RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages
- From the main menu
- Listen to voice message
- When finished
- Specify delivery address (see below)
- When finished
- OR
- Attach a fax
- Send message

Sending fax-only messages from fax machine
- From the main menu
- Bypass voice recording
- Specify delivery address (see below)
- Load document into fax machine
- Send message
- OR
- Press “Start” key on fax machine

Sending voice-fax messages by forwarding a fax
- Send a fax to your own mailbox
- Log in to mailbox
- From the main menu
- Forward fax with optional voice message
- Record voice message
- When finished
- Specify delivery address (see below)
- When finished
- Send message

Specify Delivery Address
For voice user: enter user's extension and press #
For voice user name addressing: press 2, spell user’s name, and press #
For voice users enhanced list: enter an enhanced list extension and press #
For fax users: press your location's fax code, then the telephone number and # OR press [#][#][#][#], enter outside line number and full phone number, then press #

GENERAL TIPS
Not sure which key to press?
Listen to help at any time
Go back to previous menu
Want to save time?
Bypass greeting
Want to adjust the way your messages are played?
Faster
Slower
Louder
Softer
Skip forward
Skip backward

GETTING MESSAGES YOU RECEIVED

Listening to voice/text messages
- From the main menu
- Listen to voice or text message

Printing fax/text messages
- From the main menu
- Listen to message header
- Print fax or text portions
- Print to default machine
- Print to machine attached to your telephone
- OR
- Print to machine you specify: enter fax prefix and number, and then press #
- OR
- Print to machine you specify: press [#][#][#][#][#][#], enter outside line number and full phone number, and then press #

Printing all new faxes
- From the main menu
- Print all new faxes

Downloading faxes or text to a modem-equipped computer
- Set up modem and fax software
- Place a call to your mailbox from telephone
- From the main menu
- Print
- OR
- Download to computer
- Select “Manual Receive” from fax-software dialogue

Responding to messages (optional)
after listening to your message: select one of following:
- Respond or forward
- Call sender/text mailbox
- Reply to sender by voice mail
- Forward with comment at beginning
- Forward with comment at end
- Record and address a new message
If you choose any key from the above except b:
- Record and address your message
- When finished
- Send message
- OR
- Enter a delivery option, and then press #

CREATING MULTIPLE PERSONAL GREETINGS

Listening to your greetings
- From the main menu
- Record greetings
- Enter greeting number (1-9)
- When finished

Creating or changing greetings
- From the main menu
- Record greetings
- Enter greeting number (0-9)
- When finished
- OR
- If greeting is not already active, select one:
- Activate for all calls
- OR, if other call type(s) are defined:
- Use for each call type
- Use for internal (or busy) calls
- Use for external (or no-answer) calls
- Use for out-of-hours calls
- When finished

Changing call types
- From the main menu
- Administer call types
- Differentiate:
  - Internal/external calls
  - Busy/no-answer calls
  - Out-of-hours calls
  - No out-of-hours calls
  - Single greeting for all calls
- When finished

Assigning greetings to call types
- From the main menu
- Listen to summary of active greetings
- Activate greeting
- Enter greeting number (0-9)
- Select one of the following:
  - Use greeting for all call types
  - Use greeting for internal (or busy) calls
  - Use greeting for external (or no-answer) calls
  - Use greeting for out-of-hours calls
- When finished

Note: Your system may not support all features.