

RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages

- ▶ From the main menu 1
- ▶ Record voice message *
- ▶ When finished *
- ▶ Specify delivery address (see below)
- ▶ When finished *
- OR
- ▶ Attach a fax 5
- ▶ Send message *

Sending fax-only messages from fax machine

- ▶ From the main menu 1
- ▶ Bypass voice recording *
- ▶ Specify delivery address (see below)
- ▶ Load document into fax machine
- ▶ Send message *
- ▶ 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 2
- ▶ Forward fax with optional voice message 1 2
- ▶ 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 user: press your location's fax code, then the telephone number and * OR press * * 5, enter outside line number and full phone number, then press *.

GENERAL TIPS

Not sure which key to press?

- Listen to help at any time * 4
- Go back to previous menu * 7

Want to save time?

- Bypass greeting 1

Want to adjust the way your messages are played?

- Faster 9
- Slower 8
- Louder 4
- Softer 7
- Skip forward 6
- Skip backward 5

GETTING MESSAGES YOU RECEIVED

Listening to voice/text messages

- ▶ From the main menu 2
- ▶ Listen to voice or text message 0

Printing fax/text messages

- ▶ From the main menu 2
- ▶ Listen to message header
- ▶ Print fax or text portions * 1
- ▶ Print to default machine *
- OR
- ▶ Print to machine attached to your telephone * 6
- OR
- ▶ Print to machine you specify: enter fax prefix and number, and then press *
- OR
- ▶ Print to machine you specify: press * * 5, enter outside line number and full phone number, and then press *.

Printing all new faxes

- ▶ From the main menu 7
- ▶ Print all new faxes 4

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 2
- ▶ Print * 1
- ▶ Download to computer * 6
- ▶ Select "Manual Receive" from fax-software dialogue

Responding to messages (optional)

After listening to your message, select one of following:

- ▶ Respond or forward 1
- ▶ Call sender/exit mailbox 0
- ▶ Reply to sender by voice mail 1
- ▶ Forward with comment at beginning 2
- ▶ Forward with comment at end 3
- ▶ Record and address a new message 4

If you choose any key from the above except 0:

- ▶ 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 3
- ▶ Listen to greetings 0
- ▶ Enter greeting number (1-9)
- ▶ When finished *

Creating or changing greetings

- ▶ From the main menu 3
- ▶ Record greetings 1
- ▶ Enter greeting number (0-9)
- ▶ When finished *

OR

If greeting is not already active, select one:

- Activate for all calls 1

OR, if other call type(s) are defined:

- Use for each call type 0
- Use for internal (or busy) calls 1
- Use for external (or no answer) calls 2
- Use for out-of-hours calls 3
- ▶ When finished *

Changing call types

- ▶ From the main menu 3
- ▶ Administer call types 4
- ▶ Differentiate
 - Internal/external calls 1
 - Busy/no-answer calls 2
 - Out-of-hours calls 3
 - No out-of-hours calls 4
 - Single greeting for all calls 5
- ▶ When finished *

Assigning greetings to call types

- ▶ From the main menu 3
- ▶ Listen to summary of active greetings
- ▶ Activate greeting 3
- ▶ Enter greeting number (0-9)
- ▶ Select one of the following:
 - Use greeting for all call types 0
 - Use greeting for internal (or busy) calls 1
 - Use greeting for external (or no-answer) calls 2
 - Use greeting for out-of-hours calls 4
- ▶ When finished *

Note: Your system may not support all features.



Communication Manager Messaging

QUICK REFERENCE GUIDE

