# YOUR VOICE MAIL SYSTEM

### RECORD MESSAGE

1.  Press **1**.
2.

**PRESS**

**RECORD
MESSAGES**

**PRESS**

| A B C |
|:---:|
| **2** |

**GET MESSAGES**

## LISTEN TO MESSAGE

**1**. Press 2.

**2**. Listen to message header

**3**. Press 0 and listen to message.

**Options -**

**\*** Respond go to step 4.

**\*** Press **2 3** to play back summary.

**\*** Press **\* D** to delete and skip to next summary. If, immediately after deleting a message, you need to restore it, press **\* \* U** to undelete the message.

**\*** Press # to save and skip to next summary.

## RESPOND TO MESSAGE

4. Choose one:
**\*** Call sender directly, press **1 0**.
**\*** *Reply by voice mail*:

-- Press **1 7** and speak message (to send reply only)

**OR**

Press **1 1 9** and speak message       (to attach original).

-- Press **\* \* #** to approve and send NOW.

OR

Press **\* #** to approve and send with options.

**\*** Forward with comment, press **1 2**.   Go to **RECORD MESSAGES** step 2 above.

## ACTIVITY MENU

**Record and Send Messages** (record, edit, address, deliver)

| | 1 |
|---|---|

**Get and Respond to Messages** (retrieve, sort/save, respond)

| | ABC 2 |
|---|---|

**Create Personal Greetings** (record, edit, activate)

| | DEF 3 |
|---|---|

**Check Outgoing Messages** (retrieve, sort/save/ review/ modify, resend)

| | GHI 4 |
|---|---|

**Change Password/ Create Lists/ Personal Directories** (create, review/modify, scan)

| | JKL 5 |
|---|---|

**Scan Messages Quickly** (and/or headers)

| | PRS 7 |
|---|---|

**PRESS**

**ADMINISTER
GREETINGS**

### RECORD GREETING

1. Press **3**.

2. Listen to greeting number in use.

3. Press **1** to create/ change greeting.

4. Indicate greeting number you will record (1-9)

5. Speak greeting.

**Edit –**
! Press **1** to stop/ pause.
Then
Press **1** to continue.
! Press **2 3** to play back
! Press **\* D** to delete and re-record. (Begin at step 5.)

6. When finished, press **\* #** to approve.

### USE GREETING

7. Press **1** to use greeting for all calls.

**OR**

Press **\* #**

**PRESS**

**J K L**

**5**

**CHANGE PASSWORD/ ADMINISTER LISTS**

## CHANGE PASSWORD

1. Press **5 4**.

2. Enter new password (up to 15 digits, 0-9) and press **#**.

3. Re-enter new password and press **#**.

## TIPS

! To alternate between extension and name addressing, press **\*A**.

! When addressing a message, press \*M and
1 to make message private,
2 to make message priority, then **\*#** to continue addressing.

! To approve and send a message NOW, press **\*\*#**.

! To bypass greetings, press **1** as soon as the system answers and speak your message.

## PLAY-BACK CONTROLS

| Rewind | Play/Pause | |
|---|---|---|
| 1 | ABC 2 | DEF 3 |

| Louder | Back Up | Advance |
|---|---|---|
| GHI 4 | JKL 5 | MNO 6 |

| Softer | Slower | Faster |
|---|---|---|
| PRS 7 | TUV 8 | WXY 9 |

| Listen/Replay | | Skip |
|---|---|---|
| \* | Oper 0 | # |

**Press 3 to pause and 3 again to continue. Q=7 Z=9**

**Voice messaging wallet card 585-300-704, Issue 2, 11/93**

## FOR MORE INFORMATION

! Press **\*H** for HELP.
! See reverse side for complete voice mail system flow chart.
! Contact your system administrator at **3535**

Voice Messaging
System Number _____

# PLAY-BACK CONTROLS

## LOG IN

- Dial your voice messaging system number.
(You may need to dial an extension only, a complete local phone number, or, for long distance, the area code and phone number.)
- Enter extension # (if calling from your extension, enter #)
- Enter password #.
- Get your initial password from your system administrator.

## ACTIVITY MENU

| | | |
|---|---|---|
| Record and Send Messages | **1** | |
| Get and Respond to Messages | ABC **2** | |
| Create Personal Greetings | DEF **3** | |
| Check Outgoing Messages | GHI **4** | |
| Change Password/Create Lists/Personal Directories | JKL **5** | |
| Scan Messages Quickly | PRS **7** | |

**Record Message**
| | |
|---|---|
| Stop Recording/Restart | **1** |
| Play Back | **23** |
| Delete | **★D** or **★3** |
| Approve | **#** |

**Hear Message Summary**
| | |
|---|---|
| Listen | **0** |
| Replay Header | **23** |

**Hear Greeting Number(s) in Use**
| | |
|---|---|
| Listen | **0** |
| Change/Create/Delete | **1** |
| Scan | **2** |
| Activate | **3** |
| Call Type | **4** |
| Finished? | **#** |

**Hear Message Summary**
| | |
|---|---|
| Listen | **0** |
| Change/Resend | **1** |
| Replay Header | **23** |
| Delete | **★D** or **★3** |
| Skip | **#** |
| Next Category | **★#** |

**Use while addressing:**
| | |
|---|---|
| Mailing Lists | **1** |
| Personal Directory | **2** |
| Password | **4** |
| Re-record name | **5** |

| | |
|---|---|
| Scan Headers and Messages | **1** |
| Scan Headers | **2** |
| Scan Messages | **3** |

## BASIC COMMANDS

| | |
|---|---|
| Help | **★H** |
| Return to Activity Menu | **★** |
| Delete | |
| Undelete (may not be available with your system) | |
| Wait | |
| Transfer out of system | |
| Look up name/ext. in Directory | |
| Exit system | |
| Hold message in category | |
| **Use while addressing:** | |
| Alternate addressing (switch between name/ext.) | |
| Use mailing list | **L** or **5** |

**More Extensions or Names**
| | |
|---|---|
| Extension or Name (press ★A or ★2 to alternate between Ext and Name) | **#** |
| and/or | |
| Group List | **★L** or **★5** |
| Finish Addressing | **#** |

**Reply by Voice Mail:**
- -without copy
- -with copy
- Forward with Comment
- New Message
- Call Sender
- Return to previous menu

**Note:** AUDIX R1V8 Standard and DEFINITY AUDIX R3.0 offer the **★★U** (or **★★8**) command to recover a message you just deleted and the **#** command to back out of the Reply to Sender option. However, these commands may not be available on all voice messaging systems AT&T offers subsequent to these products.