

# SCM Personal Assistant Manual



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# INTRODUCTION

## Purpose

The Personal Assistant is a setup tool built in the SCM system for users. This manual contains the necessary information for users to use the personal assistant.

## Document Content and Organization

Summaries of each Chapter are as follow:

### **CHAPTER 1. Logging into Personal Assistant**

Describes how to log into the Personal Assistant.

### **CHAPTER 2. Using the Call Menu**

Describes the menu items related to calls.

### **CHAPTER 3. Using the Voice Mail Menu**

Describes the menu items related to voice mails.

### **CHAPTER 4. Using the Conference Menu**

Describes the menu items related to conferences.

### **ANNEX A. Open Source Announcement**

## Conventions

The following types of paragraphs contain special information that must be carefully read and thoroughly understood. Such information may or may not be enclosed in a rectangular box, separating it from the main text, but is always preceded by an icon and/or a bold title.



### CAUTION

Provides information or instructions that the reader should follow in order to avoid a service failure or damage to the system.



### NOTE

Indicates additional information as a reference.

## Console Screen Output

- The lined box with 'Courier New' font will be used to distinguish between the main content and console output screen text.
- 'Bold Courier New' font will indicate the value entered by the operator on the console screen.

## Revision History

VERSION	DATE OF ISSUE	REMARKS
1.0	09. 2010.	First Vision
1.1	01. 2011.	Update for V3.0.0.x
1.2	12. 2012.	Update for V3.3.1.x

# SAFETY CONCERNS

The purpose of the Safety Concerns section is to ensure the safety of users and prevent property damage. Please read this document carefully for proper use.

## Symbols



### Caution

Indication of a general caution



### Restriction

Indication for prohibiting an action for a product



### Instruction

Indication for commanding a specifically required action



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# CHAPTER 1. Logging into Personal Assistant

This chapter describes how to log into the Personal Assistant.

The Personal Assistant is a setup page built in the SCM system for personal users.

## 1.1 Logging In

The user can log into the Personal Assistant using an application ID and a password created by the system administrator and use the following menus.

If the current user is restricted from using certain menus, the restricted menus will not perform any function when clicked.

- Call
- Voice Mail
- Conference

**NOTE**

### Access Address

The Personal Assistant can be accessed by entering `http://{System IP Address}/sso` in the address field in Microsoft Internet Explorer 5.5 or later.

**NOTE**

### User ID and Password

User IDs and passwords for the Personal Assistant can be created/deleted from the **[Application Suite User]** page of SCM Administrator.



**NOTE**

**SSO (Single Sign On) Policy**

SCM System has SSO (Single Sign On) Policy as Application Login Policy. Personal Assistant and Communicator program follow this SSO policy of SCM System. SSO Policy allows only 1 Application ID Login from each Computer. Therefore, Personal Assistant and Communicator on the same Computer have to use the same Application ID. If you want to use the different Application ID for Personal Assistant or Communicator, you have to first logout both programs (Personal Assistant and Communicator). Also, when you try to use Personal Assistant or Communicator at another Computer B with the same Application ID which is already logged in Computer A, the first SSO Connection of Computer A will be dropped by SSO Policy of SCM System and the second SSO Connection will be allowed. (Kick-out Policy)

Illustrated below is the login page.



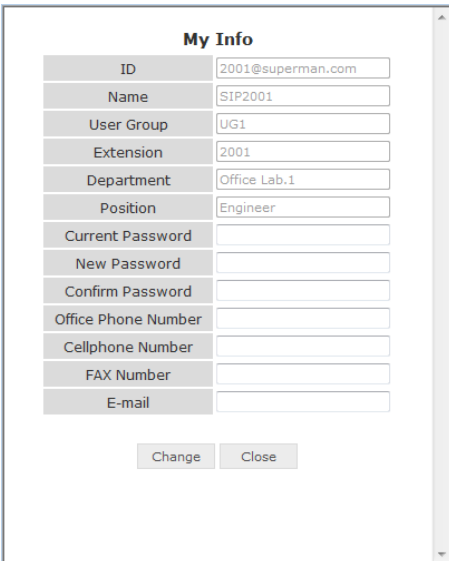
## 1.2 Language Selection

You can select a language from the language list under the password input field on the login page. The language selected will be applied to all subsequent pages after logging in.

## 1.3 Changing Login Password

To change the login password, login using the existing password first and then click the **[My Info]** icon in the top right-hand corner of the page. The **[My Info]** pops up, where you can change the password by entering the current password and the new password. You can also change the other details.

The details are illustrated below:



The screenshot shows a 'My Info' pop-up window with a title bar and a scrollable content area. The content area contains a table with user details and password change fields. At the bottom, there are 'Change' and 'Close' buttons.

My Info	
ID	2001@superman.com
Name	SIP2001
User Group	UG1
Extension	2001
Department	Office Lab.1
Position	Engineer
Current Password	
New Password	
Confirm Password	
Office Phone Number	
Cellphone Number	
FAX Number	
E-mail	

Change Close

## CHAPTER 2. Using the Call Menu

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This chapter describes the Call menu of the Personal Assistant.

You can use the Call menu to access or set the following functions.

- User Information
- Supplementary Service
- Selective Call Forward Allowance
- Selective Call Forward Restriction
- DND White List
- Speed Dial
- SPAM Number
- Wake-up Call Lists
- Device Key Programming
- AOM Key Programming

## 2.1 Subscriber Information

You can view or change subscriber information.

The details are illustrated below:

The screenshot shows a web interface for 'SCM Personal' with a 'Webpage' header. The user is logged in as '2001@superman.com'. The main content area is titled 'Subscriber Information' and includes a 'Change' button. The left sidebar contains a menu with 'Call', 'Voice Mail', and 'Conference' sections. The 'Call' section is expanded, showing 'Subscriber Information' as the selected option. The 'Subscriber Information' table lists the following details:

Name	SIP2001
Extension Number	2001
Inter User Group Number	0312002001
User Group	UG1
Service Group	SG1
Location	LOC1
Device	2001
Registration Status	Registered2010-09-17 11:26:00
Phone Language	English

The table below shows the items and their descriptions:

Name	Description
Name	The subscriber's name. This name is displayed on the phone and is used as the caller's ID shown to the call recipient. This cannot be changed by the user.
Extension Number	The subscriber's extension number. This cannot be changed by the user.
Inter User Group Number	The phone number used for making inter-group calls. This number is used for calling trunk lines. This cannot be changed by the user.
User Group	The user group to which the subscriber belongs. This cannot be changed by the user.
Service Group	The service group to which the subscriber belongs. This cannot be changed by the user.
Location	The location to which the subscriber belongs. This cannot be changed by the user.
Device	The device currently used by the subscriber. This cannot be changed by the user.

(Continued)

Name	Description
Registration Status	The registration status of the phone. If shown as Registered, the phone is available for calls. If shown as Unregistered, the phone is not available for calls. This cannot be changed by the user.
Phone Language	You can select the language displayed on the phone.

## 2.2 Supplementary Service

You can set supplementary services for the user. Note that any service restricted by the administrator privilege cannot be accessed by the personal user.

The details are illustrated below:

The screenshot shows the 'SCM Personal' webpage with a navigation bar (Home, My Info, Log-out) and a welcome message. The left sidebar contains a menu with 'Call' selected. The main content area is titled 'Supplementary Service' and displays a table of services with their status, destination, date, option, and command.

Service	Status	Destination	Date (MMDDHHMM or HHMM)	Option	Command
Call Forward All	-	<input type="text"/>	-	Notification: Disable	Active
Call Forward Busy	-	<input type="text"/>	-	-	Active
Call Forward No Answer	-	<input type="text"/>	-	Forward Time(sec): 15	Active
Call Forward Unregistration	-	<input type="text"/>	-	-	Active
Follow Me to Destination	-	-	-	-	Active
Absent	-	-	<input type="text"/>	-	Active
Wakeup Call	-	-	<input type="text"/>	Type: Once	Active
Do Not Disturb	-	-	-	-	Active
Call Restriction by User	-	-	-	-	Active
No Ring	-	-	-	-	Active
Auto Answer	-	-	-	-	Active
Answering Machine Emulation	-	-	-	-	Active
Call Waiting	Activated	-	-	-	Deactive

The table below shows the items and their descriptions:

Name	Description
Call Forward All	This function automatically forwards all incoming calls to the number specified. If <b>[Use Notification]</b> is set to <b>[Enable]</b> , the history for the calls incoming to your phone but forwarded will be saved on your phone.
Call Forward Busy	When the user is busy, all incoming calls are automatically forwarded to the number specified.
Call Forward No Answer	When the incoming call is not answered within the <b>[Forward Time]</b> specified, the call is forwarded to the number specified.
Call Forward Unregistration	When the user's phone is unregistered, the incoming calls are automatically forwarded to the number specified.



