

Part No. P0919429 04

**CallPilot**

**Message Networking  
Set Up and Operation Guide**

**NORTEL**  
**NETWORKS™**

# CallPilot Message Networking Set Up and Operation Guide

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# Chapter 1

## About CallPilot Message Networking

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This guide leads a System Administrator through setting up Message Networking and is an ongoing reference aid. Use this guide if you have a Business Communications Manager, CallPilot Mini or CallPilot 150 system.

### Requirements for setting up Message Networking

To use Message Networking you need to know:

- how to use the telephones on your system:
  - If you use Nortel Networks Business Series Terminals refer to the *CallPilot Reference Guide*, the *CallPilot Manager Set Up and Operation Guide* or the *CallPilot Quick Reference Cards*.
  - If you use Meridian telephones refer to the *CallPilot Mini Reference Guide* or the *CallPilot Mini Quick Reference Card*.
- if you use Business Communications Manager 2.5, which mailbox interface you use. See the *CallPilot Reference Guide* for information on how to check which interface you use.
- how to start CallPilot Manager and use the CallPilot Manager interface. For information see “Starting CallPilot Manager” and “About the CallPilot Manager interface” in Chapter 2 of the *CallPilot Manager Set Up and Operation Guide*
- if you use Business Communications Manager, how to start Unified Manager and use the Unified Manager interface. Refer to the *Business Communications Manager 2.5 Programming Operations Guide*.
- specific addressing information about CallPilot and other voice messaging sites on your network. We recommend that you work with the Network Administrator when you set up Message Networking.

### About Message Networking

Message Networking links your voicemail system with voicemail systems at different locations. Message Networking uses Digital Networking and Audio Message Interchange Specification (AMIS) to let subscribers exchange messages with subscribers at other locations.

You must apply the Message Networking Software Authorization Code before your system can receive or send network messages. Contact your vendor to purchase or trial a software authorization code for Message Networking.

## Digital and AMIS networking

Message Networking uses two types of networking:

### Digital Networking

- transfers messages using an Internet or Intranet connection using Voice Profile for Internet Mail (VPIM) to support interconnection to equipment from Nortel Networks and other vendors

### AMIS

- supports an analog transfer protocol that does not require any formal networking arrangements

## About Digital Networking

Digital Networking links CallPilot and other voicemail systems at different locations. Digital Networking lets users at different sites exchange voice and fax messages on a network connected by Transmission Control Protocol/Internet Protocol (TCP/IP). Digital Networking uses Simple Mail Transfer Protocol (SMTP) to exchange the messages.

Fax messages can be sent and received only on Business Communications Manager 2.5 systems that have the Fax option installed. Fax is not available on CallPilot 150 or CallPilot Mini.



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

---

## How Digital Networking works

Digital Networking provides voice and fax messaging to mailboxes at different sites on a network. Each CallPilot site on the network must have Digital Networking installed to send, receive or reply to network messages.

Network voice messaging occurs between mailboxes at different sites. For example, a message recorded at an office in Miami, Florida can be transferred directly to the appropriate mailbox at Vancouver, British Columbia.

Each site on a network is assigned a unique Fully Qualified Domain Name (FQDN). The FQDN distinguishes a site from every other site on the network. An FQDN is the full name of the site, including all subdomain and domain names, separated by periods. For example, *arabians.horse.com* is an FQDN.

If you do not use DNS to resolve domain names, you can configure the Business Communications Manager 2.5 system and client computers to use an IP address only.

## About AMIS

Audio Messaging Interchange Specification (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. Direct AMIS addressing lets local subscribers send a voice message to any subscriber inside or outside the company who has an AMIS voicemail address. No formal network interconnection is required. AMIS networking uses ordinary telephone lines to exchange voice messages. An AMIS address consists of a telephone number and a mailbox number.



**Note:** AMIS calls can incur long distance charges.

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## How AMIS works

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

Network voice messaging occurs between mailboxes at different sites. For example, a message recorded at an office in Cleveland, Ohio can be transferred directly to the appropriate mailbox at an office in Toronto, Ontario.



**Note:** For AMIS to function, you must create a Dialing Translation Table and set the Dialing Translation Parameters. For more information about Dialing Translation, refer to [“About Dialing Translation” on page 38](#).

---

## Ways of sending network messages

With Message Networking subscribers can send network messages to any supported site on the network. Sites must have Network Receive enabled to receive network messages.

Subscribers can send network messages using:

- Site-Based Addressing
- Network Delivery Mailboxes
- Direct Addressing



**Note:** For how to send messages using Site-Based Addressing, Network Delivery Mailboxes or Direct Addressing refer to the *CallPilot Message Networking User Guide*. If you have a CallPilot Mini system, refer to the *CallPilot Mini Message Networking User Guide*.

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### Site-Based Addressing

Use site-based addressing to set up a formal network of sites. Site-Based Addressing lets callers send a message to other locations. Local subscribers can send messages to subscribers at a remote site using an address that is the same as the recipient's phone number. Your site-based addressing can match your organization's telephone network addressing.

### Network Delivery Mailboxes

Network Delivery mailboxes let local subscribers send a voice message to another subscriber using what appears to be a local mailbox. Each Network Delivery Mailbox has a local mailbox number and the destination site subscriber's name appears in the local company directory.

When callers send a message to Network Delivery Mailboxes, they record a message and select the Network Delivery Mailbox number. CallPilot sends the message to the specified network address and mailbox.

For example, you can set up mailbox 5656 as a Network Delivery Mailbox. You add the Network Delivery Mailbox to your CallPilot system and specify the site prefix and destination mailbox 450 at the destination site. Each time a CallPilot subscriber accesses mailbox 5656 at your site, CallPilot knows it is a message intended for mailbox 450 at another location and automatically delivers it.

Network Delivery Mailboxes can also appear in the Company Directory, although only a subscriber can select a Network Delivery Mailbox. Callers who are not subscribers on your CallPilot system cannot access Network Delivery Mailboxes.

### Direct Addressing

With Direct Addressing subscribers can send a voice message to a mailbox at a different location on a network. To use Direct Addressing you must know the destination site's phone number and the mailbox number of the person you want to send a message to. Direct Addressing is available for AMIS only.

## Assigning Message Networking to subscribers

You assign Message Networking to subscribers through the mailbox Class of Service. Any subscriber with an initialized mailbox can use Message Networking. For information on Class of Service values see the *CallPilot Manager Set Up and Operation Guide*.

## How to get help

### USA and Canada

#### Authorized Distributors - ITAS Technical Support

**Telephone:**

1-800-4NORTEL (1-800-466-7835)

If you already have a PIN Code, you can enter Express Routing Code (ERC) 196#.

If you do not yet have a PIN Code, or for general questions and first line support, you can enter ERC 338#.

**Website:**

<http://www.nortelnetworks.com/itas/>

**email:**

[naitas@nortelnetworks.com](mailto:naitas@nortelnetworks.com)

#### Presales Support (CSAN)

**Telephone:**

1-800-4NORTEL (1-800-466-7835)

Use Express Routing Code (ERC) 1063#

### EMEA (Europe, Middle East, Africa)

#### Technical Support - CTAS

**Telephone:**

00800 800 89009 or 33 4 9296 1341

**Fax:**

33 49296 1598

**email:**

[emeahelp@nortelnetworks.com](mailto:emeahelp@nortelnetworks.com)

**CALA (Caribbean & Latin America)**

**Technical Support - CTAS**

Telephone:  
1-954-858-7777

**email:**  
csrmgmt@nortelnetworks.com

**APAC (Asia Pacific)**

**Technical Support - CTAS**

**Telephone:**  
+61 388664627

**Fax:**  
+61 388664644

**email:**  
asia\_support@nortelnetworks.com

## Chapter 2

# Creating network sites

The procedures in this chapter are for Digital and AMIS networking.

## Setting the general networking properties

The general networking properties control how your site interacts with other networking sites. When you install Message Networking all of the properties are enabled except for Network Broadcast Messaging and Network Group List Messaging.

### To set the general networking properties

- 1 Start CallPilot Manager.
- 2 Click the **Networking** heading.
- 3 Click **General Properties** link.  
The General Networking Properties page appears.

The image shows two screenshots of the Nortel Networks web interface. The top screenshot displays the 'Site List' page, which includes a table with columns for Prefix, Name, Rec, Description, and Commands, and an 'Add' button. The bottom screenshot displays the 'General Networking Properties' page, which contains several configuration options:

- Enable Network Receive:
- Enable Network Delivery:
- Enable Network Reply:
- Enable Network Broadcast:
- Enable Network Group List:
- Number of Network Retries:  (1-9)
- Network Delay:  (1-60 minutes)

At the bottom of the 'General Networking Properties' page are 'Submit' and 'Cancel' buttons. In the top-left screenshot, the 'Networking' menu item in the left sidebar is highlighted with a red box, and the 'General Properties' link is also highlighted with a red box.

**General Networking properties**

<b>Enable Network Receive</b>	Lets your site receive messages from other sites on the network. The default setting is enabled.
<b>Enable Network Delivery</b>	Lets your site send messages to other sites on the network. The default setting is enabled.
<b>Enable Network Reply</b>	Lets your site reply to messages sent from other sites on the network. The default setting is enabled.
<b>Enable Network Broadcast</b>	Lets you send Broadcast Messages to Network Delivery Mailboxes at your site. The default setting is disabled.
<b>Enable Network Group List</b>	Lets you add Network Mailboxes to a Group List. The default setting is disabled. When you send a message to a Group List all of the network delivery mailboxes on the Group List receive it.
<b>Number of Network Retries</b>	1-9, default 3. Sets the maximum number of times the system attempts to send a network message before abandoning it and sending a Non Delivery Notification.
<b>Network Delay</b>	1-60 minutes, default 10. Sets the period between delivery attempts of the same network message.

- 4 Click the **Submit** button.

## Creating a network site

Before local subscribers can send messages to another site using Site-Based Addressing, you must add the site to your network.

To add a site to your network, you must know these parameters:

<b>Site name</b>	The Site Name is a text name for the site that can be up to 16 characters. This name is shown to local subscribers when they address a message or review message envelope information. The site name is optional but recommended.
<b>Site prefix</b>	The Site Prefix is a number one to nine digits long that identifies the site on the network. This number must be unique. Make the Site Prefix a number that is easy for users to recognize and remember. The Site Prefix is usually the same as the sequence of digits that local users dial to place a telephone call to the site. For example, if local users dial 403-123-4567 to call someone at the target site, then 403123 is an easily remembered Site Prefix.  The Site Prefix cannot overlap any other Site Prefix in your Network Site Table. For example, if you use Site Prefix 403123, it overlaps with prefixes 40312 and 4031234.
<b>Host name/IP address (for digital networking sites only)</b>	If you use a DNS the host name setting appears. The host name is the text name (FQDN) for the host site. It can be up to 128 characters long. If you do not use a DNS the IP address setting appears.
<b>Mailbox prefix (for digital networking sites only)</b>	The Mailbox Prefix is the Local Mailbox Prefix of the target site. Message Networking ensures that all messages sent to the target site are prefixed with this number. The Mailbox Prefix ensures uniqueness for the receiving proxy or networking equipment.
<b>Phone number (for AMIS sites only)</b>	The phone number is the phone number of the destination site. The phone number can be a maximum of 30 digits.
<b>Outdial route (for AMIS sites only )</b>	The numbers your site uses to access Line, Pool or Route codes. The Outdial route is the Line or Pool number that AMIS uses to make an outgoing call or the Route code used to call a specific site.  This setting does not appear if you use a CallPilot Mini system.

## To create a network site

- 1 Start CallPilot Manager.
- 2 Click the **Networking** heading.  
The Site List page appears.
- 3 Click the **Add** button.  
The **Network Site Properties** page appears.

The top screenshot shows the 'Site List' page. It features a table with columns: Prefix, Name, Rec, Description, and Commands. An 'Add' button is highlighted in a red box. A sidebar on the left contains navigation links, with 'Networking' also highlighted in a red box.

The bottom screenshot shows the 'Network Site Properties' page. It includes the following fields and options:

- Site Name:
- Site Prefix:
- Site Type:
  - Digital (VPIM)
    - Host Name:
    - Mailbox Prefix:
  - AMIS
    - Phone Number:
    - Outdial:   (Line/Pool #)
- Buttons: Submit, Cancel

- 4 In the **Site Name** box type the Site Name.
- 5 In the **Site Prefix** box type the Site Prefix.
- 6 Choose the type of site you are adding.

If you want to create a Digital Networking site:

- from **Site Type** select **Digital (VPIM)**
- if you use a DNS server, in the **Host Name** box type the FQDN of the site, or if you do not use a DNS server, in the **IP Address** box type the IP address of the site
- in the **Mailbox Prefix** box type the mailbox prefix of the site
- click the **Submit** button

If you want to create an AMIS site:

- from **Site Type** select **AMIS**
- in the **Phone Number** box type the phone number that is answered by the Automated Attendant at the destination site.
- from the **Outdial** list box select an Outdial route. This setting does not appear if you use CallPilot Mini.
- type the Line or Pool number in the **Line/Pool #** box if you select Line or Pool as the Outdial route. This setting does not appear if you use CallPilot Mini.
- click the **Submit** button



**Note:** You must create a site before you can record a site name for the site. To record a site name, follow the procedure for [“Recording a site name” on page 17](#).

