



EVM User Guide

Overview

EVM Plus™ takes unified enterprise messaging to a whole new level with one-stop access to both voice messages and email messages and there's no desktop software to deploy or support. A copy of the voicemail message is automatically sent to the Outlook email inbox. The body of the email includes caller ID if available. Voice messages are saved as sound file attachments, faxes as .pdf attachments. Messages are viewable from any device with an email address, including desktops, laptops, cell phones, Smart Phones.

EVM automatically copies all voice messages from your voicemail box to your Outlook email inbox. Voice messages are saved as sound file attachments. The body of the email can include caller ID information IF available. Messages delivered via EVM are viewable from any device with an email address, including desktops, laptops, cell phones, PDA's, and Smart Phones.

Account Login

EVM is accessed through a website which opens to the EVM login page <http://mutare.wtps.org> Fill in the fields with your voice mailbox (extension number) and voicemail password to access the EVM settings page.

The screenshot shows the EVM login interface. At the top left is the Mutare Software logo. At the top right is a "HELP" link. Below the logo is the text "EVM Enabled VoiceMail". The main content area is a light gray box titled "EVMLogin" containing two input fields: "Mailbox:" and "Voice Mail Password:". Below these fields is a checkbox labeled "Remember me on this computer". At the bottom of the box is a red "LOGIN" button. At the bottom right of the page is the text "Powered By: Mutare Software" with the logo.

Setting up your EVM

Through the EVM web interface, configure your setting as follows:

1. Click on the Device Type drop down, select Desktop EVM
2. Check the box next to Active
3. If the Email Address field is blank, enter your full email address e.g. dbrown@wtps.org
4. The remaining fields have already been set up in the server
5. IF YOU DO NOT WANT TO RECEIVE your voicemail messages in your Outlook email, simply uncheck "Active"
6. To be sure the information you have added is correct click on Test button. EVM will send a test message to your Outlook. It is ONLY a test message for confirmation that the email address was added successfully. The attachment and links within the test email are non-functioning
7. When all fields are correctly filled and tested, click "Save" at the bottom of the window to activate the new settings, close window, log out.

The screenshot shows the EVM Settings web interface in Internet Explorer. The browser title is "EVM Settings - Windows Internet Explorer" and the address bar shows "http://mutare.wtps.org/evm.asp". The page header includes the Mutare Software logo and user information: "Name: Brown, Debbie" and "Mailbox: 7992". There are links for "SETTINGS | HELP | CLOSE".

The main content area is titled "EVM Plus Enhanced Voice Messaging" and "EVMSettings". It contains the following settings:

- Device Type: Desktop EVM (dropdown menu)
- Active:
- Email Address: dbrown@wtps.org (text input)
- Send when I receive: Voice ALL (dropdown menu)
- Audio Format: MP3 (dropdown menu)

At the bottom of the settings area, there is an "ADD DEVICE" button, a "Voicemail Password" field (masked with dots), a "Re-send me all messages in my mailbox" checkbox (unchecked), and an "Updated: 7/20/11 11:32 AM" timestamp. There are also "DELETE" and "TEST" buttons.

The footer of the page says "Powered By: Mutare Software".

Message Management

New voicemails sent to your Outlook will be from evm@wtps.org. Within the body of the email delivered from EVM are action links. These links include the following:

- **Delete:** Deletes original message from the voicemail inbox. (If you want the voicemail message to remain in your Audix voicemail account, do not delete it here.) When you delete the voicemail, the message waiting light on your phone will go out.
- **Settings:** Opens User Settings page, where user can select devices and configure EVM message delivery preferences.

PLEASE NOTE:

These links are only active when you are accessing your Outlook from within the District. If you are in Outlook Web Access from home or elsewhere, the links will not work. Also note you CANNOT reply to this email, and you must remember to delete the email when you are finished with it.

Sample email delivered from EVM:

