NOTIFY ME

You can use the Notify Me feature to notify you when callers leave messages in your mailbox. This notification message includes information that you can specify, such as the caller telephone number, caller name, message priority, and time, date, and length of the message. Note: Depending on your system configuration, the Notify Me feature might not be available.

The system sends notification messages in e-mail address format. These messages can be received by an e-mail client or through a telephone user interface or telephone device. Notification messages sent to another device such as a cell phone are limited in length to a maximum of 160 characters. Some devices might display only the subject or the message body of a notification message.

Notify Me Rules

To use the Notify Me feature, you must set up one of the following types of rules:

- **Automatic notification rules.** Modular Messaging notifies you automatically when any callers leave a message in your mailbox or when callers leave urgent messages only.

- **Caller requested notification rules.** Modular Messaging allows callers to notify you that they have left a message. Regardless of whether callers choose to use caller requested notification, they can always leave a message in your mailbox.

Setting Up Automatic Notification Rules

Figure 1 - Enter Mailbox Number (9XXXX - 5 digits only) and your password for your voice mailbox. Then click LOGIN button.

1. Log on to Web Subscriber Options.
2. Click the Notification link in the main menu, and click the Notify Me link in the navigation pane.
3. Select the Enable Notify Me checkbox.
4. Click the Automatic Notification Rule link. The interface displays a rule description box for an automatic notification rule.
5. From the Message Type drop-down-list, select the message type for which you want the system to notify you.
6. In the Message Body section, click the Edit link.

7. From the Options drop-down list, select each option that you want to include in your notification messages.

   You can construct a phrase or sentence by adding blank text or custom text between each option you add to the notification message template, for example Message from Caller's name received on Date at Time. Note: To delete an option from the notification message template, click to select the option, and press Backspace or Delete. The application highlights each option that you select in yellow. To edit custom text, double-click the text in the notification message template, and edit the text in the text box.

8. When you are satisfied with the text and options included in your notification message template, click OK.

9. In the Subject field, enter a subject line for the notification message.

10. In the To field, enter a destination address for your notification messages.

11. Select the Automatic Notification Rule checkbox to enable the rule.

12. Click Apply to accept the new settings.

Fields for Automatic Notification Rules

The automatic notification rule description box includes the following fields:

Message Type

Your options include:

- **Normal Message.** Notify you when a caller leaves any type of voice message. This is the default.
- **Urgent Message.** Notify you when a caller leaves an urgent voice message.

Message Body

Your options for the body of the notification message include:

- **Free Form Text.** Select to include custom text between other options included in the message.
- **Caller's name.** Select to include the name of the caller.
- **Caller's phone #.** Select to include the telephone number of the caller.
- **Date.** Select to include the date that the message was received.
- **Time.** Select to include the time that the message was received.
- **Length.** Select to include the length of the message.
- **Priority.** Select to include the priority level of the received message.

Subject

Enter a subject for the notification message, for example Notification message.

To

For your destination address, enter an extension or e-mail address. If you enter an extension, the system converts the

number to an e-mail address after you save your changes. Note: A destination address set up in this field applies to both the automatic notification rule and to the caller requested notification rule.
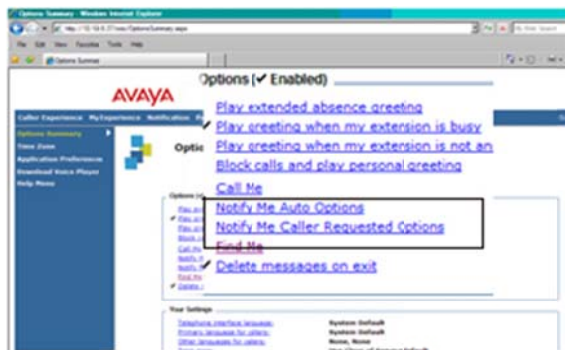
Setting Up Caller Requested Notification Rules

Figure 2 - Click on Notify me auto options

1. Log on to Web Subscriber Options.
2. Click the Notification link in the main menu, and click the Notify Me link in the navigation pane.
3. Select the Enable Notify Me checkbox.
4. Click the Caller Requested Notification Rule link. The interface displays a rule description box for a caller requested notification rule.
5. In the Message Save Options drop-down list, select whether your want to save copies of notification messages.
6. In the Message Body section, click the Edit link.
7. From the Options drop-down list, select each option that you want to include in your notification messages.

   You can construct a phrase or sentence by adding blank text or custom text between each option you add to the notification message template, for example Message from Caller's name received on Date at Time. Note: To delete an option from the notification message template, click to select the option, and press Backspace or Delete. The application highlights each option that you select in yellow. To edit custom text, double-click the text in the notification message template, and edit the text in the text box.

8. When you are satisfied with the text and options included in your notification message template, click OK.
9. In the Subject field, enter a subject line for the notification message.
10. In the To field, enter a destination address for your notification messages.
11. Select the Caller Requested Notification Rule checkbox to enable the rule.
12. Click Apply to accept the new settings.

Fields for Caller Requested Notification Rules

The caller requested notification rule description box includes the following fields:

Message Save Options

Your options include:

- **Don't Save.** This is the default value for this field. Select this option if you do not want to save copies of notification messages in your Inbox.
- **Save.** Select this option if you want to save copies of notification messages in your Inbox.

Message Body

Your options for the body of the notification message include:

- **Free Form Text.** Select to include custom text between other options included in the message.
- **Caller's phone #.** Select to include the telephone number of the caller.
- **Caller's name.** Select to include the name of the caller.
- **Date.** Select to include the date that the message was received.
- **Time.** Select to include the time that the message was received.
- **Subject.** Enter a subject for the notification message, for example Notification message.
- **To.** For your destination address, enter an extension or e-mail address. If you enter an extension, the system converts the number to an e-mail address after you save your changes.Note: A destination address set up in this field applies to both the automatic notification rule and to the caller requested notification rule