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You can record the parameters of the sites you create in:

- [“Network AMIS mailbox table” on page 75](#)
- [“AMIS site table” on page 72](#)

## Changing the properties of a network site

You can change properties of a site, except for the Site Prefix. To change the Site Prefix you must delete the site and create a new site with a new Site Prefix and properties.

### To change the properties of a network site

- 1 Start CallPilot Manager.
- 2 Click the **Networking** heading.  
The Site List page appears.
- 3 Select the site you want to change and click the **Change** button.  
The Network Site Properties page appears for the site you select.

The screenshot displays the Nortel Networks web interface. The top navigation bar includes 'Main', 'Logout', and 'Help' links. On the left, a sidebar menu lists various administrative functions: Mailbox Administration, Auto-Attendant, Custom Call Routing, **Networking** (highlighted with a red box), Call Center, Reports, Configuration, and Operations. The 'Networking' section is expanded to show sub-options: General Properties, AMIS Networking Properties, AMIS Call Blocking Periods, Digital Networking Properties, and Site List.

The main content area shows the 'Site List' page with a table of sites:

Prefix	Name	Rec	Description	Commands
9	Calgary	No	AMIS, 403262389	<a href="#">Change</a> <a href="#">Delete</a>

Below the table is an 'Add' button. The 'Change' link in the table is highlighted with a red box.

The 'Network Site Properties' page is shown below, with the following fields and options:

- Site Name: Calgary
- Site Prefix: 9
- Spoken Name: Not Recorded (Voice... button)
- Site Type:
  - Digital (VPIM)
    - Host Name: [text box]
    - Mailbox Prefix: [text box]
  - AMIS
    - Phone Number: 4032623891
    - Outdial: Line [dropdown] 7 (Line/Pool #)

The 'Submit' button is highlighted with a red box.

- 4 Change the site properties and click the **Submit** button.

## Recording a site name

The recorded site name is a voice recording of the Site Name. This name plays to local users when they address a message or review message envelope information. If you do not record the site name, the voice prompt says “*Unknown site*”.



**Note:** You must create a site before you can record a site name for the site.

Use the recording procedure that applies to your system. For best results, use a telephone that is attached to the same switch as your voicemail system. Avoid using wireless telephones.

### To record a site name - CallPilot Mini

- 1 Start CallPilot Manager.
- 2 Click the **Networking** heading.  
The Site List page appears.
- 3 Select the site you want to record a name for and click the **Change** button.  
The Network Site Properties page appears for the site you select.

**NORTEL NETWORKS**

- Main - Logout - Help

### Network Site Properties

Site Name:

Site Prefix:

Spoken Name:

Site Type:

Digital (VPIM)

Host Name:

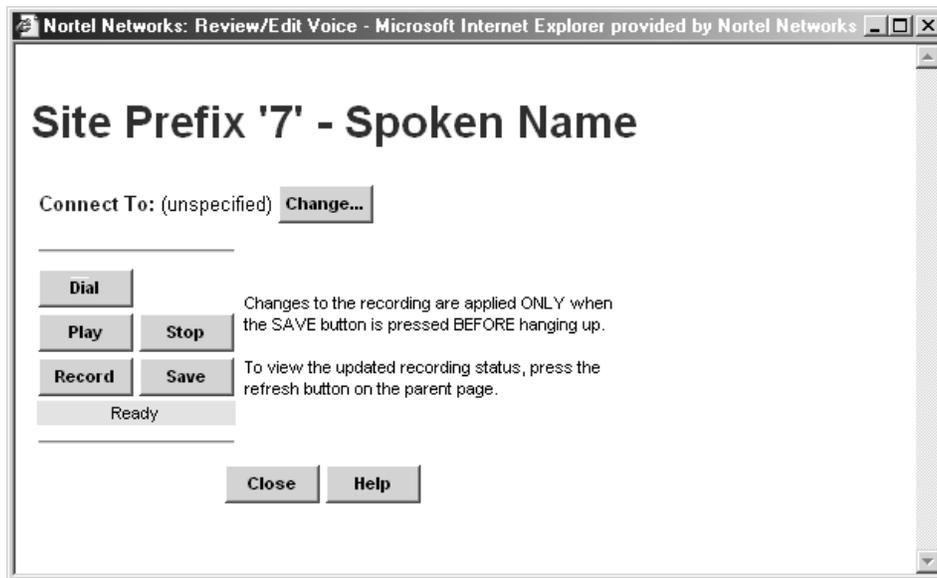
Mailbox Prefix:

AMIS

Phone Number:

Outdial:   (Line/Pool #)

- 4 Click the **Voice** button.  
The page you can record from appears.

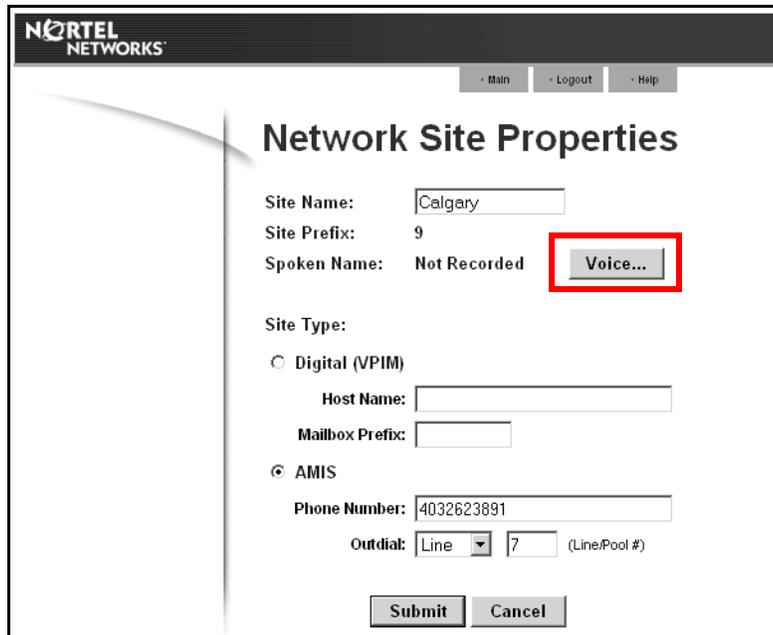


- 5 If you have not previously specified your telephone number, or if you want to change the telephone you record from, click the **Change** button and in the **Connect to** box, type the extension number or telephone number you are using to record the greeting or prompt. For a local extension, just type the extension number. For a telephone number that is not a local extension, type the sequence of digits that dials the telephone number from the voicemail system. For example, you might need to dial 9, the area code, and then the telephone number.
- 6 Click the **OK** button.
- 7 Click the **Dial** button.  
The telephone rings.
- 8 Pick up the handset. Do not use Handsfree. Click the **Record** button. After the tone, record the site name.
- 9 After you finish recording, click the **Stop** button.
- 10 To listen to the recording, click the **Play** button  
or  
to save the recording, click the **Save** button. Your recording will not be saved if you hang up the telephone before you click the Save button.
- 11 Click the **Close** button and replace your telephone handset.

The next time you play or record, the phone number shown in the Connect to box is dialed. You do not need to hang up each time. The connection remains for several minutes, even if you close the window. You can access another greeting or prompt without having to re-answer your telephone. The connection disconnects after several minutes of inactivity, or if you log off CallPilot Manager.

## To record a site name - CallPilot 150 and Business Communications Manager

- 1 Start CallPilot Manager.
- 2 Click the **Networking** heading.  
The Site List page appears.
- 3 Select the site you want to record a name for and click the **Change** button.  
The Network Site Properties page appears for the site you select.



**NORTEL NETWORKS**

· Main · Logout · Help

### Network Site Properties

Site Name:

Site Prefix:

Spoken Name: Not Recorded

Site Type:

Digital (VPIM)

Host Name:

Mailbox Prefix:

AMIS

Phone Number:

Outdial:   (Line/Pool #)

- 4 Click the **Voice** button. The page you can record from appears. If you use a CallPilot 150 system, the Import and Export options do not appear.

- 5 In the **Connect to** box, type the extension number or telephone number you are using to record the greeting or prompt. For a local extension, just type the extension number. For a telephone number that is not a local extension, type the sequence of digits that dials the telephone number from the voicemail system. For example, you might need to dial 9, the area code, and then the telephone number.
- 6 Click the **Record** button.  
The telephone rings.
- 7 Pick up the handset. Do not use Handsfree. After the tone, record the site name.
- 8 After you finish recording, click the **Stop** button.
- 9 To listen to the recording, click the **Play** button  
or  
to save the recording, click the **Save** button.
- 10 Click the **Close** button and replace your telephone handset.

You can disconnect the telephone by clicking the Hang Up button or replacing the telephone handset. The next time you use Play or Record, the phone number shown in the Connect to box is dialed. You do not need to hang up each time. The connection remains for several minutes, even if you close the window. You can access another greeting or prompt without having to re-answer your telephone. The connection disconnects after several minutes of inactivity, or if you log off CallPilot Manager.

## Deleting a site

You cannot delete a site if it is in use or if Network Delivery Mailboxes use the Site Prefix. You must delete the Network Delivery Mailboxes that use the Site Prefix before you delete the site.

### To delete a site

- 1 Start CallPilot Manager.
- 2 Click the **Networking** heading.  
The Site List page appears.
- 3 Click **Delete** link for the site you want to delete.  
A message appears asking you to confirm the deletion.



- 4 Click the **OK** button.  
The Site List page appears with the site deleted.

## Disabling Network Messaging

Part of administering Network Messaging is ensuring that the network operates smoothly. There can be times when it is necessary to limit network message capabilities. Message Networking lets you specify whether your site can receive, send or reply to network messages.

Sometimes it is necessary to disable Network Messaging. You can disable Message Networking system-wide by:

- disabling Network Receive
- disabling Network Delivery
- disabling Network Reply

You can disable Network Messaging for individual mailboxes through the Class of Service.

### Disabling Network Receive

Network Receive lets your site receive messages from other sites on the network. If you do not want your site to receive network messages, disable Network Receive.

### Disabling Network Delivery

Network Delivery lets your site send network messages. Sometimes it is necessary to disable this feature. For example, you may want to stop the sending of network messages when your company is closed.

If Network Deliver is disabled, a mailbox owner who tries to send a network message will receive a Non-Delivery Notification message.

### Disabling Network Reply

Network Reply lets people at your site reply to network messages left in their mailboxes from other sites.



**Note:** You disable these properties in the general networking properties. For information about the general networking properties refer to [“Setting the general networking properties” on page 11.](#)

---

### Disabling Network Messaging through a Class of Service setting

You can restrict Network Messaging for individual mailboxes. You do this by changing or editing the Class of Service for a mailbox.



**Note:** For information about changing a mailbox Class of Service, refer to the *CallPilot Manager Set Up and Operation Guide*.

---

## Enabling Broadcast and Group List Messages

Network Messaging involves sending messages across the network from one site to another. Message Networking provides full network messaging capabilities, including Broadcast Messages and Network Group List Messages.

The Broadcast Message feature lets you record Broadcast Messages and send them to all Network Delivery Mailboxes.

For information about recording and sending Broadcast Messages, refer to the *CallPilot Manager Set Up and Operation Guide*.

### Enabling Broadcast Messages

Before you can send Broadcast Messages over the network, you must enable the Broadcast Message parameter in the general networking parameters. Refer to “[Setting the general networking properties](#)” on page 11 for information on setting the general networking parameters.

### Enabling Network Group Lists

Enabling Group Lists lets you add Network Mailboxes to a Group List. Any messages sent to a Group List go to all members, including the Network Mailboxes. You enable the Group Lists parameter in the general networking parameters. Refer to “[Setting the general networking properties](#)” on page 11 for information on setting the general networking parameters.

For information about creating a Network Delivery Mailbox, refer to “[About Network Delivery Mailboxes](#)” on page 53. For more information about setting up a Group List, refer to the *CallPilot Manager Set Up and Operation Guide*.



**Note:** If you do not enable Group Lists, messages are not sent to the Network Mailboxes in a Group List.

---

## Configuring environments without a DNS

The Domain Name System (DNS) is an Internet service that translates domain names into IP addresses. Because domain names are alphabetic, they are easier for subscribers to remember. The Internet is based on IP addresses. Every time you use a domain name, a DNS translates the name into the corresponding IP address. For example, the domain name `www.example.com` can translate to `198.105.232.4`.

The DNS is its own network. If one DNS server does not know how to translate a domain name, it asks another DNS server until the correct IP address is returned.

Network Messaging uses Domain Name resolution, which is provided by a DNS. If your network does not have a DNS, you must configure Network Messaging to use IP addresses.

## Configuring Digital Networking with IP address only

If you do not use DNS to resolve domain names, configure Business Communications Manager 2.5 system and client computers to use an IP address only.

### If you use Business Communications Manager 2.5

- 1 Ensure no DNS servers are currently configured. Refer to [“To ensure no DNS servers are currently configured on your Business Communications Manager 2.5 system”](#) on page 25.
- 2 Enter the host name on the Business Communications Manager 2.5 system.
- 3 Configure computers running Message Networking with the IP address of the Business Communications Manager 2.5 system.

### If you use CallPilot Mini/150

- 1 Start CallPilot Manager.
- 2 Click the **Configuration** heading.
- 3 Click the **Unit Address/Identification** link.

The screenshot shows the 'Unit Address and Identification' configuration page in the Nortel Networks CallPilot Manager. The page has a sidebar with navigation links: Mailbox Administration, Auto-Attendant, Custom Call Routing, Networking, Reports, Configuration, System Properties, Dialing Translation Properties, Dialing Translation Table, Installed Options, Switch Properties, Unit Address/Identification (highlighted), Access Passwords, and Fax Properties. The main content area contains the following fields:

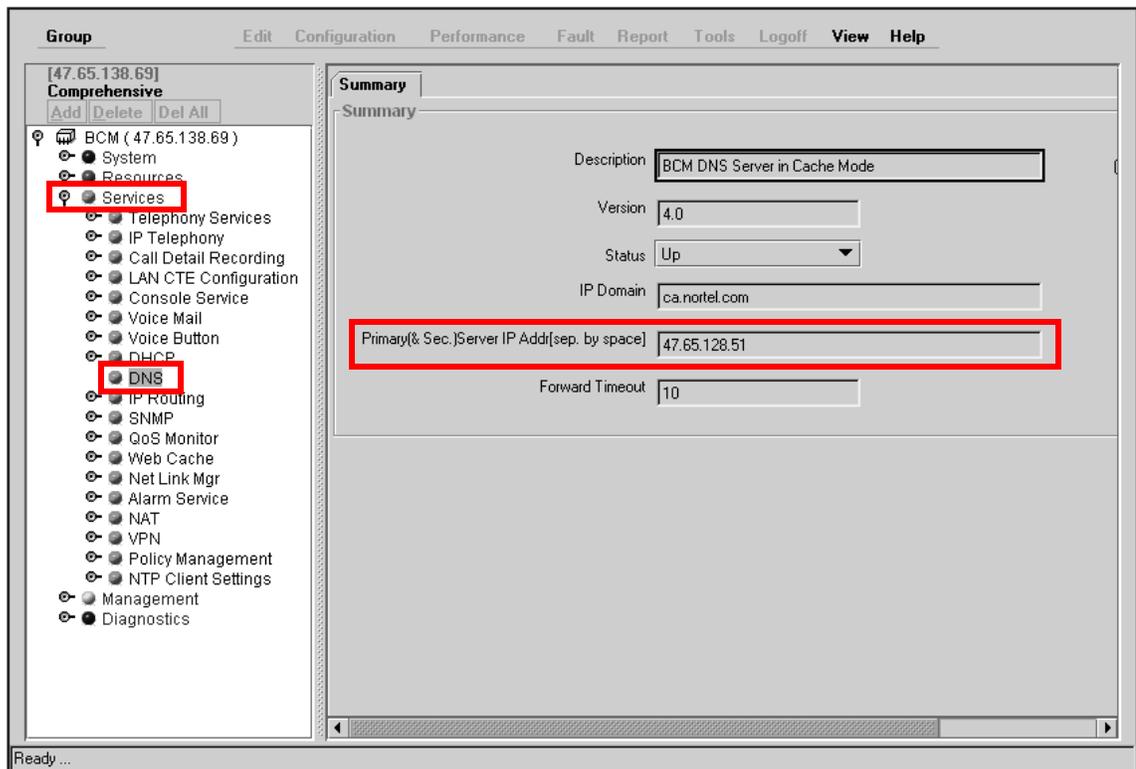
- IP Address: 47 . 11 . 43 . 36 [Reset]
- Subnet Mask: 255 . 255 . 255 . 192
- Primary DNS: 47 . 11 . 14 . 21 (highlighted with a red box)
- Secondary DNS: 47 . 10 . 32 . 21 (highlighted with a red box)
- Default Gateway: 47 . 11 . 43 . 1

Buttons for 'Submit' and 'Cancel' are located at the bottom of the form.

- 4 On the Unit Address and Identification page make sure that the **Primary DNS** and the **Secondary DNS** boxes are clear.

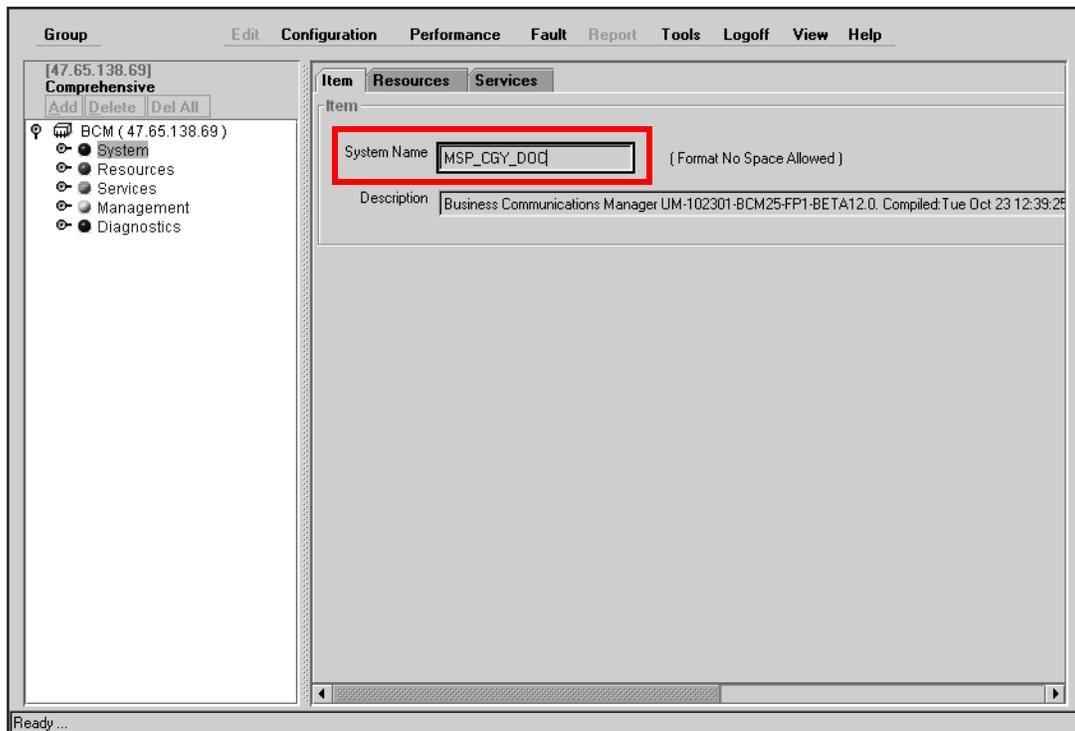
## To ensure no DNS servers are currently configured on your Business Communications Manager 2.5 system

- 1 Start Unified Manager.
- 2 Click the **Services** key.
- 3 Click the **DNS** heading.
- 4 Ensure that the **Primary (& Sec.) Server IP Addr** box is empty.  
If it is not, delete the entry and press the **Enter** key on your keyboard to save your changes.



## To enter a Host Name on the Business Communications Manager 2.5 system

- 1 Start Unified Manager.
- 2 Click the **System** heading.
- 3 In the **System Name** box enter a system name.  
A system name can be any name (for example, myCompany).



- 4 Press the **Enter** key on your keyboard to save your new system name.

## To configure access to Business Communications Manager 2.5 on a subscriber computer

On each subscriber computer:

- 1 Start Unified Messaging on the subscriber's computer.  
The Unified Messaging Logon page appears.
- 2 In the **Server** box type the IP address.
- 3 In the **Password** and **Mailbox** boxes, enter the subscriber's password and mailbox numbers.  
The email client opens.



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## Chapter 3

# Setting up Digital Networking

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### Setting the Digital Networking properties

Setting up Network properties involves entering your site's:

- SMTP proxy name, if applicable
- local prefix
- Domain Name (FQDN) or IP address

#### *SMTP proxy name*

Before you can use Digital Networking, you must find out from the Network Administrator whether the network has an SMTP proxy. SMTP proxies restrict access to a company's internal network from the Internet. A proxy provides network security and prevents unauthorized access.

If your network has a direct connection to the Internet or Intranet, it does not have an SMTP proxy and you do not have to enter an SMTP proxy name. If your network has an SMTP proxy, you must enter the domain name of the SMTP proxy of your site. Contact your Network Administrator for more information.

The FQDN of the SMTP proxy can be a maximum of 128 alphanumeric characters. The domain name cannot have any spaces or punctuation except for characters such as periods, dashes or underscores that are part of the name.

#### *Local prefix*

Before your site can receive messages from other sites, you must enter a local prefix for your site.

The local prefix is the sequence of digits that must be prefixed to local mailbox numbers to make them unique across your network. The prefix is usually the same as your site prefix in the network numbering plan.

The local prefix is a number from one to nine digits. This prefix can be the same as your site's area code and three-digit exchange prefix. For example, if customers dial 403-246-xxxx to reach your site, 403246 can be your local prefix.

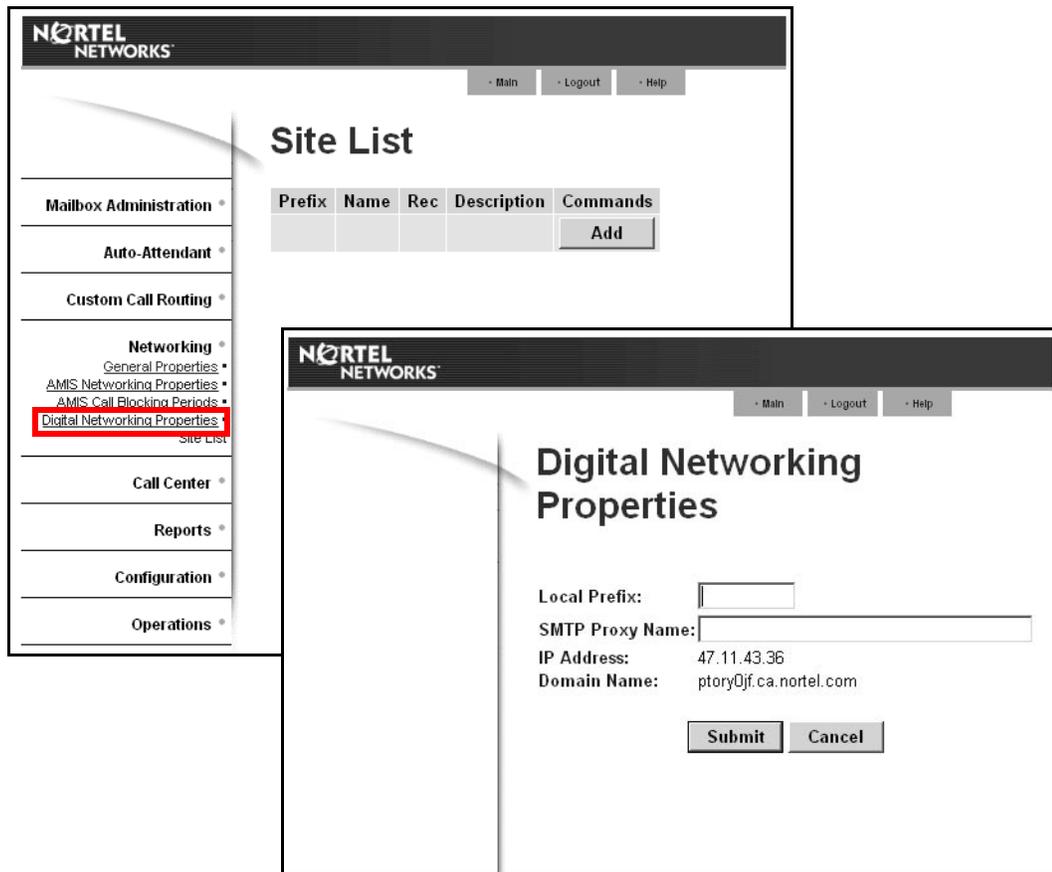
You must give your local prefix number to the Network Administrator and System Administrator at each digital site. If you change it, give them your new prefix. They can update your local prefix in their Site Tables.

#### *FQDN*

The FQDN is the domain name used for referring to your site, and is added to all outgoing messages. For example, NortelNetworks.com is a domain name.

## To set the Digital Networking properties

- 1 Start CallPilot Manager.
- 2 Click the **Networking** heading.
- 3 Click the **Digital Networking Properties** link.  
The Digital Networking Properties page appears.



- 4 In the **Local Prefix** box type the local prefix.
- 5 In the **SMTP Proxy Name** box type the SMTP Proxy Name.
- 6 The IP Address and Domain Name are read-only. If you use a DNS your system displays the domain name. If you do not use a DNS the IP address is displayed.  
If you use a Business Communications Manager system, in the **Domain Name** box you can type your domain name or IP address.
- 7 Click the **Submit** button.

## Chapter 4

# Setting up AMIS

## Setting up AMIS

AMIS provides your site with network voice messaging features. This chapter describes how to set up and test AMIS on your Business Communications Manager 2.5 or CallPilot system.

