

MiCollab Advanced Messaging Auto Attendant Scheduling Administration Guide

For version 9.1 and above

Notice

The information contained in this document is believed to be accurate in all respects but is not warranted by Mitel Networks™ Corporation (MITEL®). Mitel makes no warranty of any kind with regards to this material, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. The information is subject to change without notice and should not be construed in any way as a commitment by Mitel or any of its affiliates or subsidiaries. Mitel and its affiliates and subsidiaries assume no responsibility for any errors or omissions in this document. Revisions of this document or new editions of it may be issued to incorporate such changes.

No part of this document can be reproduced or transmitted in any form or by any means - electronic or mechanical - for any purpose without written permission from Mitel Networks Corporation.

Trademarks

The trademarks, service marks, logos and graphics (collectively "Trademarks") appearing on Mitel's Internet sites or in its publications are registered and unregistered trademarks of Mitel Networks Corporation (MNC) or its subsidiaries (collectively "Mitel") or others. Use of the Trademarks is prohibited without the express consent from Mitel. Please contact our legal department at legal@mitel.com for additional information. For a list of the worldwide Mitel Networks Corporation registered trademarks, please refer to the website: <http://www.mitel.com/trademarks>.

© Copyright 2020, Mitel Networks Corporation

All rights reserved

Contents

Preface	5
References	5
Documentation	5
Documentation Updates	6
Help	6
Document Conventions	6
Schedule Mailbox Overview	8
Manage multiple auto attendant scheduling easily	9
Visualize scheduling with the ability to test schedules	9
Easily manage schedule overrides	9
Anyone with the administrator permission can manage a Schedule Mailbox	9
Manage multiple virtual locations through the centralized system	10
Configuring System Configuration	11
Configuring Locations	11
Configuring Call Routing	14
Configuring Schedule Override Rules	16
Turning On/Off Manual Overrides	18
Through System Configuration	18
Through TUI	19
Through MiCollab AM Mobile Admin	20
Testing Call Routing	20
Configuring a Schedule Mailbox	22
Setting up a New Schedule Mailbox	23
Configuring Weekly Schedule	24
Configuring Schedule Overrides	30
Exploring the Schedule Overrides Tab	31
Adding or Editing Schedule Override Rules	32
Configuring Manual Overrides	34
Exploring the Manual Overrides Tab	34
Adding or Editing Manual Override Rules	35

Notes on Upgrading the System	38
Considerations	38
Upgrade Case Scenario	39

Preface

This guide explains how to administer auto attendant scheduling and manage schedule overrides.

This guide is written for Mitel-certified administrators and technicians who are familiar with MiCollab Advanced Messaging (MiCollab AM) procedures and terminology, the **MiCollab AM Admin** utility, and how auto attendant scheduling works.

Before implementing any procedures in this guide, ensure that MiCollab AM software is installed and running successfully.

References

A catalog of technical documentation is included on the MiCollab AM Installation Media. If you are installing any advanced applications, such as Networking and Fax Server applications, you should refer to the appropriate technical documentation for application and installation information.

Documentation

The technical documentation is produced in the PDF format and requires the PDF reader to view it. The MiCollab AM Documentation Library includes the following documents and resources:

- **Administration Documentation.** Available as a PDF only. Contains the following:
 - **Administration Guides.** Available as a PDF only. Contains administrative guides for administrators about how to manage and configure the messaging system.
 - **Quick Reference Cards (QRC).** Contains shortcuts and quick instructions telling subscribers how to access and use the messaging system.
 - **User Guides.** Available as a PDF only. Contains user guides for subscribers about accessing the messaging system and checking and sending messages.
- **Server Documentation.** Available as a PDF only. Contains the following:
 - **Developer Resources.** Contains programming guides and API references for developers for integrating the server clients and web applications with MiCollab AM.
 - **Installation and Configuration.** Available as a PDF only. Contains installation and configuration guides for server administrators about how to install and configure the messaging system.
 - **Integration Technical Notes (ITN).** Contains a set of guides that describe the integration methods and instructions for a variety of phone systems to work with MiCollab AM. The ITNs are generally used by resellers or administrators who are experienced with MiCollab AM and familiar with the integration procedures and terminology.
 - **Spare Parts Documentation.** Contains a set of guides that describe the instructions for installing and configuring hardware parts to work with MiCollab AM. These documents are

written for Mitel-certified MiCollab AM technicians who are experienced with MiCollab AM and familiar with the procedures and terminology.

- **Software Release Notice (SRN).** This notice introduces the new features, capabilities, and hardware/software requirements for the corresponding MiCollab AM version.

Documentation Updates

Documentation updates may be available from the following sources:

- Mitel-certified technicians can view or download documents and program files from our partner web site: www.mitel.com

Help

The primary source of information about MiCollab AM is the online help available within any of its administrative utilities. You can access **Help** by clicking the **Help** button in the dialog box or window in which you are working.

Document Conventions

The following conventions are used in this document:

- **Key Names.** Names of keys on the keyboard are shown in a box.

Example: **Enter**

When two keys must be pressed simultaneously, they are joined by a + sign.

Example: **Alt** + **Tab**

- **Reference to Document** Titles of other documents are shown in italics.

Example: See the *System Installation and Configuration Guide*.

- **User Interface (UI) Element Names.** Names of UI elements such as dialog boxes, windows, screens, menu items, tabs, buttons, and icons are shown in bold.

Example: On the **Startup** screen, click the **Start** icon.

- **User Input.** Information required to be typed is shown in italics.

Example: Type the password *voicemail*.

- **Warning, Caution, Important, and Notes.** Text for the contents that require attention are shown as follows:

WARNING A warning paragraph advises you of circumstances that can result in the loss of data, harm to the MiCollab AM System Server platform, or personal harm.

CAUTION Failure to follow these recommendations can result in unauthorized access to the system and consequent loss of data.

IMPORTANT An important paragraph gives decision-making information or informs you of the order in which tasks need to be completed.

NOTE A note gives additional information, provides an explanation, or indicates an exception to the information in the preceding text.

Schedule Mailbox Overview

Auto Attendant Scheduling, via Schedule Mailboxes, is a feature that allows the definition of various auto attendants that will be applied based on time, day, date and location. Auto Attendant Scheduling will automatically define different auto attendants under different conditions.

Auto Attendant Scheduling is implemented via Schedule Mailboxes, independent mailboxes that encapsulate the abilities to perform multiple Auto Attendant Scheduling all in one location.

Inside each Schedule Mailbox is a weekly calendar for defining the default schedule for that mailbox, automated exceptions to that schedule, such as regularly occurring holidays, and manual overrides for probable requirements that may not be entirely predictable, such as weather-related closures.

For information on how this feature differs from versions prior to MiCollab Advanced Messaging (MiCollab AM) 9.1, refer to [the Notes on Upgrading the System](#) section of this document.

The following figure illustrates an example of the flow that a call can go through via the use of Schedule Mailboxes.

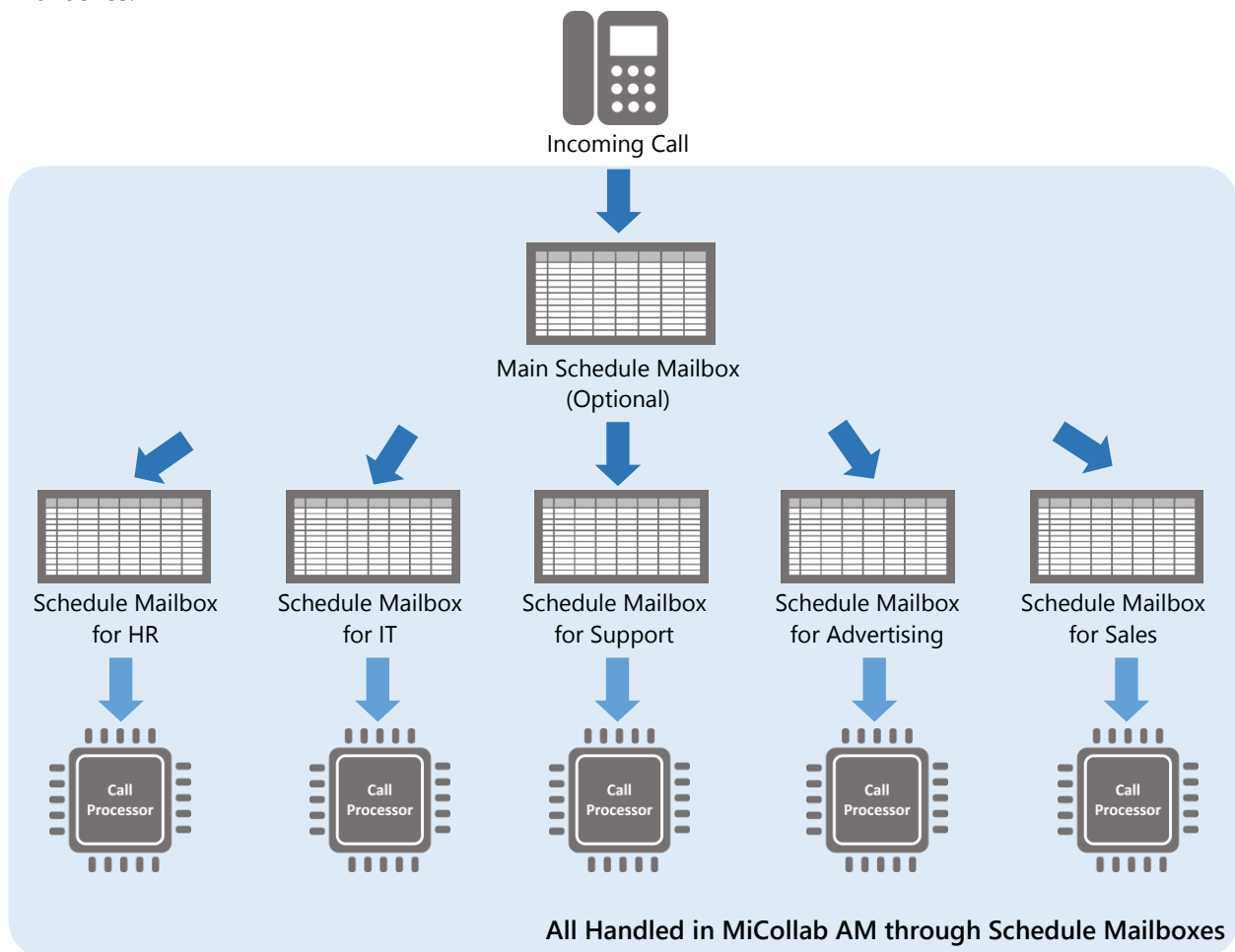


Figure 1. Flow of Call through Schedule Mailbox

Auto Attendant Scheduling through Schedule Mailbox offers powerful features that can evolve with your organization's needs and structure. A sound understanding of the design intent and functionality of the various aspects of these features will help you to design and implement schedules that will better serve the needs of your organization.

