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CallPilot

**Message Networking
User Guide**

NORTEL
NETWORKS™

CallPilot Message Networking User Guide

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CallPilot Message Networking User Guide

About Message Networking

This guide explains how to use Message Networking with your personal mailbox. Message Networking links CallPilot or other voicemail systems at different locations.

Digital networking and AMIS

Message Networking uses digital networking and Audio Message Interchange Specification (AMIS) to exchange messages.

Digital networking

Digital networking uses Transmission Control Protocol/Internet Protocol (TCP/IP) to enable the exchange of voice and Fax messages between users at different sites on a network.



Note: Any voice message that you use send over the Internet using digital networking can be subject to interception by unauthorized parties.

AMIS

AMIS provides voice messaging to mailboxes at different sites on a communication network. A network is a collection of offices, locations or sites connected by telecommunication links. Each site on the network must have AMIS to send, receive and reply to network messages.

How Message Networking works

Sending a message across a network is as easy as sending a message down the hall. There are three ways to send a network message.

You can use:

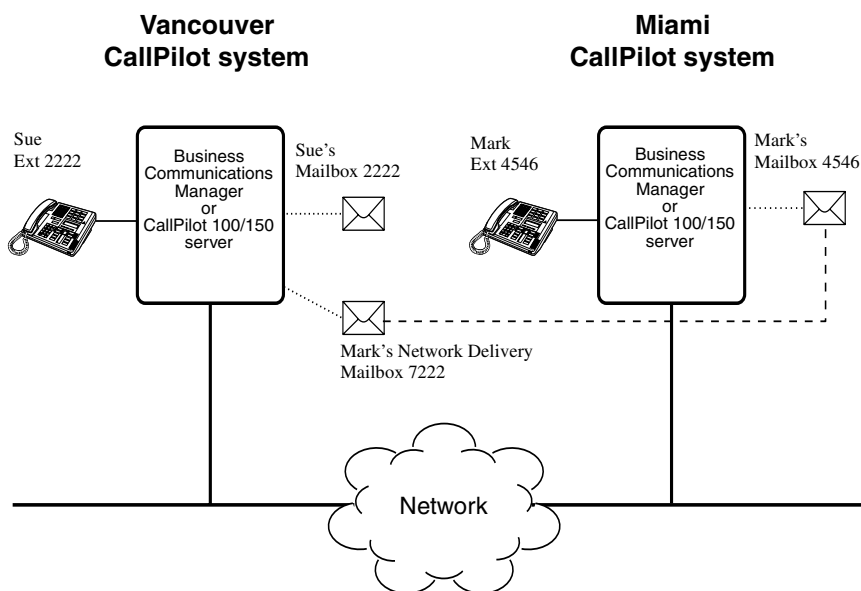
- a Network Delivery Mailbox
- Site-Based Addressing
- Direct Addressing (available for AMIS only)



Note: Network messages can be composed and sent only from your mailbox.

You cannot send a network message by using the Leave Message feature ( 9 8 0).

Sending a network message



The diagram [Sending a network message](#) shows how messages are sent between different company sites on the same network. In the example, Sue works in the Vancouver office and Mark works in the Miami office.

If Sue wants to send Mark a message, she can send the message using Site-Based Addressing, Direct Addressing, or to Mark's Network Delivery Mailbox. Since Mark has a Network Delivery Mailbox on the local Vancouver system, it is convenient for Sue to send the message to Mark's Network Delivery Mailbox.

Although Mark's Network Delivery Mailbox appears on the Vancouver system the message is automatically delivered to his mailbox in Miami. The network delivery information, such as the site prefix for the Miami site and Mark's mailbox number (4546) in Miami, is added to the Network Delivery Mailbox when you create it.

Sending a message to a Network Delivery Mailbox is as easy as sending a message to anyone at your site.

If Mark wants to send Sue a message, he must use Site-Based Addressing. Sue does not have a Network Delivery Mailbox on the Miami system.

Before Mark can send the message he needs to know the site prefix of the Vancouver site and Sue's mailbox number in Vancouver. The System Administrator can give Mark the Vancouver site prefix. After Mark records the message and enters the network delivery information, the network message is automatically delivered to Sue's mailbox.



Note: There is a time limit for the length of AMIS messages.
Do not send AMIS messages that are longer than 8 minutes.

