



Setting up message notification

To set up message notification, click the **Notification** main menu link. Click **Apply** after you change a setting.

- To set up message waiting indicator (MWI), click the **MWI** navigation link, select **Enable Message Waiting Indicator**, edit your MWI criteria, and select **Enable Message Waiting Indicator Rule**.
- To set up Call Me, click the **Call Me** navigation link, select **Enable Call Me**, click **New Rule**, enter a rule name, click **Apply**, and edit the criteria of your rule. Select the checkbox next to the name of your new rule to enable the rule.
Note: First set up schedules and phone lists.
- To set up Notify Me, click the **Notify Me** navigation link, select **Enable Notify Me**, click the type of Notify Me rule you want to create, and edit the criteria for your rule. Select the checkbox next to the name of your new rule to enable the rule.

Setting other Modular Messaging options

To set other Modular Messaging options, click the **Options** main menu link.

- To change your time zone, click the **Time Zone** navigation link, select a time zone, and click **Apply**.
- To set your application preferences, click the **Application Preferences** navigation link, and complete each field on the page. Click **Apply**.

NAVIGATION LINKS

From each main menu link, you can access the following navigation links.

Caller Experience navigation links

- **Greetings** link. Select, play, record, or delete a greeting.
- **Call Handling** link. Activate greetings, override call handling, or screen your calls.
- **Multilingual Call Answer** link. Specify language options for callers to your mailbox.
- **Find Me** link. Set up rules for redirecting your calls.
- **Intercom Paging** link. Set up your system to page you when you do not answer your telephone.

My Experience navigation links

- **Preferred Language** link. Set the language you hear for your telephone user interface (TUI).
- **Message Options** link. Administer message sort order and other mailbox actions.
- **Fax Printing** link. Specify a default number for printing faxes.
- **Personal Lists** link. Create and modify a Personal Distribution List.

Notification navigation links

- **MWI** link. Specify for the system to notify you when you receive a message that meets certain criteria.
- **Call Me** link. Specify for the system to call you at designated telephone numbers when you receive a message that meets certain criteria.
- **Notify Me** link. Specify for the system to send you a notification message when someone calls and leaves a message, or when someone calls and requests that the system notify you.

Password navigation link

Change your password.

Options navigation links

- **Options Summary** link. View and change the options and settings you have specified in Web Subscriber Options.
- **Time Zone** link. Change your time zone settings.
- **Application Preferences** link. Change settings for how you want Web Subscriber Options to function and display information.
- **Download Voice Player** link. Download and install the Avaya Voice Player for playback and recording of greetings.

Help Menu navigation link

Go to the Help index for Web Subscriber Options.

Logoff main menu link

Log off from Web Subscriber Options.

Avaya™ Modular Messaging Web Subscriber Options QUICK REFERENCE GUIDE

Overview

Modular Messaging Web Subscriber Options is a visual interface that you can use to change the default settings of your mailbox, for example for call and message handling. For more information about any of the topics in this guide, see the online Help. You can access the Help through the **Help Menu** link in the left navigation pane.

Logging on

1. Enter the Web Subscriber Options address in your browser, for example **http://servername/wso**.
2. On the Logon page, complete the following fields:
 - **Mailbox Number**. Enter the number of your Modular Messaging mailbox.
 - **Telephone Number**. Enter the number that the system calls to play and record greetings and list names.
 - **Password**. Enter your Modular Messaging password using alphanumeric characters. For languages other than English, use numbers only.
 - **Web Language**. Select your display language.
3. Click **Logon** to navigate to your start page.

Changing your password

1. Click the **Password** link in the main menu.
2. Enter your current password. Enter a new password, and enter the same password again.
3. Click **Apply**.

Setting language options for callers

1. From the **Caller Experience** main menu link, click the **Multilingual Call Answer** navigation link.
2. Select a primary language.
3. Select **Also allow callers to choose these languages**, and select secondary and tertiary languages.
4. Click **Apply**.

Working with greetings

You can record and play back greetings that callers to your mailbox hear. You can use either the telephone or the soundcard, depending on your settings in Application Preferences.

To work with greetings, click the **Greetings** navigation link from the **Caller Experience** main menu link. Then select the greeting type with which you want to work. You can record or upload a greeting, play a recorded greeting, or delete a greeting.

Setting personalized call handling

You can change your call handling options, depending on how your administrator has set up your system. To set personalized call handling, click the **Call Handling** navigation link from the **Caller Experience** main menu link. Click **Apply** after you change a setting.

- To activate an extended absence greeting, select **Play extended absence greeting**.
- To activate a system greeting or an optional greeting, select from the following options, and select a greeting for each option you activate:
 - **If extension is busy, play**
 - **If extension is not answered, play**
 - **Block the call and play**
- To enable call screening, select **Enable call screening**.

Setting up Find Me

To use Find Me to redirect your unanswered calls, you must first set up schedules and phone lists.

1. From the **Caller Experience** main menu link, click the **Find Me** navigation link.
2. Select **Enable Find Me**, and click **New Rule**.
3. Enter a name for your rule, and click **Apply**.
4. In the rule description box, select a schedule and a phone list.
5. Select the checkbox next to the name of your new rule to enable the rule, and click **Apply**.

Using intercom paging

You can set Modular Messaging to page you when you do not answer your telephone.

1. From the **Caller Experience** main menu link, click the **Intercom Paging** navigation link.
2. Select an intercom paging option, and click **Apply**. Select **On** if you want the system to prompt callers before paging you, and select **Automatic** if you want the system to page you whenever you miss a call.

Setting your telephone user interface (TUI) options

Click the **My Experience** main menu link. After you change each option that follows, click **Apply**.

- To change the prompt language for your mailbox, click the **Preferred Language** navigation link, and select a language.
- To change the sort order for your messages, click the **Message Options** navigation link, and select to sort by media type or other criteria.
- To change your default number for printing faxes, click the **Fax Printing** navigation link, and enter a fax number.

Managing Personal Distribution Lists

From the **My Experience** main menu link, click the **Personal Lists** navigation link. **Note:** For certain configurations, you can only edit the list number and record a list name for a Personal Distribution List.

- To create a PDL, click **New List**, edit the display name and list number, and click **Save**.
- To work with a personal list, select the list with which you want to work. You can:
 - Click to add a contact, e-mail address, or list to your personal list.
 - Click **Delete** to delete the list.
 - Use the controls at the bottom of the page to record or upload a list name, and save the list name.