Before getting started, read some of the advantages of using Schedule Mailbox for your organization's auto attendant scheduling.

Manage multiple auto attendant scheduling easily

By creating a schedule mailbox for each department or task, which can function differently from each other, auto attendant scheduling can be managed easily and:

- Create a schedule mailbox for each department or by each task to handle calls differently.
- Manage calls differently depending on locations.
- Set or clear schedule overrides for the system or for a schedule mailbox through various methods.

Visualize scheduling with the ability to test schedules

Through the color-coding of each call handling mailbox assignment within the time grids and the drag-and-drop mechanism used for assignments, schedules can be configured and visualized clearly and easily.

- With just several clicks, the whole weekly schedule can be configured within a minute.
- Each assignment is distinguished by colors, so it's easy to visualize which time blocks share the same call handling mailbox.
- Through the Test feature, test schedules in advance and verify if the system is handling calls as intended.

Easily manage schedule overrides

From the system-wide overrides to the Schedule Mailbox specific override, the schedule overrides can be set or cleared easily.

- **Schedule Overrides:** Any predefined (pre-scheduled) events such as national holidays, organization-specific holidays, etc. that will override any weekly schedule when the system calendar reaches that date.
- **Manual Overrides:** Any unexpected event that may occur at any time or day such as snow day, power outage, etc. Manual overrides can be set/cleared at any time or date through the System Administration, telephone, or Mobile Admin and override any existing schedules.

Anyone with the administrator permission can manage a Schedule Mailbox

If MiCollab AM is deployed as a hosted solution in the cloud, the tenant administrator has the authorization over the tenant settings and can delegate the permission to access schedule mailboxes to selected subscribers. If MiCollab AM is deployed as a non-hosted solution in the cloud, the administrator

has the authorization of the system and has the access to manage all system-wide overrides. However, any subscriber with the permission to access schedule mailbox can manage the schedule mailbox, which can reduce the burden of the System Administrator to manage all Schedule Mailboxes in the system.

- System Administrator (if MiCollab AM is deployed as a non-hosted solution in the cloud):
 - Has full administrative rights to the MiCollab AM system.
 - Manage all overrides in the system and all schedule mailboxes.
 - Assign security code for each schedule mailbox.
- Tenant Administrator (if MiCollab AM is deployed as a hosted solution in the cloud):
 - Manage all overrides in the system and all schedule mailboxes.
 - Assign security code for each schedule mailbox.
- Schedule Mailbox Administrator:
 - Can be any subscribers with the permission (security code) to access such schedule mailbox.
 - Modify private schedules or perform overrides within the authorized schedule mailbox.
 - Cannot add/delete/modify system-wide schedule overrides.
 - A Schedule Mailbox may have more than one administrator.

Manage multiple virtual locations through the centralized system

For centralized systems that service multiple locations, the location of the Call Routing entry can be set differently than the location of the underlying switch section.

This allows an Auto Attendant to be virtually located anywhere in the world regardless where the call servers reside. And then the schedules in Schedule mailboxes can be configured based on the virtual location of the auto attendant.

For example:

If the company has an office in Paris with that has a local phone number that forwards to the centralized system in London, the Schedule mailbox for the Paris Auto Attendant can be configured using Paris time instead of London time. While the Schedule mailbox for the London office can be configured using London time.

Configuring System Configuration

The first step to configuring scheduling is to set up the **System Configuration** under the **MiCollab AM Admin** utility. These steps must be performed to create the entries and data required in subsequent process steps for Schedule Mailbox.

- Add Location(s).
- Configure Call Routing.
- Add Schedule Override Rule. (Optional in this phase.)

In order to configure the options above, open **MiCollab AM Admin**, and then go to **Configuration > System...** and follow the procedures detailed in this chapter.

Configuring Locations

Before configuring the locations for Auto Attendant Scheduling, explore the **Locations** tab and its elements where the location is configured.

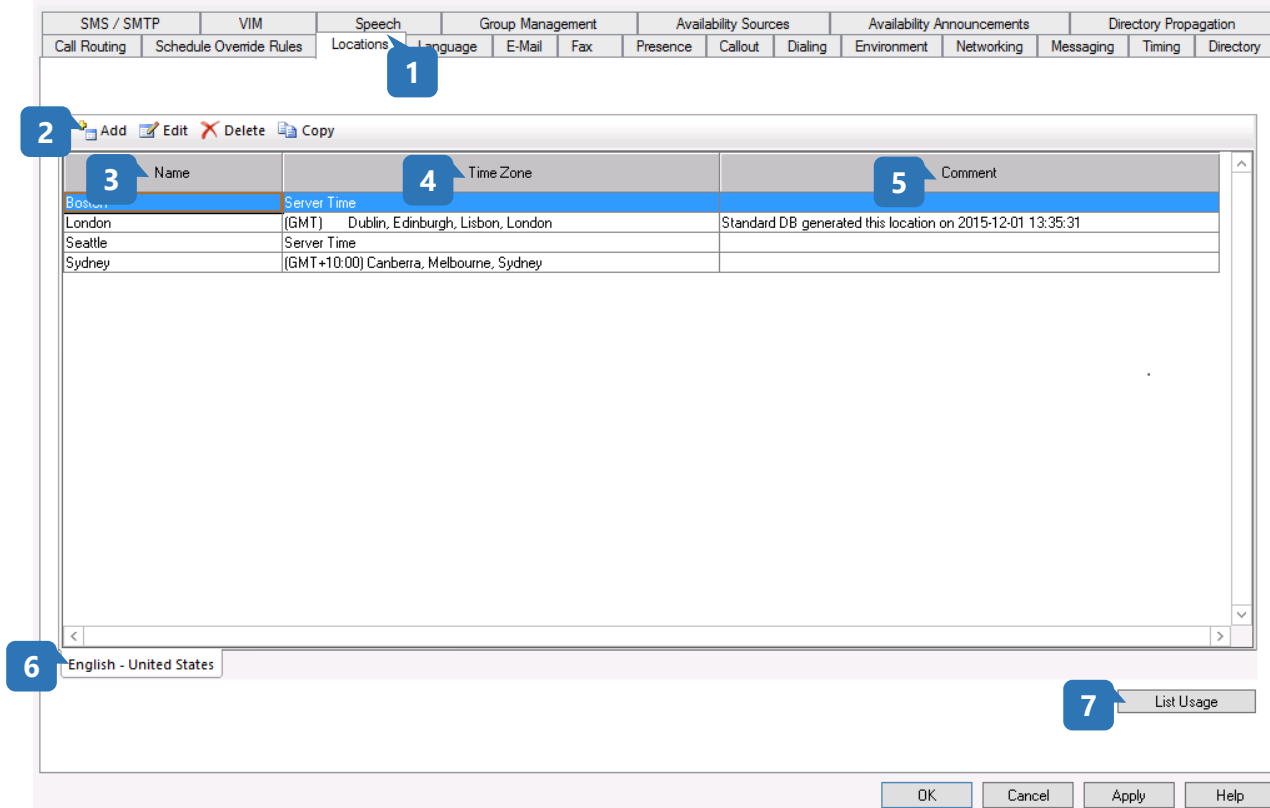


Figure 2. Locations Tab

- (1) **Locations Tab.** Click this tab to access or change location information.
- (2) **Editing Controls.** Click **Add**, **Edit**, **Delete** or **Copy** to add, edit, delete, or copy a location.
- (3) **Name.** The name of the location to which you will assign an Auto Attendant Schedule.
- (4) **Time Zone.** Enter a specific time zone for the location, or define the time zone as the same as *Server Time*.
- (5) **Comment.** Enter comments about the location here. If the locations were created during a system upgrade, additional information about the data used to automatically create the location will be placed here. A system upgrade will not change any comments that were entered previously.
- (6) **Language.** Displays the language prompt set that is being used.
- (7) **List Usage.** Select a location from the table and click the **List Usage** button to view where the selected location is being used. The **Location Usage** dialog box looks like the following.

Location Usage

a Location: Seattle

b Schedule Mailbox Use:

Mailbox	Name
0500	MAIN SCHEDULE

c Call Routing Use:

Service Number	Service Type	Service Comment
	Default Answer	Standard DB generated this mailbox on 2016-02-17 12:5..

d Switch Section Use:

Server Name	Switch Section Name
BVT2k12Install6	Asterisk Asterisk Section

OK Cancel

Figure 3. Location List Usage Dialog

- (a) **Location.** The selected location.
- (b) **Schedule Mailbox Use.** The name and mailbox number for any Schedule Mailboxes assigned to the selected location.

- (c) **Call Routing Use.** The service number, service type, and comments associated with the selected location.
- (d) **Switch Section Use.** The server name and switch section name associated with the selected location.

To configure locations:

Before configuring locations, you will need to have a recording of the location name available for all languages installed and configured on the system.

- 1 Open *MiCollab AM Admin* by either double-clicking the desktop icon or browsing to **Start > All Programs > MiCollab AM Desktop > MiCollab AM Admin**.
- 2 Enter the **Username** and **Password**.
- 3 Click the **Configuration** menu and select **System...** The System Configuration screen appears.
- 4 Click the **Locations** tab.
- 5 Click **Add**.
- 6 Enter the name of the location in the **Display Name** field. The text will also appear in the **Phrases** field.
- 7 Under Speech Properties, click the **Advanced Options** tab.
- 8 Enter the **TTS Name** if using TTS instead of a Spoken Name, and if the TTS name is different than the Display Name. If TTS does not properly speak the Display Name, a more phonetic version may produce a more pleasing result. If the Display Name is an abbreviation or acronym, a fully expanded TTS Name should be used. For example, LA should be replaced by either EL AYE or Los Angeles as preferred.
- 9 Click the browse icon and browse to the recorded name for the location. Upload the recording.
- 10 Click **OK**.
- 11 Click in the **Time Zone** field. Click the arrow to the right and select your time zone from the drop-down.
- 12 Repeat for each location.

Configuring Call Routing

The **Call Routing** tab contains settings for where incoming calls will be routed.

