

# SIEMENS

## HiPath 3000

# HiPath Xpressions Compact

Version 1.0

User Manual





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# **1 Introduction**

## **1.1 Target Group**

This manual is intended for use by the system administration and all users.

## **1.2 Functions Description / Overview**

HiPath Xpressions Compact is a system for operating voice mailboxes with various feature sets, including automatic call answering. The system consists of a plug-in PCB module that was designed for use in Hicom/HiPath telephone systems.

HiPath Xpressions Compact offers the following functionality:

- Depending on the system type and the HiPath Xpressions Compact product variant, up to 8 or 24 ports, i.e. up to 8 or 24 concurrent switching and call answering operations
- 100 hours of voice recording capacity
- Warning on exceeding a predefined storage capacity in the Super User Mailbox.
- Maximum message length of 3, 8 or 20 minutes per voice mailbox, depending on the mailbox configuration.
- Notification call from the mailbox to any desired number
- Classification of messages as private, urgent and standard
- Date and time-stamp for each message
- Auto Attendant (automatic call answering, greeting and switching, day and night-time operation).
- Mailbox administration via telephone

### **Message Waiting Indicator**

HiPath Xpressions Compact supports the message waiting indicator function (MWI). However, the type of indication depends on the utilized telephone system and the telephones themselves (e.g. optical display, special dial tone or a notification call).

If this function has been enabled by the telecommunications technician, indication is activated on receiving the first message and remains active until all received messages have been heard.

## **Introduction**

*Functions Description / Overview*

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## 2 General Information on Mailboxes

### 2.1 Mailbox Classes

A distinction is made between six different mailbox classes for processing and controlling incoming calls. The functions which are made available to the mailbox owner vary from one mailbox class to the next.

The following mailbox classes are differentiated:

- Class 1 mailbox (basic/information mailbox)
- Class 2 mailbox (standard mailbox)
- Class 3 mailbox (preferred mailbox)
- Class 4 mailbox (exclusive mailbox)
- Class 5 mailbox (standard auto-attendant mailbox)
- Class 6 mailbox (preferred auto-attendant mailbox)



#### Note

You can determine which options are included by accessing your mailbox. All available functions are announced via internal system messages.

## General Information on Mailboxes

### Mailbox Classes

Each of the mailbox classes is distinguished by the range of functions specified below:

<b>Mailbox Class</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Functions</b>						
Play / delete messages	X	X	X	X	X	X
Input range	no limit					
Message management	X	X	X	X	X	X
Save messages	-	X	X	X	X	X
Storage range	-	limited	limited	limited	limited	limited
Record and send messages	-	X	X	X	X	X
Message forwarding	-	X	X	X	X	X
Call back caller	-	-	X	X	X	X
Number of possible greetings	1	3	3	3	3	4
Day and nighttime greeting control	-	-	-	-	-	X
Information mailbox	X	-	-	-	-	-
Private message	-	-	X	X	X	X
Mailbox code #	X	X	X	X	X	X
Private message code #	-	-	X	X	X	X
Record user name	-	X	X	X	X	X
Notification call	-	-	X	X	X	X
Substitute function	-	-	-	X	X	X
Language selection	-	-	-	X	X	X
Abbreviated dialing, auto-attendant	-	-	-	-	X	X

Table 2-1 Mailbox Classes and their Function Ranges

Mailbox classes can be administered and changed by the system administration. For detailed information, refer to Chapter 4.

The following applies to all mailbox classes:

- Mailboxes are protected against unauthorized access with a code number.
- The mailbox owner can record greetings.
- The receipt of a message is signalised.
- Messages can be played back and deleted.

The following also applies to mailbox classes 2 through 6:

- Up to three greetings can be recorded and alternately utilized.
- The mailbox owner can record his name.
- Messages can be saved and forwarded to other users.
- The owner can record and send messages.

The following also applies to mailbox classes 3 through 6:

- The “retrieve caller from playback loop” function is available, if the caller’s number has been transmitted with the call.
- The mailbox owner can record a private message, which can only be queried and heard by persons in possession of the private message code number.
- A notification call function can be activated to call a desired number when a message is received at the mailbox.

The following also applies to mailbox classes 4 through 6:

- The mailbox provides its owner with a substitute function. This allows for the transfer of calls to another telephone.
- Various languages can be selected for system messages.

The following also applies to mailbox classes 5 through 6:

- An speed-dial list with up to 10 destinations (extensions or mailboxes) can be created for each mailbox for the call switching function.

The following also applies to mailbox class 6:

- Up to four greetings can be used.
- The various greetings can be selected manually or via day / night-time control.