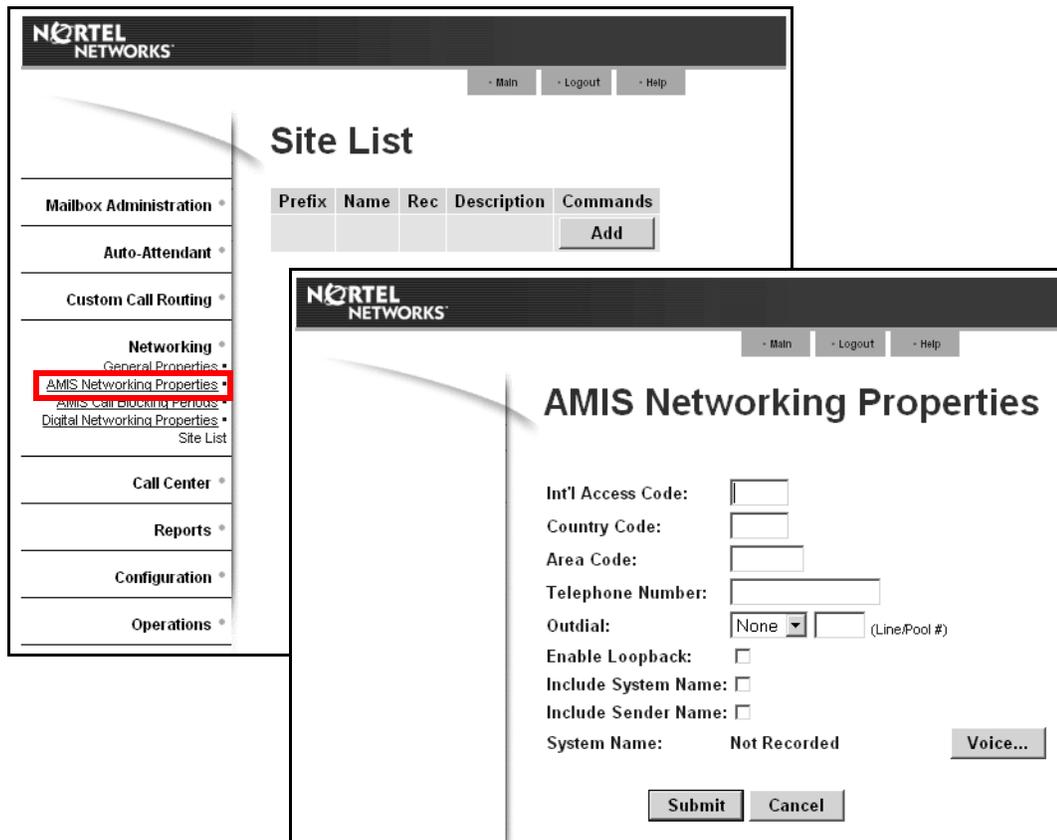
### AMIS networking properties

AMIS networking properties are:

<b>International Access code</b>	This code identifies the country where your site is. This code allows international calling capability. In Canada and the United States, the International Access code is 011. This number can have a maximum of four digits.
<b>Country code</b>	This code is assigned to the country where your site is located. In Canada and the United States, the Country code is 1. This code can have a maximum of four digits. This information is used to generate the return address of your location.
<b>Area code</b>	This code is assigned to your calling area. For example, the area code for Kansas City is 816 and the area code for Calgary is 403. Each province, state, and, sometimes city has a specific area code. This number can have a maximum of six digits. This information is used to generate the return address of your location.
<b>Telephone number</b>	The system telephone number at your site is the number assigned to the Automated Attendant. This number can have a maximum of 16 digits. This information is used to generate the return address of your location.
<b>Outdial route</b>	The numbers your site uses to access Line, Pool or Route codes. The Outdial route is the Line or Pool number that AMIS uses to make an outgoing call or the Route code used to call a specific site. This setting does not appear if you use a CallPilot Mini system.
<b>Enable Loopback mailbox</b>	You use a Loopback Mailbox to test if two sites are communicating. When a Loopback mailbox receives a message, it sends it back to the originating mailbox. Before you can test network message capability, you must enable the Loopback Mailbox. The Loopback mailbox is not enabled by default. Enable the Loopback mailbox while you set up and test your network. Disable the Loopback mailbox after you know that it is working.
<b>System name</b>	You can record a system name. When you include the system name, the recorded system name is added to all messages sent from your site. The system name plays as part of the recorded message.
<b>Sender name</b>	The sender's recorded name can be attached to each message sent from your site. The sender's name plays as part of the recorded message. The normal default setting is disabled.

## To set up AMIS networking properties

- 1 Start CallPilot Manager.
- 2 Click the **Networking** heading.
- 3 Click the **AMIS Networking Properties** link.  
The AMIS Networking Properties page appears.



- 4 In the **Int'l Access Code** box type the International Access code.  
The code can have up to four digits. The International Access code for North America is 011.
- 5 In the **Country Code** box type the Country code.  
The code can have up to four digits. The Country code for North America is 1.
- 6 In the **Area Code** box type the area code for your city, state or province.  
The area code can have up to six digits.
- 7 In the **Telephone Number** box type the system phone number of your site.  
This number can have up to 16 digits.
- 8 From the **Outdial** list box select an Outdial route. This setting does not appear if you use a CallPilot Mini system. If you use CallPilot 150 or Business Communications Manager: select **Line** to select a specific outgoing line and type the line number in the **Line/Pool #** box or select **Pool** for CallPilot to select a line within a line pool and type the pool number in the **Line/Pool #** box

or  
select **Route** to assign a Route code.

- 9** Select the **Enable Loopback** check box if you want to enable the Loopback mailbox.
- 10** Select the **Include System Name** check box to include the system name in outgoing messages.
- 11** Select the **Include Sender Name** check box to include the sender name in outgoing messages.
- 12** Click the **Voice** button to record a system name.  
The System Spoken Name appears.
- 13** Follow the procedure for recording a system name that applies to the system you use:
  - for CallPilot Mini, use [“To record an AMIS system name - CallPilot Mini”](#) on page 33
  - for CallPilot 150 or Business Communications Manager, use [“To record an AMIS system name - CallPilot 150 and Business Communications Manager 2.5”](#) on page 34

### To record an AMIS system name - CallPilot Mini

- 1** If you have not previously specified your telephone number, or if you want to change the telephone you record from, click the **Change** button and in the **Connect to** box, type the extension number or telephone number you are using to record the system name.  
For a local extension, just type the extension number. For a telephone number that is not a local extension, type the sequence of digits that dials the telephone number from the voicemail system. For example, you might need to dial 9, the area code, and then the telephone number.
- 2** Click the **OK** button.
- 3** Click the **Dial** button.  
The telephone rings.
- 4** Pick up the handset. Do not use Handsfree. Click the **Record** button. After the tone, record the system name.
- 5** After you finish recording, click the **Stop** button.
- 6** To listen to the recording, click the **Play** button,  
or  
to save the recording, click the **Save** button. Your recording will not be saved if you hang up the telephone before you click the Save button.
- 7** Click the **Close** button and replace your telephone handset.
- 8** On the AMIS Networking Properties page, click the **Submit** button.

## To record an AMIS system name - CallPilot 150 and Business Communications Manager 2.5

- 1** In the **Connect to** box, type the extension number or telephone number you are using to record the greeting or prompt.  
For a local extension, just type the extension number. For a telephone number that is not a local extension, type the sequence of digits that dial the telephone number from the voicemail system. For example, you might need to dial 9, the area code, and then the telephone number.
- 2** Click the **Record** button.  
The telephone rings.
- 3** Pick up the handset. Do not use Handsfree. After the tone, record the system name.
- 4** After you finish recording, click the **Stop** button.
- 5** To listen to the recording, click the **Play** button, or to save the recording, click the **Save** button.
- 6** Click the **Close** button and replace your telephone handset.  
The System Spoken Name window closes.

On the AMIS Networking Properties page, click the **Submit** button.

## About Call Blocking

After you create AMIS sites you can set up call blocking. Call Blocking establishes times when AMIS Network Delivery Messages are prohibited. You can limit non-urgent calls during peak periods or when long distance rates are highest. You can establish Call Blocking for every day of the week.



**Note:** If you want Call Blocking to continue past midnight, you must create two Call Blocking periods. The first Call Blocking period ends at midnight and the second Call Blocking period begins at midnight of the next day.

Decide the maximum amount of time a non-urgent AMIS message must wait before being delivered during a typical business day. Ensure that no call blocking period exceeds this limit.

### Call Blocking periods

There are four Call Blocking periods per day. For example, you can establish a period on Monday from 08:00 to 11:00 a.m., and from noon until 4:00 p.m. The available time for network calls to occur is before 08:00 a.m., between 11:00 a.m. and 12:00 p.m., and any time after 4:00 p.m. The following table shows an example of the Call Blocking periods for Monday.

#### Example of Call Blocking periods for one day

Day	Period	Call Blocking time from	Call Blocking time to
Monday	1	08:00 a.m.	11:00 a.m.
Monday	2	12:00 p.m.	4:00 p.m.
Monday	3	:	:
Monday	4	:	:

In the table [Example of Call Blocking periods for one day](#), the hours available for network messaging are before 08:00 a.m., between 11:00 a.m. and noon and after 4:00 p.m.



**Note:** Call Blocking applies to outgoing messages. Incoming messages are received at any time. Call Blocking does not apply to urgent messages.

## Setting up Call Blocking times

Set AMIS call blocking periods to block AMIS delivery calls when long-distance rates are expensive or private networks are congested. If network congestion is a concern, set call blocking for the peak traffic times.

### To set up AMIS Call Blocking times

- 1 Start CallPilot Manager.
- 2 Click the **Networking** heading.
- 3 Click the **AMIS Call Blocking Periods** link.  
The AMIS Call Blocking Periods page appears.

The screenshot shows the Nortel Networks CallPilot Manager interface. The 'Networking' menu is expanded, and 'AMIS Call Blocking Periods' is highlighted. The main content area displays the 'AMIS Call Blocking Periods' configuration page, which includes a table for setting call blocking times across days of the week.

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
1	From: 12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	(eg 12:00 AM)
	To: 12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	(eg 12:00 AM)
	Same As Previous Day:	<input type="checkbox"/>						
2	From: 12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	(eg 12:00 AM)
	To: 12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	(eg 12:00 AM)
	Same As Previous Day:	<input type="checkbox"/>						
3	From: 12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	(eg 12:00 AM)
	To: 12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	(eg 12:00 AM)
	Same As Previous Day:	<input type="checkbox"/>						
4	From: 12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	(eg 12:00 AM)
	To: 12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	(eg 12:00 AM)
	Same As Previous Day:	<input type="checkbox"/>						

Submit Cancel

- 4 Select the day you want to set up call blocking times for.
- 5 In the **From** box type the time call blocking begins and select **AM** or **PM**.  
Any single-digit hour or minute must be preceded by a zero. For example, type 8:00 as 08:00.

- 6 In the **To** box type the time of day call blocking ends and select **AM** or **PM**.  
Any single-digit hour or minute must be preceded by a zero. For example, type 8:00 as 08:00.
- 7 You can select the **Same As Previous Day** check box if you want to use the previous day's settings for the call blocking period.
- 8 Click the **Submit** button.



**Note:** If there is an overlap in the call blocking periods established for the same day, AMIS determines the time band from the earliest and latest times of the overlapping time bands and treats the times as one call blocking period.

---

## About Dialing Translation

There are situations when CallPilot generates an outbound call. For example, if a mailbox owner replies to a Calling Line Identification (CLID) message. In this situation, CallPilot generates a phone number to be dialed by the central office (CO).

Another example is when Network Reply or the Loopback mailbox is used. In these cases, the phone number that is replied to is taken from information transmitted with the original message.

In both situations several changes must occur before the number is dialed through the local telephone network. You must set up the Dialing Translation properties and create the Dialing Translation Table to determine these changes.

## How the Dialing Translation Table works

A phone number is derived from information attached to an incoming Caller ID message. The number is then searched for in the Dialing Translation Table. If the leading digits of the telephone number match a Dialing Translation Table Input value, the Output value is substituted for the Input value. This change results in a telephone number that can be dialed on the local network. Changing the number usually involves removing an area code or inserting an access code, based on the dialing rules of the local network. For example, if a local number is prefixed with the long distance code 1, it is removed by the Dialing Translation Table.

The Dialing Translation process is immediate so calls do not take any longer to dial. Some telephone numbers do not need to be changed before dialing. CallPilot can function without a Dialing Translation Table except that the Reply feature cannot be used.

### Phone number Translation

The Dialing Translation Table must define each possible case where a change is needed to allow the number to be dialed on the local network.

The Dialing Translation Table changes Network extensions into numbers that can be dialed on the local network. The Network extension form of a phone number is the usual form in which the number appears. For example, the phone number 403-555-5050, in its Network extension form, must be translated into a number that can be dialed on the local telephone network. The Dialing Translation Table follows the rules required to make the call.

### Examples of Dialing Translation Tables

The following tables are examples of Dialing Translation Tables and how they work. Every Dialing Translation Table entry consists of an Input value column and an Output value column. The values in the Input column represent the leading digits of the Network extensions which, if matched, are replaced by the corresponding value in the Output column. The \* after a value signifies any digits in the telephone number that remain to be dialed. CallPilot automatically adds the \* after every Input and Output value.

A telephone number either matches or does not match a specific Input value.

#### A Dialing Translation Table from a site in metropolitan Toronto

INPUT	OUTPUT	Explanation
011*	011*	The Table does not attempt to translate international telephone numbers.
416*	*	The Table removes the 416 area code and dials all calls as 7 digits.
905206* 90527* etc. (135 more entries)	905206* 90527* etc. (135 more entries)	These telephone exchanges can be dialed as local (no long distance charges) 10 digit calls from the 416 area.
905*	1905*	All other 905 numbers not listed in the Input column above are long distance numbers and must be dialed as 11 digit long distance numbers.
*	1*	Any numbers that start with digits other than 011, 416 and 905 are long distance, and have 1 added as a prefix.

