Instructions for printing: Print p. 1 on one side of stock, p. 2 on other side. Then cut along dotted lines.

Serenade® Telephone User Interface for Avaya Modular Messaging

ACCESSING YOUR MAILBOX

1. Call the system access number.

Note: If you are calling from someone else's office extension or a telephone outside of your office, then:

- When you are prompted to enter the password for the extension from which you are calling, press [*] [#].
- When you are prompted to enter the extension of the person you are calling, press [#].

2. Enter your mailbox number.
3. Enter your password followed by [#].

Listening to messages

New messages	[**1**] [9] [1]
Saved messages	[**1**] [9] [2]
Next message	[5]

While listening to a message

Rewind	[2] [2]	Slower	[*] [3]
Delete message	[3]	Softer	[*] [4]
Skip forward	[4]	Faster	[*] [8]
New message	[6]	Louder	[*] [9]
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Save message	[7]	Pause/Resume	[*]

After listening to a message

Reply to all	[1] [1]	Reply	[1] [7]
Forward	[1] [3]	Print	[1] [9] [8]
Call sender	[1] [4]	Delete	[3]

To send a voice message [6]

1. Record message and press [#]
2. Enter mailbox number and press [#]
   To spell name, press [0] [0]
3. Repeat Step 2 for more addresses
4. When finished, press [#]
5. To send, press [#]

To change your settings

Call Me/Find Me	**[1]** [6] [1]
Password	**[1]** [6] [2]
Personal distribution lists	**[1]** [6] [6]
Default fax number	**[1]** [6] [9]

Record greetings [4]

Shortcuts

Exit	[9] [9]
Help	[0]
Go to previous menu	[*]

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