

**Admin Notes**



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**Toshiba Quick Start Guide**

**CIX  
Voicemail  
Administrator**

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# Administrator

## To complete administrator functions using the eMaager software program located on your computer.

### To login into eManager:

<http://stratamas01/emanager>

- Open the eManager software. Username is “Customer” (use a capital C).
- Password is “password.”
- Click on default folder and click connect.
- Click on CIX/SES folder and click connect.
- Once connected follow the headings and guidelines to change administrator functions.

### Advance Configuration Tab (Voice Mail—Mailbox)

#### User Mode Tab:

- This tab is where you can turn the new **user tutorial** on or off, you can change the **message length**, **store messages**, play the **message date and time stamp**. You can reset the **user’s security code**.
- You can set the first in, first out mailbox message order. Message copy is also under this tab. You can also set the user’s class of service.

#### Chains/Group/Fax Tab:

- **Chain done** should be **default** or **transfer**. This parameter is executed when a mailbox is done with the call. If the transfer is set it will send the caller to another mailbox when a call goes unanswered.
- **Chain RNA**: This is the parameter to be executed when a call transferred is not answered. This field should be **record**.
- **Chain busy**: The parameter to be executed when a call transferred detects busy. This field should be **record**.
- **Chain Fax**: The parameter to be executed when a fax tone is detected. This field should be **transfer**.
- **Chain Modem**: The parameter to be executed when a call detected a modem carrier. This should be **default**.

#### Auto Attendant Tab:

- Set up the caller menu box if this box is checked after the caller leaves a message in the mailbox he is given a menu

- This is where you can set the maximum message length.
- This is where you select the greeting number you want the mailbox to play to the callers.
- Also used to set the maximum number of rings before voice mail answers.

#### Info Tab:

- This contains all the information on the user’s mailbox. This tells you when the mailbox was created, how many messages are in the box. How many times the mailbox has been accessed. The number of times the mailbox received a call or a transferred call. You should not have to change anything on this tab.

#### Unified Messaging Tab:

- Voice mail messages are saved as email message wave files.
- Email account contains the user’s email account name.
- Email user name same as above.
- Email server contains the domain name of the pop3 server. This is in regard to the email being played using text speech.
- SMTP server is the domain name of the server so that messages can be sent to the user’s mailbox.

#### Notify Tab:

- This is where you set up cell phone or pager notification. This tab contains two standard message notifications templates. One is message light on and message light off.
- To add cell phone, click add.
- Event choose for normal messages or urgent messages.
- Title choose from drop down menu “Voice Home.”
- Click next and check the enabled box. The variable box is where you put your cell phone number.
- Next you can choose the hours you want to be notified (8 to 5) and the number of times to be notified. (once a day or every hour, every new message).

#### Menu Tab:

- A user can create a menu giving the caller options such as to reach by assistant press 1 or to page me press 2. Each mailbox can have up to nine different options.

#### Advance Configuration (Voice Mail—Distribution List):

- A user can set up distribution lists so they have the ability to send a message to multiple mailboxes.

- Click on the create button, and add the mailbox number you are trying to create. Name the mailbox and next enter the extension numbers that will be members of the list.
- For example, Mailbox 500, named all employee group box, enter all employees extension numbers. This is where you select the greeting number you want the mailbox to play to the callers.