(Continued)

Name	Description
Follow Me to Destination	<p>If the Follow Me function is turned on for the user's phone, this function can be turned off. The Follow Me function allows the user to answer his/her calls from another person's phone. You can enable this function by:</p> <ul style="list-style-type: none"> <li>- Using function code: Set by entering <b>[Follow Me function code + your phone password + your phone number]</b>.</li> <li>- Using phone menu: See your phone manual for the location of the menu.</li> </ul>
Absent	<p>This function notifies that you are not available. When this function is turned on, the caller will hear the announcement that the user is absent. You can specify an expiry date or time for the absent service. Enter the date and time in the format of <b>[MMDDHHMM (MonthDayHourMinute-example: 08121430)]</b>. If it expires today, you can also enter the time in the format of <b>[HHMM (HourMinute-example: 1430)]</b>.</p>
Wakeup Call	<p>This function rings the phone at the time specified by the user. When the user responds, the message will be played to notify that the time specified has been reached. You can set the function to perform once or repeatedly.</p>
Do Not Disturb	<p>This function is used for ignoring incoming calls. The caller will hear the announcement that the call is being ignored.</p>
Call Restriction by User	<p>This function restricts placing trunk line calls using the user's phone number.</p>
No Ring	<p>This function prevents the phone from ringing when there is an incoming call.</p>
Auto Answer	<p>This function automatically answers all incoming calls. All incoming calls are answered through the speaker.</p> <p>If the administrator has enabled the auto answer notification tone, the tone will be played to notify the user when an incoming call has been answered automatically. The administrator can specify whether to play the auto answer notification tone and the number of occurrences by using SCM Administrator.</p>
Answering Machine Emulation	<p>You can use the answering machine emulation by setting call forward no answer to UMS and enabling the answering machine emulation.</p> <p>If you do not answer the incoming call during the Forward Time, the caller will be connected to your voice mail, where s/he can leave a message. At this time, the caller's message will be played through the phone speaker. If you pick up the receiver when the message is played, the voice mail function will be stopped and you can start talking with the caller.</p>
Call Waiting	<p>When there is an incoming call while the user is already talking with another caller, this function allows the user to answer the second call without hanging up on the first call. When there is an incoming call while talking, a short call waiting indicator tone will be played. If the user answers the second call, the first call will be put on hold.</p>

## 2.3 Selective Call Forward Allowance

Selective call forward screens the caller number of incoming calls and only allows forwarding of calls of specified numbers.

When numbers are added to the selective call forward allowance list, only the numbers on the list will be forwarded even if the user enables call forward all, call forward busy, or call forward no answer. Numbers not on the list will not be forwarded.

You can add or delete the caller numbers on this page. Enter a number in the call forward allowance digit field and click the Add button to add.

The details are illustrated below:

The screenshot displays the 'SCM Personal Webpage' interface. At the top, there are navigation links for 'Home', 'My Info', and 'Log-out'. Below the header, a welcome message reads 'Welcome( 2001@superman.com )'. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a 'Call' menu with options: 'Subscriber Information', 'Supplementary Service', 'Selective Call Forward Allowance' (which is currently selected), 'Selective Call Forward Restriction', 'DND White List', 'Ringback Tone', 'Distinctive Ring', 'Speed Dial', 'Device Key Programming', and 'AOM Key Programming'. Below the 'Call' menu are sections for 'Voice Mail' and 'Conference'. The main panel, titled 'Selective Call Forward Allowance', features a table with the header 'Call Forward Allowance Digit'. The table contains one row with the value '2002' and two buttons, 'Delete' and 'Add', positioned to its right. Below the table is an empty input field followed by an 'Add' button. At the bottom of the page, the version number '3.1.0.0(20100816)' is displayed.

Call Forward Allowance Digit	
2002	Delete
<input type="text"/>	Add

## 2.4 Selective Call Forward Restriction

Selective call forward screens the caller number of incoming calls and only allows forwarding of calls of specified numbers.

The numbers added to the selective call forward restriction list will not be forwarded even if the user enables call forward all, call forward busy, or call forward no answer.

Only the numbers not on the list will be forwarded.

You can add or delete the caller numbers on this page. Enter a number in the call forward restriction digit field and click the Add button to add.

The details are illustrated below:

The screenshot displays the 'SCM Personal' Webpage interface. At the top, there are navigation links for 'Home', 'My Info', and 'Log-out'. Below the header, a welcome message reads 'Welcome( 2001@superman.com )'. The main content area is divided into two sections. On the left, a sidebar menu lists various settings: 'Call', 'Subscriber Information', 'Supplementary Service', 'Selective Call Forward Allowance', 'Selective Call Forward Restriction' (which is currently selected), 'DND White List', 'Ringback Tone', 'Distinctive Ring', 'Speed Dial', 'Device Key Programming', 'AOM Key Programming', 'Voice Mail', and 'Conference'. The right section, titled 'Selective Call Forward Restriction', contains a table with the header 'Call Forward Restriction Digit'. The table has one row with the value '2010'. To the right of this row are two buttons: 'Delete' and 'Add'. Below the table, there is an empty input field for adding a new restriction digit.

Call Forward Restriction Digit	Delete	Add
2010		
<input type="text"/>		

## 2.5 DND White List

When the user turns **[Do Not Disturb]** on, the DND white list allows answering calls of specified numbers. You can add or delete the caller numbers on this page.

To add a number to the white list, enter the number and click the Add button.

The details are illustrated below:

The screenshot displays a web interface for 'SCM Personal' with a user welcome message 'Welcome( 2001@superman.com )'. The top navigation bar includes links for Home, My Info, and Log-out. A left sidebar menu is expanded to the 'Call' section, which lists various settings: Subscriber Information, Supplementary Service, Selective Call Forward Allowance, Selective Call Forward Restriction, **DND White List** (highlighted), Ringback Tone, Distinctive Ring, Speed Dial, Device Key Programming, and AOM Key Programming. Below the sidebar, the 'DND White List' section is active, showing a table with one entry: '2040'. To the right of the table are 'Delete' and 'Add' buttons. The 'Add' button is highlighted. At the bottom of the page, the version '3.1.0.0(20100816)' is displayed.

White List	
2040	Delete
<input type="text"/>	Add

## 2.6 Speed Dial

Specify two digits shortcut number to a number which is frequently used by a user or to a number whose length is relatively long to help the user make a call conveniently by using the shortcut number.

The details are illustrated below:

The screenshot displays the 'SCM Personal' web interface. At the top, there are navigation links for 'Home', 'My Info', and 'Log-out'. Below the header, a 'Welcome( 2001@superman.com )' message is shown. The left sidebar contains a menu with categories: 'Call', 'Voice Mail', and 'Conference'. Under 'Call', options include 'Subscriber Information', 'Supplementary Service', 'Selective Call Forward Allowance', 'Selective Call Forward Restriction', 'DND White List', 'Ringback Tone', 'Distinctive Ring', 'Speed Dial', 'Device Key Programming', and 'AOM Key Programming'. The 'Speed Dial' option is selected. The main content area, titled 'Speed Dial', features a table with columns 'Speed ID', 'Speed Name', and 'Speed Number'. The first row shows '00' as the Speed ID, 'Home' as the Speed Name, and '0312223333' as the Speed Number. To the right of the table are 'Change' and 'Delete' buttons. Below the table is an 'Add' button. At the bottom of the page, the version number '3.1.0.0(20100816)' is displayed.

Speed ID	Speed Name	Speed Number	Change	Delete
00	Home	0312223333		

Add

3.1.0.0(20100816)

## 2.7 SPAM Number

SPAM Number screens the caller number of incoming calls and denies calls of specified numbers.

You can add or delete the caller numbers on this page. Enter a number in the SPAM Number field and enable Activation field and click the Add button to add.