## 2.2 Functions Available to Callers

The Voicemail system provides callers (who leave messages) with the following functions:

- Interrupt the greeting

The caller can interrupt the mailbox owner's greeting at any time by pressing the # key. After hearing the signal tone, the caller can then immediately start recording his or her message.

- Call switching to the operator

If the caller activates the 0 key during the greeting message, the call is immediately switched to the operator. This function is only available for class 1 through 4 mailboxes and for auto-attendant mailboxes, for which no „Abbreviated Dialing Destination Zero“ is installed.

- End message recording

The caller can end message recording in two different ways: either by simply hanging up, or by pressing the # key. Using the # key allows the caller to listen to further voice messages (which can be categorized as urgent or private).

- Listen to a private message

If the caller activates the \* key during the greeting message and then immediately enters an agreed upon numeric code, the private message is played back. The caller must therefore be informed of the numeric code in advance.

- Forwarding to another extension via auto-attendant (only for auto-attendant mailboxes).

The caller can forward his or her own call directly to the desired destination by entering the appropriate extension during the greeting message. The interval between key entries may not exceed 1.5 seconds. If this interval is exceeded, or if the maximum number of digits has been entered, the entry is considered complete and the call is forwarded to the entered extension.

- Connection to mailboxes via auto-attendant

The mailbox will be connected by pressing the \* key twice, followed by entering the desired mailbox number.

## 2.3 Information Mailbox Function

A class 1 mailbox can be configured by the system administrator as an information mailbox that is used solely for long announcements (e.g. a movie program). The announcement can have a duration of up to 20 minutes in this case. Message recording is independent of this feature. The message recording function should be deactivated for purely informative announcement services. The caller can control the playback of the announcement via the number keys on the telephone (fast-forward, rewind, pause, repeat).

The caller can thus control the playback of long duration announcements (on touch-tone telephones only):

Functions available to the caller	Key
Repeat the announcement	2
Rewind the announcement by 5 seconds	4
Pause	5
Fast-forward the announcement by 5 seconds	6

Table 2-2 Caller Control Options for Announcement Playback



### Note

The caller should be informed of control options available for information mailboxes at the start of the announcement.

## 2.4 Auto-Attendant Function

Class 5 and 6 mailboxes allow the caller to switch to another destination using speed-dialing. The caller can select another user (including external users) or another mailbox during the announcement by pressing the appropriate number key at his telephone. The caller must be informed of the available options via the announcement. A break should be provided at the end of greeting, allowing the caller to enter a number

If the speed-dial destination is also a mailbox, its greeting message is played back. Several mailboxes can be linked in this way, and complex applications can be created (e.g. automatic information services). Auto-attendant mailboxes are distinguished by a greeting duration of 8 minutes (company greeting).

## General Information on Mailboxes

### *Auto-Attendant Function*

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## **3 Mailbox Use and Operation**

### **3.1 Accessing the Mailbox System / Code Numbers**

Each mailbox is assigned to a specific extension within the telephone system.

A mailbox owner accesses his or her own mailbox by calling the HiPath Xpressions Compact number. A distinction is made between

- Internal calls from the mailbox owner's extension and
- External calls, or calls from other internal extensions

**If an internal call is placed from the mailbox owner's extension**, the system asks the caller to enter his code number. The mailbox can be accessed after the valid code number has been entered.

**If an external call, or an internal call from another extension is placed**, the system also asks the caller to enter his code number. However, after the code number has been entered, the system asks the caller to enter the mailbox number. If the code number and the mailbox number match, the mailbox can be accessed.

Mailbox access is also possible if the caller hears the mailbox greeting after his call has been switched. The caller must first press the  key, and then enter the code number for the mailbox. If the valid mailbox code number is entered, the mailbox can be accessed. Otherwise, the system asks the caller to enter a mailbox number. If this mailbox number matches the entered code number, the corresponding mailbox can be accessed.

If the code number and the mailbox number do not match, a corresponding announcement indicating this is made by the system.

After gaining access to his mailbox, the mailbox owner is first informed of the current message status. If the mailbox owner has deactivated message recording, or if he has activated the notification call function or the substitute function, he is informed accordingly. If no user name has been recorded, the system informs the mailbox owner of this as well.



**Note**

Immediately after setting up the mailbox, the default code number is usually "1234". If you cannot gain access with this default code number, contact your system administration.

Change the code number when you access your mailbox for the first time!

## **3.2 Navigating through the Mailbox**

After gaining access to the mailbox, the first function which is always made available after announcement of the system status (see above) is the message querying function. The other mailbox functions cannot be accessed until all current messages have been played back or skipped (see Figure 3-1 on page 3-3).

Navigation through the mailbox is controlled via the keypad on your telephone.

