

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 engaged) calls 1
- Use for external (or no answer) calls 2
- Use for after-hours calls 3
- ▶ When finished *

Changing call types

- ▶ From the main menu 3
- ▶ Administer call types 4
- ▶ Differentiate
 - Internal/external calls 1
 - Engaged/no-answer calls 2
 - After-hours calls 3
 - No after-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 engaged) calls 1
 - Use greeting for external (or no-answer) calls 2
 - Use greeting for after-hours calls 4
- ▶ When finished *

Note: Your system may not support all features.



Communication Manager Messaging QUICK REFERENCE GUIDE

ENTER THE SYSTEM

- Call the service access number
- Enter your extension
- Press **[*]**
- Enter your password
- Press **[*]**

Messaging AT-A-GLANCE

MAIN MENU (ACTIVITY MENU)

1 Record/Send Messages

RECORDING OPTION

Place microphone

For only

RECORDING OPTION

Press

Play back

Options and begin again

• Record voice message at the time

• When finished

Press **[*]** (stops recording)

2 Get Messages

GET MESSAGE OPTIONS

Listen to message

Respond

Skip to next category

Reply header

Skip to next header

Add message to current category

Delete

Printed & e-mail

Update

SEND ID OPTIONS

Call center

Reply by e-mail

Some words (some set at beginning)

Some words (some set at end)

Recall some message

PHONE CALL OPTIONS

Press to default first system

Press to other fax or modem

• Enter first phone number

• Press **[*]**

OR

• Press

• Enter outside line number and full phone number

• Press

Press to dial fax machine

Then, press "Start" on fax machine

3 Personal Greetings

PERSONAL GREETING OPTIONS

Listen to greeting

Record greeting

Use greetings

Activate greeting

Activate call types

Enter greeting number and lines

PHONE CALL OPTIONS

Create new

Change/delete

Listen to greeting number and status

Enter greeting number

Initial setting

Change setting

Play or replay

Record or re-record

Review status

Delete

Approximate

4 Outgoing and Rfd Messages

Listen to first category and storage header

MESSAGE OPTIONS

Listen to message

Modify header

Play back header

Delete & skip to next

Return to previous

Delete & skip to next

Skip to next category

5 Personal Options

PERSONAL OPTIONS

Mailing list

Personal directory

Fax first print options

Forward

Record name

Address before recording

Call answer unit

Message audio sequence

SYSTEM OPTIONS

Create list

Enter any of lists

Review Mailing list

Default fax number

A message on

A message off

Record name

• When finished

No preferred audio

Modify first

Fax first

Fax first

Backup file first

• Enter fax ID

• When finished

• Enter fax ID

• Press

• Listen to first name

• Enter fax number extension

• When finished

Address

Review all

Review specific

Return to previous

Audio on

Audio on

Audio off

Audio off

• Enter new password

• When finished

6 Out-calling

OUT-CALLING OPTIONS

Set out-calling only unit

Set number & out-calling on/off

Set out-calling time

OUT-CALLING OPTIONS

Listen to number & status

• Enter out-calling number

• When finished

Set option to call on stop time

Set option to call on during business hours

Set time for private local fax

Listen to number of preferred business hours

OPTION

Out-calling on

Out-calling off

SCAN OPTIONS

Scan header & message

Scan header only

Scan message only

Print & save file

PRINT TO FILE

Print to default address

Print to other address

Print to machine you are calling from

GENERAL TIPS

NOT SURE WHICH KEY TO PRESS?

Listen to help at any time

Go back to previous menu

WANT TO SAVE TIME?

Bypass the greeting

WANT TO ADJUST THE WAY YOUR MESSAGES ARE PLAYED?

Faster

Slower

Louder

Softer

Skip forward

Skip backward

7 Autos can! Autoprint