GENERAL TIPS

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

Specifying Delivery Address
- For voice user: enter user’s extension and press #
- For voice user name addressing: press 2; spell user’s name, and press 4
- For voice users enhanced list: enter an enhanced list extension and press 3
- For fax users: press your location’s fax code, then the telephone number and #. OR press 4, 5, enter outside line number and full phone number, then press #

PRINTING AND SENDING MESSAGES

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
- OR
- Print to machine attached to your telephone
- OR
- Print to machine you specify: enter fax prefix and 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 messages, 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
- Listen to 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.