The screenshot shows the 'Call Routing' configuration window. At the top is a tabbed interface with 'Call Routing' selected. Below the tabs are buttons for 'Control Manual Overrides...' and 'Test...'. The main area contains a table with columns for Service Type, Service Number, Location, and Call Handling Mailbox (split into Subscriber and Non-Subscriber calls). There are also checkboxes for 'Primary Device' and 'Other' under 'Allow Subscriber Logon', and a 'Comment' column. At the bottom are 'OK', 'Cancel', 'Apply', and 'Help' buttons.

Service Type	Service Number	Location	Call Handling Mailbox		Allow Subscriber Logon		Comment
			Subscriber Calls	Non-Subscriber Calls	Primary Device	Other	
Phantom	1000	All Locations	(SC) 0500 MAIN SCHEDULE	(SC) 0500 MAIN SCHEDULE	<input type="checkbox"/>	<input type="checkbox"/>	
Phantom	1001	All Locations	(CP) 0000 DAY MAIN MENU	(CP) 0000 DAY MAIN MENU	<input type="checkbox"/>	<input type="checkbox"/>	
Phantom	1002		(CP) 0300 Options	(CP) 0300 Options	<input type="checkbox"/>	<input type="checkbox"/>	
Phantom	3001		(CP) 0100 NIGHT MAIN MENU	(CP) 0100 NIGHT MAIN MENU	<input type="checkbox"/>	<input type="checkbox"/>	
Default Answer		Seattle	(SC) 0500 MAIN SCHEDULE	(SC) 0500 MAIN SCHEDULE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard DB generated this r

Figure 4. Call Routing

- (1) **Call Routing Tab.** The tab where call routing options are configured.
- (2) **Control Manual Overrides.** Brings up a dialog that allows for manually overriding the system call routing settings. Refer to the [Turning On/Off Manual Overrides](#) section for more details.
- (3) **Test Button.** The test button brings up a dialog for you to check to see which call handling mailbox will answer a call based on a particular date and time. Refer to the [Configuring Schedule Override Rules](#) section for more details.
- (4) **Editing Controls.** Add a new route or Delete an existing route.
- (5) **Service Type.** The Service Type is the source of the incoming call. The following Service Types are available:
 - **Default Answer:** Default answer is the default incoming call service for the system server. Any calls not processed by Phantom, DNIS, or Trunk entries in this table will be processed by Default Answer. At minimum, either a Default Answer entry with a location set to All Locations or a Default Answer entry for each individual location or both must exist. When both exist, specific location entries have a higher priority than All Location entries.
 - **Phantom:** A phantom number is set up without an associated physical extension.
 - **DNIS:** DNIS service reports the number dialed by an incoming caller.

- **Trunk:** The trunk from which a particular call originated.
- (6) **Service Number.** The number associated with the Service Type for purposes of identifying and routing incoming calls.
- (7) **Location.** The location where the call routing rule will be in effect as determined by the identification of the calling number.
- NOTE** The location of the Call Routing entry can be set differently than the location of the underlying switch section. This allows an Auto Attendant to be virtually located anywhere in the world regardless where the call servers reside.
- (8) **Call Handling Mailboxes.** The mailboxes that will handle the calls from Subscribers or Non-Subscribers.
- (9) **Allow Subscriber Logon.** Select this check box to first offer the option for subscribers to log in to their accounts instead of being immediately routed to the call handling mailbox.
- (10) **Comment.** Comments related to the Call Routing rule. If the entry was automatically created during a system upgrade, the data used to create the entry will be noted.

To configure Call Routing:

- 1 Open *MiCollab AM Admin* by either double-clicking the desktop icon or browsing to **Start > All Programs > MiCollab AM Desktop > MiCollab AM Admin**.
- 2 Enter the **Username** and **Password**.
- 3 Click the **Configuration** menu and select **System...** The System Configuration screen appears.
- 4 Click the **Call Routing** tab.
- 5 Click **Add**.
- 6 Click the **Service Type** field and select the service type from the drop-down.

NOTE You must configure, at minimum, one Default Answer service type for each location or for all locations.

- 7 Enter the **Service Number** for all Service Types other than Default Answer. The service number is the number associated with the service type.
- 8 Click the **Location** field and select the location where the call routing will be active. Choose All Locations to support all your locations with one entry. If both an entry with All Locations and an entry with a specific location exist, the specific entry will be selected for that location.

NOTE You can add more locations in the **Locations** tab.

- 9 In the **Call Handling Mailbox** fields, select the desired mailbox that will handle **Subscriber Calls** and **Non-Subscriber Calls** by clicking in the field and clicking the button to the right of the field. The Mailbox Selection dialog box appears.
- 10 Click the Schedule mailbox that will be active for the selected type of call (subscriber or non-subscriber) and click **OK**.

NOTE You may also use a Call Processor Mailbox. If you use a Call Processor Mailbox instead of a Schedule mailbox, then you cannot use the schedule to route your calls. In order to maximize the flexibility of MiCollab AM, consider using the Schedule mailbox.

- 11 Check the boxes to **Allow Subscriber Logon**. Checking the **Primary Extension** box will prompt callers dialing in from their primary extensions for subscriber credentials. Checking the **Other** box will prompt users dialing in from any other extension (home, mobile, etc.) for subscriber credentials. Leave one or both of these unchecked, as desired, to have users enter the system as a non-subscriber.

Configuring Schedule Override Rules

The **Schedule Override Rules** tab is where you define system-wide schedule override rules. On this screen you can define both **Schedule Overrides**, overrides that will occur on predetermined dates and times, or **Manual Overrides**, overrides which must be engaged manually and override any weekly schedule. Manual overrides could be things like a snow day, or other likely event that is unpredictable.

The screenshot shows the 'Schedule Override Rules' tab in the System Configuration window. The window is divided into two main sections: 'Schedule Overrides' and 'Manual Overrides'. Each section contains a table with three columns: 'Name', 'Rule', and 'Type'. The 'Schedule Overrides' table has one entry: 'New Years Day' with rule 'January 1 (F)' and type 'System'. The 'Manual Overrides' table has one entry: 'Unexpected Closure' with rule 'Manual' and type 'System'. Both tables have 'Add', 'Edit', 'Delete', and 'Copy' buttons above them. At the bottom of each table is a 'List Usage' button. The window also has 'OK', 'Cancel', 'Apply', and 'Help' buttons at the bottom right.

Figure 5. System Configuration - Schedule Override Rules

- (1) **Schedule Override Rules Tab.** The tab where system-wide Schedule and Manual Override rules are defined.
- (2) **Editing Controls (Schedule Overrides).** Click **Add**, **Edit**, **Delete** or **Copy** to add, edit, delete, or copy a Schedule Override.

NOTE If any schedule override is in use by any schedule mailboxes, it cannot be deleted.

- (3) **Editing Controls (Manual Overrides).** Click Add, Edit, or Delete to add, edit, or delete a Manual Override.
- (4) **Schedule Overrides.** A list of system-wide defined Schedule Overrides.
- (5) **Manual Overrides.** A list of defined system-wide Manual Overrides.
- (6) **List Usage (Schedule Overrides).** Lists the Schedule Mailboxes that use the selected Schedule Override.
- (7) **List Usage (Manual Overrides).** Lists the Schedule Mailboxes that use the selected Manual Override.

To configure System Schedule Overrides rules:

- 1 Open *MiCollab AM Admin* by either double-clicking the desktop icon or browsing to **Start > All Programs > MiCollab AM Desktop > MiCollab AM Admin**.
- 2 Enter the **Username** and **Password**.
- 3 Click the **Configuration** menu and select **System...** The System Configuration screen appears.
- 4 Click the **Schedule Override Rules** tab.
- 5 Click the **Add** button in the **Schedule Overrides** pane.
- 6 Give the override a name in the **Name** field.
- 7 Define whether the override will occur on a particular Weekday of each Month, Day of each Month, Weekday of each Year, Day of each Year, or on a Specific Date or Date Range.

NOTE Options where an override or holiday may fall on a weekend day have a **Floating (F)** checkbox. If selected, this will force the override to either the previous Friday or the following Monday or other selected day of the week.

NOTE If selecting a specific day of the year, specific date, or date range, you can opt to use an alternate Weekly Schedule.

- 8 Click **OK** to create the Schedule Override.

To configure System Manual Overrides rules:

- 1 Open *MiCollab AM Admin* by either double-clicking the desktop icon or browsing to **Start > All Programs > MiCollab AM Desktop > MiCollab AM Admin**.
- 2 Enter the **Username** and **Password**.
- 3 Click the **Configuration** menu and select **System...** The System Configuration screen appears.
- 4 Click the **Schedule Override Rules** tab.
- 5 Click the **Add** button in the **Manual Overrides** pane.

- 6 Enter the name of the override in the **Display Name** field. The Speech Properties name will automatically mirror the Display Name.
- 7 Click the **Advanced Options** tab of the **Edit** screen. Enter the TTS Name in the **TTS Name** field if using TTS instead of a Spoken Name only if the Display Name is not spoken correctly. If using a recording instead of TTS, browse to a recording of the spoken name of the override by clicking the icon to the right of the **Spoken Name** field.
- 8 Click **OK** to save the Manual Override.

Turning On/Off Manual Overrides

There are several ways to control manual overrides. The first is through the System Configuration controls, the second through the Telephone User Interface (TUI), and the third is through the MiCollab AM Mobile Admin.

Through System Configuration

The screenshot shows the 'Manual Override Control' window. It has a light blue title bar with a close button (X). The main area is white. On the left, there are three numbered callouts: 1, 2, and 3. Callout 1 points to the 'Target' section, which has three radio buttons: 'Specific Schedule Mailbox', 'Specific Manual Override Location' (which is selected and has a dropdown menu showing 'Seattle'), and 'All Schedule Mailboxes and Locations'. Callout 2 points to the 'Operation' section, which has two radio buttons: 'Clear' (selected) and 'Set' (which has a dropdown menu showing 'Unexpected Closure'). Callout 3 points to the 'Active Manual Override(s)' section, which is a table with four columns: 'MBID', 'Schedule Name', 'Rule Name', and 'Manual Override Location'. The table is currently empty. At the bottom right of the window are three buttons: 'Apply', 'Exit', and 'Help'.

Figure 6. Manual Override Control

- (1) **Target.** These radio buttons define the scope of the manual override. The following selections are available:
- **Specific Schedule Mailbox:** The manual override is applied only to the selected mailbox
 - **Specific Manual Override Location:** The manual override is applied only to the selected location. The list of locations is retrieved from the locations defined in the **Locations** tab.

NOTE Applying an override to a location has no effect unless the location is selected in the **Manual Override Location** field under the **Main** tab of the Schedule Mailbox.