#### A Dialing Translation Table from a site in Mountainview, California

INPUT	OUTPUT	Explanation
		<p>The Dialing Translation Table is empty. The local network in Mountainview supports 10 digit national dialing with recognized long distance charging.</p> <p>In situations like the Mountainview example, there is no need to build a Dialing Translation Table.</p>

**A Dialing Translation Table from a site with area code 206 near a border with area code 360**

INPUT	OUTPUT	Explanation
011*	011*	The Table does not attempt to translate international telephone numbers.
20644*	44*	Due to the site location, some calls can be dialed as local 7 digit numbers.
206626*	626*	
etc.	etc.	
(40 more entries)	(40 more entries)	
206*	1206*	All other 206 numbers require 11 digit long distance dialing.
360224*	360224*	These 360 numbers can be dialed as 10 digit local numbers...
360227*	360227*	
360472*	360472*	
360*	1360*	... but all other 360 numbers are 11 digit long distance numbers.
*	1*	All numbers starting with other than 011, 206 and 360 are long distance and have 1 added as a prefix.

*Network Access*

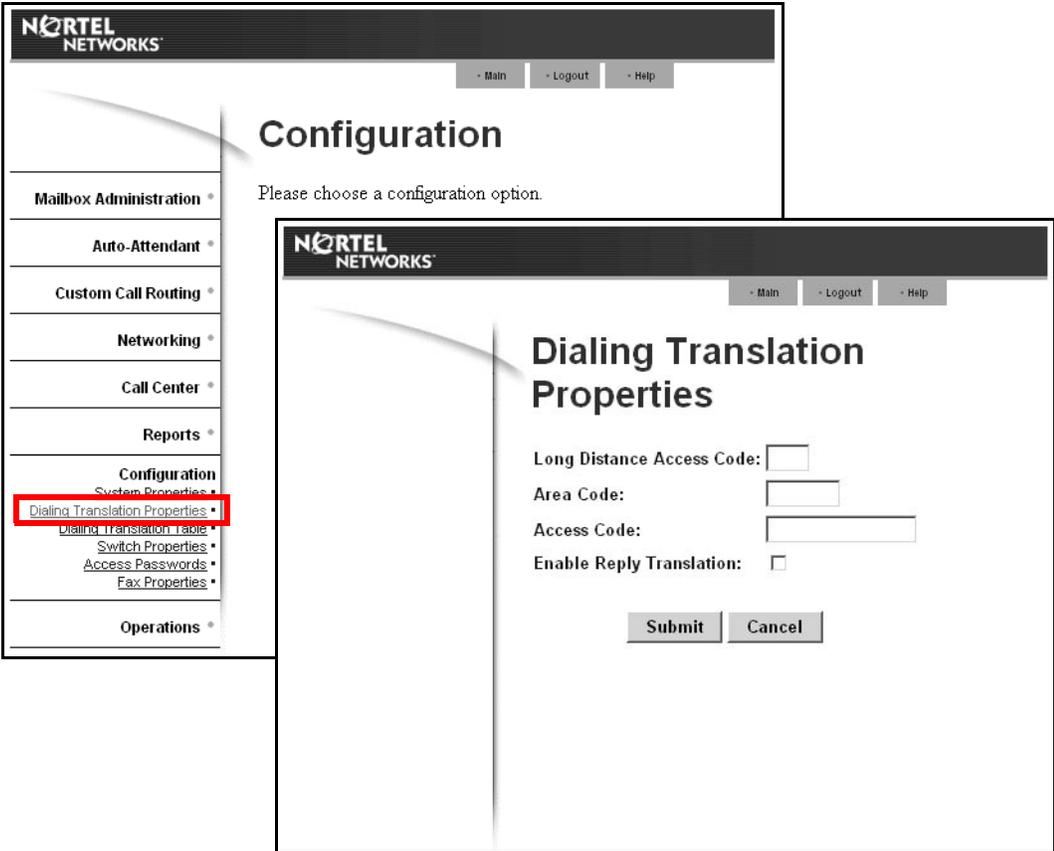
Dialing Table Translation results in a number that can be dialed on the local network. The final step is to prefix any digits required to reach the local network from your Business Communications Manager 2.5 or CallPilot 150 system. For systems that are behind a PBX or PABX, typically in North America 9 must be prefixed to the telephone number. For systems attached to Central Office (CO) lines no digits need to be prefixed.

# Setting the Dialing Translation properties

After you set up the AMIS properties, you must set up the Dialing Translation properties and create the Dialing Translation Table. For AMIS to function, you must enter values for the long distance access code, the area code and the access code, and enable reply translation.

## To set the Dialing Translation Properties

- 1 Start Call Pilot Manager.
- 2 Click the **Configuration** heading.
- 3 Click the **Dialing Translation Properties** link.  
The Dialing Translation Properties page appears.



**4** Set the Dialing Translation properties:

<b>Long Distance Access Code</b>	This prefix is removed from any numbers that do not require it to make the call. This simplifies creating the Dialing Translation Table. For North America, set the long distance access code to 1. The default for this property is none. The length of this property is a maximum of two digits.
<b>Area Code</b>	The system prefixes an area code to a phone number if the caller who entered the number did not enter an area code. If the addressing information attached to a message is missing an area code, the area code is prefixed to the number. The system considers the area code missing if the number has fewer than 10 digits. The default for this property is none. The maximum length of this property is 6 digits.
<b>Access Code</b>	After Dialing Translation, this number prefixes all numbers, to access the local telephone network. The access code is required if CallPilot is installed behind a PBX. In North America, the access code is usually 9. If CallPilot is connected directly to CO lines, set the Access Code to none. The default for this property is none. The maximum length of this property is 16 digits.
<b>Enable Reply Translation</b>	If you use AMIS, you must enable Reply Translation. The default for this property is not enabled.

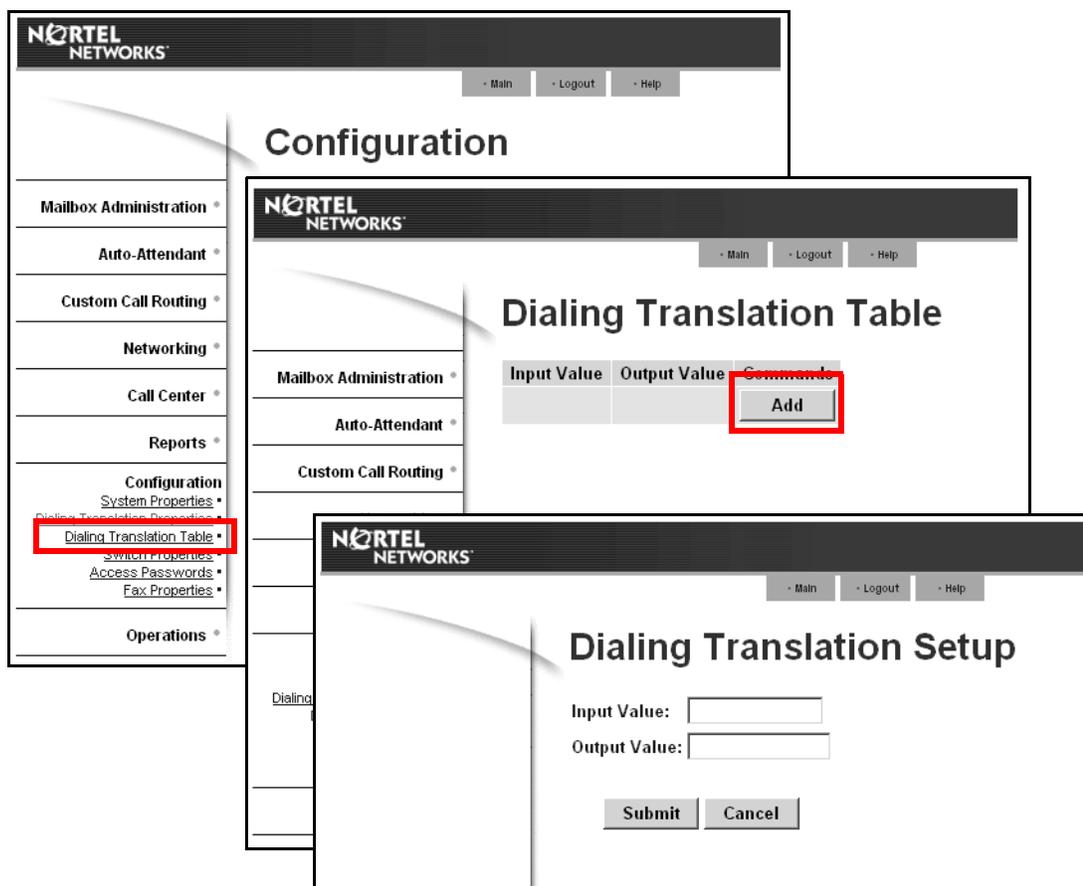
**5** Click the **Submit** button.

## Building a Dialing Translation Table

To build a Dialing Translation Table, you must enter an Input value and an Output value for each entry. The Input value is the number that the system looks up in the Dialing Translation Table. If the corresponding entry matches, the system substitutes the Output value for the Input value. The resulting number is ready to dial on the local network. Refer to “[Examples of Dialing Translation Tables](#)” on page 39 for examples of Dialing Translation Tables.

### To build a Dialing Translation Table

- 1 Start CallPilot Manager.
- 2 Click the **Configuration** heading.
- 3 Click the **Dialing Translation Table** link.  
The Dialing Translation Table page appears.
- 4 Click the **Add** button.  
The Dialing Translation Setup page appears.



- 5 In the **Input Value** box type the input value.
- 6 In the **Output Value** box type the output value.
- 7 Click the **Submit** button.

## Reviewing entries in the Dialing Translation Table

You can review the entries in the Dialing Translation Table at any time.

### To review Dialing Translation Table entries

- 1 Start CallPilot Manager.
- 2 Click the **Configuration** heading.
- 3 Click the **Dialing Translation Table** link.  
The Dialing Translation Table page appears.
- 4 After you review the Dialing Translation Table entries, click the **Main** button.

## Changing an entry in the Dialing Translation Table

After you build a Dialing Translation Table, you can change the Input and Output values of an entry at any time.

### To change an entry in the Dialing Translation Table

- 1 Start CallPilot Manager.
- 2 Click the **Configuration** heading.
- 3 Click the **Dialing Translation Table**.  
The Dialing Translation Table page appears.

The screenshot shows the Nortel Networks Configuration interface. On the left, a navigation menu lists various configuration options, with 'Dialing Translation Table' highlighted in red. The main content area displays the 'Dialing Translation Table' page, which includes a table with the following data:

Input Value	Output Value	Commands
416*	9*	<a href="#">Change</a> <a href="#">Delete</a>
<input type="button" value="Add"/>		

- 4 Click the **Change** link for the value you want to change.  
The Dialing Translation Setup page appears.
- 5 In the new value in the **Input Value** or the **Output Value** box.
- 6 Click the **Submit** button.

## Deleting a Dialing Translation Table entry

### To delete an entry in the Dialing Translation Table

- 1 Start CallPilot Manager.
- 2 Click the **Configuration** heading.
- 3 Click the **Dialing Translation Table** link.  
The Dialing Translation Table page appears.

The screenshot shows the Nortel Networks Configuration interface. On the left, a sidebar lists various configuration categories, with 'Dialing Translation Table' highlighted in red. The main content area displays the 'Dialing Translation Table' page, which includes a table with the following data:

Input Value	Output Value	Commands
416*	9*	Change Delete
		Add

- 4 Click the **Delete** link for the Dialing Translation entry you want to delete.  
A message appears that asks you to confirm the deletion.
- 5 Click the **OK** button.

## Testing network message capability

Use the AMIS Loopback Mailbox to test your network message capability. The Loopback Mailbox is a test mailbox that lets you determine whether AMIS messages are being sent over the network. Each site in a network has a Loopback Mailbox.

To test AMIS using the Loopback Mailbox, record a message and send it to the Loopback Mailbox of another site in the network. The Loopback Mailbox sends the message back to the mailbox you use at your location. This lets you see if your site's network identification number is properly set up and if your site can receive messages from other sites in the network.

### Before you test network message capability

#### For your local and destination sites

- 1 Check that you have Network Delivery, Network Reply and Network Receive enabled in your General Networking settings. For more information refer to [“Setting the general networking properties” on page 11](#).
- 2 Check that there is no Call Blocking during the time that you want to test the Loopback Mailbox. For more information refer to [“Setting up Call Blocking times” on page 36](#).

#### For your local sites

- 1 Check that the mailbox you use to send the network message from has a Class of Service that has networking enabled. For more information refer to the *CallPilot Manager Set Up and Operation Guide*.
- 2 If you use a CallPilot Mini system, the loopback mailbox uses the Restriction/Permission list (RPL) that you assign to unspecified users in CallPilot Manager. Make sure that:
  - the RPL that you assign to unspecified users refers to a Class of Service that has Message Networking enabled so that you can test the Loopback Mailbox. For more information on RPLs refer to CallPilot Manager Help.
  - the destination site phone number is not restricted.

