Recording and Sending Messages

Sending voice or voice-fax messages

- From the activity menu — 1
- Record voice message
- When finished — #
- Specify delivery address *
- When finished — #
- Specify delivery options **
- Send message — #

Sending fax only messages from fax machine

- From the activity menu — 1
- Bypass voice recording — #
- Specify delivery address * — #
- When finished
- Specify delivery options **
- Load document into fax machine
- Send message — #
- Press start key on fax machine

Sending voice-fax messages by forwarding

To send a fax to your own mailbox:

- Log in to mailbox
- From the activity menu — 2
- Forward fax with optional voice msg. — 1, 2
- Record voice message
- When finished — #
- Specify delivery address *
- When finished — #
- Specify delivery options **
- Send message — #

*** Specify Delivery Address**

- For voice user — #
  Enter user's mailbox number and press
- For voice user name addressing
  Press *, 2, spell user's name or name of personal list and press — #
- For personal list press *5 then list #
- For fax user:
  Press * * 5 enter outside line number and telephone number and then press — #
- To cancel address press — *, 3
- To cancel another address press — *1*3
- To list all recipients press — *1

**** Specify delivery options**

- Make private / not private (toggle) — 1
- Make priority / not priority (toggle) — 2
- Schedule a future delivery — 3
- Attach a fax — 5

Getting Messages You Received

Listening to voice/ email messages

- From the activity menu — 2
- Listen to voice or e-mail message — 0

Responding to messages (optional)

After listening to your msg, press 1 then select::

- Call sender (exits mailbox) — 0
- Reply to sender by voice mail — 1
- Forward with comment — 2
- Record and address a new msg — 4
- Reply to all recipients — 5

If you select any key from the above except 0

- Record and address your msg
- When finished — #
- Specify delivery options *
- Send message — #

Printing fax/email messages

- From the activity menu — 2
- Listen to message header
- Print fax or email portions — *1
- Print to default machine — #

OR

- To print to machine attached to your telephone — *6

OR

- To print to another machine
- Press — * * 5
- Enter 5 digit extension
- Press — #

General Tips

Not sure which key to press?

- Listen to help at any time — * 4
- Go back to activity menu — * 7

Want to save time?

- Bypass greeting when recording — 1
- Bypass header when listening — 2

Want to adjust the way your msgs are played?

- Faster — 9
- Slower — 8
- Louder — 4
- Softer — 7
- Skip forward — 6
- Skip back — 5

Other options

- Transfer to covering extension — * 0
- Transfer to another mailbox — * 8
- Make system wait — * 9
- Access names & numbers directory — * * 6
- Disconnect — * * 9

Creating Multiple Personal Greetings

Listing to your greetings

- From the activity menu — 3
- Listen to greetings — 0
- Enter greeting number — 1 – 4
- When finished — #

Creating or changing greetings

- From the activity menu — 3
- Record greetings — 1
- Enter greeting number — 1 – 4
- When finished — #

Deleting Greetings

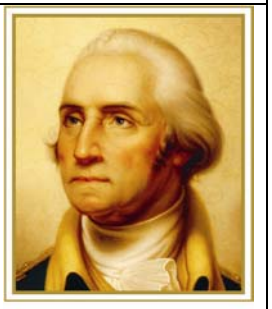
- From the activity menu — 3
- Delete greetings — 3
- Enter greeting number — 1 – 4
- When finished — #

Changing call types

- From the activity menu — 3
- Administer call types — 4
- Differentiate
  Busy/No answer (toggle) — 1
  Personal greeting all calls — 1
- When finished — #

Assigning greeting to call types

- From the activity menu — 3
- Activate greeting — 2
- Enter optional greeting # (only if the call type is Busy or No Answer) — 1 – 2
- Select one of the following
  Use greeting for Busy calls — 1
  Use greeting for no-answer calls — 2
- When finished — #



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