# MiVoice 5000 Easy Admin User Guide

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# 🔀 Mitel

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# **1. INTRODUCTION**

Mitel 5000 Easy Admin is a user-friendly interface used to:

- > Manage customisable greeting messages
- Manage opening hours

#### Prerequisites:

Web browsers: Edge, Firefox, Chrome, Opera, Safari, etc.

Modifiable advertisements and calendars have been previously customised by the administrator of the site(s) concerned according to the company/department pair.

# 2. LOGGING IN TO THE APPLICATION

You can log in to the application via the dedicated and secure URL (https://IP address or

<u>FQDN/easyadmin/</u>) provided by the administrator, using the associated Login/Password.

The first time you log in, you will be asked to change your password (mandatory).

Depending on the security policy defined by the administrator, you can also change this password later via Menu **Password modification**.

MiVoice 5000 Web Admin			user8 MiVoice 5000
	Changement de vo	tre mot de passe	
	Login	user8	
	Ancien mot de passe		
	Nouveau mot de passe		
	Confirmer le nouveau mot de pa	isse	
	Valider /	Annuler	

The MiVoice 5000 Web Admin window then opens:



For Menu **Download the certificate generated by the MiVoice 5000**, contact the Web Admin administrator.



#### Select Menu Easy Admin:

## **3. LOGGING OUT**

To log out, click the Web Admin home button in the upper right-hand corner.

# 4. MANAGING CUSTOMISABLE GREETING MESSAGES

🕅 Mitel	MiVo	oice 5000 Easy Admin						
MENU	×	Mes messages vocaux						
Messages vocaux								
Mes messages vocaux								
Enregistrer un message	e vocal							
Calendrier								

Menu Voice messages, based on Company/Department, can be used to:

- List messages
- Change a message
- Listen to a message
- Download a message
- Record a voice message

These messages are, for example, on-hold or greeting messages.

The application user can manage the message(s) on a company basis for:

- All departments
- A particular department (list of options).

The messages proposed/displayed are those predefined by the administrator.

### 4.1 CHANGING A MESSAGE

From Menu My voice messages,

• Select the message for the department(s) concerned.

🕅 Mitel	Mitel MiVoice 5000 Easy Admin - STE 0												
MENU		Mes messages voca	aux										
				Pour le service : [	Commun à tous les ser	vices 🗸							
			Nom du message	Changer le message	Télécharger		Ecouter le message						
			testgl	Changer	Télécharger	Ecouter							
	•	Click Chang	je.										
	•	Click Select	file.										
	•	Search for a	ind select the file	in question (.wav	or .mp3).								

• Click **Download**.

The file is downloaded and assigned the message name.

The file is not downloaded if it is not in the correct format (indicated by an error message).

### 4.2 LISTENING TO A MESSAGE

Pour le service : Commun à tous les services 🗸									
Nom du message	Changer le message	Télécharger	Ecouter le message						
testgl	Changer	Télécharger	Ecouter 0:00 / 0:07	- • :					

• Click Listen.

The playback bar is displayed on the right.

Possible actions are play, pause and adjust volume only.

### 4.3 DOWNLOADING A MESSAGE

Downloading allows you to retrieve the current message.

• Click Download.

The file is downloaded to the dedicated directory in **.wav** format. The name is the one defined by the Administrator.

2

### 4.4 RECORDING A VOICE MESSAGE

Click Record voice message at the top left.

MiVoice 5000 Easy Admin - MITEL
Messages vocaux 💿 Calendrier
Enregistrer un message vocal

Click Start your recording.

# Note: The ergonomics of the recorder depends on the browser used. A microphone is required and its use must be authorised.

The button turns red. Recording is in progress.

To stop the recording, click **Stop your recording**. A window opens, prompting you to enter the name of the audio file corresponding to this recording.

Another section appears, with an audio playback, the file name, a **Save your message** button and a **Cancel** button.