#### For your destination sites

- 1 Make sure that in the destination site's AMIS Network Properties that Loopback is enabled. For more information refer to [“To set up AMIS networking properties” on page 32](#).
- 2 If you use a CallPilot Mini system, the local phone number is not restricted for the destination.



**Note:** The Loopback Mailbox is created automatically when AMIS is installed. If the mailbox number length is 2 digits, the Loopback Mailbox number is 13. If the mailbox number length is 4 digits, the Loopback Mailbox number is 1003. If the Group List leading digit is 1, then the leading digit of the Loopback Mailbox is 2 instead of 1. The following table shows you how to determine your Loopback Mailbox number.

**Loopback mailbox numbers**

<b>If the mailbox extension length is:</b>	<b>The Loopback mailbox number is:</b>	<b>If the Group List leading digit is 1, the Loopback mailbox number is:</b>
2 digits	13	23
3 digits	103	203
4 digits	1003	2003
5 digits	10003	20003
6 digits	100003	200003
7 digits	1000003	2000003

You cannot open the Loopback mailbox or perform any mailbox functions from it.

## Sending a test network message

To test network message capability you must send a message from your site to the Loopback mailbox at a site on the AMIS network. When the Loopback mailbox at the destination site receives the message, it automatically returns the message to the mailbox used at the originating site. If you use the System Administrator's Mailbox, the test message you record is left as a message in your System Administrator Mailbox. If you receive the message, it indicates Network Messaging is operating properly. If you do not receive the message or if a protocol error occurs, refer to [“Troubleshooting Non Delivery Notification messages” on page 65](#).

Use the procedure that corresponds to your mailbox interface. For information on determining which mailbox interface you use, see the *CallPilot Reference Guide*.

### To send a test network message using the AMIS Loopback mailbox - Norstar Voice Mail

- 1 Press **[\*] 9 8 1**.  
Follow the voice prompts or the display button options to open your mailbox.
- 2 Press **REC** or **[3]**.  
After the tone, record a message.
- 3 Press **OK** or **[#]** to end the recording.
- 4 Press **OK** or **[#]** to accept the recording.
- 5 Press **[#] [#]**.
- 6 Press **AMIS**.
- 7 Enter the system phone number of the destination site and press **OK** or **[#]**.
- 8 Press **OK** or **[#]**.
- 9 Enter the Loopback mailbox number and press **OK** or **[#]**.
- 10 Press **OTHR** or **[#]**.
- 11 Press **SEND**.
- 12 Press **[\*]** to end the programming session.

```
0 new 0 saved
PLAY REC ADMIN
```

```
Record message:
RETRY PAUSE OK
```

```
Accept rec?
RETRY PLAY OK
```

```
Mbox:
DIR QUIT
```

```
Address Type?
NETW AMIS
```

```
Dest Ph:
RETRY OK
```

```
<Phone #>
ADD OK
```

```
Dest mb:
RETRY OK
```

```
AMIS msg:
OPTS CC OTHR
```

```
Network msg:
VIEW SEND
```

### To send a test network message using the AMIS Loopback mailbox - CallPilot

- 1 Press 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 7 5 .
- To:  
NAME SPEC CNCL

3 Press SPEC or 1 9 .
- Dest Ph:  
RETRY OK

4 Enter the system phone number of the destination site and press OK or # .
- <phone #>  
ADD OK

5 Press OK or # .
- Dest mb:  
RETRY OK

6 Enter the Loopback mailbox number and press OK or # .
- To:  
NAME SPEC DONE

7 Press DONE or # .
- Empty  
REC

8 Press REC or 5 .
- Recording...  
REREC OK

9 Record your message and then press OK or # .
- Rec stopped  
PLAY DEL SEND

10 Press SEND or 7 9 .
- 11 Press to end this programming session.

**To send a test network message using the AMIS Loopback mailbox - CallPilot Mini**

- 1 Dial the CallPilot Messaging access number, then enter your mailbox number and press **#**.
- 2 Enter your mailbox password and press **#**.
- 3 Press **7 5**.
- 4 Press **1 9**.
- 5 Enter the system phone number of the destination site and press **#**.
- 6 Press **#**.
- 7 Enter the Loopback mailbox number and press **#**.
- 8 Press **#**.
- 9 Press **5**.
- 10 Record your message and then press **#**.
- 11 Press **7 9**.
- 12 Hang up to end the session.

To determine if Network Messaging is working, open your mailbox. The message you record returns as a message to your mailbox. If the message does not appear in your mailbox after five minutes:

- ensure that the Network Delivery option is enabled.
- ensure that the Call Blocking periods at your site and at the receiving site allow Network Messaging during the time you attempt to test the system. Call Blocking prevents calls being sent during a specific time period.
- consider whether the test message is delayed by the period of the Retry interval. The Retry interval is a Class of Service feature. For more information on Class of Service, refer to the *CallPilot Manager Set Up and Operation Guide*.
- consider whether the test message is subject to line availability at your site or at the receiving site.



---

## Chapter 5

# Network Delivery Mailboxes

---

### About Network Delivery Mailboxes

A Network Delivery Mailbox makes it convenient for local subscribers to send messages to remote subscribers. The remote subscriber has a local mailbox number and the remote subscriber's name appears in the local directory.

A Network Delivery Mailbox connects to a mailbox at a remote site by using a local mailbox number that you can access from your site. The Network Delivery Mailbox contains all the information necessary to transfer a message to a mailbox at another location. This information includes the destination site prefix and the mailbox number at the destination site.

There are two types of Network Delivery Mailboxes:

- Network Site
- Network AMIS

The number of subscribers on your network and the type of network messaging you use determine how many Network Delivery Mailboxes you need. If you use Business Communications Manager 2.5, you can have up to 998 mailboxes on your system. If you use CallPilot 150 or CallPilot Mini, you can have up to 200 mailboxes on your system. The mailboxes can include any combination of Subscriber and Guest mailboxes.

Network Delivery Mailboxes simplify network messaging because mailbox owners must remember only the Network Delivery Mailbox numbers. CallPilot uses the mailbox number to find the destination site address and the mailbox at the destination site that receives the message. CallPilot automatically delivers messages sent through the Network Delivery Mailbox.

For example, a bank has a main office with many branches throughout the city. Sometimes the main office receives messages for people at the branches. The people at the branch offices can receive their messages through their Network Delivery Mailboxes at the main office.

## About creating Network Delivery Mailboxes

Before you create a Network Delivery mailbox you must:

- know what leading digit you want to assign to all Network Delivery Mailboxes. Assign the same leading digit to mailboxes to help you to identify the different types of CallPilot mailboxes. For example, all Subscriber mailboxes can start with 4, Guest mailboxes with 5, and Network Delivery Mailboxes with 6.
- know the mailbox length of the mailboxes on your system. The Network Delivery Mailbox length must be the same length as the other mailboxes on the system; if the mailbox length is three digits, the Network Delivery Mailbox must also be three digits.
- know the destination site prefix and the destination mailbox number.
- add the site for which you are creating the Network Delivery Mailbox. For information on creating a site refer to [“Creating a network site” on page 13](#).



**Note:** After you create a Network Delivery Mailbox you must initialize it.

Do not make a remote Group List a target for a Network Delivery Mailbox.

---

## Creating a Network Site mailbox

Use the “[Network Site Mailbox table](#)” on page 74 to record the details of the Network Site mailboxes you create.

### To create a Network Site mailbox

- 1 Start CallPilot Manager.
- 2 Click the **Mailbox Administration** heading.
- 3 Click the **Add Mailbox** link.  
The Add Mailbox page appears.

The top screenshot shows the 'Mailbox List' page. The sidebar menu has 'Mailbox Administration' expanded, with 'Add Mailbox' highlighted. The main content area shows a table of mailboxes:

Name	Number	Type	Commands
GENERAL_DELIVERY_MB	100	General Delivery	Change Activity Reset Password
SYSTEM_MANAGER_MB	102	Administrator	Change Activity Reset Password

The bottom screenshot shows the 'Add Mailbox' form. The 'Mailbox' field contains '425'. The 'Mailbox Type' dropdown is open, showing options: Subscriber, Subscriber Information, Fax On Demand, Fax Overflow, Network (Site), and Network (Site). The 'Network (Site)' option is selected and highlighted. A 'Submit' button is visible at the bottom.

- 4 In the **Mailbox** box type a valid mailbox number.  
Use a mailbox number that does not conflict with existing or potential extensions.  
Use the same first digit for all Network Site mailboxes so they are easy to identify.
- 5 From the **Mailbox Type** list box select **Network (Site)**.
- 6 Click the **Submit** button.  
The Network (Site) Mailbox page appears.

The screenshot shows a web interface for creating a mailbox. At the top left is the 'NORTEL NETWORKS' logo. To the right are links for 'Main', 'Logout', and 'Help'. The main heading is 'Network (Site) Mailbox 2035'. Below this are five input fields: 'Last Name', 'First Name', 'Display In Directory' (with a checked checkbox), 'Site Prefix', and 'Remote Mailbox'. At the bottom are 'Submit' and 'Cancel' buttons.

- 7 In the **Last Name** and **First Name** boxes type the name of the mailbox. The mailbox name can be the name of the mailbox at the destination site or another name. The mailbox name can be 16 characters long.
- 8 Select the **Display in Directory** check box if you want the name of the mailbox to appear in the Company Directory.



**Note:** Network delivery mailboxes are accessible only to:

- local subscribers who use F981 to record a message
- external callers who log on to their mailbox and record a message.

Network delivery mailboxes are not available:

- to subscribers who record a message using F980
  - from the Automated Attendant
  - from an external caller who is not logged on to a local mailbox.
- 

- 9 In the **Site Prefix** box type the Site Prefix.
- 10 In the **Remote Mailbox** box type the number of the remote mailbox.
- 11 Click the **Submit** button.
- 12 Click the **Mailbox Administration** heading. The Mailbox List page appears.
- 13 Click the **Change** link for the Network Site mailbox you created. The page appears for the mailbox.
- 14 Click the **Voice** button to record a mailbox name. The Mailbox Spoken Name window appears for the mailbox.

- 15** Follow the procedure for recording a Network Site mailbox name that applies to the system you use:
- for CallPilot Mini, use [“To record a Network Site mailbox name - CallPilot Mini”](#) on page 57
  - for CallPilot 150 or Business Communications Manager, use [“To record a Network Site mailbox name - CallPilot 150 and Business Communications Manager 2.5”](#) on page 58

### **To record a Network Site mailbox name - CallPilot Mini**

- 1** If you have not previously specified your telephone number, or if you want to change the telephone you record from, click the **Change** button and in the **Connect to** box, type the extension number or telephone number you are using to record the mailbox name. For a local extension, just type the extension number. For a telephone number that is not a local extension, type the sequence of digits that dials the telephone number from the voicemail system. For example, you might need to dial 9, the area code, and then the telephone number.
- 2** Click the **OK** button.
- 3** Click the **Dial** button.  
The telephone rings.
- 4** Pick up the handset. Do not use Handsfree. Click the **Record** button. After the tone, record the Network Site mailbox name.
- 5** After you finish recording, click the **Stop** button.
- 6** To listen to the recording, click the **Play** button,  
or  
to save the recording, click the **Save** button. Your recording will not be saved if you hang up the telephone before you click the Save button.
- 7** Click the **Close** button and replace your telephone handset.
- 8** On the Network Site Mailbox page, click the **Submit** button.

## To record a Network Site mailbox name - CallPilot 150 and Business Communications Manager 2.5

- 1** In the **Connect to** box, type the extension number or telephone number you are using to record the mailbox name.  
For a local extension, just type the extension number. For a telephone number that is not a local extension, type the sequence of digits that dial the telephone number from the voicemail system. For example, you might need to dial 9, the area code, and then the telephone number.
- 2** Click the **Record** button.  
The telephone rings.
- 3** Pick up the handset. Do not use Handsfree. After the tone, record the Network Site mailbox name.
- 4** After you finish recording, click the **Stop** button.
- 5** To listen to the recording, click the **Play** button, or to save the recording, click the **Save** button.
- 6** Click the **Close** button and replace your telephone handset.
- 7** On the Network Site Mailbox page, click the **Submit** button.

## Creating a Network AMIS mailbox

Use the “[Network AMIS mailbox table](#)” on page 75 to record the details of the Network AMIS mailboxes you create.

### To create a Network AMIS mailbox

- 1 Start CallPilot Manager.
- 2 Click the **Mailbox Administration** heading.
- 3 Click the **Add Mailbox** link.  
The Add Mailbox page appears.

The image shows two screenshots from the Nortel Networks web interface. The top screenshot displays the 'Mailbox List' page with a table of existing mailboxes. The 'Add Mailbox' link in the left-hand navigation menu is highlighted with a red box. The bottom screenshot shows the 'Add Mailbox' form, where the 'Mailbox Type' dropdown menu is open, and 'Network (AMIS)' is selected and highlighted with a red box. The 'Submit' button is also visible.

Name	Number	Type	Commands
GENERAL_DELIVERY_MB	100	General Delivery	<a href="#">Change</a> <a href="#">Activity</a> <a href="#">Reset Password</a>
SYSTEM_MANAGER_MB	102	Administrator	<a href="#">Change</a> <a href="#">Activity</a> <a href="#">Reset Password</a>

- 4 In the **Mailbox** box, type a valid mailbox number.  
Use a mailbox number that does not conflict with existing or potential extensions.  
Use the same first digit for all Network AMIS mailboxes so they are easy to identify.
- 5 From the **Mailbox Type** list box, select **Network (AMIS)**.
- 6 Click the **Submit** button.  
The Network (AMIS) Mailbox page appears.