What you need to know to use Message Networking

You must know how to use CallPilot to send messages to mailboxes at other sites. This includes knowing how to open your mailbox, record messages, send messages and retrieve messages. For information about using CallPilot features, refer to the *CallPilot Quick Reference Guide* for the interface you use, or the *CallPilot Reference Guide*.

To use this guide, you must determine which phone interface you use, and follow the procedures for that interface. For information about determining which interface you use, refer to [“Checking which mailbox interface you use” on page 6](#).

Checking which mailbox interface you use

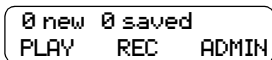
CallPilot supports the Norstar Voice Mail and CallPilot interfaces.

Use this procedure to check which mailbox interface you use, then follow the procedures that apply to your interface.

To check which mailbox interface you use

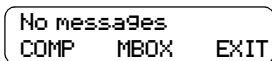
- 1 Press  9 8 1.
Follow the voice prompts or the display button options to open your mailbox.

- 2 Check the display to see which interface you use:



0 new 0 saved
PLAY REC ADMIN

This is the Norstar Voice Mail interface.



No messages
COMP MBOX EXIT

This is the CallPilot interface.

- 3 Press  to end the session.

Sending a message using a Network Delivery Mailbox

Network Delivery Mailboxes make it easy to send messages to a mailbox at a remote location. The Network Delivery Mailbox makes sending a message across the country as easy as sending it down the hall. A Network Delivery Mailbox is a pre-programmed direct address to a mailbox at a different site on the network. Each Network Delivery Mailbox has a local mailbox number. The destination site user's name appears in the company directory.

To send a message using a Network Delivery Mailbox, you need the Network Delivery Mailbox number. Ask your System Administrator to give you a list of Network Delivery Mailboxes or create a Network Delivery Mailbox for you.

The messages you record must be longer than three seconds. The system times out after five seconds of silence.

To send a message using a Network Delivery Mailbox- Norstar Voice Mail

- 1 Open your mailbox using **[*] 9 [8] [1]**.
Follow the voice prompts or the display button options to open your mailbox.

Pswd:
OTHR RETRY **OK**

- 2 Enter your mailbox password and press **OK** or **#**.

0 new 4 saved
PLAY REC ADMIN

- 3 Press **REC** or **[3]**.

Record message:

- 4 At the tone record your message.

Record message:
RETRY PAUSE **OK**

- 5 Press **OK** or **#** to end the recording.

Accept rec?
RETRY PLAY **OK**

- 6 Press **OK** or **#** to accept the recording.

Mbox:
DIR QUIT

- 7 Enter the Network Delivery Mailbox number.

Miami,sales
OPTS CC SEND

- 8 Press **SEND** to send the message
or
press **OPTS** to assign message delivery options:

- for digital destinations, Certified, Urgent, Timed Delivery, or Private.
- for AMIS destinations, Certified, Urgent, or Timed Delivery, but NOT Private

or press **CC** to send the message to another recipient.

Will deliver

0 new 0 saved
PLAY REC ADMIN

- 9 Press **[*]** to end the session.

To send a message using a Network Delivery Mailbox - CallPilot

- 1 Open your mailbox using 9 8 1.
Follow the voice prompts or the display button options to open your mailbox.

No messages
COMP MBOX EXIT
- 2 Press COMP or to open the Compose Message menu.

To:
NAME SPEC DONE
- 3 Enter the Network Delivery Mailbox number and press DONE or . You can enter more than one mailbox number if you want to send the message to several recipients.
- 4 Press REC or to begin recording.

Empty
REC
- 5 Press OK or when you are done.
You can press to add message options:
 - for digital destinations, Certified, Urgent, Timed Delivery, or Private
 - for AMIS destinations, Certified, Urgent, or Timed Delivery, but NOT Private.

Recording
REREC OK
- 6 Press SEND or to send the message.

Rec stopped
PLAY DEL SEND
- 7 Press to end the session.

Will deliver

Sending a message using Site-Based Addressing

Site-Based Addressing lets you send a message to a mailbox at another location on the network. To use Site-Based Addressing to send a message, you must know the network address of the destination site and the mailbox number of the person you want to send the message to.

Ask your System Administrator for a list of destination sites on your network.