The details are illustrated below:

The screenshot displays the 'SCM Personal Assistant' web interface. At the top, there is a navigation bar with links for 'Home', 'My Info', and 'Log-out'. Below this, a welcome message reads 'Welcome( 3017@ug1.scm.com )'. A left-hand sidebar contains a menu with categories: 'Call', 'Voice Mail', and 'Conference'. Under 'Call', options include 'User Information', 'Supplementary Service', 'Selective Call Forward Allowance', 'Selective Call Forward Restriction', 'DND White List', 'Speed Dial', 'SPAM Number' (which is currently selected), 'Wake-Up Call Lists', 'Device Key Programming', and 'AOM Key Programming'. The main content area, titled 'SPAM Number', features a table with two columns: 'SPAM Number' and 'Activation'. The 'Activation' column shows a dropdown menu currently set to 'DISABLE'. To the right of the table is an 'Add' button. At the bottom of the sidebar, the version '3.3.1.2 (2012.09.11)' is indicated.

## 2.8 Wake-up Call List

Specify wake-up time. At that time, wake-up call will be made.

The details are illustrated below:

The screenshot displays the 'SCM Personal Assistant' web interface. The top navigation bar includes links for 'Home', 'My Info', and 'Log-out'. The main content area is titled 'Wake-Up Call Lists'. On the left, a sidebar menu lists various settings: 'Call', 'User Information', 'Supplementary Service', 'Selective Call Forward Allowance', 'Selective Call Forward Restriction', 'DND White List', 'Speed Dial', 'SPAM Number', 'Wake-Up Call Lists' (selected), 'Device Key Programming', 'AOM Key Programming', 'Voice Mail', and 'Conference'. The 'Wake-Up Call Lists' section features a table with three columns: 'Wake-Up Index', 'Wake-Up Type', and 'Wake-Up Time'. The first row shows '1' in the index, 'Once' in the type, and an empty time field. An 'Add' button is located to the right of the table.

Wake-Up Index	Wake-Up Type	Wake-Up Time
1	Once	

Add

## 2.9 Device Key Programming

This function allows assigning function keys to the function buttons of the phone. You can specify up to 30 keys for each device, and the number of keys you can use is limited by the actual number of keys of a phone.

The details are illustrated below:

No	Display Name	Key	Digit	Extension Number
1	SIP2001	CALL	2001	2001
2	SIP2001	CALL	2001	2001
3				2001
4				2001
5				2001
6				2001
7				2001
8				2001
9				2001
10				2001
11				2001
12				2001
13				2001
14				2001
15				2001
16				2001
17				2001
18				2001

The table below shows the items and their descriptions:

Name	Description
Device Name	Specifies a device which is belonged to a user group to configure.
Display Name	Specifies a display name for the button. The specified name is displayed on the phone. The availability of this function depends on the phone model.
Key	Specifies a function key for the button.
Digit	You can specify a certain value to the function key. For example, if you enter an extension number as 'BLF', you will find out when the status of the number is changed.
Extension Number	Specifies an extension number to use the function key. You can select numbers to use if there are several numbers of subscribers.



The function of each keys are as below:

Name	Description
Two Step Dial	If you press a key that is not assigned to a specific service but just a dial, it makes a call to the sum of value in the <b>[Value]</b> + the value you entered after pressing the dial.
AME Enable	You can enable/disable the AME Enable service. Do not input anything in the <b>[Value]</b> field.
AME Start	You can enable/disable the AME Start service. Do not input anything in the <b>[Value]</b> field.
Absence	You can enable/disable the Absence service. Do not input anything in the <b>[Value]</b> field.
Auto Answer	You can enable/disable the Auto Answer service. Do not input anything in the <b>[Value]</b> field.
BLF	Entering the extension number of the subscriber to display in <b>[Value]</b> will show its status as followings: - Calling, Busy: LED on If you press the key during the calling, you can start the call intrusion with tone service depending on the service level of the subscriber. - Incoming call: LED blinking (fast) If you press the key while a call is incoming, you can pickup the call. - Hold: LED blinking (slow) - Others: LED off When press the key, call to the corresponding number.
DND	You can enable/disable the DND service. The button performs the enable/disable in turn upon pressing it. Do not input anything in the <b>[Value]</b> field.
Direct Trunk Selection	You can enable/disable the Direct Trunk Selection service. Do not input anything in the <b>[Value]</b> field.
Last Incoming Redial	You can enable/disable the Last Incoming Redial service. Do not input anything in the <b>[Value]</b> field.
Last Outgoing Redial	You can enable/disable the Last Outgoing Redial service. Do not input anything in the <b>[Value]</b> field.
Meet-Me Conference	You can enable/disable the Meet-Me Conference service. Do not input anything in the <b>[Value]</b> field.
Mobile Pickup	You can enable/disable the Mobile Pickup service. Do not input anything in the <b>[Value]</b> field.
Multi-Ring Enable	You can enable/disable the Multi-Ring Enable service. Do not input anything in the <b>[Value]</b> field.
My Group Pickup	You can enable/disable the My Group Pickup service. Do not input anything in the <b>[Value]</b> field.
One Touch Dial	It makes a call to the value of the <b>[Value]</b> . You can assign both the extension number and other external phone numbers to the <b>[Value]</b> .

(Continued)

Name	Description
Park Extension	You can enable/disable the Park Extension service. Do not input anything in the <b>[Value]</b> field.
Park Orbit	You can enable/disable the Park Orbit service. Do not input anything in the <b>[Value]</b> field.
Park Pickup	You can enable/disable the Park Pickup service. Do not input anything in the <b>[Value]</b> field.
VM Access	You can enable/disable the VM Access service. Do not input anything in the <b>[Value]</b> field.
Wake-Up Cancel	You can enable/disable the Wake-Up Cancel service. Do not input anything in the <b>[Value]</b> field.
Wake-Up Set	You can enable/disable the Wake-Up Set service. Do not input anything in the <b>[Value]</b> field.

## 2.10 AOM Key Programming

This function assigns function keys to function buttons of the extension box if the user has an extension box. The MAC address is shown on the back panel of the extension box.

The details are illustrated below:

The screenshot shows the 'SCM Personal' web interface. On the left is a sidebar with a tree view containing 'Call', 'Voice Mail', and 'Conference'. The 'Call' section is expanded, showing 'AOM Key Programming' as the selected option. The main content area is titled 'AOM Key Programming' and features a 'MAC Address' dropdown set to '11:11:11:11:11:11'. Below this is a table with 18 rows, each representing a function key. The columns are 'No', 'Display Name', 'Key', 'Digit', and 'Extension Number'. The first row is pre-filled with '1', 'Home', 'SPEED DIAL', '5006000', and '2001'. The other rows are empty. A 'Change' button is located at the top right of the table.

No	Display Name	Key	Digit	Extension Number
1	Home	SPEED DIAL	5006000	2001
2				2001
3				2001
4				2001
5				2001
6				2001
7				2001
8				2001
9				2001
10				2001
11				2001
12				2001
13				2001
14				2001
15				2001
16				2001
17				2001
18				2001

The table below shows the items and their descriptions:

Name	Description
MAC Address	Set the MAC address of the button extension box.
Display Name	Specifies a display name for the button. The specified name is displayed on the phone. The availability of this function depends on the phone model.
Key	Specifies a function key for the button.
Digit	You can specify a certain value to the function key. For example, if you enter an extension number as 'BLF', you will find out when the status of the number is changed.
Extension Number	Specifies an extension number to use the function key. You can select numbers to use if there are several numbers of subscribers.

