

RECORDING AND SENDING MESSAGES

Sending a voice message		
1.	From the Ready menu	[6]
2.	Record message	
3.	When finished	[#]
4.	Specify delivery address (see below)	
5.	When finished	[#]
6.	Specify delivery options (see below)	
7.	Send	[#]
Specifying delivery address		
• Enter recipient's mailbox number and press		[#]
• To spell recipient's name using touchtone keys: Press [0] [0], spell name and press		[#]
• To specify list: Enter the list number and press		[#]
• To cancel address, press		[*]
Specifying delivery options		
• Mark private/not private (toggle)		[4]
• Schedule for future delivery		[5]
• Mark urgent/not urgent (toggle)		[6]

LISTENING OR RESPONDING TO MESSAGES

Listening to messages		
•	New messages	[1] [9] [1]
•	Saved messages	[1] [9] [2]
•	Deleted messages	[1] [9] [4]
•	Next message	[5]

Responding to messages (optional)

After listening to your message, press [1] to respond to or forward the message. Then select one of the following:

•	Reply to all recipients by voice mail	[1]
•	Forward with comments	[3]
•	Call sender (exits mailbox)	[4]
•	Reply to sender by voice mail	[7]

If you select any key from the above except [4]

1.	Record reply	
2.	When finished	[#]
3.	Specify delivery address and when finished (only for forwarding)	[#]
4.	Specify delivery options	
5.	Send	[#]

PRINTING A FAX OR AN E-MAIL

Printing a message after reviewing		
At the end of the message, choose:		
•	To print to the fax machine from which you are calling	[1] [9] [8] [1]
•	To print to the default fax number	[1] [9] [8] [3]
Printing all messages in the current queue		
•	To print to the fax machine from which you are calling	[1] [9] [7] [1]
•	To print to the default fax number	[1] [9] [7] [3]

RECORDING AND CHANGING GREETINGS

Listening to your greetings		
1.	From the Ready menu	[4]
2.	Enter greeting number	[1-4]
3.	Listen to greeting	[1]
4.	When finished	[#]
Creating or changing greetings		
1.	From the Ready menu	[4]
2.	Enter greeting number	[1-4]
3.	Record greeting	[2]
4.	When finished	[#]

Deleting greetings		
1.	From the Ready menu	[4]
2.	Enter greeting number	[1-4]
3.	Delete greeting	[3]
4.	When finished	[#]

Activating greetings

To activate a greeting for all call types

•	Personal greeting	[4] [1] [4]
•	Extended absence greeting	[4] [2] [4]
•	Optional greeting 1	[4] [3] [4]
•	Optional greeting 2	[4] [4] [4]

To activate optional greetings for busy and no-answer calls

		[4] [5]
--	--	---------

PERSONALIZING YOUR MAILBOX

Managing personal distribution lists		
1.	From the Ready menu	[1] [6] [6]
2.	Create a list or add a list entry	[1]
3.	Delete a list or a list entry	[2]
4.	Review a list	[3]

Setting or changing default fax number		
•	To set or change your default fax number	[1] [6] [9]

Setting up Call Me or Find Me options

To enable or disable Call Me		
•	From the Ready menu	[1] [6] [1]
•	Enable Call Me	[1]
•	Disable Call Me	[2]

To enable or disable Find Me		
•	From the Ready menu	[1] [6] [2]
•	Enable Find Me	[1]
•	Disable Find Me	[2]

Changing your password		
1.	From the Ready menu	[1] [6] [2]
2.	Enter new password, and press	[#]
3.	Re-enter new password, and press	[#]

GENERAL TIPS

Adjusting message playback		
•	Slower	[*] [3]
•	Softer	[*] [4]
•	Faster	[*] [8]
•	Louder	[*] [9]

Exiting your mailbox		
•	Initiate exit	[9]
•	End the session	[9]
•	Exit mailbox and dial another number	[0]
•	Cancel exit and return to the Ready menu	[*]

Playback options		
•	Skip backward	[2]
•	Rewind	[2] [2]
•	Delete message	[3]
•	Skip forward	[4]
•	Skip to end	[4] [4]
•	Create a new message	[6]
•	Save message	[7]

Getting help		
•	Hear the menu again	[0]
•	Hear list of global features (from the Ready menu)	[0] [0]

Note: *Your system may not support all the features.*

Copyright © 2006, Avaya, Inc. All rights reserved. All trademarks identified by ® and ™ are registered trademarks or trademarks respectively of Avaya Inc. All other trademarks are the properties of their respective owners.
Disclaimer: Avaya is not responsible for any modifications, additions or deletions to the original published version of this documentation unless such modifications, additions or deletions were performed by Avaya. Customer and/or end user agree to indemnify and hold harmless Avaya, Avaya's agents, servants and employees against all claims, lawsuits, demands and judgments arising out of, or in connection with, subsequent modifications, additions or deletions to this documentation to the extent made by the customer or end user.



Serenade® Telephone
User Interface for
Avaya™ Modular Messaging

QUICK REFERENCE GUIDE



ABOUT THIS GUIDE

This quick reference guide provides step-by-step instructions on how to perform important tasks when using the Modular Messaging system through the Serenade® telephone user interface (TUI). For additional information, consult the Modular Messaging TUI guide.

Note: Depending on the way your system is set up, some features in this guide may not be available.

Accessing your mailbox

- From your office extension:
1. Call the system access number.
 2. Enter your password followed by [#].
- From someone else's office extension or from outside of your office:
1. Call the system access number.
 2. Do one of the following:
 - If you are prompted to enter the password for the extension from which you are calling, press [*] [#].
 - If you are prompted to enter the extension of the person you are calling, press [#].
 3. Enter your mailbox number.
 4. Enter your password followed by [#].

