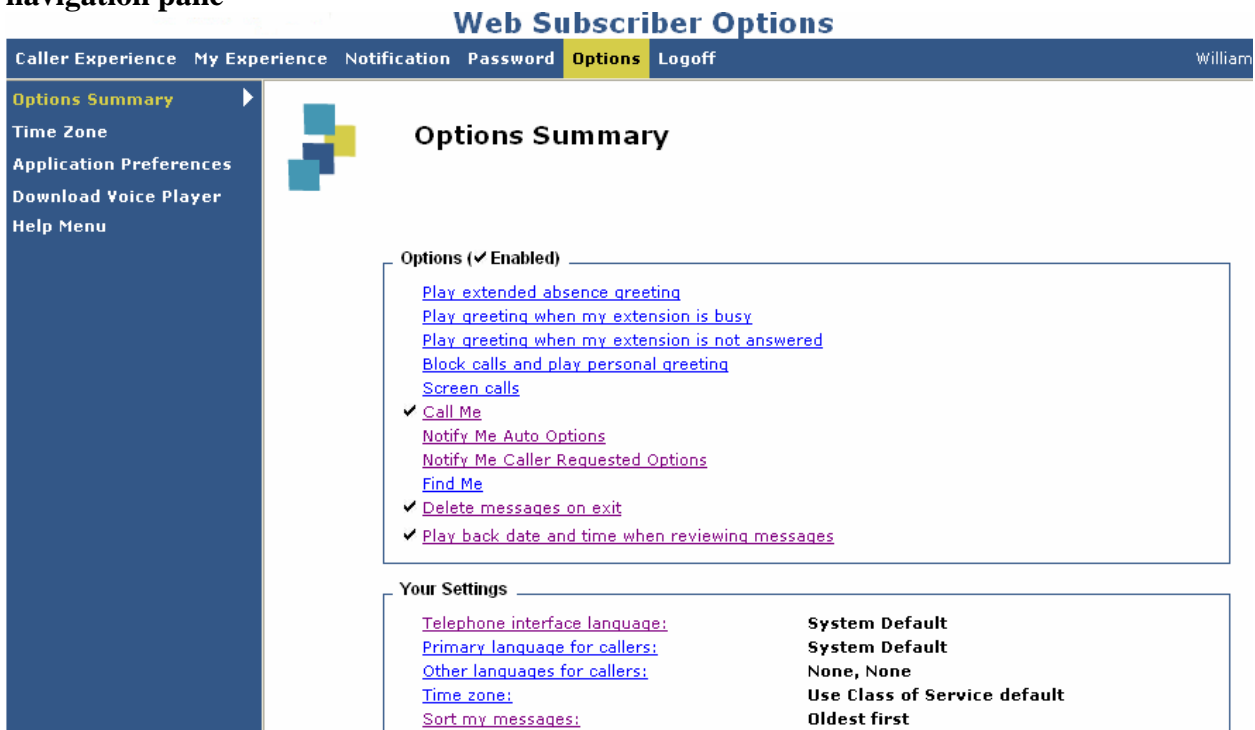
The screenshot shows the Avaya Modular Messaging Web Subscriber Options login page. At the top left is the AVAYA logo. To its right, the text reads "Modular Messaging" and "Web Subscriber Options". Below this is a blue header bar. The main content area features a "Logon" form with the following fields: "Mailbox Number:" with the value "71321" entered; "Telephone Number: (For audio playback)"; "Password:"; and "Web Language:" with a dropdown menu set to "English". A "Logon" button is positioned to the right of the password field. To the right of the form, the text reads "AVAYA™ Web Subscriber Options", "Web Server Software", and "Version: 7.0.529.1". A "Help" link is located at the bottom right of the form. At the bottom of the page, a copyright notice states "© 2005 Avaya Inc. All Rights Reserved."

2. **Enter your Mailbox number:** Type your 5-digit mailbox number (same as your extension).
3. **Enter your Password:** your web subscriber password is the same as your mailbox password. If you have never logged in either through the telephone

dialpad or the web, you will need to initialize your mailbox. Please refer to Basic Setup Instructions.

4. Click . The Options Summary window will display. Enabled options will display a ✓ next to the option category.

Note: Context specific help is always available by simply clicking on the  button at the bottom of each window or Selecting the Help Menu from the left hand navigation pane




The screenshot shows the 'Web Subscriber Options' interface. At the top, there is a navigation bar with tabs: 'Caller Experience', 'My Experience', 'Notification', 'Password', 'Options' (highlighted), and 'Logoff'. The user's name 'William' is visible in the top right corner. On the left, a dark blue navigation pane contains the following items: 'Options Summary' (with a right-pointing arrow), 'Time Zone', 'Application Preferences', 'Download Voice Player', and 'Help Menu'. The main content area is titled 'Options Summary' and features a logo of three overlapping squares (blue, yellow, and blue). Below the title, there are two sections:

- Options (✓ Enabled)**: A list of options with checkboxes. The 'Call Me' option is checked and highlighted in purple. Other options include 'Play extended absence greeting', 'Play greeting when my extension is busy', 'Play greeting when my extension is not answered', 'Block calls and play personal greeting', 'Screen calls', 'Notify Me Auto Options', 'Notify Me Caller Requested Options', 'Find Me', 'Delete messages on exit', and 'Play back date and time when reviewing messages'.
- Your Settings**: A table comparing user settings to system defaults.