The function of each keys are as below:

Name	Description
Two Step Dial	If you press a key that is not assigned to a specific service but just a dial, it makes a call to the sum of value in the <b>[Value]</b> + the value you entered after pressing the dial.
AME Enable	You can enable/disable the AME Enable service. Do not input anything in the <b>[Value]</b> field.
AME Start	You can enable/disable the AME Start service. Do not input anything in the <b>[Value]</b> field.
Absence	You can enable/disable the Absence service. Do not input anything in the <b>[Value]</b> field.
Auto Answer	You can enable/disable the Auto Answer service. Do not input anything in the <b>[Value]</b> field.
BLF	Entering the extension number of the subscriber to display in <b>[Value]</b> will show its status as followings: <ul style="list-style-type: none"> <li>- Calling, Busy: LED on If you press the key during the calling, you can start the call intrusion with tone service depending on the service level of the subscriber.</li> <li>- Incoming call: LED blinking (fast) If you press the key while a call is incoming, you can pickup the call.</li> <li>- Hold: LED blinking (slow)</li> <li>- Others: LED off When press the key, call to the corresponding number.</li> </ul>
DND	You can enable/disable the DND service. The button performs the enable/disable in turn upon pressing it. Do not input anything in the <b>[Value]</b> field.
Direct Trunk Selection	You can enable/disable the Direct Trunk Selection service. Do not input anything in the <b>[Value]</b> field.
Last Incoming Redial	You can enable/disable the Last Incoming Redial service. Do not input anything in the <b>[Value]</b> field.
Last Outgoing Redial	You can enable/disable the Last Outgoing Redial service. Do not input anything in the <b>[Value]</b> field.
Meet-Me Conference	You can enable/disable the Meet-Me Conference service. Do not input anything in the <b>[Value]</b> field.
Mobile Pickup	You can enable/disable the Mobile Pickup service. Do not input anything in the <b>[Value]</b> field.
Multi-Ring Enable	You can enable/disable the Multi-Ring Enable service. Do not input anything in the <b>[Value]</b> field.
My Group Pickup	You can enable/disable the My Group Pickup service. Do not input anything in the <b>[Value]</b> field.
One Touch Dial	It makes a call to the value of the <b>[Value]</b> . You can assign both the extension number and other external phone numbers to the <b>[Value]</b> .

(Continued)

Name	Description
Park Extension	You can enable/disable the Park Extension service. Do not input anything in the <b>[Value]</b> field.
Park Orbit	You can enable/disable the Park Orbit service. Do not input anything in the <b>[Value]</b> field.
Park Pickup	You can enable/disable the Park Pickup service. Do not input anything in the <b>[Value]</b> field.
VM Access	You can enable/disable the VM Access service. Do not input anything in the <b>[Value]</b> field.
Wake-Up Cancel	You can enable/disable the Wake-Up Cancel service. Do not input anything in the <b>[Value]</b> field.
Wake-Up Set	You can enable/disable the Wake-Up Set service. Do not input anything in the <b>[Value]</b> field.



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## CHAPTER 3. Using the Voice Mail Menu

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This chapter describes the Voice Mail menu of the Personal Assistant.

The Voice Mail menu of the Personal Assistant includes the following items:

- Inbox
- Send
- Sent
- Deleted
- Reminder
- Subscriber Services
- Download Control

## 3.1 Download Control

In order to use the voice mail function, you must install the client control after logging in. The voice mail function will not work properly unless the client control has been installed.

Click the Download Control menu to view the latest version on the server and the current version installed on the PC. If the client module is not installed on the PC or the version is older than the latest version, click the Download button to download and install the client control. You do not have to install the Outlook Add-In Control if you are not using Outlook.



The screenshot shows a web interface for 'SCM Personal' with a 'Webpage' header. A welcome message 'Welcome( 2002@superman.com )' is displayed. On the left, a sidebar contains a 'Voice Mail' menu with options: 'Inbox (0)', 'Send', 'Sent (0)', 'Deleted (0)', 'Reminder', 'Subscriber Services', 'Download Control', and 'Conference'. The main content area is titled 'Download Control' and displays the following information:

- IP-UMS Client Latest Version : **3.00.0024** [Download button]
- IP-UMS Client Current Version :
- Common client Control ( **Not installed** )
- Outlook Add-In Control ( **Not installed** )



NOTE

The client control is compatible with Windows XP and Windows 7.

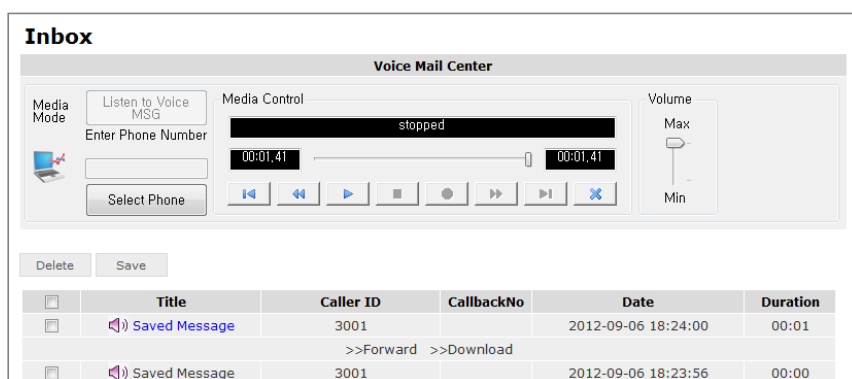


## 3.2 Inbox

New messages are indicated by bold font on their subjects. Clicking on the subject brings up the function list.

The table below shows the items and their descriptions:

Name	Description
Delete	This sends the selected item to the Deleted folder.
Save	This saves the selected item. The message property changes from 'New Message' to 'Saved Message'.
Reply	This function is used for replying voice mails. The reply is recorded by the media control and then sent.
Forward	This forwards the selected mail to other subscribers. When forwarding to other subscribers, you can use the media control to record your own greeting and send it.
Download	This function allows downloading voice messages to your PC as voice files.





## Listening to Voice Messages

	Title	Caller ID	CallbackNo	Date	Duration
<input type="checkbox"/>	Saved Message	3001		2012-09-06 18:24:00	00:01
	>>Forward >>Download				
<input type="checkbox"/>	Saved Message	3001		2012-09-06 18:23:56	00:00

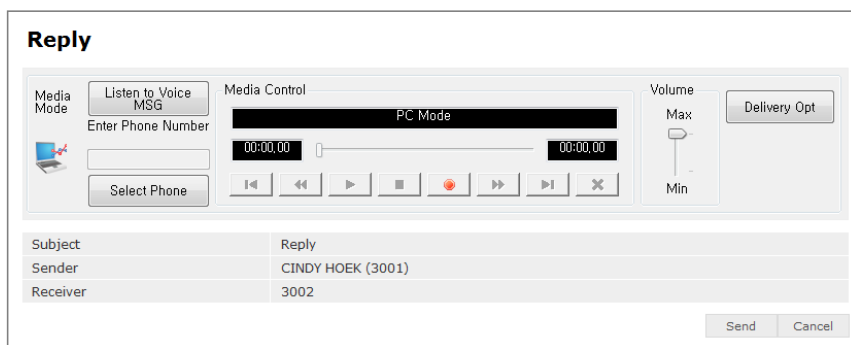
### 1) Listening through the PC Speakers


	Title	Caller ID	CallbackNo	Date	Duration
<input type="checkbox"/>	Saved Message	3001		2012-09-06 18:24:00	00:01
	>>Forward >>Download				
<input type="checkbox"/>	Saved Message	3001		2012-09-06 18:23:56	00:00

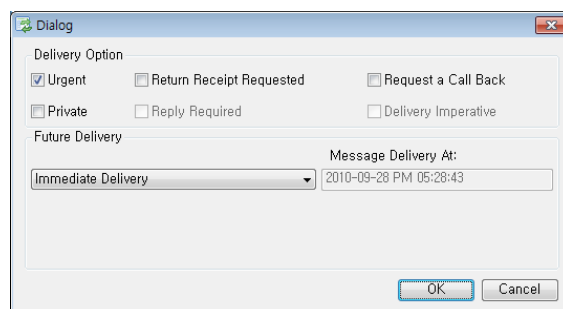
- ① In your Inbox, select a message to listen to. When you select a message, the check box in the first column will be ticked.
- ② Once a message is selected, the  button becomes enabled in the media control. Click the button to play the voice message.
- 2) Listening through the Phone
  - ① In your Inbox, select a message to listen to. When you select a message, the check box will be ticked.
  - ② Click the Select Phone button in the media control to activate the input field for entering the phone number. Enter the phone number here and click the  button to call the phone number.
  - ③ When you answer the phone, you can hear the information for the message and the voice message itself. After the voice message has been played, the phone call will be terminated automatically.

## Replying

### 1) Recording on the PC



- ① After listening to the voice message, click the Reply button.
- ② Click the Select PC button and then click the record button  to record your voice message.
- ③ Click Delivery Opt to set delivery options and then click the Send button.




### Delivery Options

- **Urgent:** This is the urgent message option. When the urgent option is selected, the recipient will be notified that the message is an urgent message and it will be played before any other message.
- **Return Receipt Requested:** If selected, the message receipt will be returned to the sender's Inbox when the recipient listens to the sender's message.
- **Request a Call Back:** This option notifies the recipient that the sender has requested a call back.
- **Private:** If selected, the recipient will not be allowed to forward the message to other subscribers.