To send a message using Site-Based Addressing - Norstar Voice Mail

- 1 Open your mailbox using 9 8 1. Follow the voice prompts or the display button options to open your mailbox.
- 2 Press REC or .
- 3 At the tone, record your message. The message you record must be longer than three seconds. The system times out after five seconds of silence.
- 4 Press OK or to end the recording.
- 5 Press OK or to accept the recording.
- 6 Press .
- 7 Press NETW.
- 8 Enter the destination site prefix and mailbox number and press OK or .
- 9 Press SEND to send the message as it is or press OPTS to assign message delivery options:
 - for digital destinations, Certified, Urgent, Timed Delivery, or Private.
 - for AMIS destinations, Certified, Urgent, or Timed Delivery, but NOT Private
 or press CC to send the message to another recipient.
- 10 Press SEND to transmit the message.
- 11 Press to end the session.

0 new 4 saved
PLAY REC ADMIN

Record message:

Record message:
RETRY PAUSE OK

Accept rec?
RETRY PLAY OK

Mbox:
DIR QUIT

Address type?
NETW AMIS

Network:
RETRY OK

<site name>
OPTS CC SEND

Network msg
VIEW SEND

0 new 0 saved
PLAY REC ADMIN

To send a message using Site-Based Addressing - CallPilot

- 1 Press **[*] 9 8 1**.
Follow the voice prompts or display options to open your mailbox.
- 2 Press **COMP** or **[7] [5]** to open the Compose Message option.
- 3 Enter the site prefix and the mailbox number and press **OK** or **[#]**. You can enter more than one mailbox number if you want to send the message to several recipients.

To:
NAME SPEC **DONE**
- 4 The display shows the destination mailbox name and mailbox number.

Site:<xxxx>

Dest mb:<xxxx>
- 5 You can enter another address
or
press **DONE** or **[#]** if you are finished entering addresses.

To:
NAME SPEC **DONE**
- 6 Press **REC** or **[5]** and record your message at the tone.
The message you record must be longer than three seconds. The system times out after five seconds of silence.

EMPTY
REC
- 7 Press **OK** or **[#]** to end your recording
or
press **REREC** to erase and re-record your message.
You can press **[7] [0]** to add message options of Urgent, Private, Acknowledged or Timed delivery. Private is not available if you use AMIS.

Recording....
REREC **OK**
- 8 Press **SEND** or **[7] [9]** to send the message.

Rec stopped
PLAY DEL **SEND**

Sending a message using Direct Addressing

Direct Addressing lets you send a voice message to a mailbox at a different location on a network. To use Direct Addressing you must know the destination site phone number and the mailbox number of the person you want to send a message to. Direct Addressing is available for AMIS only. Ask your System Administrator for the destination site's phone number and mailbox numbers.

To send a message using Direct Addressing - Norstar Voice Mail

- 1 Press **6** **9** **8** **1**.
Follow the voice prompts or the display button options to open your mailbox.
- 2 Enter your mailbox password and press **OK** or **#**.
- 3 Press **REC** or **3**.
- 4 At the tone, record your message.
The message you record must be longer than three seconds. The system times out after five seconds of silence.
- 5 Press **OK** or **#** to end the recording.
- 6 Press **OK** or **#** to accept the recording.
- 7 Press **#** **#**.
- 8 Press **AMIS**.
- 9 Enter the destination site phone number and press **OK**.
- 10 Press **OK** or **#** to continue or press **ADD** or **2** to add special characters. See [“Adding special characters” on page 22](#). Press **OK** or **#** when you are done adding special characters.
- 11 Enter the destination mailbox number and press **OK**.
- 12 Press **OTHR** to review or send the message or
press **OPTS** to assign message delivery options:
 - for digital destinations, Certified, Urgent, Timed Delivery, or Private.
 - for AMIS destinations, Certified, Urgent, or Timed Delivery, but NOT Private
 or press **CC** to send the message to another recipient.
- 13 Press **SEND** to transmit the message.

Pswd:
OTHR RETRY OK

0 new 4 saved
PLAY REC ADMIN

Record message:

Record message:
RETRY PAUSE OK

Accept rec?
RETRY PLAY OK

Mbox:
DIR QUIT

Address type?
NETW AMIS

Ph:
RETRY OK

<xxxxxxx>
ADD OK

Destmb:
RETRY OK

AMIS msg
OPTS CC OTHR

Network msg
VIEW SEND

0 new 0 saved
PLAY REC ADMIN

- 14 Press to end the session.