The most important functions include “scroll forward” (**3**) and “scroll back” (**1**).

After locating the desired function, the number key which corresponds to the desired action must be activated. The system provides full user support via appropriate system messages.

Details on the individual functions are presented in the following chapters.

Only one user can query a single mailbox at any given time. However, several users can simultaneously leave messages in the same mailbox.

The message recording function is always available, even when the mailbox is being queried by a user.

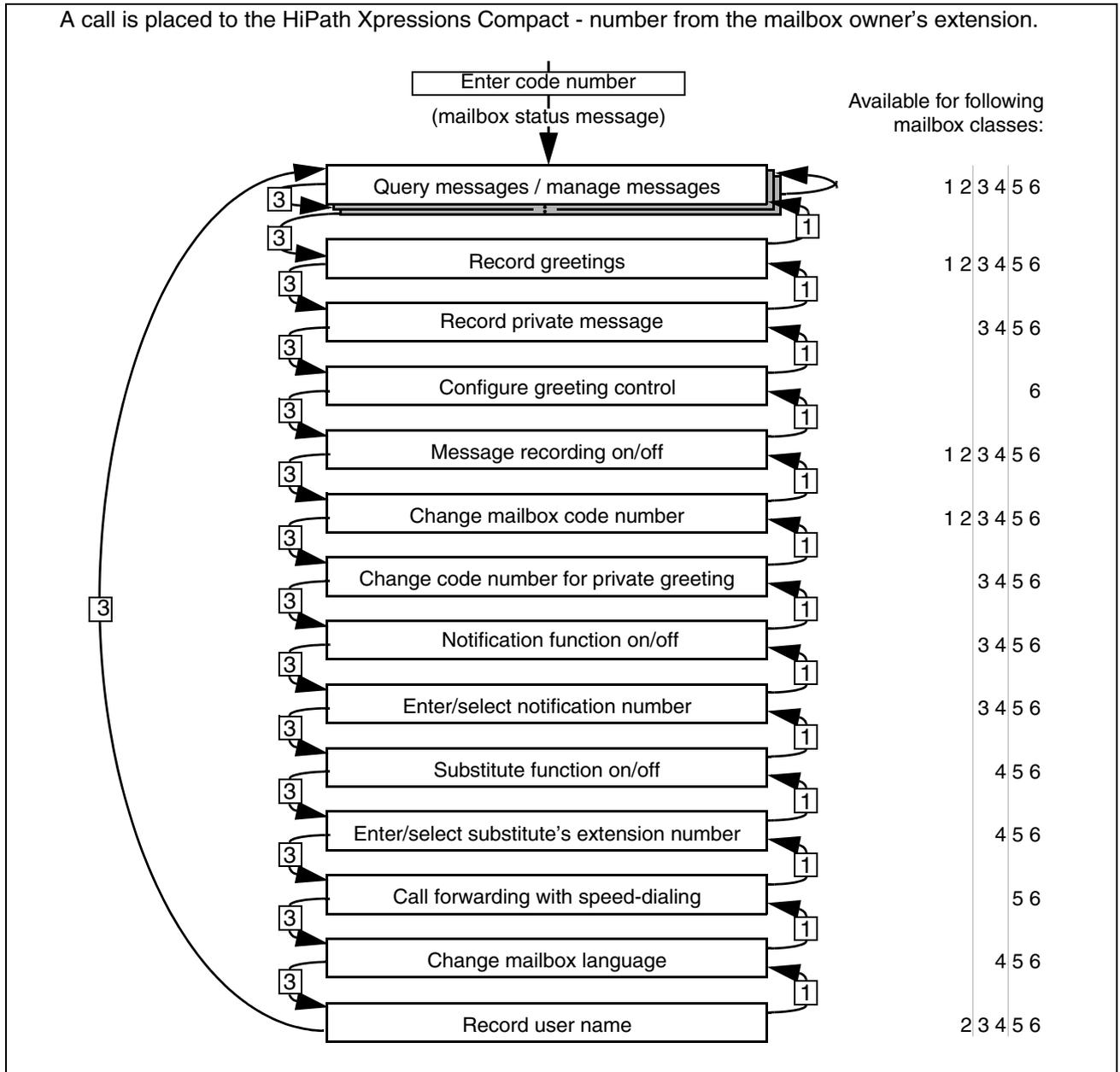


Figure 3-1 Mailbox Functions

## 3.3 Individual Mailbox Functions

### 3.3.1 Querying Mailbox Messages

Each mailbox is equipped with an area allocated for messages received (input area) and an area for stored messages (storage area). Exception: The basic/information mailbox only includes an input area and is incapable of storing messages.