- **Reply Required:** This option notifies the recipient that the sender has requested a reply to the message. The message cannot be deleted until a reply has been sent to the sender. (This function is available when the 'Forced messages allowed' menu is turned on for the mailbox of the administrator menu.)
- **Imperative:** The message receipt will be returned to the sender when the recipient receives the message, even if the receipt notification function is not turned on. (This function is available when the 'Forced messages allowed' menu is turned on for the mailbox of the administrator menu.)
- **Future Delivery:** You can specify the time for message delivery.
  - 1) **Immediate Delivery:** The message is delivered immediately.
  - 2) **The Next a few Hours:** The message is delivered 1-9 hours later.
  - 3) **The End of Current Business Today:** The message is delivered at the end of today's business hour. (Business hour refer to the call schedule settings for the extension number.)
  - 4) **Beginning of the Next business day:** The message is delivered at the beginning of business hour. (Business hour refer to the call schedule settings for the extension number.)
  - 5) **A coming day of Week:** The message is delivered at the time specified for the selected day of the week.
  - 6) **Date/time Selection:** The message is delivered at the selected date and time.


## 2) Recording on the Phone

Subject	
Sender	Reply
Receiver	CINDY HOEK (3001)
	3002

- ① After listening to the voice message, click the Reply button.
- ② Click the Select Phone button, enter the number of the phone to use, and then click the record button  to call the phone.  
Answer the phone and record your voice message on the phone.
- ③ Click Delivery Opt to set delivery options and then click the Send button.

## Forwarding

This function is used for forwarding a voice message to other subscribers after it has been played. Follow the procedure below to forward your message:

- 1) In your Inbox, select a message to forward and click the Forward button to open the forward screen.
- 2) When forwarding, you can record your greeting and attach it to the beginning of the original message. Click Select Phone or Select PC to decide which device to use for recording your greeting. Click the record button  to record.  
You can also forward the message without recording your greeting.
- 3) Select the delivery options and then click Send to send the message.

### Delivery Options

- **Urgent:** This is the urgent message option. When the urgent option is selected, the recipient will be notified that the message is an urgent message and it will be played before any other message.
- **Return Receipt Requested:** If selected, the message receipt will be returned to the sender's Inbox when the recipient listens to the sender's message.
- **Request a Call Back:** This option notifies the recipient that the sender has requested a call back.
- **Private:** If selected, the recipient will not be allowed to forward the message to other subscribers.
- **Reply Required:** This option notifies the recipient that the sender has requested a reply to the message. The message cannot be deleted until a reply has been sent to the sender. (This function is available when the 'Forced messages allowed' menu is turned on for the mailbox of the administrator menu.)

- Imperative: The message receipt will be returned to the sender when the recipient receives the message, even if the receipt notification function is not turned on. (This function is available when the 'Forced messages allowed' menu is turned on for the mailbox of the administrator menu.)
- Future Delivery: You can specify the time for message delivery.
  - 1) Immediate Delivery: The message is delivered immediately.
  - 2) The Next a few Hours: The message is delivered 1-9 hours later.
  - 3) The End of Current Business Today: The message is delivered at the end of today's business hour. (Business hour refer to the call schedule settings for the extension number.)
  - 4) Beginning of the Next business day: The message is delivered at the beginning of business hour. (Business hour refer to the call schedule settings for the extension number.)
  - 5) A coming day of Week: The message is delivered at the time specified for the selected day of the week.
  - 6) Date/time Selection: The message is delivered at the selected date and time.

### Downloading

Select a received message and click Download to locally save the message on your PC.

### 3.3 Send


This menu is for sending voice mails.

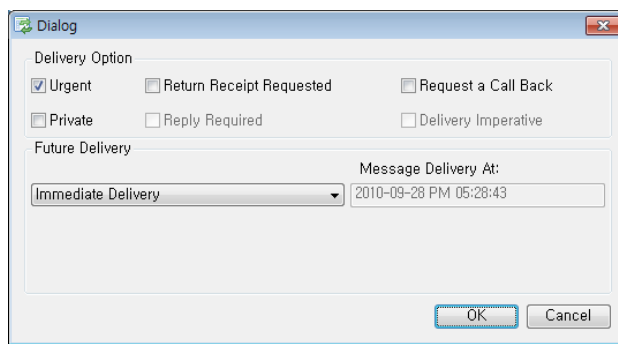
The table below shows the items and their descriptions:

Name	Description
Receiver	Enter the voice mail recipients' mailbox numbers.
Delivery Option	Set delivery options for the voice mail. (You can select various delivery options such as urgent, return receipt requested, request a call back, private, reply required, etc. The recipient is notified of the selected options when listening to the voice mail.) You can send the message immediately or at a specified date and time.
Select Phone/PC	Select whether to record to message on your phone or through the microphone on your PC. If you select PC, the microphone on your PC will be used for recording your voice message. If you select Phone, enter the phone number and click the record button to call your phone. Then, answer your phone to record your voice message. After recording, the recorded file will be downloaded to your PC.

## Sending Voice Mail

Follow the procedure below to send your voice mail.

- 1) In the media control, select a device to use for recording. Click 'Select Phone' to record with your phone or click 'Select PC' to record with the microphone on your PC.
- 2)  Click the record button to record.
- 3) Enter the recipients' mailbox numbers in the Receiver field.
- 4) Click the Delivery Opt button to select delivery options and then click the Send button to send.



## Delivery Options

- **Urgent:** This is the urgent message option. When the urgent option is selected, the recipient will be notified that the message is an urgent message and it will be played before any other message.
- **Return Receipt Requested:** If selected, the message receipt will be returned to the sender's Inbox when the recipient listens to the sender's message.
- **Request a Call Back:** This option notifies the recipient that the sender has requested a call back.
- **Private:** If selected, the recipient will not be allowed to forward the message to other subscribers.
- **Reply Required:** This option notifies the recipient that the sender has requested a reply to the message. The message cannot be deleted until a reply has been sent to the sender. (This function is available when the 'Forced messages allowed' menu is turned on for the mailbox of the administrator menu.)
- **Imperative:** The message receipt will be returned to the sender when the recipient receives the message, even if the receipt notification function is not turned on. (This function is available when the 'Forced messages allowed' menu is turned on for the mailbox of the administrator menu.)



- Future Delivery: You can specify the time for message delivery.
  - ① Immediate Delivery: The message is delivered immediately.
  - ② The Next a few Hours: The message is delivered 1-9 hours later.
  - ③ The End of Current Business Today: The message is delivered at the end of today's business hour. (Business hour refer to the call schedule settings for the extension number.)
  - ④ Beginning of the Next business day: The message is delivered at the beginning of business hour. (Business hour refer to the call schedule settings for the extension number.)
  - ⑤ A coming day of Week: The message is delivered at the time specified for the selected day of the week.
  - ⑥ Date/time Selection: The message is delivered at the selected date and time.

**NOTE**

On Active-Active system, between node1 and node0 user cannot send voice mail by PA send menu.

## 3.4 Sent

The Sent menu is used for viewing and managing the voice mails sent by the subscriber.

The table below shows the items and their descriptions:

Name	Description
Delete	Select items on the list and click the Delete button to move the selected items to the Deleted folder.

Call

Voice Mail

Inbox (2)

Send

**Sent (3)**

Deleted (0)

Reminder

Subscriber Services

Download Control

**Sent**

Delete

	Date	Duration	Receiver	Message	Fa
<input type="checkbox"/>	2010-09-28 18:52:17	00:02	2001		
<input type="checkbox"/>	2010-09-28 18:52:12	00:02	2004		
<input type="checkbox"/>	2010-09-28 17:06:00	00:04	2002		

Delete

First

Prev

**[1]**

Next

Last

## 3.5 Deleted

User can view and manage the deleted mails.

The table below shows the items and their descriptions:

Name	Description
Restore	Select items on the list and click the Restore button to restore the selected messages to the Inbox. The messages will be restored as saved messages.