To send a message using Direct Addressing - CallPilot

- 1 Open your mailbox using 9 8 1. Follow the voice prompts or the display button options to open your mailbox.

No messages
COMP MBOX EXIT

- 2 Press COMP or 5 to open the Compose Message menu.

To:
NAME SPEC CNCL

- 3 Press SPEC or 9. This is the default number for special addressing and can be changed by the System Administrator.

Dest.ph:
RETRY OK

- 4 Enter the phone number of the remote site and press OK or .

<xxxxxxx>
ADD OK

- 5 Press OK or to continue or press ADD or 2 to add special characters. See [“Adding special characters” on page 22](#). Press OK or when you are done adding special characters.

Dest.mb:
RETRY OK

- 6 Enter the mailbox number at the remote site.

<xxxx>
RETRY OK

- 7 Press OK or to accept the mailbox number.

To:
NAME SPEC DONE

- 8 Press DONE or or enter another address to send the message to.

Empty
REC

- 9 Press REC or 5 to record your message. The message you record must be longer than three seconds. The system times out after five seconds of silence.

Recording...
REREC OK

- 10 Press OK or when you are done recording or press REREC or 5 to rerecord your message. You can press 0 to add message options of Urgent, Acknowledged or Timed delivery.

Rec stopped
PLAY DEL SEND

- 11 Press SEND or 9 to send the message.

Msg delivered

- 12 Press to end the session.

Replying to network messages

You can reply to a network message using the Reply Feature. You must have the network Reply Feature enabled in order to reply to a message. For more information, ask your System Administrator.

To reply to a network message - Norstar Voice Mail

- 1 Open your mailbox using **[*] 9 8 1**.
Follow the voice prompts or the display button options to open your mailbox.
- 2 Press **PLAY** or **[2]** to play your new messages
or
press **[6]** to listen to your saved messages.
- 3 After you listen to the message, press **REPLY**.
- 4 Press **MSG**.
If you are replying to a message with more than one recipient, go to step 5.
If you are replying to a message with one recipient, go to step 6.
- 5 If you are replying to a message that has more than one recipient:
press **SNDR** to send your reply only to the sender
or
press **ALL** to send your reply to all the people that received the message.
- 6 Record your reply message.
The message you record must be longer than three seconds. The system times out after five seconds of silence.
- 7 Press **OK** to end your recording.
- 8 Press **OK** to accept your recording.
If you are replying to a digital message, go to step 9.
If you are replying to an AMIS message, go to step 10.

1 new 4 saved
PLAY REC ADMIN

End of message
REPLY ERASE NEXT

Reply network msg
MSG QUIT

Reply to:
SNDR ALL

Record message:

Record message:
RETRY PAUSE **OK**

Accept rec?
RETRY PLAY **OK**

Network msg
OPTS CC SEND

Will deliver

- 9 Press SEND to send the message
or
press OPTS to assign message delivery options:
- for digital destinations, Certified, Urgent, Timed Delivery, or Private.
 - for AMIS destinations, Certified, Urgent, or Timed Delivery, but NOT Private
- or press CC to send the message to another recipient.

AMIS msg
OPTS CC OTHR

- 10 Press OTHR to go to the next display and review or send the message as it is
or
press OPTS to assign message delivery options:
- for digital destinations, Certified, Urgent, Timed Delivery, or Private.
 - for AMIS destinations, Certified, Urgent, or Timed Delivery, but NOT Private
- or press CC to send the message to another recipient.

Network msg
VIEW SEND

- 11 Press SEND to transmit the message.

End of message
REPLY ERASE NEXT

- 12 Press  to end the session.

To reply to a network message - CallPilot

- 1 Open your mailbox using  9 8 1.
Follow the voice prompts or the display button options to open your mailbox.

- 2 Press PLAY or  to play your new messages
or
press  to listen to your saved messages.

End message
RESP DEL NEXT

- 3 After you listen to your messages, press RESP or  .
If you press  , go to step 5.

Respond by
REPLY FORW

- 4 Press REPLY or   to reply to the message
or
press FORW or   to forward the message
or
press   to reply to all the recipients of the message.