- **All Schedule Mailboxes and Locations:** The manual override is applied to all schedule mailboxes and locations that belong to the current system.
- (2) **Operation.** Defines what specific action you would like to manually apply. The two available options are to clear manual overrides or set a specified manual override for the target.
- (3) **Active Manual Overrides.** Currently active manual overrides are shown in this pane.

To configure manual overrides via System Configuration:

- 1 Log in to **MiCollab AM Admin** and go to **Configuration > System....**
- 2 From the **Call Routing** tab, click the **Control Manual Overrides...** button.
- 3 Select the **Target** of the manual override:
 - A Specific Schedule Mailbox
 - A Specific Manual Override Location
 - or All Schedule Mailboxes and Locations.
- 4 Define whether you wish to **Clear** a manual override or overrides or **Set** a manual override.
- 5 If you wish to **Set** a manual override, select the desired override from the drop-down list next to the radio button.
- 6 Click **Apply**. If a manual override was set, it will appear in the **Active Manual Override(s)** display.

Through TUI

To configure manual overrides via the TUI:

NOTE The mailbox used to enable or disable manual overrides must have **Control Manual Overrides** checked in the **Recordings** tab of the Subscriber Mailbox that will be used to call in.

- 1 Dial in and log in to a Subscriber Mailbox that has been given permission to control manual overrides.
- 2 Press **4** to access System Maintenance functions.
- 3 Press **6** to change Schedule Mailbox overrides.
- 4 To set an override, press **1**; to clear an override, press **2**.
- 5 Select the **Target** of the manual override:
 - Press **1** for a specific Schedule Mailbox
 - Press **2** for a specific location
 - or Press **3** for all Schedule Mailboxes and locations.

- 6 Follow subsequent TUI instructions to set or clear manual overrides. The specific order and content will vary, depending on system configuration.

Through MiCollab AM Mobile Admin

To configure manual overrides via MiCollab AM Mobile Admin:

- 1 Log in to **MiCollab AM Mobile Admin**.
- 2 Click **Call Routing**.
- 3 Click **Control Manual Overrides**.
- 4 Select the **Target** of the manual override:
 - A Specific Location
 - or All Schedule Mailboxes and Locations.

NOTE The Specific Schedule Mailbox option is not an available selection via MiCollab AM Mobile Admin.

- 5 Define whether you wish to **Clear** a manual override or overrides or **Set** a manual override.
- 6 If you wish to **Set** a manual override, select the desired override from the drop-down next to the radio button.
- 7 Click **OK**.

Testing Call Routing

Click the **Test** button in the **Weekly Schedule**, **Schedule Overrides**, or **Manual Overrides** tabs to check to see what call handling mailbox would be used at various time on various days.

Call Routing Test

1 Date: Friday, December 18, 2015

2 Time: 12:06 PM

3 Line Location: London

4 Service Type: Default Answer

5 Service Number:

7 Test

8 Use Current Time

OK

Cancel

Help

6 Test Results:

	Subscriber Calls	Non-Subscriber Calls
Schedule mailbox:		
Rule name:		
Call Processor mailbox:		
Routed Location:		

Notes: Test results are based on saved data (rules, schedules, locations, and routes) only.
There is only one active (current or future) instance of each recurring rule. If the Date above occurs after this instance, it is excluded from the test results.

Figure 7. Call Routing Test

- (1) **Date.** Enter the date to simulate the Call Routing.
- (2) **Time.** Enter the time to simulate the Call Routing.
- (3) **Line Location.** Enter the location to be tested.
- (4) **Service Type.** Options are *Default Answer*, *DNIS*, *Phantom*, or *Trunk*.
- (5) **Service Number.** The service number associated with the service type.
- (6) **Test Results.** This pane displays the results of the test for both subscribers and non-subscribers.
 - **Schedule mailbox.** Displays the name of the Schedule Mailbox that would be used to route the call.
 - **Rule name.** Displays the name of the Schedule Rule (Weekly Schedule, name of Schedule Override, name of Manual Override, etc.) that would route the call to the proper Call Processor Mailbox.
 - **Call Processor mailbox.** Displays the Call Processor Mailbox that would process the call on date/time specified.
 - **Routed Location.** Displays which location the call initially came in and routed from.
- (7) **Test button.** Once the location, time, and date are set, click this button to run the test.
- (8) **Use Current Time.** Set the testing date and time to the current date and time.

Configuring a Schedule Mailbox

Once you are finished with the setting up the System Configuration from **MiCollab AM Admin**, you are ready to configure the schedules using Schedule Mailboxes. Use the procedures described in this chapter to properly configure the schedule.

In order for a Schedule Mailbox to properly function, the following options should be configured properly:

Set up Schedule Mailbox information

On the **Main** tab, assign a mailbox number, name, security code (if necessary), language the Schedule Mailbox will set up for, and the location that will be used for manual overrides.

IMPORTANT Be careful when assigning a number to the Schedule Mailbox as the mailbox number cannot be changed once it is saved.

Configure Weekly Schedule

Weekly Schedule generally refers to the normal schedule that repeats every week. On the **Weekly Schedule** tab, define which Call Processor Mailboxes will process the calls at certain time blocks during the week.

For example:

During 8am-5pm on Monday through Friday, the calls are routed to the *Day Main Menu* Call Processor Mailbox.

All other hours, the calls are routed to the *Night Main Menu* Call Processor Mailbox.

Configure Schedule Override Schedules

Define any schedules for the Schedule Overrides on the **Schedule Override** tab. The Schedule Overrides are usually holidays or any pre-defined events that require different scheduling from the Weekly Schedule. When a Schedule Override is active, it takes precedence over the Weekly Schedule.

For example:

During the Thanksgiving holidays, the calls are routed to the *Holiday Menu* Call Processor Mailbox instead of the *Day Main Menu* or *Night Main Menu* Call Processor Mailboxes defined in the Weekly Schedule.

The schedule will go back to the Weekly Schedule when the rule for a Schedule Override expires, where the rule for each Schedule Override can be different depending on your configuration.

Configure Manual Override Schedules

Define any Manual Override schedules on the **Manual Override** tab. The Manual Overrides generally refer to any unexpected events or shut-offs (e.g. weather condition, emergency operation closure, etc.) that require a temporary scheduling different from the Weekly Schedule or Schedule Override Schedule.

Manual Override is turned on/off manually by the administrator via the System Configuration, TUI, or MiCollab AM Mobile Admin and is applied to the system immediately it is turned on.

For example:

If your office is located in the area where there is a lot of snow during the winter season, the operation may have to be shut down due to the condition.

Then, you can create a Manual Override named *Snow Closure* and assign *Emergency Closure* Call Processor Mailbox from 6am to 12am (midnight).

On the day that requires the office closure, the administrator turns on the *Snow Closure* manual override, and the calls will then go through the *Emergency Closure* Call Processor Mailbox instead of the *Day Main Menu* from the Weekly Schedule assigned originally for that day.

NOTE We recommend that the administrator configure the schedule for a Manual Override beforehand, so when such incident occurs, the emergency scheduling can take effect immediately the manual override is turned on.

Setting up a New Schedule Mailbox

IMPORTANT If you are creating/adding a new Schedule Mailbox, you must assign the **Mailbox Number** and **Display Name** of the mailbox in the **Main** tab and define the entire week's schedule in the **Weekly Schedule** tab in order to be able to save the mailbox.

Follow the steps listed in this section to add a new Schedule Mailbox and configure the required set up options.

To add a Schedule Mailbox:

- 1 Open **MiCollab AM Admin** and enter the **Username** and **Password**.
- 2 Under the **Mailbox** menu, click **Add...**
- 3 Select the server that will host the scheduled mailbox from the **Server** drop-down.
- 4 Set the **Mailbox Type** to *Schedule*.
- 5 Click **OK**. The **Schedule Mailbox** window appears.
- 6 Configure the **Main** and **Schedule Override** tabs as described in the following steps.

To configure the options in the Main tab:

- 1 On the **Main** tab, give the mailbox a unique number in the **Mailbox Number** field. This is a required field that must be filled in to save the mailbox.
- 2 Once an acceptable number is entered, the **Display Name** field becomes available. Enter the desired display name in this field. This is a required field that must be filled in to save the mailbox.
- 3 Click the **Set** button.

NOTE Set up a security code if you want other administrators/subscribers to be able to manage manual override for this Schedule Mailbox via TUI.

- 4 Enter a security code in the **New Security Code** field and confirm the security code.
- 5 Select the desired language pack to be used with the mailbox from the **Language Pack** drop down. To leave the language as system default, select **Default**. Any other setting will override the system language setting for this Schedule Mailbox.
- 6 Select the **Manual Override Location**. This will affect whether or not this Schedule Mailbox will be affected by future location-specific manual overrides.

For example:

Let's say your company has three offices in Seattle, New York, and Minneapolis. If there is snow in New York, you can turn on the *Snow Closure* Manual Override for the Schedule Mailboxes that are assigned to New York in this option.

The offices located in Seattle or Minneapolis will not be affected.

NOTE If the **Manual Override Location** option is set to **n/a**, the Schedule Mailbox will not be associated with a specific location and the manual override will be applied to this mailbox only when a manual override turned on for ALL mailboxes in the system.

NOTE **Security Code**, **Language Pack**, and **Manual Override Location** are used only for setting or clearing manual overrides via TUI, MiCollab AM Admin, or MiCollab AM Mobile Admin. If a security code is not specified, logging on to the Schedule Mailbox from the TUI for other administrators/subscribers will not be available.

- 7 Continue to the steps in the next [Configuring Weekly Schedule](#) section.

Configuring Weekly Schedule

In order for a Schedule Mailbox to properly route and process calls at any time of the day, the entire time blocks (from 12am to 12am daily for the whole week) must be configured with call handling mailboxes and optionally with ESP in the **Weekly Schedule** tab.

IMPORTANT This rule applies to all Schedule Mailboxes whether you are creating, adding, or editing a Schedule Mailbox. If any time blocks are left blank, the mailbox cannot be saved.