All messages in the storage area are maintained in chronological order, with the most recent message at the end. The messages in the input area can be classified as urgent, standard or private. Messages in the storage area are classified only as standard or private, since messages can only be transferred to the storage area after they have been played back.

Characteristics of the input area:

- Unlimited number of messages until memory capacity is fully occupied
- Each message is classified as either urgent, private or standard (classification can only be assigned by the sender/caller).
- Urgent messages are played back first in chronological order when the mailbox is queried (see Figure 3-2). Standard and private messages are then played back (ungrouped), also in chronological order.
- Messages classified as “urgent” are reclassified as “normal” after they have been played back in their entirety and the user has navigated to another message or function. However, they do not appear in the list as normal messages until their position within the message sequence has been selected a second time, or until mailbox playback has been ended and restarted. This prevents messages from being displayed as urgent, and then appearing a second time as normal messages immediately thereafter.
- Each message is provided with a date and time-stamp, which is announced at the end of the message. The caller’s number can also be played back, provided it was transmitted with the call.
- Messages in the input area that are identified as private cannot be forwarded.
- All normal and private messages can be moved from the input area to the storage area (saved), and vice versa. Urgent messages cannot be moved into the storage area.
- New messages are always placed in the input area.

Characteristics of the storage area:

- Only a limited number of messages can be saved (the capacity is set by the system administration). Messages in the storage area are played back as a never-ending loop (see Figure 3-2). An advance announcement informs you that you have entered the storage area.
- All messages are arranged in chronological order.
- Private messages are indicated by a corresponding announcement.
- Messages in the storage area cannot be forwarded, nor can the caller be called back.
- Messages can be moved back to the input area or deleted. Messages that are moved back to the input area are arranged in chronological order.

The following diagram illustrates how messages are arranged in the input and storage areas:

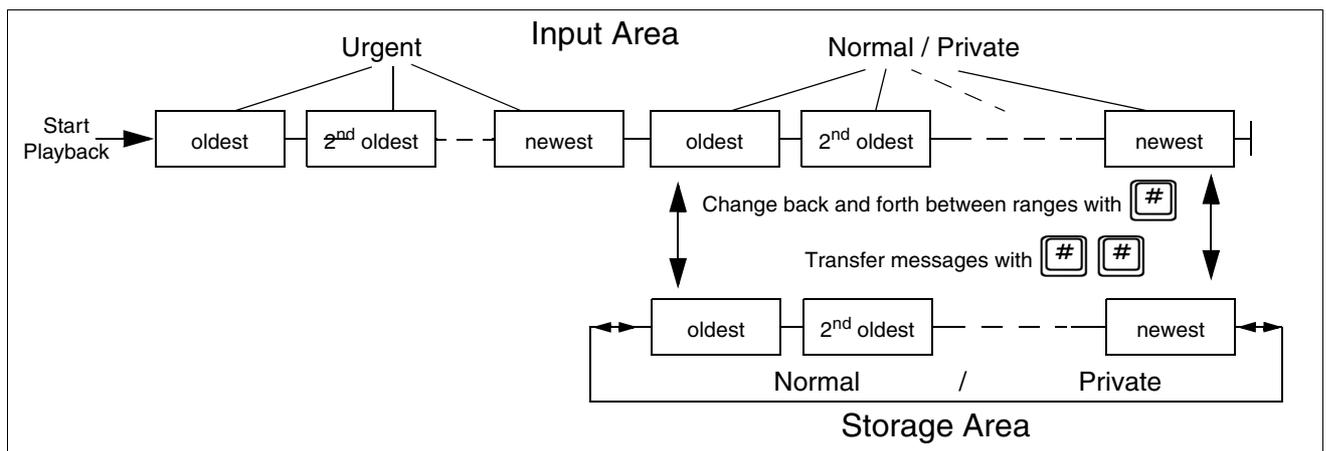


Figure 3-2 Arrangement of Messages in the Input and Storage Areas

## Mailbox Use and Operation

### Individual Mailbox Functions

Function	Key	Possible in Storage Area
Next message: After all the messages in the input area have been played back, the next function is made available. In the storage area, the 3 key always advances to the next message in toroidal-core memory (endless loop).	3	X
Previous message: If the first message at the beginning of the input area is already selected, it is played back immediately. In the storage area, the 3 key always advances to the previous message in the (endless) memory loop.	1	X
Repeat the message which was last played back.	2	X
Interrupt playback for a maximum of 5 seconds (pause), resume playback with any key - the last 5 seconds of the message before the point at which interruption took place are played back as well.	5	X
Rewind 5 seconds within the currently playing message.	4	X
Fast forward 5 seconds within the currently playing message.	6	X
Delete message	0 0	X
Save message / move to the other area (input or storage area)	# #	X
Skip all messages.	*	
Respond to a message (record a message in the caller's mailbox), specify attribute	8	
Forward message; specify a new attribute, record comments (> 1 second), enter extension number.	9	
Return call; Connection is established automatically.	* 8	
Record and send a new message: specify attribute, enter extension number.	7	
Access another mailbox (only possible if the other mailbox is not currently being queried by another user): enter code number, enter extension number. If access is not possible, the previously accessed mailbox remains active.	* #	
Switch back and forth between the input area and the storage area.	#	X