The screenshot shows a web form titled "Network (AMIS) Mailbox 2306" within a Nortel Networks interface. The form contains the following fields and controls:

- Last Name:** A text input field.
- First Name:** A text input field.
- Display In Directory:** A checked checkbox.
- Outdial Type:** A dropdown menu currently set to "Line", followed by a small text input field labeled "(Line/Pool #)".
- Remote Phone Number:** A wide text input field.
- Remote Mailbox:** A text input field.
- Submit** and **Cancel** buttons at the bottom center.

- 7 In the **Last Name** and **First Name** boxes type the name of the mailbox. The mailbox name can be the name of the mailbox at the destination site or another name. The mailbox name can be 16 characters long.
- 8 Select the **Display in Directory** check box if you want the mailbox to be listed in the Company Directory.



**Note:** Network delivery mailboxes are accessible only to:

- local subscribers who use F981 to record a message
- external callers who log on to their mailbox and record a message.

Network delivery mailboxes are not available:

- to subscribers who record a message using F980
- from the Automated Attendant
- from an external caller who is not logged on to a local mailbox.

- 9 From the **Outdial** list box select Line, Pool or Route as the outdialing option. This setting does not appear if you use CallPilot Mini.
- 10 In the **Remote Phone Number** box type the remote phone number.
- 11 In the **Remote Mailbox** box type the remote mailbox number.
- 12 Click the **Submit** button.
- 13 Click the **Mailbox Administration** heading.  
The Mailbox List page appears.
- 14 Click the **Change** link for the AMIS mailbox.  
The Network AMIS page appears for the mailbox.

- 15 Click the **Voice** button to record a mailbox name.  
The Mailbox Spoken Name window appears for the mailbox.
- 16 Follow the procedure for recording a Network AMIS mailbox name that applies to the system you use:
  - for CallPilot Mini, use [“To record a Network AMIS mailbox name - CallPilot Mini” on page 61](#)
  - for CallPilot 150 or Business Communications Manager, use [“To record a Network AMIS mailbox name - CallPilot 150 and Business Communications Manager 2.5” on page 62](#)

### To record a Network AMIS mailbox name - CallPilot Mini

- 1 If you have not previously specified your telephone number, or if you want to change the telephone you record from, click the **Change** button and in the **Connect to** box, type the extension number or telephone number you are using to record the mailbox name.  
For a local extension, just type the extension number. For a telephone number that is not a local extension, type the sequence of digits that dials the telephone number from the voicemail system. For example, you might need to dial 9, the area code, and then the telephone number.
- 2 Click the **OK** button.
- 3 Click the **Dial** button.  
The telephone rings.
- 4 Pick up the handset. Do not use Handsfree. Click the **Record** button. After the tone, record the Network Site mailbox name.
- 5 After you finish recording, click the **Stop** button.
- 6 To listen to the recording, click the **Play** button,  
or  
to save the recording, click the **Save** button. Your recording will not be saved if you hang up the telephone before you click the Save button.
- 7 Click the **Close** button and replace your telephone handset.
- 8 On the Network AMIS Mailbox page, click the **Submit** button.

## To record a Network AMIS mailbox name - CallPilot 150 and Business Communications Manager 2.5

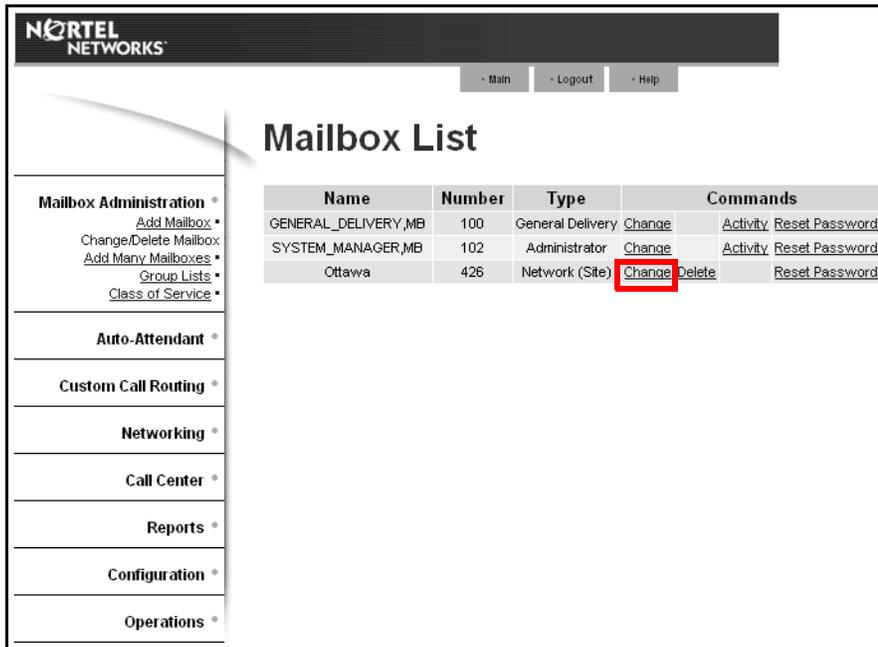
- 1** In the **Connect to** box, type the extension number or telephone number you are using to record the mailbox name.  
For a local extension, just type the extension number. For a telephone number that is not a local extension, type the sequence of digits that dial the telephone number from the voicemail system. For example, you might need to dial 9, the area code, and then the telephone number.
- 2** Click the **Record** button.  
The telephone rings.
- 3** Pick up the handset. Do not use Handsfree. After the tone, record the Network Site mailbox name.
- 4** After you finish recording, click the **Stop** button.
- 5** To listen to the recording, click the **Play** button, or to save the recording, click the **Save** button.
- 6** Click the **Close** button and replace your telephone handset.
- 7** On the Network AMIS Mailbox page, click the **Submit** button.

## Changing Network Delivery Mailbox parameters

You can change any parameter assigned to a Network Delivery Mailbox except the mailbox number. If you want to change a mailbox number, you must first delete the mailbox and create a new Network Delivery Mailbox. For instructions on creating a Network Delivery Mailbox, refer to “About creating Network Delivery Mailboxes” on page 54. For instructions on deleting a Network Delivery Mailbox, refer to “Deleting a Network Delivery Mailbox” on page 64.

### To change Network Delivery Mailbox parameters

- 1 Start CallPilot Manager.
- 2 Click the **Mailbox Administration** heading.  
The Mailbox List page appears.
- 3 Click the **Change** link for the Network Delivery Mailbox you want to change.  
The page for the mailbox appears.



The screenshot shows the 'Mailbox List' page in the Nortel Networks interface. The page has a header with the Nortel Networks logo and navigation links for 'Main', 'Logout', and 'Help'. A left sidebar contains a 'Mailbox Administration' menu with options like 'Add Mailbox', 'Change/Delete Mailbox', 'Add Many Mailboxes', 'Group Lists', and 'Class of Service'. The main content area features a table with the following data:

Name	Number	Type	Commands
GENERAL_DELIVERY,MB	100	General Delivery	<a href="#">Change</a> <a href="#">Activity</a> <a href="#">Reset Password</a>
SYSTEM_MANAGER,MB	102	Administrator	<a href="#">Change</a> <a href="#">Activity</a> <a href="#">Reset Password</a>
Ottawa	426	Network (Site)	<a href="#">Change</a> <a href="#">Delete</a> <a href="#">Reset Password</a>

The 'Change' link for the 'Ottawa' mailbox is highlighted with a red box.

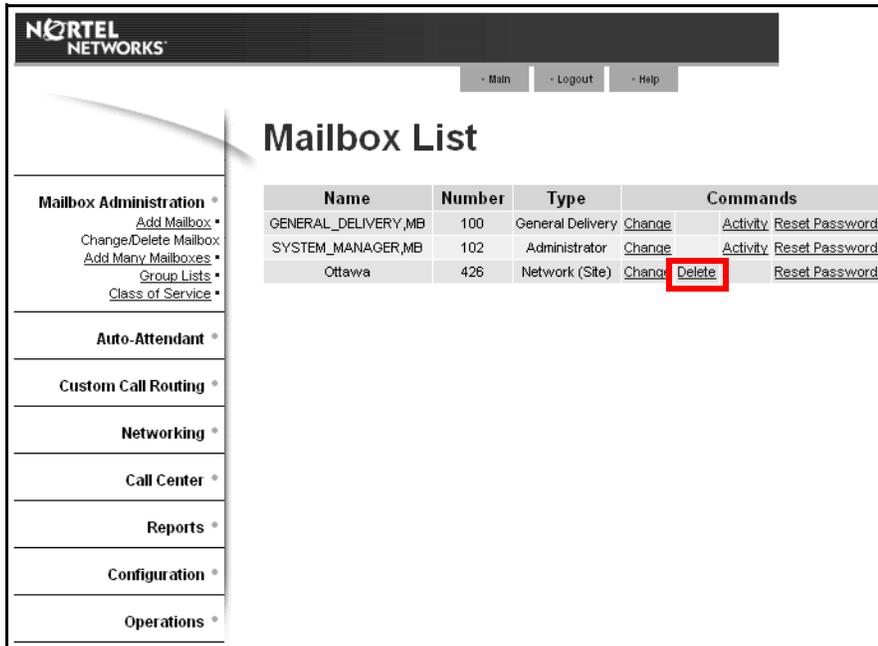
- 4 Change the parameters for the mailbox.
- 5 Click the **Submit** button.

## Deleting a Network Delivery Mailbox

You can delete a Network Delivery Mailbox at any time. After you delete a Network Delivery Mailbox, you cannot access it from the Company Directory or deliver network messages to that particular site.

### To delete a Network Delivery Mailbox

- 1 Start CallPilot Manager.
- 2 Click the **Mailbox Administration** heading.  
The Mailbox List page appears.



The screenshot shows the Nortel Networks interface for Mailbox Administration. The main heading is "Mailbox List". On the left is a navigation menu with "Mailbox Administration" selected. The main content area contains a table with the following data:

Name	Number	Type	Commands		
GENERAL_DELIVERY,MB	100	General Delivery	<a href="#">Change</a>	<a href="#">Activity</a>	<a href="#">Reset Password</a>
SYSTEM_MANAGER,MB	102	Administrator	<a href="#">Change</a>	<a href="#">Activity</a>	<a href="#">Reset Password</a>
Ottawa	426	Network (Site)	<a href="#">Change</a>	<a href="#">Delete</a>	<a href="#">Reset Password</a>

The "Delete" link for the "Ottawa" mailbox is highlighted with a red box.

- 3 Click the **Delete** link for the Network Delivery Mailbox you want to delete.  
A message appears asking you to confirm your deletion.
- 4 Click the **OK** button.

---

## Chapter 6

# Troubleshooting Non Delivery Notification messages

---

This chapter describes some problems that can occur while using Message Networking. If you think there is a problem with the network, contact your Network Administrator.

## Non Delivery Notification messages

If a network message cannot be delivered, the sender receives a Non Delivery Notification voice prompt. This section lists the Digital Networking and AMIS Non Delivery Notification messages, their meanings and possible solutions.

### The destination site is not accepting messages

This error can occur if:

- the destination site has not entered your site in their Network Site list
- the destination site does not have Message Networking enabled
- the destination site is busy receiving other messages
- the destination site has the Network Receive feature disabled

The system attempts to resend the message, but is unsuccessful.

Solution:

- Ensure the destination site has entered your site in their Network Site list.
- Ensure the destination site has Message Networking and the Network Receive feature enabled.
- Try resending the message. If you receive the same Non Delivery Notification message, contact your Network Administrator.

### The destination mailbox is not accepting messages

This error can occur if the destination mailbox:

- is not initialized
- does not have a Class of Service assigned to it that has Message Networking
- is programmed not to accept messages when its owner is away from the office

The system does not attempt to resend the message.

Solution:

- Contact the destination site or the Network Administrator

**A protocol error occurred while delivering the message**

For AMIS, this error can occur if:

- a DTMF tone signals the wrong digits
- the line disconnects before AMIS sends or receives all the DTMF tones.  
A message can still go through even though not all DTMF tones are sent. In these cases, the protocol error indicates that DTMF signaling was not completed.

Solution:

- Resend the message.
- If this error happens repeatedly, the DTMF setting on your system needs to be adjusted. Contact your customer service representative.

**There is a protocol mismatch with the remote site**

This error can occur if:

- the destination site is not a Message Networking site
- the remote site is not a Voice Messaging site

**The system does attempt to resend the message**

Solution:

- Ensure the destination site is a Message Networking site.
- Contact your Network Administrator.

**Message transfer was interrupted**

This error can occur if a system processing error takes place at the destination site during message processing. The system does not attempt to resend the message.

Solution:

- Contact your Network Administrator.

**The domain name of the remote site is not valid**

This error can occur if:

- the domain name of the destination site is incorrect
- the domain name is deleted from the Network Site List
- the HOSTS file or Domain Name Server is not configured with the site's domain name

The system does not attempt to resend the message.

Solution:

- Contact your Network Administrator.

