RECORDING AND SENDING

Creating a voice message
- From Ready
- Record message
- When finished
- Enter up to 10 addresses (individual addresses and personal distribution lists)
- When finished
- Specify addressing options (see below)
- Send

TIPS:
- Erase message while recording
- Erase message after pressing # to finish
- If you don’t know the mailbox number, spell last name (Q = 7, Z = 9)
- Cancel the last address you entered

Specifying addressing options before sending
- Return receipt
- Enter additional addresses
- Private
- Future delivery
- Urgent

Listening to messages marked for future delivery
- From Ready
- Listen

LISTENING AND RESPONDING

Reviewing voice messages
- From Ready
- Listen
- Skip to next
- Listen to previous
- Saved messages

TIPS:
- Hear the message’s time and date received
- Turn up the playback volume
- Speed up the playback
- Slow down the playback

Replying to a message
- During or at end of message
- Record reply
- When finished
- Send

Forwarding a message
- During or at end of message
- Record cover comments
- When finished recording or if you choose not to record comments
- Enter address
- Send

TIPS:
- Erase message while recording
- Erase message after pressing # to finish
- If you don’t know the mailbox number, spell last name (Q = 7, Z = 9)
- Cancel the last address you entered

MANAGING YOUR MAILBOX

Changing your security code
- From Ready
- Always make your code 6 characters long

Recording personal greeting
- From Ready
- Heard by callers who reach your voice mailbox

Recording extended-absence greeting
- From Ready
- Blocks messages from callers, but not from other USC mailboxes

Using personal distribution lists (PDLs)
- From Ready
- Add list or list entry
- Delete list or list entry
- Review list
- Modify list name

Forwarding calls to a personal assistant
- If you have a personal assistant defined, in your greeting tell callers to press 0 to be connected with your personal assistant.

Checking status of messages sent
- Find out if someone has received a message you sent. You’ll be told if the recipient’s mailbox contains any messages from you. (This works only on messages sent to someone on your voice mail system.)

Exiting your mailbox
- Immediate exit
- To hear exit choices
- Erase deleted messages and listen to new
- End the session
- Cancel exit and return to Ready

Not sure which key to press?
- Listen to help on current feature
- Hear list of features

Want to save time?
- Bypass a call answering greeting
### LISTENING

**Get Help**
- Current feature
- List of all functions

**Exit Mailbox**
- Initiate exit
  - Erase deleted messages & listen to new messages
  - End session
  - Exit mailbox & make another call or enter another mailbox
  - Cancel exit and return to Ready

**Listen To Message(s)**
- Listen
  - Listen to last
  - Return to Ready

**Record/Address Message**
- Record message
  - Back up
    - Back up to beginning
    - Erase
    - Go forward
    - Listen to next
    - Save
    - Time/Date
    - Pause/Resume
    - Forward
    - Immediately call
    - Listen to previous
    - Reply
    - Volume
    - Speed up
  - End recording
  - Erase message
  - Go forward
  - Immediately call
  - Listen to previous
  - Reply
  - Volume
  - Speed up

**Enter one or more addresses**
- Address via Dial-by-Name
- Cancel address
- Erase message
- Addressing options

**Print-all-fax options**
- Fax device delivery
- Print to personal fax delivery number
- Cancel all print requests
- Print fax options
- Fax device delivery
- Print to personal fax delivery number
- Cancel previous request

### MESSAGING

**Record or Change Greeting**
- Greetings
  - Back up
    - Back up to beginning
    - Erase message
    - Go forward
    - Listen to next
    - Save
    - Time/Date
    - Pause/Resume
    - Forward
    - Immediately call
    - Listen to previous
    - Reply
    - Volume
    - Speed up
  - End recording
  - Addressing options
  - Record extended-absence greeting
  - Record new greeting
  - Record changed greeting
  - Record unchanged

**Set Options**
- Custom options
  - Security code
  - Personal distribution list
  - Fax
  - N o change and return to Ready
  - Auto print
  - Auto delete

### MANAGING

**Enter Your Mailbox**
- From your desk phone
  - Press
  - Enter your security code
  - * Enter your mailbox number
  - # Enter your security code
  - From any other phone
  - Press
  - Enter your mailbox number
  - * Enter your security code
  - # Enter your security code

**Exit Mailbox**
- Initiate exit
  - Erase deleted messages & listen to new messages
  - End session
  - Exit mailbox & make another call or enter another mailbox
  - Cancel exit and return to Ready

**Print-All-Fax**
- Print-all-fax options
  - Fax device delivery
  - Print to personal fax delivery number
  - Cancel all print requests

**Print-fax options**
- Fax device delivery
  - Print to personal fax delivery number
  - Cancel previous request

**Future Delivery Messages**
- Future delivery messages
  - Future delivery
  - Messages

**Print-A/F Fax**
- Print-all-fax options
  - Fax device delivery
  - Cancel all print requests