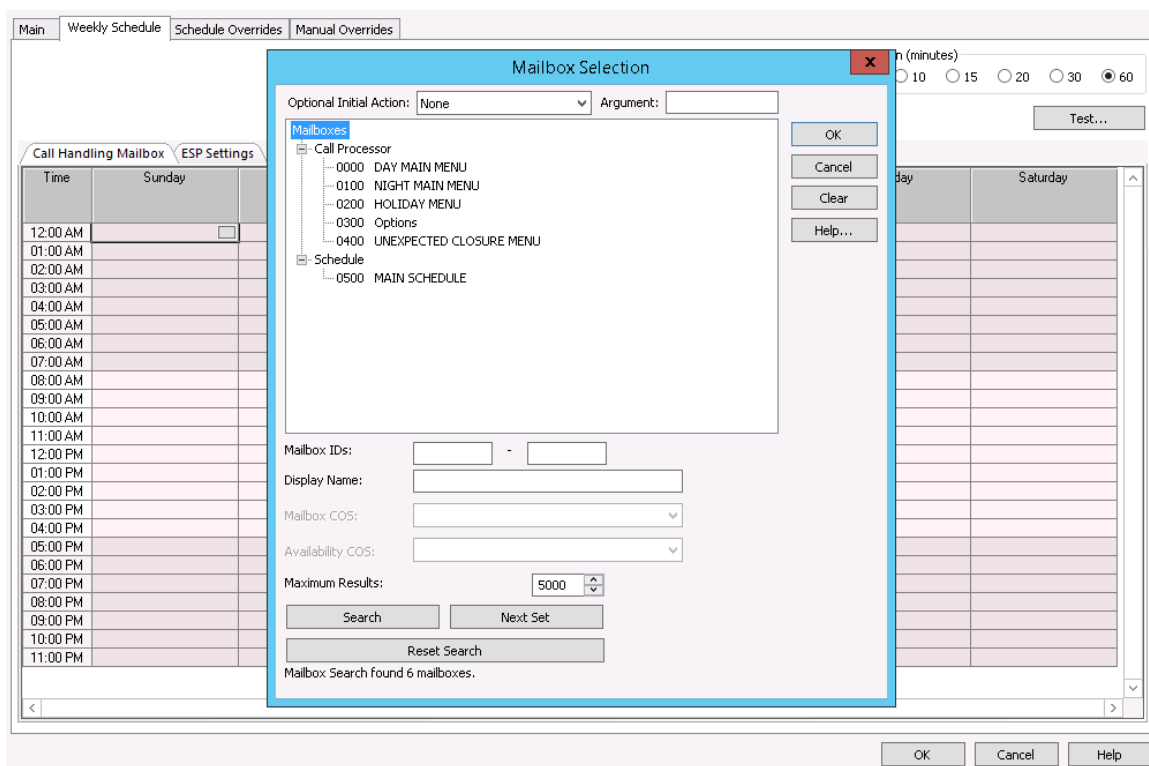
Assigning Call Handling Mailboxes to Weekly Schedule

When you click the **Weekly Schedule** tab, the **Call Handling Mailbox** tab is the default tab displayed. The **Call Handling Mailbox** tab is where you assign the mailboxes (Call Process Mailboxes or other Schedule Mailboxes) in the time blocks to handle incoming calls at particular times on particular day.

To configure scheduling for the Weekly Schedule:

This example describes how to configure the Weekly Schedule that processes calls during the business hours from 8am to 5pm, and non-business hours for all other times during the week.

- 1 Click the **Weekly Schedule** tab.
- 2 (Optional) In **Resolutions (minutes)**, change the time increments for the time blocks. The default is 60 minutes.
- 3 Click the first time block that you wish to assign a call handling mailbox. (The **12:00AM** time block is clicked in this example).
- 4 When the cell shows a button, click the button. The **Mailbox Selection** dialog box appears. (You can also double-click the cell to display the **Mailbox Selection** dialog box.)



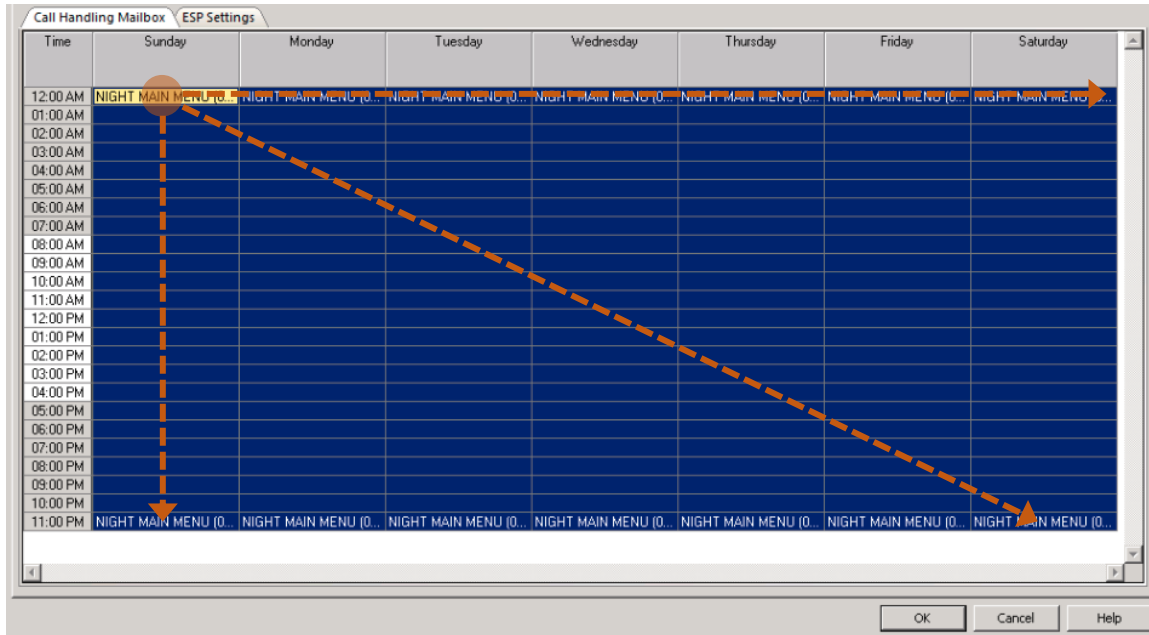
- 5 If you want to select the type of transfer from the **Optional Initial Action** drop-down list, select the following options. Otherwise, skip to Step 7.
 - **None** – Take no action
 - **Blind Transfer** – Transfers the call and then releases the call
 - **Monitored Transfer** – Transfers the call and then releases the call after the call is connected; will pull the call back if a busy tone is heard

- **Supervised Transfer** – Transfers the call, listens for the connection, and then prompts the caller to confirm the transfer
 - **Subscriber Message** – Transfers the call to the subscriber mailbox greeting.
- 6 Type in the extension or mailbox number depending on the selected **Optional Initial Action** in the **Argument** field.
- 7 If you want to search for a mailbox, use the following instructions. Otherwise, skip to Step 8.
- If you want to search for a range of mailboxes, enter a mailbox or a range of mailboxes in the in **Mailbox IDs** fields and then click the **Search** button.
 - If you want to search for a mailbox by its display name, enter a mailbox display name in the **Display Name** field and then click the **Search** button.
 - Enter the number of mailboxes to display as the result of a search in the **Maximum Results** field. The default is 5000.
 - Click the **Next Set** button to go to the next set of the search.
 - Click the **Reset Search** button to reset the search.
 - Click the **Create** button to display the new **Mailbox Selection** dialog box to create a new mailbox. This button does not appear in every circumstance; it is context related.
- 8 Double-click the call handling mailbox you wish to assign, or select the mailbox and click **OK**. You can choose a Call Processor Mailbox or another Schedule Mailbox.

The selected time block is displayed in yellow with the name of the selected call handling mailbox (*Night Main Menu* Call Processor Mailbox in the example below).

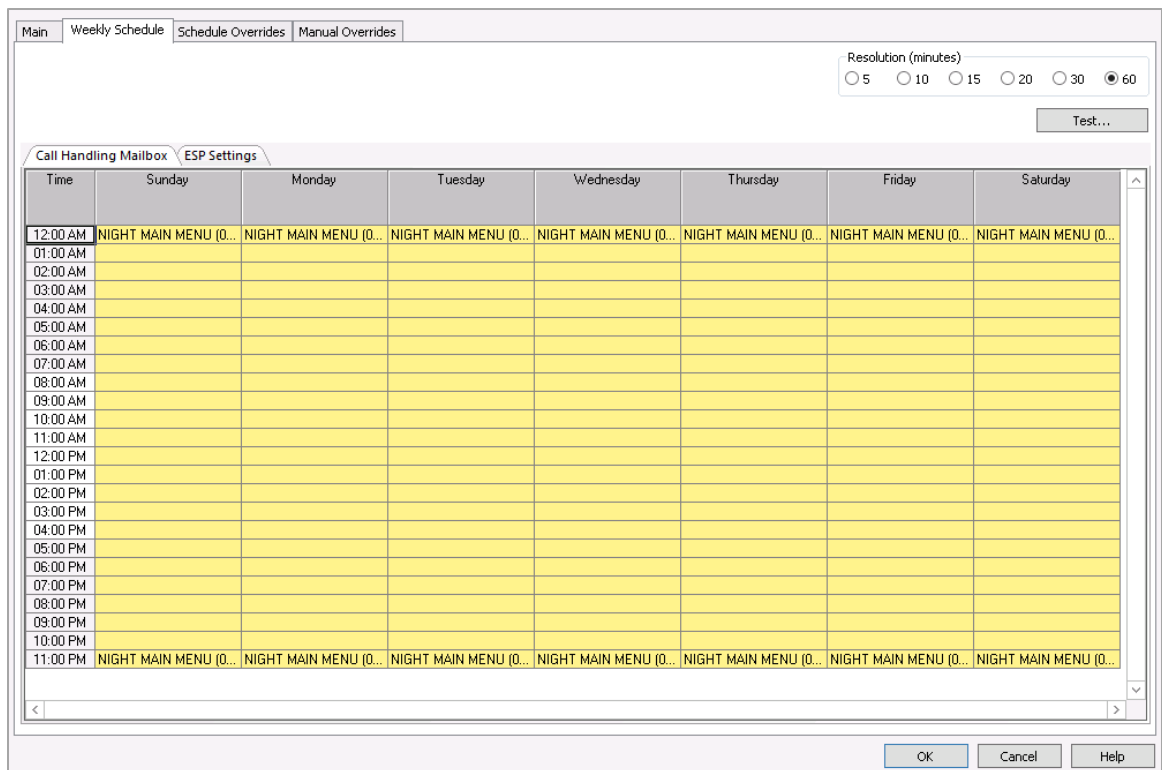
The screenshot shows a software window titled "Schedule Mailbox - Demonstration System - 5001 Test". It features a tabbed interface with "Main", "Weekly Schedule", "Schedule Overrides", and "Manual Overrides". The "Weekly Schedule" tab is active, displaying a grid with columns for the days of the week (Sunday to Saturday) and rows for time slots from 12:00 AM to 11:00 PM. The 12:00 AM slot on Sunday is highlighted in yellow and contains the text "NIGHT MAIN MENU (0...". Above the grid, there is a "Resolution (minutes)" section with radio buttons for 5, 10, 15, 20, 30, and 60, with 60 selected. A "Test..." button is located to the right of the resolution options. At the bottom of the window are "OK", "Cancel", and "Help" buttons.