Mitel   MiVoice 5000 Easy Admin - S		Saisir un nom de fichier pau	Accueil Web Admin
MENU	Enregistrer un message vocal	OK Annuler	Utilisateur : user8
		Enregistrement en cours Arrêter votre enregistrement	



Audio playback allows you to listen to what you have just recorded by clicking the triangle button.

The name of the file entered is preceded by the current date. The file will be downloaded with this name and the **.wav** extension into the download directory when the **Save** button is clicked.

If this date is not suitable, it is always possible to remove and rename it by clicking on the file name.

The **Cancel** button deletes the section and resets the page.

# 5. MANAGING CLOSED DAYS/PUBLIC HOLIDAYS CALENDARS

This menu enables users logged in to **Easy Admin** to configure the calendars of their companies/departments for call distribution and day/night restrictions.

You can define days as public holidays/non-working days in the calendar used to route calls to operator or group services, as follows:

- Manually define a given day as closed.
- Import a list of closed days.

The corresponding Calendar menu contains the following options:

- Closed days (up to 2,500 days)
- Opening hours.

### **5.1 MANAGING CLOSED DAYS**

#### Menu Calendars>Closed days

Millel Milloice 5000 Easy Admin - COLOR-CO	MPANY					Accueil Web Admin
Messages vocaux						Utilisateur : user8
Jours fermés						
Pour le service Calendrier RED STORE CAL 1 V	Ajouter une période de fermeture du 🎚	/mm/aaaa au jj/m Février 202	nm/aaaa Libel	lé Valider	Annuler	
Aujourd'hul : Mercredi 8 Février 2023	<ul> <li>S</li> </ul>	Lu Ma Me Je	Ve Sa Di		> >>	
Actuellement : OUVERT Exporter un calendrier	Lun Mar	6 7 <b>8</b> 9 13 14 15 16	10 11 12 17 18 19	Ven Sam 1	Dim 2	
Importer un fichier CSV ou ICS	3 10- Lundi de Pâqu 11	20 21 22 23 27 28	24 25 26 7	8	9	
Importation de jours fériés officiels	17 18	19 2	21	22	23	
Récapitulatif annuel	24 25	26 2	28	3 29	30	

This menu is used to define days as public holidays/non-working days for the calendars and services of the Easy Admin user in question.

This opening or closing information is then used to route calls to the call distribution or hunt group services and outgoing call restrictions.

This menu allows calendar management for opening and/or closing days.

This management is carried out:

- By Department
- By Calendar

Management modes are respectively:

- Individual management
- Management by period
- By importing an existing CSV or ICS file
- From an official calendar (French only), downloaded automatically from the government website **data.gouv.fr**, showing the public holidays/non-working days for the different regions defined for France.

An Easy Admin user can have a list of several calendars.

Each calendar can be assigned, according to the option For the department:

- To all departments
- To one particular department.

Note: Use the >>> and <<< keys to browse through the various annual and weekly calendars.

X	Mitel	MiVoice 5000 Easy Admin - STE 0								Accueil Web Admin
≡	MENU	Jours fermés								Utilisateur : admin
		Pour le service SERV 0	Ajouter une périod	e de fermeture du jj/	/mm/aaaa au (	jj/mm/aaaa L				
		Calendrier CALENDRIER 0 V								
		Aujourd'hui : Lundi 17 Avril 2023		Mar	Mor	Avrii 2023	1 Mon	l cam	Dim	1
		Actuellement : OUVERT	Lon	Mai	Mei	Jeu	Veli	1	2	
			3	4	5	6	7	8	9	
		Exporter un calendrier	10	11	12	13	14	15	16	
		Importer un fichier CSV ou ICS	17	18	19	20	21	22	23	
		Importation de jours tériés officiels	24	25	26	27	28	29	30	
		Récapitulatif annuel					1	1		1

The different sections displayed:

EX

- For the department: for selecting the department (or all departments) for the calendar in question
- > Calendar: gives a list of calendars for a particular department or for all departments
- > Today: indicates the current date: Monday, 17 April 2023 (in the example)
- Indication of the current status (Open/Closed). This is the status at the time indicated. This is the status configured in the two menus: Calendars and Closed days.