**A connection to the remote site could not be established**

This error can occur if your site cannot connect to the destination site. The problem is likely a lack of Internet Protocol (IP) connectivity. The system does not attempt to resend the message.

Solution:

- Contact the destination site or the Network Administrator and verify that the site is on the network.

**The media is not supported at the destination**

This error can occur if you send a fax message to a destination site that does not have the Fax option installed. The Fax option is not available for CallPilot 150 or CallPilot Mini. The system does not attempt to resend the message.

Solution:

- Contact the destination site and verify that it has the Fax option installed and enabled
- Contact your Network Administrator

**The network is experiencing problems**

This error can occur if:

- your site is busy sending other network messages and cannot send your message
- a system error has occurred

**The system attempts to resend the message**

Solution:

- If you receive the same Non Delivery Notification voice prompt, contact your Network Administrator

**The destination site mailbox is full**

This error can occur if the destination site's mailbox is full. The system does not attempt to resend the message.

Solution:

- Contact your Network Administrator.

**The destination site mailbox does not exist**

This error can occur if:

- the destination mailbox is deleted
- the System Administrator entered the wrong mailbox number while creating the Network Delivery Mailbox
- the Network Delivery Mailbox was deleted before the message was sent
- the mailbox number entered for site-based addressing is incorrect

The system does not attempt to resend the message.

Solution:

- Verify the destination site mailbox number.
- Contact your Network Administrator.

**The destination site did not answer the call**

This error can occur if:

- the destination site disables the Automated Attendant
- the Automated Attendant did not answer the call
- a busy signal was received at the destination site
- AMIS cannot deliver a network message if the destination site does not answer the call using the Automated Attendant.

Solution:

- Ensure the destination site has the Automated Attendant assigned to answer the Central Office (CO) line designated for network calls. Resend the message. For instructions about assigning the Automated Attendant to answer lines, refer to the *CallPilot Manager Set Up and Operation Guide*.

**The destination site could not be reached because an outside line or routing resources were not available**

This error can occur if all retry attempts encounter no lines available or access denied.

This can happen if:

- the line is busy
- the line does not exist
- an unexpected dial tone pause occurs
- if you use a Business Communications Manager or CallPilot 150 system, you entered an incorrect line or pool number
- the outside line selected is not available
- no dial tone is detected on the selected line
- an unexpected dial tone is received

Solution:

- Ensure that the correct line number is assigned and resend the message.
- Assign a different line for outdialing.
- Contact your customer service representative. If this error occurs frequently because of a busy line, your system's channel configuration needs to be upgraded.

#### **A data transmission error was detected while attempting to deliver the message**

A delay between DTMF tones causes this error. The destination site receives the transmit tone and perhaps some other digits, but the pause between the tones is too long.

Solution:

- Resend the message.
- Contact your customer service representative if this happens repeatedly.

#### **Timeout occurred while attempting to deliver the message**

This error occurs if:

- the destination site does not receive the first digit in the transmission sequence. A timeout error occurs if the destination site does not receive a transmission signal within 10 seconds.
- the remote site's line is not answered by the Automated Attendant and the number of network retries is exceeded
- there is a long pause in the dialed number, which can be caused by multiple timed pauses, and the number of network retries is exceeded

the remote site's line is busy and the number of network retries is exceeded

Solution:

- Resend the message
- Contact your customer service representative if this happens repeatedly. The DTMF setting on your system needs to be adjusted.

#### **A Network Delivery Mailbox could not receive your Broadcast Message**

This message plays if your site has disabled the Message Delivery Feature, or if the receiving site has the Network Receive Feature disabled.

#### **The following message could not be delivered to (mailbox owner's name or mailbox number)**

This message plays if a message cannot be received at a site. This can occur if:

- the destination site cannot answer the call
- the destination site does not accept network messages
- the destination site mailbox does not exist
- the destination site mailbox is full
- an outside line is not available

- a protocol error occurs during transmission
- a data transmission error occurs during transmission
- a timeout error occurs during transmission

**The destination site did not answer the delivery call**

This message occurs if:

- the destination site is not enabled to answer the lines. Make sure the destination site is set up to answer the lines.
- a person answers a ringing line and presses a key when an AMIS message is coming through on the same line
- an AMIS call is answered by a private answering machine
- an AMIS call is answered by a voicemail prompt, for example a set that is forwarded to voicemail with F984
- an AMIS call is answered by a Home Transfer node or a Home Mailbox node on a CCR Tree

**The destination telephone number does not appear to be a network site**

This message occurs if the destination site has Network Receive disabled.

## Chapter 7

# Message Networking programming record



**Note:** You can photocopy these pages.

### General Networking Properties

IP address or Host name	Enabled	Disabled
Network Receive	Enabled	Disabled
Network Delivery	Enabled	Disabled
Network Reply	Enabled	Disabled
Network Broadcast	Enabled	Disabled
Network Group List	Enabled	Disabled
Number of Network Retries (1-9)		
Network Delay (1-60 minutes)		

### Digital Networking site table

Use this table to record the properties for the Digital Networking sites you create.

Site name	
Site prefix	
Host name (FQDN)	
Mailbox prefix	
Site name recorded	Y N
Site name	
Site prefix	
Host name (FQDN)	
Mailbox prefix	
Site name recorded	Y N
Site name	
Site prefix	
Host name (FQDN)	
Mailbox prefix	
Site name recorded	Y N

## AMIS site table

Use this table to record the properties for the AMIS sites you create.

Site name	
Site prefix	
Site name recorded	Y    N
Destination site phone number	
Outdial route *	Line number Pool number Route code
Site name	
Site prefix	
Site name recorded	Y    N
Destination site phone number	
Outdial route *	Line number Pool number Route code
Site name	
Site prefix	
Site name recorded	Y    N
Destination site phone number	
Outdial route *	Line number Pool number Route code
Site name	
Site prefix	
Site name recorded	Y    N
Destination site phone number	
Outdial route *	Line number Pool number Route code

\* This setting is not available if you use CallPilot Mini

## Call Blocking periods table

Use this table to record your Call Blocking periods.

Day	Period	Call Blocking time from	Call Blocking time to
Monday	1	___ : ___	___ : ___
	2	___ : ___	___ : ___
	3	___ : ___	___ : ___
	4	___ : ___	___ : ___
Tuesday	1	___ : ___	___ : ___
	2	___ : ___	___ : ___
	3	___ : ___	___ : ___
	4	___ : ___	___ : ___
Wednesday	1	___ : ___	___ : ___
	2	___ : ___	___ : ___
	3	___ : ___	___ : ___
	4	___ : ___	___ : ___
Thursday	1	___ : ___	___ : ___
	2	___ : ___	___ : ___
	3	___ : ___	___ : ___
	4	___ : ___	___ : ___
Friday	1	___ : ___	___ : ___
	2	___ : ___	___ : ___
	3	___ : ___	___ : ___
	4	___ : ___	___ : ___
Saturday	1	___ : ___	___ : ___
	2	___ : ___	___ : ___
	3	___ : ___	___ : ___
	4	___ : ___	___ : ___
Sunday	1	___ : ___	___ : ___
	2	___ : ___	___ : ___
	3	___ : ___	___ : ___
	4	___ : ___	___ : ___

## Network Site Mailbox table

Use this table to record the details of the Network Site Mailboxes you create.

Network Site Mailbox number	
Network Site Mailbox name	
Include in Directory	Y N
Mailbox Name recorded	Y N
Destination Site Prefix	
Destination Remote Mailbox number	
Network Site Mailbox number	
Network Site Mailbox name	
Include in Directory	Y N
Mailbox Name recorded	Y N
Destination Site Prefix	
Destination Remote Mailbox number	
Network Site Mailbox number	
Network Site Mailbox name	
Include in Directory	Y N
Mailbox Name recorded	Y N
Destination Site Prefix	
Destination Remote Mailbox number	
Network Site Mailbox number	
Network Site Mailbox name	
Include in Directory	Y N
Mailbox Name recorded	Y N
Destination Site Prefix	
Destination Remote Mailbox number	

## Network AMIS mailbox table

Use this table to record the details of the Network AMIS mailboxes you create.

Network AMIS mailbox number	
Network AMIS mailbox name	
Include in Directory	Y N
Mailbox name recorded	Y N
Outdial *	Line number Pool number Route code
Destination site phone number	
Network AMIS mailbox number	
Network AMIS mailbox name	
Include in Directory	Y N
Mailbox name recorded	Y N
Outdial *	Line number Pool number Route code
Destination site phone number	
Network AMIS mailbox number	
Network AMIS mailbox name	
Include in Directory	Y N
Mailbox name recorded	Y N
Outdial *	Line number Pool number Route code
Destination site phone number	

\* This setting is not available if you use CallPilot Mini



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# Glossary

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**Administration**

The tasks involved in maintaining CallPilot mailboxes, greetings and set up configuration.

**Area Code**

A code assigned to a calling area within an area.

**Automated Attendant**

The CallPilot answering service that answers incoming calls with a Company Greeting, plays a list of options to a caller, and performs call routing functions in response to a caller's selections.

**Broadcast Message**

A message that can be sent only by the System Administrator. This type of message plays in all initialized Personal Mailboxes.

**Call Blocking Periods**

Periods of time you establish when network delivery messaging is prohibited.

**Channel configuration**

The number of channels on your system that you designate for outdialing.

**Class of Service**

A predetermined number designation that specifies the options for a mailbox.

**Company Directory**

An internal voice list that contains the names of subscribers with initialized mailboxes who are in the Company Directory.

**Configuring CallPilot Lines**

The tasks involved in determining which incoming telephone lines of a business are answered by CallPilot and which Greeting Table is assigned.

**Conventions**

The way certain information is described. For example, using underlined text to represent the second line of the display prompt information.

**Country Code**

A code for long distance calling assigned to a country.

**Designated Operator**

The person in a company who is assigned to answer the CallPilot operator request option.

**Direct Addressing**

The ability to send a message directly to a remote site by specifying the line, pool or route number, phone number and destination mailbox.

**Display**

A one or two line screen on a Nortel Networks Business Series Terminal that shows CallPilot commands and options.

**Display Buttons**

The three buttons on a Nortel Networks Business Series Terminals two line display telephone. When pressed, these buttons select the specified CallPilot option.

**Display Options**

The choices that appear on Nortel Networks Business Series Terminals two line displays. Callers select display options by pressing the display buttons.

**DTMF telephone**

A push button telephone that emits DTMF tones.

**Fully Qualified Domain Name (FQDN)**

An FQDN is the complete domain name for a specific computer on the Internet. Each site on a network has a unique FQDN. The FQDN distinguishes a site from every other site on the network. An FQDN is the full name of the site, including all subdomain and domain names, separated by periods. For example, *pvt.nortel.com* is an FQDN.

**Group Lists**

A collection of mailbox numbers that are assigned a special “Group” number by CallPilot. When a message is sent to a Group List, mailboxes in the List receive the same message. Member mailboxes can be located at the same site or at different locations within a network.

**Initialize a mailbox**

Preparing a mailbox to receive messages, which includes changing the mailbox default password and recording a Company Directory name.

**International Access Code**

A code identifying the digits dialed to access international calling.

**Long Distance Access Code**

The code used to access direct dial long distance calling services in a country.

**Loopback mailbox**

The mailbox you use to test whether a site can transmit and receive network messages. The Loopback mailbox default number is 103 if the extension length is three digits. Refer to [“Loopback mailbox numbers” on page 48](#) for how to determine the Loopback mailbox number. The length of the Loopback Mailbox number depends on the mailbox number length.

**Mailbox**

A storage place for messages on the system.

**Network Delivery**

The feature that, when enabled, lets a site to send messages to other sites within a network.

**Network Delivery Mailboxes**

Mailboxes you add that allow access to an assigned mailbox at a destination site within a network. Network Delivery Mailboxes can be set up with either a Direct Address or a Site-Based Address.

**Network Dialing Parameters**

The values that determine how many times the system attempts to contact a destination site within a network. The dialing parameters also include a retry interval.

**Network Messaging**

The ability to send, receive and reply to messages sent between remote locations within a network.

**Network Receive feature**

The feature that lets a site receive messages from other locations within a network.

**Network Reply feature**

The feature that lets a site reply to messages sent from other locations within a network.

**Outdial route**

The parameter that specifies how an outdial call is routed. The outdial route can be a line, pool number or route code. This setting is not available if you use CallPilot Mini.

**Password**

A four to eight digit number that is entered on the dialpad. A password is used to open mailboxes or perform configuration tasks.

**Personal mailboxes**

Mailboxes that are assigned to subscribers as a place to store messages.

**Resetting CallPilot**

Returning the CallPilot voice module to its original default settings.

**Retry interval**

The amount of time the system waits before making another attempt to contact a destination site when a failure to connect occurs.

**Site-based Addressing**

The ability to send a message to a remote site by specifying the destination site's prefix and the mailbox number of the person you want to send the message to.

**Special Mailboxes**

The two mailboxes used by the System Administrator and designated CallPilot operator: the System Administrator Mailbox and the General Delivery Mailbox.

**Subscriber**

A mailbox owner.

**System Administrator**

The person responsible for configuring, updating and maintaining the CallPilot system.

**System Administrator Mailbox**

The mailbox used by the System Administrator for sending Broadcast Messages. This is the System Administrator's personal mailbox.

**Voice prompts**

The prerecorded voice messages that are played when accessing the different CallPilot features and options.

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