- 9 Click the time block again, hold and drag vertically, horizontally, or even diagonally to highlight the range of time blocks. The example is showing the diagonal drag to select the week.



- 10 On the release of the mouse, you will see all the highlighted time blocks are filled in with the same color and the same mailbox from the first time block you clicked.

The example below is showing that the entire week is filled with the *Night Main Menu* Call Processor Mailbox for non-business hours.



- 11 Repeat the same steps for setting up the schedule for business hours from 8am to 5pm Monday through Friday. The example is shown with the *Day Main Menu* Call Processor Mailbox.

Resolution (minutes): ☐ 5 ☐ 10 ☐ 15 ☐ 20 ☐ 30 ☒ 60

Test...

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12:00 AM	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)
01:00 AM							
02:00 AM							
03:00 AM							
04:00 AM							
05:00 AM							
06:00 AM							
07:00 AM		NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	
08:00 AM		DAY MAIN MENU (0000)	DAY MAIN MENU (0000)	DAY MAIN MENU (0000)	DAY MAIN MENU (0000)	DAY MAIN MENU (0000)	
09:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
01:00 PM							
02:00 PM							
03:00 PM							
04:00 PM		DAY MAIN MENU (0000)	DAY MAIN MENU (0000)	DAY MAIN MENU (0000)	DAY MAIN MENU (0000)	DAY MAIN MENU (0000)	
05:00 PM		NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	
06:00 PM							
07:00 PM							
08:00 PM							
09:00 PM							
10:00 PM							
11:00 PM	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)	NIGHT MAIN MENU (0000)

OK Cancel Help



TIP You can also click the first time block and drag it to highlight the range of time blocks. On the release of the mouse, the **Mailbox Selection** dialog box will appear. Select a mailbox and the highlighted time blocks are filled in with the selected mailbox.

- 12 If you want to configure the ESP options for the Weekly Schedule, continue to the next [Configuring the ESP Options](#) section. Otherwise, click **OK** to save and exit.

Configuring the ESP Options

Through the **ESP Setting** tab from the **Weekly Schedule** tab, you can set ESP (Extension Specific Processing) to include extended call menus for any particular time period. For more details about ESP, see the document, *System Administration Guide*.

The Schedule Mailbox supports setting ESP for the subscriber calls only, for the non-subscriber (outside) calls only, for all, or off for all based on date and time. The following two icons indicate what ESP processing is in effect:

-  Subscriber ESP
-  Non-subscriber ESP

If both icons are present, ESP is on for all callers. If no icon is present, ESP is off for all callers. The method to assigning the ESP options to time block is same as assigning the call handling mailboxes except that the menu options are presented as a drop-down list rather than a dialog box.

NOTE By default, both subscriber and non-subscriber ESPs are set at all times. This step is optional only if you want to change the ESP settings for any particular time or day.

To set/change ESP settings for a time period:

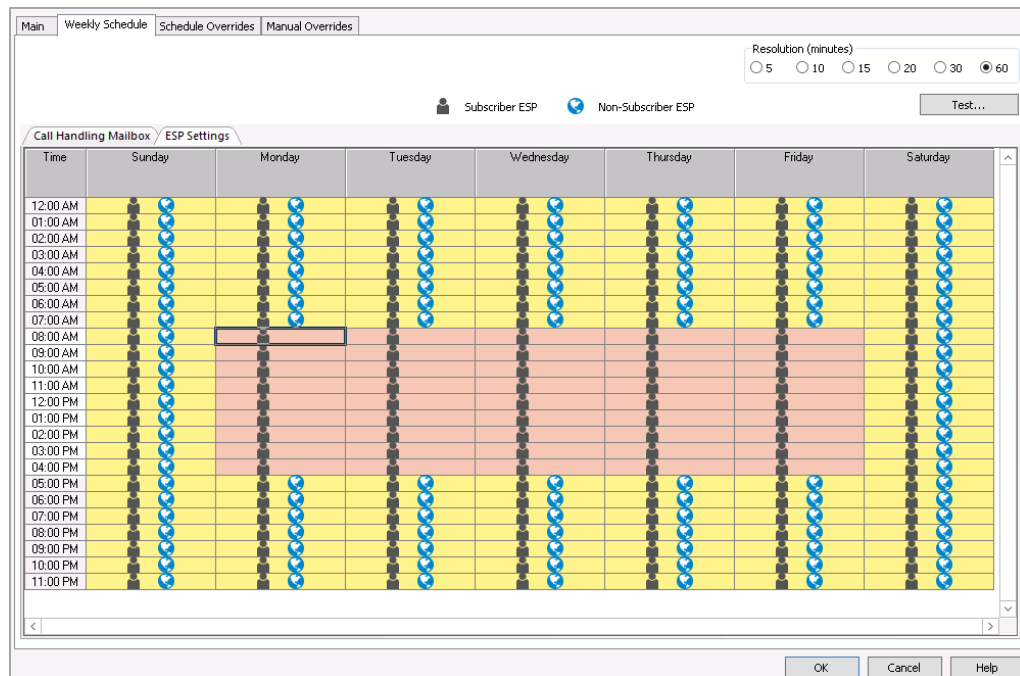
- 1 On the **Weekly Schedule** tab, click the **ESP Settings** tab.
- 2 Click in the time block you want set or change the ESP setting.
- 3 When the button appears, click the arrow open the drop-down list with the available options.

The screenshot shows the 'ESP Settings' tab in the 'Weekly Schedule' section. The interface includes a 'Resolution (minutes)' dropdown set to 60, and radio buttons for 'Subscriber ESP' and 'Non-Subscriber ESP'. The main area is a grid with days of the week as columns and time slots from 12:00 AM to 12:00 PM as rows. A dropdown menu is open for Monday at 08:00 AM, showing options: 'All Callers', 'Off', 'Subscriber Only', 'Non-Subscr. Only', and 'All Callers'. The grid cells are color-coded: yellow for 'All Callers' and red for 'Subscriber Only'.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12:00 AM	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP
01:00 AM	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP
02:00 AM	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP
03:00 AM	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP
04:00 AM	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP
05:00 AM	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP
06:00 AM	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP
07:00 AM	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP	Subscriber ESP
08:00 AM	Subscriber ESP	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only
09:00 AM	Subscriber ESP	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only
10:00 AM	Subscriber ESP	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only
11:00 AM	Subscriber ESP	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only
12:00 PM	Subscriber ESP	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only	Subscriber Only

- 4 Select the desired option. Once selected, click on that cell and drag to the end of the range that you wish to have the same setting.

The example below shows that only the Subscriber ESP is enabled during the business hours from 8am to 5pm Monday through Friday.



- 5 Click **OK** to save. The new Schedule Mailbox is now ready to process calls based on the Weekly Schedule configuration.

Configuring Schedule Overrides

A Schedule Override rule is a rule that becomes effective on a specified date or time. These can include the following:

- A specified weekday of each month, such as the first Thursday of each month
- A specified day of the month, such as the 22nd of every month
- A specified weekday every year, such as the first Friday in August every year
- A specified day of each year, such as every August 22nd
- Or a specified day or range of days every year (to a maximum of 14 days).

If a Schedule Override is defined for a particular day of each month or day of each year, the override can be defined as floating. In those cases, if the defined date occurs on a particular weekday, the override can be made effective on a previous or subsequent weekday.

This can be useful if, for example, a holiday occurs on a Saturday or Sunday and an office will be closed on either the previous Friday or following Monday in observance of that holiday.

An *Alternative Weekly Schedule* can be defined and activated for a specific day of the year or range of specified dates, the seven-day alternative weekly schedule replaces the normal schedule defined in the **Weekly Schedule** tab on the day or date range specified.

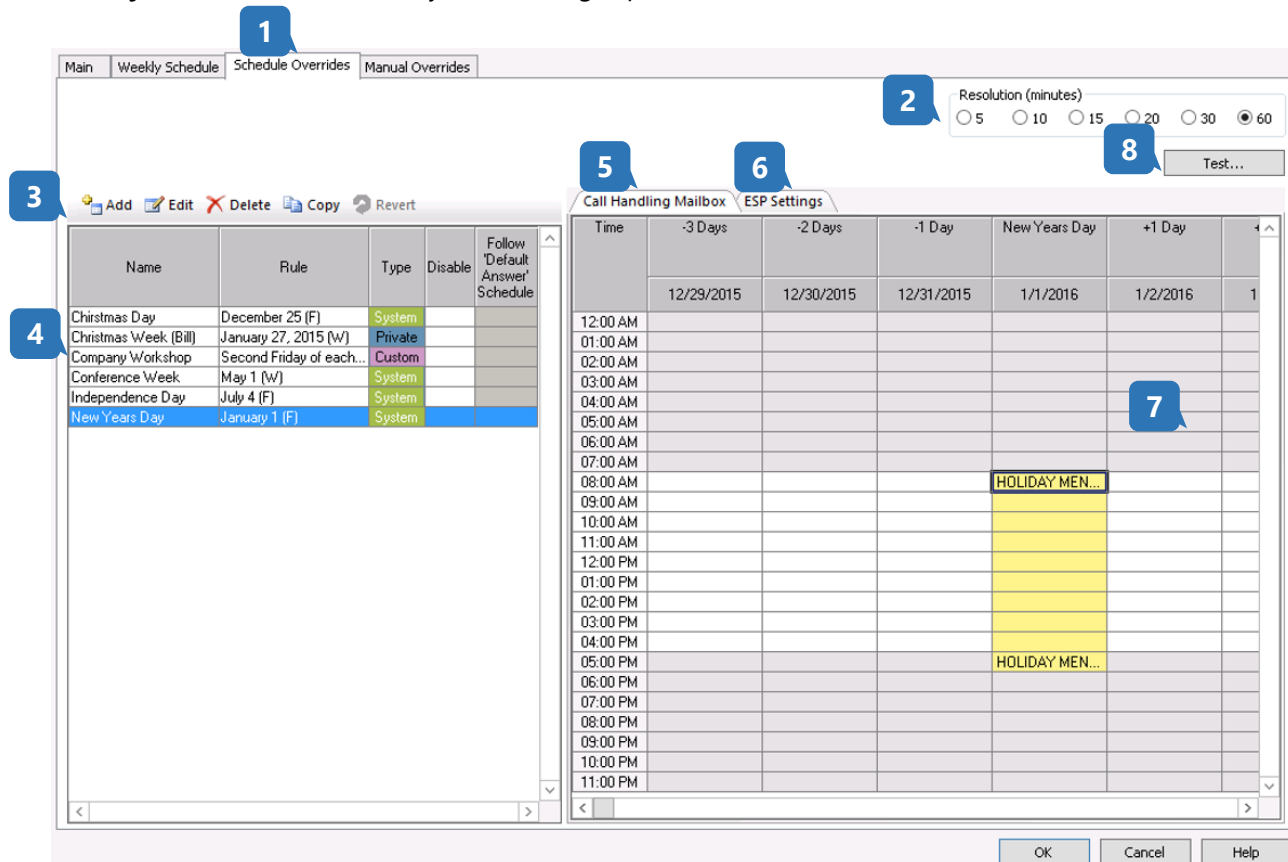


Figure 8. Schedule Overrides

Exploring the Schedule Overrides Tab

- (1) **Schedule Overrides Tab.** This tab is where you will find schedule overrides for both Call Handling Mailboxes and ESP settings.
- (2) **Resolution (minutes).** Selecting the radio buttons in this section of the screen adjusts the amount of time covered by each calendar field.
- (3) **Editing Controls.** Add a new rule; Edit an existing rule, Delete an existing rule, Copy an existing rule to a new rule, or Revert changes to a system rule.
- (4) **Schedule Overrides.** The **Name** column contains the name of the rule. The **Rule** column contains a description of when the rule will become effective. The **Type** column indicates one of the following rule types:
 - *System* rules (green) are system defined and available across all Schedule Mailboxes.

NOTE System rules can only be added, edited or deleted in the System Configuration by the administrator. If edited in a Scheduled Mailbox it becomes a Custom rule only applicable to that schedule mailbox.

- *Custom rules* (pink) are System rules that have been changed; the changes are only available in the selected Schedule Mailbox. Note that the **Revert** is only available for Custom rules. Clicking it will revert the Custom rule back to the original System rule.
- *Private rules* (blue) are created within and available only to the selected Schedule Mailbox.

When there is an **X** in the **Disabled** tab, the rule is disabled. If **Follow 'Default Answer' Schedule** contains **Yes**, the system will ignore the Schedule Override and calls will go to the Weekly Schedule of the Schedule Mailbox.

- (5) **Call Handling Mailbox Tab.** Click this tab to define what call handling mailbox, either a Call Processor or another Schedule Mailbox, will be active on specific days at specific times.
- (6) **ESP Settings Tab.** Click this tab to define ESP settings based on day of the week and time of day.
- (7) **Calendar display.** Click inside these cells to define the Call Processor or Schedule Mailbox that will answer incoming calls.
- (8) **Test Button.** The test button brings up a dialog for you to check to check which call handling mailbox will answer a call based on a particular date and time.

Adding or Editing Schedule Override Rules

Click **Add** or **Edit** in the *Editing Controls* (B above) to open the Rule Editor dialog that allows for the addition or editing of a Schedule Override.

The screenshot shows the 'Rule Editor' dialog box with the following elements and numbered callouts:

- 1** Name: [Text input field]
- 2** Rule: [Radio button] Weekday of each Month
- 3** The [Fourth] [Friday]
- 4** [Radio button] Day of each Month
- 5** [Radio button] Weekday of each Year
- 6** [Radio button] Specific Date or Date Range (maximum range is 14 days)

Additional visible elements include:

- Day of each Month: [25]
- Floating (F): []
- If it occurs on a [Saturday] move it to the [Previous] [Friday]
- If it occurs on a [Sunday] move it to the [Following] [Monday]
- Day of each Year: [March 25]
- Floating (F): []
- If it occurs on a [Saturday] move it to the [Previous] [Friday]
- If it occurs on a [Sunday] move it to the [Following] [Monday]
- Use an alternate 'Weekly Schedule' (W): []
- Specific Date or Date Range: [Friday, March 25, 2016] [Friday, March 25, 2016]
- Use an alternate 'Weekly Schedule' (W): []
- Buttons: [OK] [Cancel]

Figure 9. Rule Editor

- (1) **Rule Name.** The name of the Schedule Override Rule.
- (2) **Weekday of Each Month.** Define a rule that will apply the Schedule Override on a particular weekday of each month. For example, the first Tuesday of each month or the last Wednesday of each month.
- (3) **Day of Each Month.** Define a rule that will occur on the same numerical date each month. Floating rules will move to a pre-determined day if the set day of the week falls on a particular day.
- For example:
If you wish to have a scheduled override on the 26th of every month, as long as that day does not fall on a weekend, you can set the override to float to the previous Friday or following Saturday.
- (4) **Weekday of Each Year.** Define a rule that will occur on the same weekday each year. For example, the first Tuesday in August.
- (5) **Day of Each Year.** Define a rule that will occur on the same day each year. Floating rules will move to a pre-determined day if the set date falls on a particular day.
- For example:
If you wish to have a scheduled override on the 26th of every month, as long as that day does not fall on a weekend, you can set the override to float to the previous Friday or following Saturday.
- Selecting **Alternate Weekly Schedule** will convert the Calendar display of the mailbox to a weekly view, rather than a date with numbered prior or subsequent days. This can be used to ensure that scheduling by weekday for the override is consistent on a year to year basis.
- (6) **Specific Date or Date Range.** Define a rule that will occur on a specific date or over a specific range of dates for a maximum of 14 days.
- Selecting **Alternate Weekly Schedule** will convert the Calendar display of the mailbox to a weekly view, rather than a date with numbered subsequent days.
- This can be used to ensure that scheduling by weekday for the override is consistent on a year to year basis. Since the days are tied to a specific year, they will need to be changed to the next year manually after they have expired.

To configure the scheduling for the Schedule Overrides:

- 1 Click the **Schedule Overrides** tab.
- 2 Click the **Add** button to add a new Schedule Override.
- 3 Give the override a name in the **Name** field.
- 4 Define whether the override will occur on a particular Weekday of each Month, Day of each Month, Weekday of each Year, Day of each Year, or on a Specific Date or Date Range.

NOTES

- Options where an override or holiday may fall on a weekend day have a **Floating (F)** checkbox. If selected, this will force the override to either the previous Friday or the following Monday or other selected day of the week.
- If selecting a day of the year, specific date or date range, you can opt to use an alternate Weekly Schedule.

- 5 Once created, define the desired mailbox schedule under the **Call Handling Mailbox** tab and any changes to ESP processing under the **ESP Settings** tab. The controls in these tabs work the same way as the controls under **Weekly Schedule**.

The following information and controls are available for each Schedule Override:

- **Type** – This display-only field shows the following information:
 - **System** – A system default Schedule Override. These are available system-wide and is available on all system Schedule Mailboxes.
 - **Custom** – A modified system default Schedule Override. The modifications will only be available in the selected Schedule Mailbox.
 - **Private** – A schedule override created only for the selected Schedule Mailbox.
- **Disable** – Clicking this field will place an X in the field and disable the Schedule Override
- **Follow 'Default Answer' Schedule** – Clicking in this field will place **Yes** in the field and force callers to be directed to the Weekly Schedule of the Schedule Mailbox. The system will ignore the Schedule Override.

Configuring Manual Overrides

Exploring the Manual Overrides Tab

A Manual Override rule is a rule that becomes effective only when manually activated. Examples of events suitable for a manual override include snow days, or other weather related closures or any other event that is likely to occur with unpredictable frequency. Manual overrides can be set or cancelled from the MiCollab AM Admin or from the TUI.

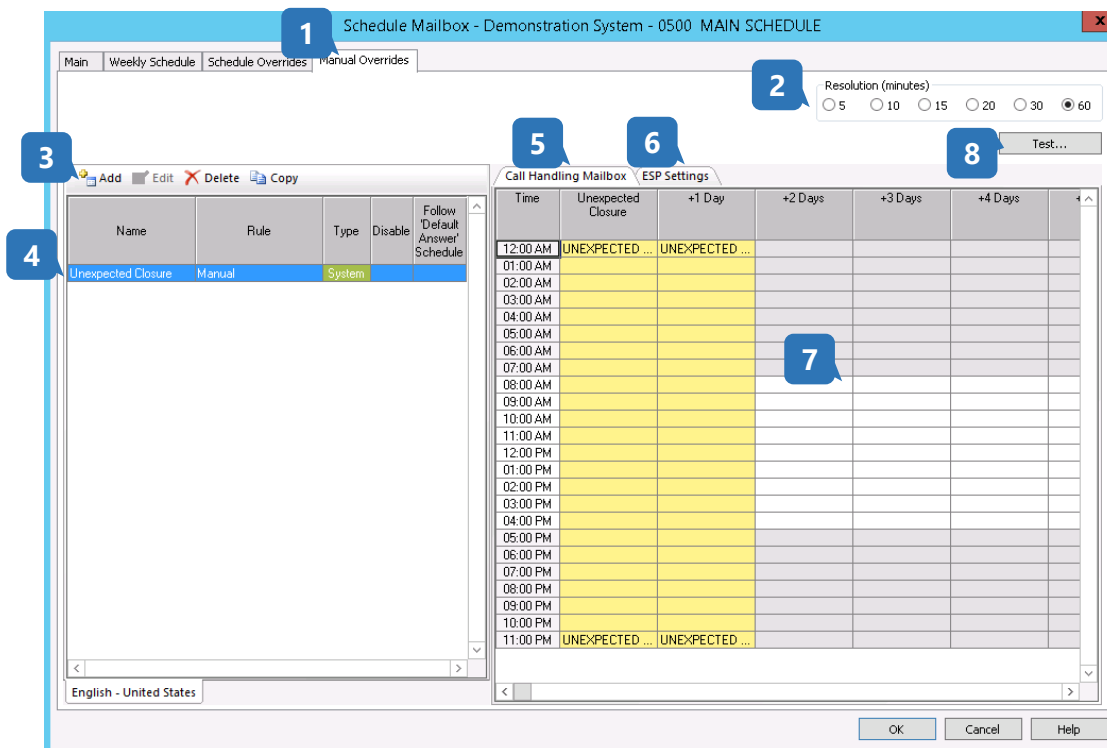


Figure 10. Manual Overrides

- (1) **Manual Overrides Tab.** This tab is where you will find manual overrides for both Call Handling Mailboxes and ESP settings.
- (2) **Timescale Resolution.** Selecting the radio buttons in this section of the screen adjusts the amount of time covered by each calendar field.
- (3) **Editing Controls.** Add a new rule, Edit an existing rule, Delete an existing rule, or Copy an existing rule to a new rule.
- (4) **Manual Overrides.** The **Name** column contains the name of the rule. The **Rule** column contains a description of when the rule will become effective. The **Type** column indicates one of the following rule types:
 - *System* rules are system defined and available across all Schedule Mailboxes.
 - *Private* rules are created within and available only to the selected Schedule Mailbox.