The associated coloured button can be used to switch immediately to the opposite status in case of an unforeseen event, for example. (Open > Closed or Closed > Open.

This action switches to the next timeslot if one has been defined.

- > **Export a calendar**: see the corresponding section below.
- > Import a CSV or ICS file: see the corresponding section below.

- > Import official public holidays: see the corresponding section below.
- > Annual summary: see the corresponding section below.

#### 5.1.1 INDIVIDUAL MANAGEMENT

#### 5.1.1.1 Creation

E2

Select the department (or all departments) for the calendar in question.

• Select the day in question in the corresponding month.

#### Note: Boxes with an expiry date cannot be modified.

Mitel MiVoice 5000 Easy Admin											
	Jours fermés										
Pour la société / service Toute société / Tout service	Ajouter une période	e de fermeture du jj	/mm/aaaa au	(jj/mm/aaaa	Libellé						
Calendrier CAL.1 ✓				Avril 2023			>>				
Aujourd'hui: Mardi 18 Avril 2023	Lun	Mar	Mer	Jeu	Ven	Sam	Dim				
Actuellement : FERME		Î				1	2				
	3	4	5	6	7	8	9				
Exporter un calendrier	10	11	12	13	14	15	16				
Importer un fichier CSV ou ICS	17	18	19	20	21	22	23				
Importation de jours fériés officiels	24	25	26	27	28	29	30				
E3											
Récapitulatif annuel	Saisir un libellé pou	ır ce jour fermé ( 20	caractères maximu	m): Mardi 18 Avril	2023						
	Inventaire										
	Valider Annuler										

Enter the label in the field below the monthly calendar.

- Click Validate.
- The label is displayed in the box for the corresponding day.

<b>&gt;</b>	Avril 2023										
Lun	Mar	Mer	Jeu	Ven	Sam	Dim					
					1	2					
3	4	5	6	7	8	9					
10	11	12	13	14	15	16					
17	18- Inventaire	19	20	21	22	23					
24	25	26	27	28	29	30					

#### 5.1.1.2 Deletion

Select the department (or all departments) for the calendar in question.

- Select the day in question in the corresponding month.
- Click Validate to confirm the deletion.

#### 5.1.1.3 Modification

Modification successively requires (refer to the sections above):

- Deleting the occurrence in question
- Creating a new label for this closed day.

#### 5.1.2 PERIOD MANAGEMENT

#### 5.1.2.1 Creation

Select the department (or all departments) for the calendar in question.

#### On the Add closing period line:

- Enter the start and end days of the period:
  - o In dd/mm/year format in the top line
  - From the pop-up calendar
- Enter the label concerned.

#### Note: Use the >>> and <<< keys to browse through the various annual and weekly calendars.

Mitel   MiVoice	e 5000 Easy /	Admin													Accu	ıeil Web Admin	
	Jours fermés														Util	isateur : admin	
Pour la société / service Toute société / Tout service	Ajouter une période	de fermeture du 21	/04/2023 au	j/mm.	/aaaa	Avr	Libell il 2023	é		0		Valider	Annuler				
CAL.1 V				Lu	Ма	Me	Je	Ve	Sa	Di 2				>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>			
Aujourd'hui: Mardi 18 Avril 2023	Lun	Mar	Mer	3	4	5	6	7	8	9		Sam	T	Dim			
Actuellement : FERME				10	11	12	13	14	15	16	1		2				
	3	4	5	17	18	19	20	21	22	23	8		9				
Exporter un calendrier	10	11	12	24	25	26	27	28	29	30	15		16				
Importer un fichier CSV ou ICS	17	18	19	20			21				22		23				
Importation de jours fériés officiels	24	25	26	27			28				29		30				
		1	1														
Récapitulatif annuel																	



EZ

Note: Boxes with inaccessible expiry dates.