Telephone interface language:	System Default
Primary language for callers:	System Default
Other languages for callers:	None, None
Time zone:	Use Class of Service default
Sort my messages:	Oldest first

5. Click on the **Find Me** Option to open the **Find Me** window.
6. Before implementing Find Me you must set up Schedules and Phone Lists which will combine to define the rules Modular Messaging will follow when **Find Me** is enabled. Lists and schedules are shared by both Find Me and Call Me. If you have already established them you may skip to Creating Rules on page 6.

Setting up Schedules

1. Modular Messaging automatically creates a schedule called **Always**. Use this schedule if you want conditions in a rule to apply at all times. To establish a specific schedule Click on the  button at the bottom of the window.

Caller Experience My Experience Notification Password Options Logoff

Greetings
Call Handling
Multilingual Call Answer
Find Me
Intercom Paging
Personal Operator
Help Menu

Find Me

Find Me Enable Find Me

New Rule Delete Rename

Apply Schedules Phone Lists Help

2. Type the new schedule name and click **Apply**.

Schedules

Schedule Names

Always Weekends

New Schedule Delete Rename

Apply Back Help

3. The Schedule Grid will appear. Each square represents a 1 hour block of time. The first box represents 12:00 am – 12:59 am. The last box represents 11:00 pm – 11:59 pm. To select specific times place your cursor over the box and click. The box will darken indicating that time period is now part of the schedule.

4. When you have finished selecting all of the time periods you wish to include in this schedule click **Apply**. You are now ready to establish Phone Lists.
 5. Click the **Back** button. You will be returned to the main **Find Me** window.
 6. Select **Phone Lists** from the bottom of the window.
 7. Click the **New Phone List** button to add a phone list or select one of the existing lists. Modular Messaging creates a phone list named **Work** containing your extension number automatically. This list is selected by default if you have not created any phone lists. If you have created phone lists, the default is the first entry in your list of phone lists.
 8. Type the name of the phone list. The Phone list name cannot be longer than 254 alphanumeric characters and must be unique. To accept the name, click anywhere in the Phone Lists box.
 9. The system adds a new entry in the list of Phone numbers box. If this is the first entry in the list, the system automatically enters your work telephone extension. You can type over this number if desired.
 10. Under **Name**, type a description of a telephone number that you want to add to the list. The name cannot be more than 254 alphanumeric characters and must be unique.
 11. Under **Number**, type the telephone number. The valid characters are 1234567890,*#&.ol style="list-style-type: none;"> - a. **External Numbers.** In case of external numbers, you will need to specify a 9 before the actual number. For example, consider the number 9,3035352575. Here 9 is the code for the external number 3035352575. Adding a comma introduces a delay between the two numbers (9 and 3 in this case), when the system dials this external number. Do not use spaces or dashes (-) to separate digits in a number.
 - b. **Usage of & (ampersand) character for entering long distance authorization codes.** You can use the & character to split a number. For example, consider the number 913035383886&523632. When dialing this number, the & character tells the system to separate the digits 913035383886 (digits before &) from the remaining digits 523632 (digits after &). You can use only one & in a number. The system ignores any additional usage of & and the dialing may fail.
12. Select **Call Once** only if you only want to be called once at the number. With this option selected, you are called only once at that number, regardless of how many messages you receive meeting the active rule.



Phone Lists

Phone Lists

Work Phone List (2) Weekend Numbers

Phone List (3)

#	Name	Number	Call Once	Delete
1	Home	95551111	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Cell	95552222	<input checked="" type="checkbox"/>	<input type="checkbox"/>

13. Click . You are now ready to combine the schedules and phone lists to create and enable a Rule.

14. Select to return to the Find Me Window.



Find Me

Find Me

Enable Find Me

Creating Rules

1. Click on the button
2. The New Rule window will open. You can name the rule using any combination of alphanumeric characters.

Find Me

Enable Find Me

Weekend Coverage

New Rule **Delete** Rename

Find Me Rule (1)

Schedule: Always ▾

Phone List: Work ▾

- Using the drop down menu select the schedule you wish to choose and the Phone List you wish the system to use.
- Check the boxes next to “Enable Find Me” and the Rule you wish to activate.



Find Me

Find Me

Enable Find Me

Weekend Coverage

New Rule **Delete** Rename

Find Me Rule (1)

Schedule: Weekends ▾

Phone List: Weekend Numbers ▾

Apply Schedules Phone Lists Help

- Click **Apply**.