When there is an **X** in the **Disabled** tab, the rule is disabled. If **Follow 'Default Answer' Schedule** contains **Yes**, the system will ignore the Schedule Override and calls will go to the Weekly Schedule of the Schedule Mailbox.
- (5) **Call Handling Mailbox Tab.** Click this tab to define what call handling mailbox will be active on specific days at specific times.
- (6) **ESP Settings Tab.** Click this tab to define ESP settings based on day of the week and time of day.
- (7) **Calendar display.** Click inside these cells to trigger a button to the right of the cell that offers more settings and options.
- (8) **Test Button.** The test button brings up a dialog for you to check to see which call handling mailbox will answer a call based on a particular date and time.

Adding or Editing Manual Override Rules

Click **Add** or **Edit** in the (3) Editing Controls from Figure 10. to open the Manual Override editing dialog.

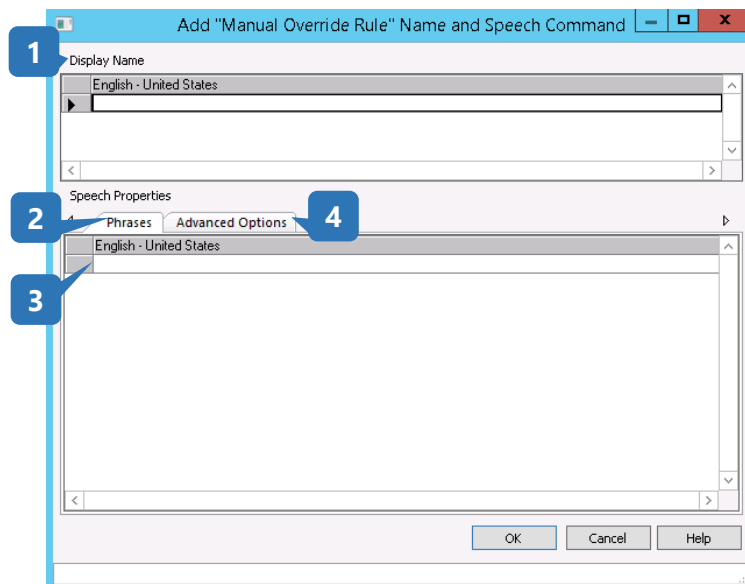
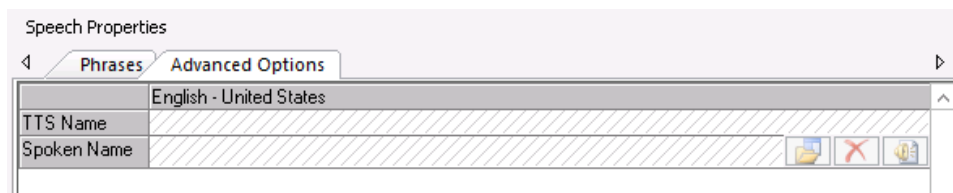


Figure 11. Editing Manual Override Rules

- (1) **Display Name.** The name that will be displayed for the Manual Override rule.
- (2) **Phrases Tab.** Displays the phrase associated with the Speech Properties for the Manual Override...
- (3) **Speech Phrases.** The speech phrase associated with the Manual Override. The phrase is automatically populated when you enter the Display Name in (1).
- (4) **Advanced Options Tab.** Displays the advanced options associated with the Speech Properties for the Manual Override.



- Available advanced options are the **TTS Name** and the **Spoken Name**.
- The Text to Speech (TTS) Name is the name that the TTS system will read in the Telephone User Interface (TUI) instead of the display name.
- The Spoken Name is a recording of the name of the manual override that is used in the TUI. A spoken name is assigned by pressing the folder icon to the right. A spoken name is often preferred over a TTS name, and is required if TTS is not installed or available.

To configure Manual Override rules:

- 1 Click the **Manual Overrides** tab and create any desired manual overrides. Manual overrides differ from Schedule Overrides in that they are not automatically triggered on a specified date and time. They can only be started manually. Possible uses might include weather related closures, or closures that can be anticipated, but whose date is not certain.
- 2 In the **Manual Overrides** tab, click **Add**.
- 3 Enter the name of the override in the **Display Name** field. The Speech Properties name will automatically mirror the Display Name.
- 4 Click the **Advanced Options** tab of the **Edit** screen. Enter the **TTS Name** in the **TTS Name** field if using TTS instead of a Spoken Name only if the Display Name is not spoken correctly. If using a recorded name instead of a TTS name, browse to a recording of the spoken name of the override by clicking the icon to the right of the **Spoken Name** field.
- 5 Configure the **Call Handling Mailbox** tab and the **ESP Settings** tab as you did for Schedule Overrides.

The following information and controls are available for each Manual Override:

- **Type** – This display-only field shows the following information:
 - **System** – A system default Manual Override. These are available system-wide and is available on all system Schedule Mailboxes.
 - **Custom** – A modified system default Manual Override. The modifications will only be available in the selected Schedule Mailbox.
 - **Private** – A schedule override created only for the selected Schedule Mailbox.
- **Disable** – Clicking this field will place an X in the field and disable the Manual Override.

- **Follow 'Default Answer' Schedule** – Clicking in this field will place **Yes** in the field and force callers to be directed to the Weekly Schedule of the Schedule Mailbox. The system will ignore the Schedule Override.
- 6 Click **OK** to save the mailbox.

Notes on Upgrading the System

Due to the dependency of Answer Mode, which requires the use of Call Routing to perform multiple Auto Attendant Scheduling, the new Auto Attendant Scheduling solution has been introduced. The solution replaces Answer Mode with a new Schedule Mailbox, an independent mailbox that encapsulates the Answer Mode functionalities all in one location.

In order to support this all-in-one solution, the five major components – Schedule Mailbox, Call Routing, Scheduling Rules, Location, and TUI – have either been created or modified in the MiCollab AM system.

- **Schedule Mailbox** is a new mailbox type created in MiCollab AM Admin, which replaces Answer Mode.
- **Schedule Override Rules** is a new tab created in the System Configuration to configure system-wide schedule rules.
- **Locations** is a new tab created in the System Configuration in order to assign location to mailboxes to be used for call routing and schedule overrides.
- **Call Routing** tab in the System Configuration has been modified to route calls without going through Answer Mode since Answer Mode is no longer supported.
- **TUI** has been updated to perform manual overrides via the telephone.

Considerations

- When upgrading from a pre MiCollab AM 9.1 system, the previous Answer Mode and Call Routing will be converted to 9.1 Schedule Mailbox, Call Routing, and Location.
- Information previously encapsulated by Answer Mode will be converted to the scheduling components Schedule Mailboxes, Call Routing, and Location.
- Answer Mode plans will convert to Schedule Mailboxes and Locations based on Line Groups and Schedules. The smallest definable group of lines in 9.1 is a switch section. If the 5.1 Line Groups did not properly align to a switch section, the new grouping may be different. If an 5.1 Answer Mode Plan is unassigned, it will not be converted.

NOTE Only the answer modes that are in use are converted. Those not in use *will not* appear in the database after the upgrade.

- Line Group data will generally be converted to locations. If there is more than one variation defined in Line Group, they will be converted using the labels *Location 1*, *Location 2*, *Location 3*, etc.

NOTE If the 5.1 Line Group contained all lines, only one location will result, unless there were multiple Answer Mode assignments. In that case, multiple locations will be created representing the multiple 5.1 Answer Modes.

- Depending on the Schedule type, the Schedule and Time data are converted to Weekly Schedule, Schedule Overrides, or Manual Overrides.

- ESP and ESP Other data are displayed as icons on the **ESP** tab of each of the calendar grids.
- Route Codes are no longer supported.
- Data in the Number field will be converted to Service Number.
- Service Types will be available and changed as follows:

Table 1. Service Types

MiCollab AM 5.1	MiCollab AM 9.1
N/A	Default Answer
Phantom Extension	Phantom
DNIS	DNIS
Trunk	Trunk

Upgrade Case Scenario

Background: MiCollab AM 5.1 with 24 incoming lines in a single Switch Section with lines assigned to different Call Processors using Answer Mode Line Groups.

Solution: In this case, to upgrade to MiCollab AM 9.1 and Schedule Mailboxes, you will need to create Switch Sections on the 5.1 system that mirror the Answer Mode line assignments. When creating these Switch Sections, they will need to have different hunt groups access codes assigned or the upgrade may not result in what is intended since Switch Sections with the same, or no, hunt group access code assignment are assumed to be part of the same location, since with the same hunt group access code means they are essentially part of one larger Switch Section. After the upgrade, these switch sections will use the same Schedule Mailbox.

NOTE If MiCollab AM is deployed as a hosted solution on the cloud, the server administrator performs this task.

WARNING Only follow this procedure if you require per port menu assignment because you do not have a PBX integration that provides called number information. If your PBX integration does provide called number information you should program a Call Routing rule and 24/7/365 Schedule Mailbox to send the call to the correct Call Processor.

On the 5.1 system:

- 1 Open system configuration by double-clicking on the desktop icon or browsing to **Start > Programs > MiCollab AM Desktop > Configuration**.
- 2 On the **Main** tab, click the **Shutdown** button.

NOTE This will shut down the MiCollab AM server.

- 3 Click the **Switch Sections** tab.
- 4 Click **Add**.
- 5 Select the switch in the **Local Switch** field.
- 6 Name the new switch section in the **Name** field of System Switch Section Settings.

NOTE Make sure your hunt groups match your switch sections.

- 7 Under Required Parameters of Local Switch Section Settings, enter the Hunt Group Access Code.

NOTE This code must be different for each Switch Section, or different Switch Sections on the same switch will be assumed to be in the same location combined into a single location using a common Schedule Mailbox during the upgrade.

- 8 Click **OK**.
- 9 Click on the **Lines** tab.
- 10 Assign the desired lines to the appropriate Switch Section by selecting the drop downs under Section. Make sure that the line assignments to the Switch Sections mirror the Line Groups in MiCollab AM Admin.
- 11 Run the upgrade script.