Mitel   MiVoid	e 5000 Easy	Admin					
MENU MENU	Jours fermés						
Pour la société / service Toute société / Tout service	Ajouter une période	e de fermeture du 20	0/04/2023 au	22/04/2023 In	ventaire 20 caract	ères maximum	Annuler
Calendrier CAL.1 V				Avril 2023			<b>&gt; &gt;</b>
Aujourd'hui : Mardi 18 Avril 2023	Lun	Mar	Mer	Jeu	Ven	Sam	Dim
Actuellement : FERME		Î				1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
Importer un fichier CSV ou ICS	17	18	19	20	21	22	23
Importation de jours fériés officiels	24	25	26	27	28	29	30
11							
Récapitulatif annuel							

• Click Validate. The calendar is displayed again with the relevant closing period.

			Avril 2023	1		> $>$
Lun	Mar	Mer	Jeu	Ven	Sam	Dim
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20- Inventaire	21- Inventaire	22- Inventaire	23
24	25	26	27	28	29	30

#### 5.1.2.2 Deletion and modification

The procedure for deleting or modifying a day in a period is the same as the one described in Section 5.1.1.

#### 5.1.3 IMMEDIATE SWITCHOVER FROM OPEN OR CLOSED STATUS

For example, the Current (Open/Closed) status button can be used to switch the status immediately in case of an unforeseen event.

This action switches to the next timeslot if one has been defined.

This immediate switchover is also available in the timeslot configuration menu. See Section 5.2.

🕅 Mitel	MiVoice 5000 Easy Admin - STE 0							
	Jours fermés							
	Pour le service Commun à tous les services V	Ajouter une périod	e de fermeture du jjj	mm/aaaa au (	jj/mm/aaaa	ibellé		
	CALENDRIER 0 V	<b>&gt;</b>			Avril 2023			>>
	Actuellement : OUVERT Fermer	Lun	Mar	Mer	Jeu	Ven	Sam 1	Dim 2
	Exporter un calendrier	3	4	5	6	7	8	9
	Importer un fichier CSV ou ICS	17	18	19	20	21	22	23
	Importation de jours tériés officiels	24	25	26	27	28	29	30
	Récapitulatif annuel							

• Then confirm the status change (Validate button).

in

#### 5.1.4 ANNUAL SUMMARY OF DAYS CLOSED

The annual summary of days closed is based on Department/Calendar:

Available for viewing an annual summary of the closed days defined by the Easy Admin user in the current session (concerning the department and calendar currently being processed) and also when importing official public holiday calendars.