Table 3-1 Possible Mailbox Functions (depending on mailbox class)

### 3.3.2 Recording and Selecting Greetings

The owner of a mailbox can use his or her telephone to record all available greetings. Depending on the mailbox class, up to 4 greetings are available:

<b>Greeting</b>	<b>Mailbox Class 1</b>	<b>Mailbox Classes 2 - 5</b>	<b>Mailbox Class 6 manual selection</b>	<b>Mailbox Class 6 Day / night control from Tel. System</b>
1 <sup>st</sup> Greeting	Greeting	1 <sup>st</sup> Greeting	1 <sup>st</sup> Greeting	Daytime Greeting
2 <sup>nd</sup> Greeting	-	2 <sup>nd</sup> Greeting	2 <sup>nd</sup> Greeting	Night Greeting
3 <sup>rd</sup> Greeting	-	3 <sup>rd</sup> Greeting	3 <sup>rd</sup> Greeting	-
4 <sup>th</sup> Greeting	-	-	4 <sup>th</sup> Greeting	-

Table 3-2 Greetings Overview

Greetings for mailbox classes 2 through 5 are designated “first”, “second” and “third”.

Greetings for mailbox class 6 (call switching mailboxes) are designated “daytime” and “night” if time control has been activated, or “first”, “second”, “third” and “fourth” if time control has not been activated.

## Mailbox Use and Operation

### Individual Mailbox Functions

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After accessing the function, the mailbox owner has the following options:

Function	Key
Select the next greeting (only if more than one greeting exists).	8
Repeat the selected greeting.	2
Disable system greeting and replace with a personal greeting (new recording).	0
End recording. When the recording is finished, it is played back immediately.	#
Delete personal greeting and replace with system greeting.	0

Table 3-3 Setting Up and Recording Greetings

If no personal greeting is recorded, the caller hears the following system greeting: “this mailbox belongs to user ...”.

Recording of a new personal greeting can be started by pressing  during playback of the system greeting.

If a personal greeting has been recorded, it can be deleted and replaced with the system greeting by pressing .



#### Note

If you want to replace an existing personal greeting with a new recording, press the  key twice during playback of the personal greeting.

### 3.3.3 Recording a Private Message

Mailbox classes 3 through 6 are also equipped with a private message. This is played back for the caller on entering a predetermined sequence of numbers (code for private message). The caller must enter the code number while the greeting is being played back, and the code number must be preceded with the  key.

Function	Key
Play back private message	2
Delete a private message	0 0
Record a private message	0 0

Table 3-4 Recording a Private Message

If no private message has been recorded a new recording is started by pressing .

If a private message has been recorded, it can be deleted and replaced by the system greeting by pressing .



**Note**

If you want to replace an existing private message with a new recording, press the  key twice during playback of the private message.

### 3.3.4 Setting Control Parameters for Greetings

This function is available to owners of class 6 mailboxes.

The current status is announced on accessing the function.

Mailbox greetings are controlled by pressing the **8** key. The following options are available:

- Deactivate greeting control. The greeting to be utilized is selected and activated manually (1 through 4). The currently selected greeting remains active.
- Activate time control via the telephone system: Greeting 1 is used as a daytime message and greeting 2 as a night message.

Function	Key
Announce current status	2
Select and simultaneously change status	8

Table 3-5 Setting Control Parameters for Greetings

### 3.3.5 Activating and Deactivating Message Recording

The mailbox owner decides whether or not callers can leave messages.

Function	Key
Announce status	2
Change status (activate/deactivate message recording)	0

Table 3-6 Activating and Deactivating Message Recording



**Note**

A newly set up mailbox is not activated and is unable to record caller messages until the owner has accessed the mailbox for the first time.

### 3.3.6 Changing the Mailbox Code Number

Each mailbox is protected against unauthorized access with its own code number. If the “change mailbox code number” function is accessed, the current mailbox code number is announced. Your system administration can provide you with the default mailbox code number.

Function	Key
Announce current mailbox code number	2
Change the mailbox code number. For security reasons, a new mailbox code number must be entered a second time after prompting.	0

Table 3-7 Changing the Mailbox Code Number

### 3.3.7 Changing the Code Number for Private Message

Private message is available for mailbox classes 3 through 6.

The caller must enter a special code number in order to listen to a private message. The mailbox owner creates this code number.

Function	Key
Announce current code number for private message	2
Change the code number for private message	0

Table 3-8 Changing the Code Number for Private Message

### 3.3.8 Activating and Deactivating the Notification Call

In order to receive a notification of messages received at your mailbox on any other desired telephone (cell phone, home phone etc.), the notification call function can be activated. The device informs you about incoming messages via “user outcall”.

You select the notification destination yourself by entering the notification call number. When a notification call is received from the mailbox, the new message can be played back immediately after the code number is entered, and other mailbox functions can be controlled as well.

This function is available for mailbox classes 3 through 6.

 <b>Note</b> Before the notification call can be activated, a destination telephone number for the notification call must be entered.
---

The current status is announced on accessing the function (notification call activated / deactivated).

<b>Function</b>	<b>Key</b>
Announce current status	2
Activate or deactivate the notification call	0

Tabelle 3-9 Activating and Deactivating the Notification Call

### 3.3.9 Entering and Selecting Notification Call Number

A notification call number must be entered before the notification function can be activated. Up to five notification call numbers can be entered in a list. The currently announced notification call number is used.

This function is only available for mailbox classes 3 through 6.

<b>Function</b>	<b>Key</b>
Announce current status of notification call number	2
Change the notification call number	0
Scroll through the list of notification call numbers to select a number.	8

Table 3-10 Entering and Selecting Notification Call Number



**Note**

Changing the destination telephone number for the notification call has no effect on the status (active/inactive) of the notification call function. However, if the currently selected notification call number is deleted without selecting a new number, the notification call function is deactivated.

### 3.3.10 Activating/Deactivating the Substitute Function

This function is available for mailbox classes 4 through 6.

Class 4 through 6 mailbox owners can have calls forwarded to a substitute. The substitute's telephone number must be entered, and call forwarding must be activated.

How the mailbox responds to calls depends upon whether or not the message recording function is activated or deactivated (see Section 3.3.5, "Activating and Deactivating Message Recording", on page 3-10):

**If message recording is activated**, the system begins with the message recording function. If silence persists for the first 5 seconds of recording, recording is stopped, and the system forwards the call to the substitute.

**If message recording is deactivated**, the call is switched to the substitute immediately after the greeting. Message recording is not possible in this case.



**Note**

The substitute's telephone number must be entered and possibly selected before call forwarding can be activated.

Function	Key
Announce substitute status	2
Change status (activate or deactivate)	0

Table 3-11 Activating/Deactivating the Substitute Function

### 3.3.11 Selecting and Entering the Substitute's Extension Number

This function is available to class 4 through 6 mailboxes.

The personal substitute function can only be activated after entering the substitute's phone number. Phone numbers for up to 5 substitutes can be entered in a list, allowing for the assignment of different substitutes if required. Any desired telephone numbers can be entered. The currently announced substitute number is used.

Function	Key
Announce phone number of currently selected substitute	2
Scroll through the entries in the list	8
Change an entry	0

Table 3-12 Creating and Making Selections from the Substitute List



#### Note

Changing a substitute phone number has no effect on the current status (active/in-active) of the substitute function.

However, if the currently selected substitute number is deleted without selecting a new number, the substitute function is deactivated.

### 3.3.12 Call Forwarding via Speed-Dialing

Speed dialing is possible with class 5 and 6 mailboxes (mailboxes with call switching function). The caller can select another user (internal or external) or another mailbox during the announcement by pressing the appropriate number key at his or her telephone. The caller must be informed of the available options by the announcement.

On accessing the function to change speed-dial numbers, the last selected speed-dial number or the speed-dial list is announced. Speed-dial numbers are available within a range of 0 to 9, and can be linked to an internal or external destination number or a mailbox.

Function	Key
Announce currently selected speed-dial number / speed-dial list	2
Scroll forward speed-dial list	5
Scroll backward speed-dial list	8
Delete or change the destination number	0

Table 3-13 Call Forwarding Function with Speed Dialing

### 3.3.13 Selecting a Language for User Prompts

This function is available to class 4 through 6 mailboxes.

The language used for system messages can be changed if required.

After initializing the function by scrolling, the currently selected language is announced:

Function	Key
Announce current language	2
Select any one of the available languages	8

Table 3-14 System Messages Language

### 3.3.14 Changing a User Name

This function is available to class 2 through 6 mailboxes.

The mailbox can be set up to announce the name of its owner.

