RECORDING AND SENDING

Creating a new voice message
- From the main menu
- Record message
- When finished
- Enter destination mailbox number
- Specify delivery options (see below)
- Send

TIPS:
- To erase and record
- If you don’t know the mailbox number, # to spell last name  Q = 7  Z = 9

Specifying delivery options
- Private
- Urgent
- Message confirmation
- Future delivery

LISTENING AND RESPONDING

Reviewing voice messages
- From the main menu
- Review unheard voice messages

TIPS:
- Use playback controls
- Skip to next message
- Skip to saved messages

Rephrasing a message
- At end of message
- Record reply
- When finished
- Send

Rephrasing by calling the sender
- At end of message
- System dials sender’s phone number

TIP:
- You cannot reply to messages from outside callers.

Sending a copy
- At end of message
- Record introduction
- When finished
- Enter mailbox number
- Send

Sending a copy without other introductions
- At end of message
- Record introduction
- When finished
- Enter mailbox number
- Send

RECEIVING FAX MESSAGES

Printing a fax sent to your mailbox
- From the main menu
- Print
- Choose destination:
  - Primary
  - Alternate
  - Current

Setting or changing your primary fax destination
- From the main menu

Telling the system to print or not print each fax as it is received
- From the main menu

LOCATING MESSAGES

Locating message you have sent
- From the main menu

Locating message you have received
- From the main menu
- Choose source:
  - From specific subscriber
  - From outside callers

SETTING MESSAGE NOTIFICATION

Controlling when your telephone message-waiting indicator is activated
- From the main menu
- Choose one:
  - Indicator on
  - Indicator off

Controlling when the system outcalls to you with notification that you have messages
- From the main menu
- Choose one:
  - Do call
  - Do not call

Setting up your outcall notification schedule
- From the main menu
- Choose schedule:
  - 1st schedule
  - 2nd schedule
  - Temporary schedule

TIPS:
- When you enter the telephone number, include area code if different from that of your system.
- A temporary schedule overrides the other two schedules.

PERSONALIZING YOUR MAILBOX

Changing your passwords—do it frequently
- From the main menu
- Choose password type:
  - Personal
  - Home
  - Guest 1
  - Guest 2

Recording personal greeting
- From the main menu

Recording extended absence greeting
- From the main menu

Changing detailed level of system prompts
- From the main menu
- Choose prompt level:
  - Standard (new users)
  - Extended (experienced users)
  - Rapid (expert users)

Using group distribution lists—up to 25 mailbox numbers per list
- From the main menu
- Choose action:
  - Create
  - Edit
  - Delete
  - Hear list names

GENERAL TIPS

Press the wrong key?
- Cancel or back up

Need help?
- Not sure which key to press
- Talk to attendant

Go back to the main menu?
- Repeat # until you hear prompts for reviewing and sending messages

Other tips and shortcuts
- Bypass system greeting
- If prompted to press a key twice, be sure to do it closely together

Need to know about custom features?
- Refer to the User Reference Manual for:
  - Accessing applications
  - Reviewing and sending bulletin broadcast messages
  - Recording a meeting
  - Sending messages to large groups of people
  - Sharing a telephone
  - AMIS networking

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12/90
PN 181-1078-000 Version 2