Mitel   MiVoice 5000 Eas	sy Admin ·	- COLOF	R-COMF	PANY								
Messages vocaux												
Dácanitulatif annual												
Recapitulatii annuei												
Pour le service : Commun à tous les services	<b></b>					2	023					>
Calendrier : CAL.1	Jan	Fév	Mar	Avr	Mai	Jun	Jul	Aou	Sep	Oct	Nov	Déc
Aujourd'hui : Mercredi 8 Février 2023	D 01	M 01	M 01	S 01	L 01	J 01	S 01	M 01	V 01	D 01	M 01	V 01
	L 02	J 02	J 02	D 02	M 02	V 02	D 02	M 02	S 02	L 02	J 02	S 02
Récapitulatif annuel des jours fermés	M 03	V 03	V 03	L 03	M 03	S 03	L 03	J 03	D 03	M 03	V 03	D 03
	M 04	S 04	S 04	M 04	J 04	D 04	M 04	V 04	L 04	M 04	S 04	L 04
	J 05	D 05	D 05	M 05	V 05	L 05	M 05	S 05	M 05	J 05	D 05	M 05
	V 06	L 06	L 06	J 06	S 06	M 06	J 06	D 06	M 06	V 06	L 06	M 06
	S 07	M 07	M 07	V 07	D 07	M 07	V 07	L 07	J 07	S 07	M 07	J 07
	D 08	M 08	M 08	5 08	L 08	J 08	5 08	M 08	V 08	0.08	M 08	V 08
	L 09	J 09	J 09	0.09	M 09	V 09	0.09	M 09	5 09	L 09	J 09	S 09
	W 10	V 10	V 10	L 10	M 10	5 10	L 10	J 10	0.10	M 10	V 10	0.10
	m 11	5 11	5 11 D 42	M 11	J 11	1.42	M 11	C 42	L TI	142	0.42	L 11
	V 13	1.13	1.13	143	\$ 13	M 13	113	D 13	M 13	V 13	1.13	M 13
	\$ 14	M 14	M 14	V 14	D 14	M 14	V 14	1 14	1.14	\$ 14	M 14	.1.14
	D 15	M 15	M 15	\$ 15	1.15	.1.15	S 15	M 15	V 15	D 15	M 15	V 15
	L 16	J 16	J 16	D 16	M 16	V 16	D 16	M 16	S 16	L 16	J 16	S 16
	M 17	V 17	V 17	L 17	M 17	S 17	L 17	J 17	D 17	M 17	V 17	D 17
	M 18	S 18	S 18	M 18	J 18	D 18	M 18	V 18	L 18	M 18	S 18	L 18
	J 19	D 19	D 19	M 19	V 19	L 19	M 19	S 19	M 19	J 19	D 19	M 19
	V 20	L 20	L 20	J 20	S 20	M 20	J 20	D 20	M 20	V 20	L 20	M 20
	S 21	M 21	M 21	V 21	D 21	M 21	V 21	L 21	J 21	S 21	M 21	J 21
	D 22	M 22	M 22	S 22	L 22	J 22	S 22	M 22	V 22	D 22	M 22	V 22
	L 23	J 23	J 23	D 23	M 23	V 23	D 23	M 23	S 23	L 23	J 23	S 23
	M 24	V 24	V 24	L 24	M 24	S 24	L 24	J 24	D 24	M 24	V 24	D 24
	M 25	S 25	S 25	M 25	J 25	D 25	M 25	V 25	L 25	M 25	S 25	L 25
	J 26	D 26	D 26	M 26	V 26	L 26	M 26	S 26	M 26	J 26	D 26	M 26
	V 27	L 27	L 27	J 27	S 27	M 27	J 27	D 27	M 27	V 27	L 27	M 27
	S 28	M 28	M 28	V 28	D 28	M 28	V 28	L 28	J 28	S 28	M 28	J 28
	D 29		M 29	S 29	L 29	J 29	S 29	M 29	V 29	D 29	M 29	V 29
	L 30		J 30	D 30	M 30	V 30	D 30	M 30	S 30	L 30	J 30	\$ 30
	M 31		V 31		M 31		L 31	J 31		M 31		D 31

#### Note: Use the >>> and <<< keys to browse through the various annual calendars.

View only. No modification possible.

#### 5.1.5 EXPORT A CALENDAR

2

In the current session (concerning the department and calendar currently being processed).

- Click Export calendar.
- Name the file and save it in the directory of your choice.

Export is in **.csv** format. This file can then be used by another Easy Admin user on another site, in a multi-site configuration, for example.

#### 5.1.6 IMPORT A CSV OR ICS FILE

This action allows you to import a calendar in .csv or .ics format.

The ICS format is a file format used for messaging. These files are identified through the **.ics** extension. This file format allows you to import calendar entries into your calendar, send calendar entries to other users, and publish and share calendar entries.

The import file must be in CSV format from a file previously processed in Easy Admin or from a government site. It is then automatically taken into account and displayed.

#### 5.1.7 IMPORT OFFICIAL PUBLIC HOLIDAYS

The import is made from the official government website, which publishes a calendar of public holidays by region (mainland France, overseas departments and territories) each year.

