

MAIN MENU

if your system supports multiple languages.

[1] REVIEW MESSAGES

VOICE MESSAGES

- New messages [1]
- Saved messages [1] [2]
- Deleted messages [1] [3]

E-MAIL MESSAGES

- New messages [2]
- Saved messages [2] [2]
- Deleted messages [2] [3]

FAX MESSAGES

- New messages [3]
- Saved messages [3] [2]
- Deleted messages [3] [3]

PRINT MESSAGES

- Print messages [8]

Number of messages [0]

END OF MESSAGE OPTIONS

- Print [2]
- Replay [4]
- Envelope information [5]
- List all recipients [5] [5]
- Forward message...
 - without comment [6] [1]
 - with comment [6] [2]
- Erase [7]
- Reply [8]
- Save [9]
- Skip [#]

PRINT OPTIONS

- Print new fax messages [1]
- Print inbox listing [2]
- Print new message listing [3]

To forward a message:

(With comment)

- > Record comment.
- > When finished, press [#].

(With or without comment)

- > Enter address.
- > Press [#].

(For more addresses, repeat these two steps.)

- > When finished, press [#] [#].
- > To send, press [#].

REPLY OPTIONS

- Reply to sender [1]
- Reply to all [2]
- Reply to sender with original [3]
- Reply to all with original [4]
- Reply by calling sender [8]
- List all recipients [9]

Playback Options

[1] Rewind	[2] Pause/Resume	[3] Forward
[4] Slower	[5] Envelope	[6] Faster
[7] Quieter	[8] Reset Vol./Next Lang.*	[9] Louder
[*] Cancel	[0] Reset speed	[#] Skip

[2] SEND MESSAGES

To record the message:

- > At prompt, record message.
- > To replay message, press [1]
- > To pause message, press [2]
- > When finished, press [#]

MESSAGE ADDRESSING OPTIONS

- Enter destination mailbox number, and then press [#]
- To "spell" name using touchtone keys, first press [#]
- Then:
 - > "Spell" full or partial name
 - > Select name from list
 - > To clear entry, press [*]
- To delete:
 - > Last address entered, press [*]
 - > The entire message, press [*] [*]
- When finished, press [#] [#]

SEND OPTIONS

- Send immediately [#]
- Mark (toggle) urgent / low priority [2]
- Mark for future delivery [4]
- Mark as private [5]

FUTURE DELIVERY OPTIONS

- Set date & time [1]
- Set delay [2]

[3] SEARCH FOR SPECIFIC MESSAGES

Locating a message sent by a particular sender:

- If sender is on same system, enter address of sender, then [#]
- To search for external callers, press [1] [#] Then enter telephone number.
- To use Dial-by-Name, press [#] Then "spell" name and select from list.

[4] PERSONAL CONFIGURATION

PERSONAL CONFIGURATION

- Greetings menu [1]
- Special Features menu [2]
- Change call handling [3]
- Default fax destination [4]
- Record announcements [5]
- Manage personal lists [6]
- Change password [9]

PROMPTS & GREETINGS

- Personal greeting [1]
- Extended Absence greeting [2]
- Optional greeting 1 [3]
- Optional greeting 2 [4]
- Please Hold prompt [5]
- Name prompt [6]

SPECIAL FEATURE OPTIONS

- Enable/Disable Find Me [2] [1]
- Enable/Disable Call Me [3] [1]
- Notify Me [4]
- Toggle Call-Screening on/off [5]
- Intercom paging [7]
- Review active options [9]

CALL HANDLING OPTIONS

- Block all incoming calls [1]
- Prompt when ext. not answered [2]
- Prompt when ext. busy [3]
- Review active options [8]
- Return to normal call handling [9]

PERSONAL LIST OPTIONS

- Create list [1]
- Edit list [2]
- Delete list [3]
- Browse active lists [4]

If already recorded:

- Accept recording [1]
- Re-record [2]
- Delete [3]

NOTIFY ME OPTIONS

- Enable/Disable caller-requested notification [1]
- Automatic notification options [2]

AUTOMATIC NOTIFICATION OPTIONS

- Disable automatic notification [1]
- Notify for all calls [2]
- Notify for urgent calls only [3]

INTERCOM PAGING OPTIONS

- Turn off paging [1]
- Turn on paging [2]
- Turn on automatic paging [3]

[9] RESTART SESSION

[*] EXIT
(General tip: Use this to cancel or back up.)

To change a password:

- > Enter new password
- > Accept [#]
- > Re-enter new password
- > Accept [#]

▶ Accessing Voicemail

To access voicemail from your phone:

- Press the Voicemail button.
(You will hear your name.)
- Enter your password. (For first time set-up, enter the temporary password: 1212.)
- Press #. (For first time set-up, you will go through a tutorial for initial mailbox set-up.)

To access voicemail from another extension:

- Press the Voicemail button.
- Press *#.
- Enter your mailbox number.
- Enter your password.

To access voicemail from offsite:

- Dial your offsite access number _____.
- Press #.
- Enter your mailbox number.
- Enter your password.

▶ Shortcuts

Press:

- * **Cancel / Return to Menu / Exit**
- # **Finish / Skip**
- # **Bypass System Greeting**

▶ While Listening to Messages

Press:

- 1 **Rewind**
- 2 **Pause**
- 3 **Forward**
- 4 **Slower**
- 5 **Envelope**
- 6 **Faster**
- 0 **Reset Speed**
- 7 **Quieter**
- 8 **Reset Volume**
- 9 **Louder**
- 11 **Message Start**
- 33 **Message End**
- # **Skip**

▶ After Listening to Messages

Press:

- 2 **Print**
- 4 **Replay**
- 6 **Forward**
- 7 **Erase**
- 8 **Reply**
- # **Skip**

▶ Sending a Voice Message

- Press 2 from Main Menu.
 - Record message.
 - Enter an extension. (To spell name, press #.)
 - Press #.
 - When finished, press ##.
 - Press # to send.
- Or Press: 2 for **Urgent**.
4 for **Future Delivery**.
5 for **Private**.



Modular Messaging



Quick Reference Guide