The screenshot displays the 'SCM Personal' Webpage interface. On the left, a sidebar menu includes 'Call', 'Voice Mail', 'Inbox (0)', 'Send', 'Sent (3)', 'Deleted (2)', 'Reminder', 'Subscriber Services', and 'Download Control'. The main content area is titled 'Deleted' and features a 'Restore' button. Below the button is a table with the following data:

	Box	Caller ID	Receive Time	Duration	Message
<input type="checkbox"/>	Inbox	2005	2010-09-28 17:16:51	00:04	
<input type="checkbox"/>	Inbox	2002	2010-09-28 17:06:00	00:04	

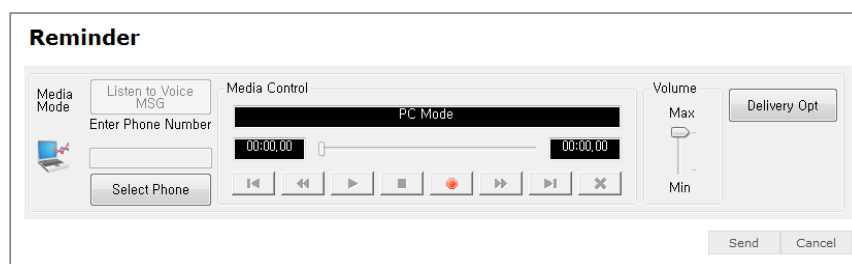
At the bottom of the table, there are navigation buttons: 'First', 'Prev', '[1]', 'Next', and 'Last'.

## 3.6 Reminder

User can send reminder messages. Reminder messages are voice mails sent to the user's own Inbox.


The table below shows the items and their descriptions:

Name	Description
Delivery Option	Set delivery options for the voice mail. (Urgent, Return Receipt Requested, Request A Call Back, Or Private) You can select the date and time for message delivery.
Select Phone/ PC	Select whether to record to message on your phone or through the microphone on your PC. If you select PC, the microphone on your PC will be used for recording your voice message. If you select Phone, enter the phone number and click the record button to call your phone. Then, answer your phone to record your voice message. After recording, the recorded file will be downloaded to your PC.



### Sending Reminder Messages

Follow the procedure below to send a reminder message.

- 1) In the media control, select a device to use for recording. Click 'Select Phone' to record with your phone or click 'Select PC' to record with the microphone on your PC.
- 2)  Click the record button to record.
- 3) Click the Delivery Opt button to select delivery options and then click the Send button to send. (Only the Future Delivery option is available for reminder messages.)  
Future Delivery: You can specify the time for message delivery.
  - ① Immediate Delivery: The message is delivered immediately.
  - ② The Next a few Hours: The message is delivered 1-9 hours later.
  - ③ The End of Current Business Today: The message is delivered at the end of today's business hour. (Business hour refer to the call schedule settings for the extension number.)
  - ④ Beginning of the Next business day: The message is delivered at the beginning of business hour. (Business hour refer to the call schedule settings for the extension number.)

- ⑤ A coming day of Week: The message is delivered at the time specified for the selected day of the week.
- ⑥ Date/time Selection: The message is delivered at the selected date and time.

## 3.7 Subscriber Services

The Subscriber Services menu is used for viewing the personal user profile and for setting and changing various information.

### General

The table below shows the items and their descriptions:

Name	Description
Mailbox	A mailbox of a subscriber is displayed. (Read only)
Phone number	Shows the subscriber's extension number. (Read only)
Name	Shows the subscriber's name. (Read only)
Description	Description is entered here. You can enter up to 100 characters.
Outlook Sync Usable	Shows whether the subscriber is available for Outlook syncing. (Read only)
Outlook Add-in Register	Shows the registration status for the Outlook add-in. (Read only)
E-Mail Address	Shows the registered e-mail address. (Read only)

SCM Personal

Welcome( 2002@superman.com )

Call

Voice Mail

Inbox (0)

Sent (3)

Deleted (2)

Reminder

Subscriber Services

Download Control

Conference

Subscriber Services

SaveReset

GeneralGreetingAccessibilitySchedulingNotificationAdministrationIntegration

General

Mailbox

[2002] SIP2002

Extension

[2002] SIP2002

Name

SIP2002

Description

Alerting E-Mail Information

Outlook Sync Usable

Yes

Outlook Add-in Register

Yes

E-Mail Address

lej24@ipums2008.samsung.com

## Greeting

The table below shows the items and their descriptions:

Name	Description
Current Personal Greeting	<p>You can change the current personal greeting.</p> <p>You can set 5 different types of greetings and select one of the 9 available greetings for each type.</p> <ul style="list-style-type: none"> <li>- No answer: This greeting is played to the caller when the call is not answered for a specified period of time.</li> <li>- Busy: This greeting is played to the caller when the user is busy.</li> <li>- Block: This greeting is played to the caller if all incoming calls are blocked.</li> <li>- Night: This greeting is played to the caller if the call is made after the business hours.</li> <li>- Call Screen: This greeting is played to the caller if the user has turned on call screen. The call screen function is used for answering phone calls from selected callers only.</li> </ul>
Edit Greeting	<p>You can record or edit greetings 1-9, mail box and name. Use the control at the bottom to record. Click the Save button to save any changes.</p> <p>You can enter up to 80 characters for greeting description.</p>

**Subscriber Services**

Save Reset

General **Greeting** Accessibility Scheduling Notification Administration Integration

**Current personal greeting**

No answer	Greeting 1
Block	System Caller Options
Night	System Caller Options
Call Screen	System Caller Options

**Edit greeting**

Greeting 1 Greeting 2 Greeting 3 Greeting 4 Greeting 5 Greeting 6 Greeting 7 Greeting 8 Greeting 9 Mailbox Greeting Directory Name	No Answer Greeting Night Greeting Out of Office Greeting
--	--

Edit Description: No Answer Greeting Enter

PC Mode Select Phone

Media Control

Ready

00:00:00 00:01:00



Volume

Max

Min

## Recording Greetings

Follow the procedure below to record your greetings:

- 1) Select one from Greeting 1 through 9 to record.
- 2) If necessary, enter the description in the Edit Description section and click the 'Enter' button.
- 3) In the media control, select a device to use for recording. To record with your phone, click 'Select Phone' and enter the phone number. To record with the microphone on your PC, click 'Select PC'. Click the record button  to record your greeting.
- 4) To finish recording, click the stop button  to stop and click the Save button to save.
- 5) The recording will be highlighted in blue if recorded properly, and it will be highlighted in red if saved properly.
- 6) Assign the recorded greetings 1 through 9 to No answer, Busy, etc. and save your settings.

## Accessibility Management

You can set call routing and phone numbers or view caller selection options. By using call routing, you can route incoming calls differently. Only the items allowed from the Authenticate tab in the Extension Number menu of the Administrator are available in the call routing section.

The table below shows the items and their descriptions:

Name	Description
Call Routing	<p>The call routing options allow the user to handle the incoming calls differently based on various settings.</p> <ul style="list-style-type: none"><li>- Call Block Setting: Used for blocking all incoming calls. The caller is connected to the voice mailbox, where s/he can leave a message. If the user has set a block greeting, the block greeting will be played to the caller.</li><li>- Call Screening Setting: Used for answering incoming calls from selected numbers only. On IP-UMS, the caller is requested to record his or her message before getting connected to the user. Then, the user can listen to message as the caller is recording it and decide to answer or decline the call. If the user has set a call screen greeting, it will be played to the caller.</li><li>- Call Forwarding Setting: Used for forwarding between extension numbers. Call forwarding can be set by entering an extension number in the phone number field or by setting an extension number using the <b>[Access Admin]-[4]</b> menu after logging into the phone mailbox.</li><li>- Follow Me Setting: Used for forwarding the incoming calls not to the user's extension number but to another number (including trunk line). Similar to the call screen setting, the calls can be answered selectively.</li><li>- Find Me Setting: By registering multiple phone numbers, incoming calls are routed from the numbers in a sequence to the specified number. Similar to the call screen setting, the calls can be answered selectively.</li></ul>



(Continued)

Name	Description
Call Routing	<ul style="list-style-type: none"> <li>- Stored numbers: You can add the phone numbers used for user settings. These phone numbers are used for Find Me, Follow Me and notification functions.</li> <li>- Setting Expires: You can set how long the call block, call forwarding, or Follow Me setting will remain effective.</li> </ul>
Caller Selection	You can view the options which can be selected by your callers. In other words, these are the descriptions for the actions the callers can select when they are reaching the user's mailbox. These options can only be set by the administrator and they can be read only in user mode.