- Select the calendar (the import is calendar-based).
- Select a region.
- Select the year or years by ticking the appropriate boxes.

🕅 Mitel   міva	bice 5000 Easy	Admin					
MENU	Jours fermés						
ur la société / service oute société / Tout service 🗸	Ajouter une périod	de de fermeture du	jj/mm/aaaa au	(jj/mm/aaaa	Libellé		
lendrier AL.1 V				Avril 2023			>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
jourd alsace-moselle	Lun	Mar	Mer	Jeu	Ven	Sam	Dim
tuelle guadeloupe						1	2
la-réunion	3	4	5	6	7	8	9
mayotte	10	11	12	13	14	15	16
métropole nouvelle-calédonie		40	40	00 Inventein	04	00 kmmttek	02
polynésie-francaise Saint-barthélemy	1/	18	19	20- Inventaire	21	22- Inventaire	23
Impo saint-martin saint-miguelon iels	24	25	26	27	28	29	30
wallis-et-futuna							
gion 🗸							
					-		
	Ré	egion mét	ropole	~	· _		
	×.	2023	2024	2025 🗆 2	2026		

Use the >>> and <<< buttons to browse through the various annual and weekly calendars in order to view the imported official days.

MENU	Jours fermés						
Pour la société / service Toute société / Tout service	Ajouter une période	e de fermeture du jj,	/mm/aaaa au (	jj/mm/aaaa	bellé		
Calendrier CAL.1 V				Mai 2023			
Aujourd'hui : Mardi 18 Avril 2023	Lun	Mar	Mer	Jeu	Ven	Sam	Dim
Actuellement : FERME	1- 1er mai	2	3	4	5	6	7
Exporter un calendrier	8- 8 mai	9	10- toto	11	12	13	14
	15	16	17	18-Ascension	19	20	21
Importer un fichier CSV ou ICS	22	23	24	25	26	27	28
Importation de jours fériés officiels	29- Lundi de Pent	30	31				
Pécanitulatif annuel							•

Pour le service : Commun à tous les services
Calendrier : CAL.1
Aujourd'hui: Mardi 18 Avril 2023
Récapitulatif annuel des jours fermés