The user name is used as a label for internal functions such as the transmission of messages, for example. If no user name has been recorded, the corresponding mailbox number is announced instead.



**Note**

Users are advised to record their names for this function, since this improves transparency and simplifies use of the HiPath Xpressions Compact system for all users.

Function	Key
Announce current user name	2
Change user name	0

Table 3-15 Recording and Changing the User Name



## 4 Administering Mailboxes with the Super-User Function

This chapter is intended for the system administrator.

HiPath Xpressions Compact can be administered via a telephone (super-user function) or via “Assistant E/C”. This manual describes administration via the super-user function only.

### 4.1 Overview

In order to administer HiPath Xpressions Compact, the administrator must first access the super-user function and identify himself with a code number. After successfully logging on to the system, the following functions are made available to the administration:

- Set up a mailbox by entering the appropriate extension number and a mailbox class
- Delete a mailbox permanently
- Query a mailbox status

All of these functions are initiated via entries at the telephone keypad. The system includes a user interface consisting of corresponding voice announcements.

### 4.2 Accessing the Super-User Function

The super-user function allows for administration of the entire system. Accessing the super-user function is similar to accessing a mailbox: The administrator calls the HiPath Xpressions Compact number and enters a code number.

The super-user code number (8 digit; default code number: 12345678) is also available from the telecommunications technician. The code number must always be preceded with the following prefix:

All super-user access and identification entries (including failed attempts) are recorded in the Admin log file with date / time.

After accessing the super-user function and entering the valid code number, the number of existing mailboxes and remaining memory capacity are announced by the administration function (see “Mailbox Administration” function, Section 4.2.1).

# Administering Mailboxes with the Super-User Function

## Accessing the Super-User Function

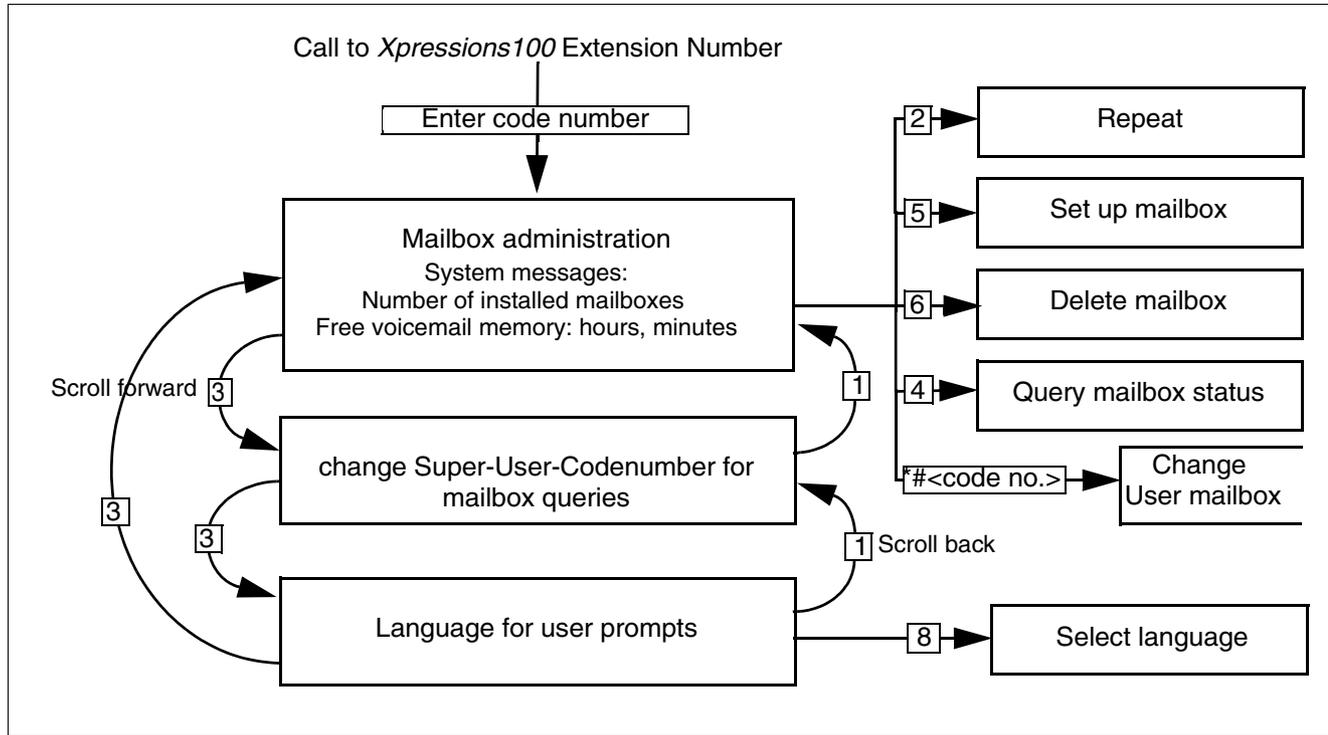


Figure 4-1 Super-User Functions

Access to the super-user function is ended by hanging up the telephone (i.e. by interrupting the connection).