**Subscriber Services**

Save Reset

General Greeting **Accessibility** Scheduling Notification Administration Integration

**Phone Accessibility Settings**

Choose An Option Call Routing

**Call Routing Options**

Find me enabled Yes

Enable Follow Me Yes

Follow Me Phone Number None Input

2006

Stored numbers

**Subscriber Services**

Save Reset

General Greeting **Accessibility** Scheduling Notification Administration Integration

**Phone Accessibility Settings**

Choose An Option Caller Selection

**Caller Selection Options**

1 : Pressing 1 Sends the Caller to Your Voicemail Box to Leave a Message

2 : Pressing 2 Places the Caller on Hold Until You Become Available

3 : Pressing 3 Places the Caller on Hold and Pages You

4 : Pressing 4 Plays the Caller the Other Options Menu

5 : No Action Defined

6 : No Action Defined

7 : No Action Defined

8 : No Action Defined

9 : No Action Defined

0 : Pressing 0 Sends the Caller to the Operator

\* : (Reserved Option) Pressing \* Escapes the Caller to Previous Menu

# : (Reserved Option) Pressing # Sends the Caller to Subscriber Logon

## Scheduling

You can manage daily scheduling for the call, voice message notification, and pager notification functions which come through the automatic console. You can set the start time and the end time, or select Off to turn scheduling off.

The table below shows the items and their descriptions:

Name	Description
Call Schedule	You can set scheduling for incoming calls. Inside the time specified is your work hours and outside the time specified is your non-work hours. If 'Night intercept' is turned on and the night greeting is set, the night greeting will be played for calls made outside the work hours.
Message Notification	Set scheduling for notifying the selected phone when a voice mail arrives.
Pager Notification	Set scheduling for notifying the selected pager when a voice mail arrives.

### Subscriber Services

Save
Reset

General
Greeting
Accessibility
**Scheduling**
Notification
Administration
Integration

Availability Schedule

Choose Schedule To Configure

Call Delivery
Call Delivery
Message Notification
Pager Notification

Call Delivery Business Hours

Sunday	AM 12 :00 ~ AM 12 :00	Off
Monday	AM 12 :00 ~ AM 12 :00	Off
Tuesday	AM 12 :00 ~ AM 12 :00	Off
Wednesday	AM 12 :00 ~ AM 12 :00	Off
Thursday	AM 12 :00 ~ AM 12 :00	Off
Friday	AM 12 :00 ~ AM 12 :00	Off
Saturday	AM 12 :00 ~ AM 12 :00	Off
Night intercept	No	

## Notification

You can set the notification function and pager notification settings when a voice mail arrives.

The table below shows the items and their descriptions:

Name	Description
Message alert is currently on	Select whether to use message alert function.
Alert on urgent messages only	Select this to use the message notification function only when an urgent message arrives.
Alert phone number	Enter the message alert phone number. A phone number can be up to 20 digits long.
Pager notification is enabled	Select whether to use pager alert function.
Notify on urgent messages only	Select this to use the notification function only when an urgent message arrives.
Alert phone number	Enter the pager number. A number can be up to 20 digits long.

### Subscriber Services

General
Greeting
Accessibility
Scheduling
**Notification**
Administration
Integration

**Message Notification Options**

Message alert is currently on
No

Alert on urgent messages only
No

Alert phone number
Stored #1: 2006

**Pager Notification Options**

Pager notification is enabled
No

Notify on urgent messages only
No

Alert phone number
Stored #1: 2006

## Administration

You can set the options for personal voice mailbox and default message delivery options.

The table below shows the items and their descriptions:

Name	Description
Voicemail Options	<p>Extended prompting enabled: You can set whether all menu items will be played or only some menu items will be played when logging into the phone.</p> <p>Auto play of new messages enabled: You can set whether to listen to new messages first or listen to messages by selecting menus when logging into the phone. If auto play of messages is enabled when receiving voice mails on Outlook, the voice mails will be played as soon as they are opened.</p> <p>Auto play of message info enabled: You can set to listen to information on the callers and the call times of the received message.</p>
Account Code	<p>This is the account code used for call restriction. Up to 20 digits can be entered.</p>
Default Outgoing Message Delivery Options	<p>You can set the default options for outgoing message delivery.</p> <ul style="list-style-type: none"><li>- Urgent: Sends the message as an urgent message.</li><li>- Return Receipt Requested: A receipt is returned to the caller when the recipient listens to the message.</li><li>- Request a Callback: The recipient is notified that a call back is requested for the message.</li><li>- Private: When the recipient receives a private message, the message cannot be forwarded.</li><li>- Reply Requested: The message is sent with request for a reply.</li><li>- Reply Required: The message is sent with mandatory requirement for a reply.</li><li>- Immediate Delivery: The message is sent immediately without options for scheduled delivery.</li><li>- Next xx Hours: Select from 1 to 9 hours to send the message after the selected number of hours.</li><li>- End of Today: The message is sent at the end of the business hours according to the sender's schedule. If the schedule is set to 'All day', the message is sent at 6 pm.</li><li>- Start of Next day: The message is sent at the beginning of the business hour according to the sender's schedule.</li><li>- Weekday: The message is sent on the selected day of the week and at the selected time. If today is selected, the message will be sent on the same day of the week in the following week.</li><li>- Date/time Selection: The message is sent on the selected date and at the selected time.</li></ul>

### Subscriber Services

Save Reset

General Greeting Accessibility Scheduling Notification Administration Integration

#### Voicemail Options

Auto play of new messages enabled	No
Auto play of message info enabled	Yes
Extended prompting enabled	Yes

#### Extension Control

Account Code	
--------------	--

#### Default Outgoing Message Delivery Options

<input checked="" type="checkbox"/> Urgent	<input type="checkbox"/> Return Receipt Requested	<input type="checkbox"/> Request a Callback
<input type="checkbox"/> Private	<input type="checkbox"/> Reply Requested	<input type="checkbox"/> Reply Required

Immediate Delivery
Message Delivery At 2010-09-28 PM 07:01

## Integration

You can set the configuration for media control.

The table below shows the items and their descriptions:

Name	Description
My Phone Number	Enter a phone number to dial when the control is in the Select Phone mode.
My Computer is equipped with	Speakers + Microphone: You can playback and record with the PC. Speakers only: You can record only using the phone. Do not use PC: You can playback and record only using the phone.
Playback IP-UMS Messages Using	This is the default mode for playback. When the control will be loaded with the default setting selected here.
Record IP-UMS Messages With	This is the default mode for recording. When the control will be loaded with the default setting selected here.

### Subscriber Services

Save Reset

General Greeting Accessibility Scheduling Notification Administration Integration

#### IP-UMS Record / Playback Media Settings

My Phone Number	2002
My Computer is equipped with	Speakers + Microphone
Playback IP-UMS Messages Using	Phone
Record IP-UMS Messages With	Phone



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## CHAPTER 4. Using the Conference Menu

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This chapter describes the Conference menu of the Personal Assistant.

When you select the Conference function in the Personal Assistant, the following menu items will be shown:

- Meet Me Reservation
- Meet Me Status
- Pre-defined
- Current Conference Status

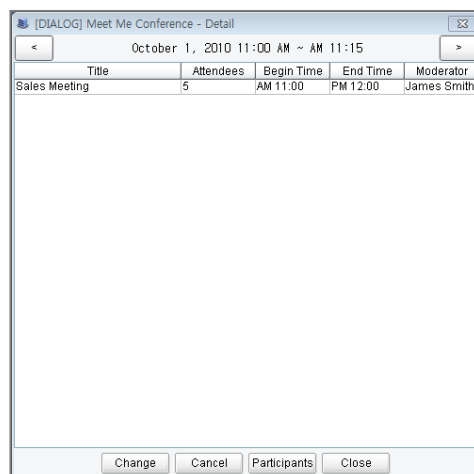
## 4.1 Meet Me Reservation

A Meet Me conference is initiated when the moderator sets the conference room number and the password. The invitation e-mails are sent to the conference attendees, and the attendees call the telephone number and the conference ID in the invitation e-mail at a specified time to participate in the conference.

You can check whether the conference reservation is available for the time slot of your choice and then reserve, cancel, change or view Meet Me conferences.

### 4.1.1 Items and Descriptions

In the reservation table, double-click a time slot with conference schedule to view the list of conferences reserved. Items on the conference list are as follows:



Name	Range	Description
Title	-	Title of a reserved conference
Attendees	-	Number of attendees who are going to attend a conference. The same number of voice conference channels is reserved.
Begin Time	-	Begin time of a reserved conference
End Time	-	End time of a reserved conference
Moderator	-	Moderator of a reserved conference
Change	-	If you want to change a conference, select a conference to change and click the change button.
Cancel	-	If you want to cancel a reservation, select a conference to cancel and click the cancel button. Enter a reason in the cancel screen, and click the OK button.