### You can also view these days for the year in question by selecting **Annual summary**:



<b></b>					2	023					<b>&gt;</b>
Jan	Fév	Mar	Avr	Mai	Jun	Jul	Aou	Sep	Oct	Nov	Déc
D 01	M 01	M 01	S 01	L 01	J 01	S 01	M 01	V 01	D 01	M 01	V 01
L 02	J 02	J 02	D 02	M 02	V 02	D 02	M 02	S 02	L 02	J 02	S 02
M 03	V 03	V 03	L 03	M 03	\$ 03	L 03	J 03	D 03	M 03	V 03	D 03
M 04	\$ 04	S 04	M 04	J 04	D 04	M 04	V 04	L 04	M 04	\$ 04	L 04
J 05	D 05	D 05	M 05	V 05	L 05	M 05	S 05	M 05	J 05	D 05	M 05
V 06	L 06	L 06	J 06	S 06	M 06	J 06	D 06	M 06	V 06	L 06	M 06
S 07	M 07	M 07	V 07	D 07	M 07	V 07	L 07	J 07	S 07	M 07	J 07
D 08	M 08	M 08	\$ 08	L 08	J 08	\$ 08	M 08	V 08	D 08	M 08	V 08
L 09	J 09	J 09	D 09	M 09	V 09	D 09	M 09	S 09	L 09	J 09	S 09
M 10	V 10	V 10	L 10	M 10	S 10	L 10	J 10	D 10	M 10	V 10	D 10
M 11	S 11	S 11	M 11	J 11	D 11	M 11	V 11	L 11	M 11	S 11	L 11
J 12	D 12	D 12	M 12	V 12	L 12	M 12	S 12	M 12	J 12	D 12	M 12
V 13	L 13	L 13	J 13	S 13	M 13	J 13	D 13	M 13	V 13	L 13	M 13
S 14	M 14	M 14	V 14	D 14	M 14	V 14	L 14	J 14	S 14	M 14	J 14
D 15	M 15	M 15	\$ 15	L 15	J 15	S 15	M 15	V 15	D 15	M 15	V 15
L 16	J 16	J 16	D 16	M 16	V 16	D 16	M 16	S 16	L 16	J 16	S 16
M 17	V 17	V 17	L 17	M 17	S 17	L 17	J 17	D 17	M 17	V 17	D 17
M 18	S 18	S 18	M 18	J 18	D 18	M 18	V 18	L 18	M 18	S 18	L 18
J 19	D 19	D 19	M 19	V 19	L 19	M 19	S 19	M 19	J 19	D 19	M 19
V 20	L 20	L 20	J 20	S 20	M 20	J 20	D 20	M 20	V 20	L 20	M 20
S 21	M 21	M 21	V 21	D 21	M 21	V 21	L 21	J 21	S 21	M 21	J 21
D 22	M 22	M 22	\$ 22	L 22	J 22	S 22	M 22	V 22	D 22	M 22	V 22
L 23	J 23	J 23	D 23	M 23	V 23	D 23	M 23	S 23	L 23	J 23	S 23
M 24	V 24	V 24	L 24	M 24	S 24	L 24	J 24	D 24	M 24	V 24	D 24
M 25	S 25	S 25	M 25	J 25	D 25	M 25	V 25	L 25	M 25	S 25	L 25
J 26	D 26	D 26	M 26	V 26	L 26	M 26	S 26	M 26	J 26	D 26	M 26
V 27	L 27	L 27	J 27	S 27	M 27	J 27	D 27	M 27	V 27	L 27	M 27
S 28	M 28	M 28	V 28	D 28	M 28	V 28	L 28	J 28	S 28	M 28	J 28
D 29		M 29	S 29	L 29	J 29	S 29	M 29	V 29	D 29	M 29	V 29
L 30		J 30	D 30	M 30	V 30	D 30	M 30	S 30	L 30	J 30	S 30
M 31		V 31		M 31		L 31	J 31		M 31		D 31

### **5.2 MANAGING OPENING HOURS**

You can use this menu to manage **Open/Closed** timeslots for a current week, from Monday to Sunday, by department and calendar.

For each day, you can define 4 timeslots (2 slots in open mode and 2 slots in closed mode), independently for each day of the week.

Pour la société / service	Jour	Début plage 1	Fin plage 1	Début plage 2	Fin plage 2
	Lundi	08:00	13:00	14:00	18:00
Plages horaires du calendrier :	Mardi	08:00	13:00	14:00	18:00
Aujourd'hui : Mercredi 19 Avril 2023	Mercredi	08:00	13:00	14:00	18:00
	Jeudi	08:00 hh:n	13:00	14:00	18:00
Actuellement : OUVERT	Vendredi	08:00	13:00	14:00	20:00
	Samedi	08:00	13:00		
	Dimanche				

- Select the department and calendar concerned.
- For each day, enter the timeslot start and end times (2 slots maximum):
- Follow the hh:mm format (example: 09:00)
- Click Validate to confirm.

#### Immediate switchover from Open or Closed status

The **Current** (Open/Closed) status button can be used to switch the status immediately in case of an unforeseen event, for example.

This action switches to the next timeslot if one has been defined.

🕅 Mitel 🕴 міч	oice 5000 Easy Admin	- STE 0				
	Horaires d'ouverture					
Pour le service Commun à tous les services 🗸	Ja	our	Début plage 1	Fin plage 1	Début plage 2	Fin plage 2
Plages horaires du calendrier :	Ma	ardi				
Aujourd'hui : Lundi 17 Avril 2023	Mer	credi				
Actuellement : FERME	Je	udi				
	Ven	dredi				
	Sar	nedi				
	Dima	inche				
				Valider Annule		



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