## 4.2.1 Mailbox Administration

Mailbox administration is always made available to the system administrator as soon as he or she has accessed the super-user function and entered the valid code number. This function is recognized by the fact that the number of existing mailboxes and remaining memory capacity are announced.



**Note**

This announcement is repeated if the system administrator returns to the mailbox administration function by scrolling forward or back.

The following functions are available to the system administrator:

Function	Key
Set up a mailbox	5
Delete a mailbox	6
Query the status of a mailbox	4

Table 4-1 Accessing Mailbox Administration Functions (see also Figure 4-1)



**Note**

The system administrator can also query a mailbox after accessing the mailbox administration function. The following entry must be made for this purpose:

<code number> (code number of the mailbox to be queried).

### 4.2.1.1 Setting up a Mailbox

After the system administrator has accessed the super-user function and entered the valid code number, he or she can set up a new mailbox by pressing **5** (see Figure 4-1 on page 4-2). The administrator is guided through the corresponding procedure via appropriate system announcements.

The system administrator enters the extension number of the employee who is to receive a new mailbox. The system checks to make sure that the entered extension number is valid. Invalid or previously assigned extension numbers are rejected. If the entered number is valid and has not already been assigned, the system asks for a mailbox class for the new mailbox. After the class has been entered, the mailbox is installed automatically by the system.

Mailbox setup is now complete.



#### Note

The mailbox does not become active and is unable to record messages until its owner has accessed the mailbox for the first time. The owner must therefore be informed that his or her mailbox has been set up.

#### 4.2.1.2 Deleting a Mailbox

After the system administrator has accessed the super-user function and entered the valid code number, he or she can delete a mailbox permanently by pressing **6** (see Figure 4-1 on page 4-2). The administrator is guided through the corresponding procedure via appropriate system announcements.

The system administrator enters the number of the mailbox to be deleted. The system checks to see whether or not the mailbox number is valid, if the mailbox is empty, and if it is currently being used. If all of the preconditions for deletion have been fulfilled, the mailbox is permanently deleted. If any of these preconditions have not been met, the super-user receives a corresponding system announcement.

#### 4.2.1.3 Querying the Status of a Mailbox

After the system administrator has accessed the super-user function and entered the valid code number, he or she can query the status of any existing mailbox. However, the administrator cannot listen to the messages left in the mailbox.

After pressing **4** (see Figure 4-1 on page 4-2), the system administrator must enter the mailbox number (extension number of the mailbox owner). The mailbox class, the number of received messages, the number of stored messages and the length of the messages, as well as other additional information, are then announced. The system administrator now has the following options:

Function	Key
Repeat announcement	2
Select another mailbox	0
Abort query	#

Table 4-2 Querying Mailbox Status

## 4.2.2 Changing the Code Number for the Super-User Function

The super-user function is protected against unauthorized access by a code number.

After the system administrator has accessed the super-user function and entered the valid code number, the code number can be changed if necessary. On accessing this function (see Figure 4-1 on page 4-2), the system administrator is guided through the corresponding procedure via appropriate system announcements.



**Note**

The "\*" and "#" characters are not part of the code number, but a control prefix required by the system.

<b>Function</b>	<b>Key</b>
Announce current code number	2
Change the code number. New code numbers must be entered twice for security reasons.	0

Table 4-3 Changing the Code Number

## 4.2.3 Changing the Language for System Announcements

After the system administrator has accessed the super-user function and entered the valid code number, the language for super-user system announcements can be changed if required. On accessing this function (see Figure 4-1 on page 4-2), the super-user is guided through the corresponding procedure via appropriate system announcements.

<b>Function</b>	<b>Key</b>
Announce current language	2
Scroll through available languages and select one	8

Table 4-4 Changing the Language for System Announcements

## **Administering Mailboxes with the Super-User Function**

### *Accessing the Super-User Function*

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**The information in this document contains general descriptions of the technical options available, which do not always have to be present in individual cases.**

**The required features should therefore be specified in each individual case at the time of closing the contract.**



The device conforms to the EU directive 1999/5/EG, as attested by the CE mark.



This device has been manufactured in accordance with our certified environmental management system (ISO 14001). This process ensures that energy consumption and the use of primary raw materials are kept to a minimum, thus reducing waste production.