



Voice Messaging

Business Card Stickers

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Notice

Every effort was made to ensure that the information in this book was complete and accurate at the time of printing. However, information is subject to change.

Avaya Web Page

The world wide web home page for Avaya is:
<http://www.avaya.com>

Preventing Toll Fraud

Toll Fraud is the unauthorized use of your telecommunications system by an unauthorized party (for example, a person who is not a corporate employee, agent, subcontractor, or working on your company's behalf). Be aware that there is a risk of toll fraud associated with your system and that, if toll fraud occurs, it can result in substantial additional charges for your telecommunications services.

Avaya Fraud Intervention

If you *suspect that you are being victimized* by toll fraud and you need technical assistance or support, call the Technical Service Center's Toll Fraud Intervention Hotline at 1.800.643.2353.

Providing Telecommunications Security

Telecommunications security of voice, data, and/or video communications is the prevention of any type of intrusion to, that is, either unauthorized or malicious access to or use of, your company's telecommunications equipment by some party.

Your company's "telecommunications equipment" includes both this Avaya product and any other voice/data/video equipment that could be accessed via this Avaya product (that is, "networked equipment").

An "outside party" is anyone who is not a corporate employee, agent, subcontractor, or working on your company's behalf. Whereas, a "malicious party" is Anyone, including someone who may be otherwise authorized, who accesses your telecommunications equipment with either malicious or mischievous intent.

Such intrusions may be either to/through synchronous (time-multiplexed and/or circuit-based) or asynchronous (character-, message-, or packet-based) equipment or interfaces for reasons of:

- Utilization (of capabilities special to the accessed equipment)
- Theft (such as, of intellectual property, financial assets, or toll-facility access)
- Eavesdropping (privacy invasions to humans)
- Mischief (troubling, but apparently innocuous, tampering)
- Harm (such as harmful tampering, data loss or alteration, regardless of motive or intent)

Be aware that there may be a risk of unauthorized intrusions associated with your system and/or its networked equipment. Also realize that, if such an intrusion should occur, it could result in a variety of losses to your company, including but not limited to, human/data privacy, intellectual property, material assets, financial resources, labor costs, and/or legal costs).

Your Responsibility for Your Company's Telecommunications Security

The final responsibility for securing both this system and its networked equipment rests with you – an Avaya customer's system administrator, your telecommunications peers, and your managers. Base the fulfillment of your responsibility on acquired knowledge and resources from a variety of sources including but not limited to:

- Installation documents
- System administration documents
- Security documents
- Hardware-/software-based security tools
- Shared information between you and your peers
- Telecommunications security experts

To prevent intrusions to your telecommunications equipment, you and your peers should carefully program and configure your:

- Avaya provided telecommunications systems and their interfaces
- Avaya provided software applications, as well as their underlying hardware/software platforms and interfaces
- Any other equipment networked to your Avaya products

Ordering Information

Call: Avaya Publications Center
Voice 1 800 457-1235 International Voice +1 317 322-6791
Fax 1 800 457-1764 International Fax +1 317 322-6699

Write: Avaya Publications Center
2855 N. Franklin Road
Indianapolis, IN 46219 USA

You can be placed on a standing order list for this and other documents you may need. For more information on standing orders, or to be put on a list to receive future issues of this document, contact the Avaya Publications Center.

Obtaining Products

To learn more about Avaya products and to order products, contact Avaya Direct, the direct-market organization of Avaya Business Communications Systems. Access their web site at www.lucentdirect.com. Or call the following numbers: customers 1 800 451 2100, account executives 1 888 778 1880 (voice) or 1 888 778 1881 (fax).

Voice Messaging Business Card Stickers

These stickers are to be attached to your subscribers' business cards.

If someone calls one of your subscribers and gets the subscriber's voice mailbox, the caller (with card in hand) will have the instructions to do the following:

- Skip the greeting before leaving a message
- Pause while recording a message
- review the message before approving it
- Delete the original message and record a new one
- Transfer to another extension
- Ask for help

This package contains 10 sheets of stickers with 14 stickers per sheet.

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Every effort was made to ensure that the information on these stickers is complete and accurate at the time of printing. However, information is subject to change.

Ordering Information

The order number for these stickers is 585-304-705. To order more stickers, call the Avaya Publications Center at 1-800-457-1235.

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LEAVING A MESSAGE

After you hear my personal hello,
record your message at the beep.
To skip my greeting and record
right away, press **1**.

To get my secretary *instead of or
after recording* a message, press
0.

For help at any time press *****
4.

While recording (*and before
hanging up*), you can press:

1 to stop or end, and **1**
again to continue.

2 **3** to stop or end, and
again to continue.

***** **3** to delete your message,
and then **1** to start
over.

After recording, press **#** **1** to
make your message private. My
answering system tells me the date
and time of your call.

This sticker is sized at 200% of original.