Empty
REC

- 5** Press **REC** or **[5]** to record a message.
The message you record must be longer than three seconds. The system times out after five seconds of silence.

Recording...
REREC OK

- 6** Press **OK** or **[#]** when you are done recording.
You can press **[7]** **[0]** to add message options:
- for digital destinations, Certified, Urgent, Timed Delivery, or Private
 - for AMIS destinations, Certified, Urgent, or Timed Delivery, but NOT Private.

Rec stopped
PLAY DEL SEND

- 7** Press **[7]** **[9]** to send the message.
- 8** Press **[⏏]** to end the session.

Forwarding a Fax Message using Site-Based Addressing



Note: You can send and receive Fax messages only if the Fax option is available for your system. Ask your System Administrator if you can use Fax on your system. If Fax is available, ask your System Administrator for a list of Fax sites on your network.

If the receiving site cannot receive a Fax message, you receive Non Delivery Notification.

You can forward a Fax message that you received to a Site-Based Address and add an introductory voice message. The combined voice and Fax message appears as a Fax message in the destination mailbox.

You can also forward a received Fax message to a Network Delivery Mailbox. Refer to [“Forwarding a Fax Message to a Network Delivery Mailbox” on page 19](#).

When you forward a Fax message, a new cover sheet is added to the original Fax message as part of the new message. However, if the Fax message already has a CallPilot generated Fax cover sheet, it is replaced by a new Fax forward cover sheet.

The cover sheet contains:

- the date and time the Fax is created
- the directory name and telephone number of the sender
- the telephone number of the recipient
- the Fax identification (ID) number
- the number of pages to follow

To forward a Fax message using Site-Based Addressing - Norstar Voice Mail

- 1 Open your mailbox using **[*] 9 [8] [1]**.
Follow the voice prompts or the display button options to open your mailbox.

Pswd:		
OTHR	RETRY	OK

- 2 Enter your mailbox password and press **OK** or **[*]**.

1 new	4 saved
PLAY	REC ADMIN

- 3 Press **PLAY** or **[2]** to play your new messages or
press **[6]** to play to your saved messages
until you find the Fax message that you want to forward.

End of message		
COPY	ERASE	NEXT

- 4 Press **COPY** or **[5]**.

Copy fax
MBOX OTHR

5 Press MBOX or 1 to forward the Fax message.

Record intro?
YES NO

6 Press YES or 1 to record an introduction to the Fax message or press NO or 2 if you do not want to record an introduction to the forwarded Fax message, and go to step 9. The message you record must be longer than three seconds. The system times out after five seconds of silence.

Record Message:
RETRY PAUSE OK

7 Press OK to end the recording.

Accept rec?
RETRY PLAY OK

8 Press OK to accept the recording.

9 Press # #.

Address type?
NETW AMIS

10 Press NETW. This display appears only if AMIS is enabled. If AMIS is not enabled, the display in step 12 appears.

Network
RETRY OK

11 Enter the destination site prefix and the destination mailbox number and press OK.

<site name>
OPTS CC SEND

12 Press SEND to send the message as it is. Press OPTS to assign message delivery options of Certified, Urgent or Timed Delivery. Press CC to send the message to another recipient.

Network msg
OPTS CC SEND

13 Press SEND to send the message now.

To forward a Fax message using Site-Based Addressing - CallPilot

- 1 Open your mailbox using **[*] 9 8 1**.
Follow the voice prompts or the display button options to open your mailbox.
- 2 Press **[2]** to play the current message
or
press **[6]** to play the next message, until you locate the Fax message you want to forward.

- 3 Press **[7] [3]** to forward the message.

To:
NAME SPEC CNCL

- 4 Enter the destination site prefix and mailbox number and press **OK** or **#**.

Site:<xxxx>

- 5 The display shows the destination site name and mailbox number.

Dest mb:<xxxx>

To:
NAME SPEC **DONE**

- 6 Press **DONE** or **#**.

Empty
REC

- 7 Press **REC** or **[5]**.

Recording...
REREC **OK**

- 8 Press **OK** or **#**.

Rec stopped
PLAY DEL **SEND**

- 9 Press **SEND** or **[7] [9]**.

Forwarding a Fax Message to a Network Delivery Mailbox



Note: You can send and receive Fax messages only on CallPilot or Business Communications Manager systems that have the Fax option installed. Ask your System Administrator for a list of Fax sites on your network.