(Continued)

Name	Range	Description
Participants	-	Select a conference and click the participants button, you can see the information about the conference participants.
Close	-	Closes the window.

If you are the conference moderator (or owner), you can change or cancel the conference reservation.

If more than an hour remains before the start time of a reserved conference, you can change all other times except the conference ID. If less than an hour remains before the start time of a reserved conference, you can only change the conference options (early entrance and stay locked).

### 4.1.2 Create

Select a time slot to reserve a conference and click the Create button.

Enter the following items to reserve a conference:

Name	Range	Description
Date	-	Reservation date
Title	-	Enter the title of a conference.
Subject	-	Enter the subject of a conference. The title and subject of a conference are used when sending out an invitation mail and viewing reservation status.

(Continued)

Name	Range	Description
Conference ID	100~999	Conference ID which a participant enters when participating in a conference A participant can enter a 3-digit number (100-999) for the ID. Click the Check button to see if it is available.
Duration	-	Duration of the conference
Number of Attendees (Number of Attendees)	-	Number of attendees to a conference. The number should not exceed the max. number of attendees who can be invited. The same number of voice conference channels is reserved.
Owner	-	The Personal Assistant user who creates the conference will be the owner of the conference.
Attendee List	-	Select the members who are required to attend a conference by clicking the Select button. If a member is not an extension line subscriber, add the member by entering the member's name and email.
Password	-	Enter a password which an attendee must enter to attend a conference.
Send Invitation Letters (Send Invitation letters)	-	Specify whether to send out an invitation letter after reservation/correction.
Recurrence	-	Select conference recurrence. If you select daily or every week, you must specify recurrence range in the date.
Early Entrance	-	Specify whether to allow the early entrance. The early entrance can only be allowed if there is an available conference channel when creating the conference.
Stay Locked	-	If conference lock is configured, no one can enter into a conference. Unlock is required before starting a conference. This can be used to prevent anyone from attending a conference before the owner of a conference attends the conference.

메모 [s1]: 변경 1(소스): " 회의 지속 시간입니다"

메모 [s2]: 변경 2(소스): Specify whether to allow early entrance. Early Entrance 를 지정 한 경우에도 회의 개설시 사용 가능한 회의 채널이 있는 경우에만 허용됩니다.

If you wish to send invitation e-mails after reserving your conference, you must enter the e-mail login information. Enter the mail server, mail account, and account password and then click the OK button.

## 4.2 Me Status

You can view the list of currently reserved Meet Me conferences in a table.

Node Index	NODE 0	Master	James Smith		
User Group	UG1				
<input type="button" value="Search"/> <input type="button" value="Change"/> <input type="button" value="Cancel"/>					
Conference ID	Title	Attendees	Begin Time	End Time	Moderator
101	Sales Meeting	5	2010-10-01 11:00:00	2010-10-01 12:00:00	James Smith
102	R&D Meeting	10	2010-10-01 13:00:00	2010-10-01 14:00:00	James Smith

Select a user group and a moderator and then click the Search button to view the list of Meet Me conferences reserved which match your search conditions.

### 4.2.1 Items and Descriptions

Items on the conference list are as follows:

Name	Range	Description
Conference ID (Conference ID)	-	ID of a reserved conference
Title	-	Title of a reserved conference
Attendees	-	Number of attendees who are going to attend a conference. The same number of voice conference channels is reserved.
Begin Time (Begin Time)	-	Begin time of a reserved conference
End Time	-	End time of a reserved conference
Moderator	-	Moderator of a reserved conference

If you are the conference moderator, you can change or cancel the reservation.

## 4.3 Pre-defined

A pre-defined conference is set by pre-defining the conference attendees. The attendees are called at once by using the conference group ID.

You can view, create, change or delete the pre-define conference group list.

Select a conference group to view the list of members in the right section.

Only the conference owner can change or delete.

### 4.3.1 Items and Descriptions

Existing pre-defined conference group ID list is displayed in the left side of a window.

When you select a conference group ID, the owner and the list of attendees in the conference are displayed in the right side of the window.

<div>Create Change Delete</div>		
Group ID	Owner James Smith	
1001	Phone	Name
1002	2011@ug1.com	John Williams
	2012@ug1.com	Robert Jones
	2013@ug1.com	Patricia Brown
	2014@ug1.com	Linda Davis
	2015@ug1.com	Michael Miller
	2016@ug1.com	David Wilson
	2017@ug1.com	Richard Moore

Name	Range	Description
Group ID (Group ID)	-	ID of a pre-defined conference group which is used to call a group.
Owner	-	Owner name of a conference group
Phone	-	Member's phone number which is sent out when calling a pre-defined group
Name	-	Member's name

### 4.3.2 Creating and Changing

You can create a new pre-defined conference group by clicking the Create button.

When you click the Change button after selecting a conference group ID, you can change the select group. When you click the Delete button, you can delete a select conference group.

Name	Range	Description
Type	-	The conference type is pre-defined.
Group ID	1000~9999	ID of a pre-defined conference group which is used to call a group. A 4-digit number is available (1000-9999). Click the Check button to see if it is available.
Owner	-	The Personal Assistant user who creates the conference will be the owner of the conference.
Name	-	Enter a group name.
Description	-	Enter a group description. The group name and description are used to refer to a conference group after its creation.

(Continued)

Name	Range	Description
Select Attendees from Subscribers (Select attendees from subscribers)	-	You can add an extension line subscriber as a group member by searching.
Participant List (Participant List)	-	The participant list shows the current members. You can add an external member by entering (name, phone number). You can initialize the list by clicking the Delete All button or can delete a part of the list by clicking the Selective Delete button.

## 4.4 Current Conference Status

If you are the conference moderator, you can view the current conference status.

You can view the participating members and mute or eject any members.

You can lock the conference so that no additional members can join the conference or you can release the lock.

You can terminate the conference from the current conference status screen.

<div>Eject Mute Lock Terminate</div>						
Node Index	Conference	Begin Time	Lock	Participant	Attendance Time	Mute
NODE 0	890012@ug1.com 2201	2012-09-12 14:35:33	<input type="checkbox"/> Lock	2201	14:35:33	<input type="checkbox"/> Mute
NODE 0	890012@ug1.com 2201	2012-09-12 14:35:33	<input type="checkbox"/> Lock	93501	14:35:37	<input type="checkbox"/> Mute
NODE 0	890012@ug1.com 2201	2012-09-12 14:35:33	<input type="checkbox"/> Lock	93502	14:35:37	<input type="checkbox"/> Mute
NODE 0	890012@ug1.com 2201	2012-09-12 14:35:33	<input type="checkbox"/> Lock	93503	14:35:37	<input type="checkbox"/> Mute
NODE 0	890012@ug1.com 2201	2012-09-12 14:35:33	<input type="checkbox"/> Lock	93505	14:35:37	<input type="checkbox"/> Mute
NODE 0	890012@ug1.com 2201	2012-09-12 14:35:33	<input type="checkbox"/> Lock	93504	14:35:37	<input type="checkbox"/> Mute
NODE 0	890012@ug1.com 2201	2012-09-12 14:35:33	<input type="checkbox"/> Lock	93506	14:35:37	<input type="checkbox"/> Mute
NODE 0	890012@ug1.com 2201	2012-09-12 14:35:33	<input type="checkbox"/> Lock	93507	14:35:38	<input type="checkbox"/> Mute

### 4.4.1 Items and Descriptions

Items on the current conference status screen are as follows:

Name	Range	Description
Node Index	-	The node where the conference is being held
Conference ID	-	Conference URI which is assigned to a conference when it is created
Begin Time (Begin Time)	-	Begin time of a conference
Lock	-	Whether a conference is locked or not
Participant	-	Conference participant's URI
Attend Time	-	Conference participant's attending time
Mute	-	Conference participant's mute or not
Terminate	-	When you select a conference and click the Terminate button, the select conference is terminated.
Lock	-	When you select a conference and click the Lock button, no more member can attend the select conference.
Mute	-	When you select a participant and click the Mute button, no one in the conference can hear the participant's voice.
Eject	-	When you select a participant and click the Eject button, the select participant is ejected from the conference.





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