If the receiving site cannot receive a Fax message, you receive Non Delivery Notification.

You can forward a Fax message that you received to a digital networking Network Delivery Mailbox and add an introductory voice message that becomes part of the new message. The message appears as a Fax message in the destination mailbox.

You can also forward a received Fax message using Site-Based Addressing. For more information, refer to [“Forwarding a Fax Message using Site-Based Addressing” on page 16](#).

A forwarded Fax message has a new cover sheet added to the original Fax message. However, if the Fax message already has a CallPilot-generated Fax cover sheet, it is replaced by the new Fax forward cover sheet.

The new cover sheet shows:

- the date and time the Fax was created
- the directory name and telephone number of the sender
- the telephone number of the recipient
- the Fax identification (ID) number
- the number of pages to follow

To forward a Fax message to a Network Delivery Mailbox - Norstar Voice Mail

- 1 Open your mailbox using **[*] 9 [8] [1]**.
Follow the voice prompts or the display button options to open your mailbox.

Pswd:
OTHR RETRY OK

- 2 Enter your mailbox password and press **OK** or **[*]**.

1 new 4 saved
PLAY REC ADMIN

- 3 Press **PLAY** or **[2]** to play your new messages or
press **NEXT** or **[6]** until you find the Fax message you want to forward.

End of message
COPY ERASE NEXT

- 4 Press **COPY** or **[5]**.

Copy fax
MBOX OTHR

- 5 Press MBOX or 1 to forward the Fax message.

Record intro?
YES NO

- 6 Press YES or 1 to record an introduction to the Fax message or
press NO or 2 if you do not wish to record an introduction to the
forwarded Fax message and go to step 9.
The message you record must be longer than three seconds. The
system times out after five seconds of silence.

Record intro:
RETRY OK

- 7 Press OK to end the recording.

Accept rec?
RETRY PLAY OK

- 8 Press OK to accept the recording.

Mbox:
DIR QUIT

- 9 Enter the Network Delivery Mailbox number.

Miami,sales
OPTS CC SEND

- 10 Press SEND to send the message
or
press OPTS to assign message delivery options of Certified, Urgent
or Timed Delivery
or
press CC to send the message to another recipient.

Another copy?
YES QUIT

Miami,sales is an example. The Network Delivery Mailbox name
appears in the display.

To forward a Fax message to a Network Delivery Mailbox - CallPilot

- 1 Open your mailbox using **[*] 9 [8] 1**.
Follow the voice prompts or the display button options to open your mailbox.

- 2 Press **[2]** to play the current message
or
press **[6]** to play the next message, until you locate the Fax message you want to forward.

- 3 Press **[7] [3]** to forward the message.

To:
NAME SPEC CNCL

- 4 Enter the Network Delivery Mailbox number.

<xxxx>

- 5 The display shows the mailbox name.

To:
NAME SPEC DONE

- 6 Press DONE or **[#]**.

Empty
REC

- 7 Press REC or **[5]** to record an introductory voice message.
The message you record must be longer than three seconds. The system times out after five seconds of silence.

Recording...
REREC OK

- 8 Press OK or **[#]**.

Rec stopped
PLAY DEL SEND

- 9 Press SEND or **[7] [9]**.

Adding special characters

Special characters are pauses or other dialing instructions that you can add if they are required to access the network or a telephone number.

Follow the voice prompts or press **ADD** to add special characters to a telephone number. A telephone number cannot be longer than 30 characters.



Note: If you are adding special characters, do not press the dialpad buttons **#** to enter a #, or ***** to enter a *. Press the button directly below the option on a two line display telephone, or listen to the voice prompts for how to enter these characters.

Adding special characters to a telephone number	
Press	Description
2 or DIGS*	to resume adding digits to the destination phone number
3 or PAUS*	to enter a timed pause that appears as P on the display. Pauses are four seconds long.
4	to recognize dial tone (behind PBX). The Recognize Dial Tone special character appears as D on the display.
5 (or OTHR #)*	to enter a #
6 (or OTHR *)*	to enter a *
TONE*	to recognize dial tone (behind PBX). The Recognize Dial Tone special character appears as D on the display.
*	to cancel and retry

*These options are for two line display telephones only. If you use a one line display telephone, use the keypad button shown.