

# YOUR VOICE MESSAGING SYSTEM

## 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**

## BASIC COMMANDS

- Help **\*H or \*4**
  - Return to Activity Menu **\*R or \*7**
  - Delete **\*D or \*3**
  - Undelete (may not be available with your system) **\*\*U or \*\*8**
  - Wait **\*W or \*9**
  - Transfer out of system **\*T or \*8**
  - Look up name/ext. in Directory **\*\*N or \*\*6**
  - Exit system **\*\*X or \*\*9**
  - Hold message in category **\*\*H or \*\*4**
- Use while addressing:**
- Alternate addressing (switch between name/ext.) **\*A or \*2**
  - Use mailing list **\*L or \*5**

Record Message

Stop Recording/Restart	1
Play Back	23
Delete	*D or *3
Approve	#

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 #

Hear Message Summary

Listen	0
Replay Header	23

Respond/Forward 1

Reply by Voice Mail:	
-without copy	7
-with copy	19
Forward with Comment	2
New Message	4
Call Sender	0
Return to previous menu	#

Hear Greeting Number(s) in Use

Listen	0
Change/Create/Delete	1
Scan	2
Activate	3
Call Type	4
Finished?	#

Enter Greeting Number

Stop Recording/Restart	1
Play Back	23
Delete	*D or *3
Approve	#

Hear Message Summary

Listen	0
Change/Resend	1
Replay Header	23
Delete	*D or *3
Skip	#
Next Category	**

Mailing Lists

Mailing Lists	1
Personal Directory	2
Password	4
Re-record name	5

Create List

Create List	1
Scan	2
Review/Modify	3

Enter New Password # Re-enter New Password #

Scan Headers and Messages

Scan Headers and Messages	1
Scan Headers	2
Scan Messages	3

- |                   |   |
|-------------------|---|
| Send              | # |
| List Options      | 0 |
| Make Private      | 1 |
| Make Priority     | 2 |
| Schedule Delivery | 3 |
| File a Copy       | 4 |

- |               |            |
|---------------|------------|
| Delete        | *D or *3   |
| Undelete      | **U or **8 |
| Skip          | #          |
| Next Category | **         |
- Undelete may not be available with your system

Return may not be available with your system

## PLAY-BACK CONTROLS

Use while listening to or recording messages.

1	Rewind ABC 2	Play/Pause DEF 3
4	Back Up GHI 5	Advance JKL 6
7	Softer PRS 7	Faster TUV 8
*	Listen/Replay 0	Skip WXY 9

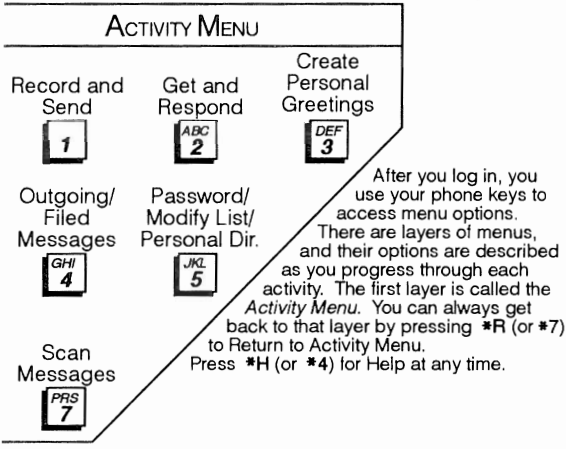
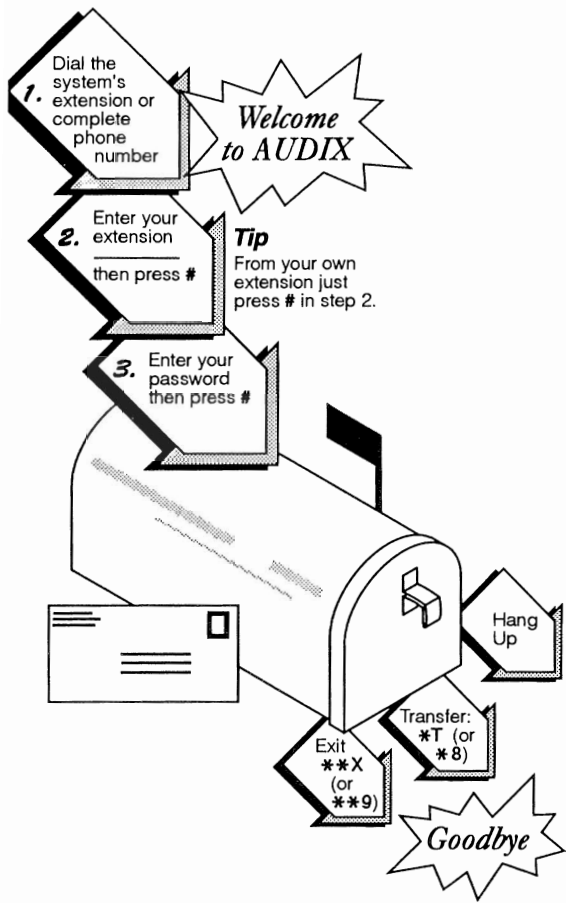
Press 3 to pause and 3 again to continue. Q=7 Z=9

### FOR MORE INFORMATION:

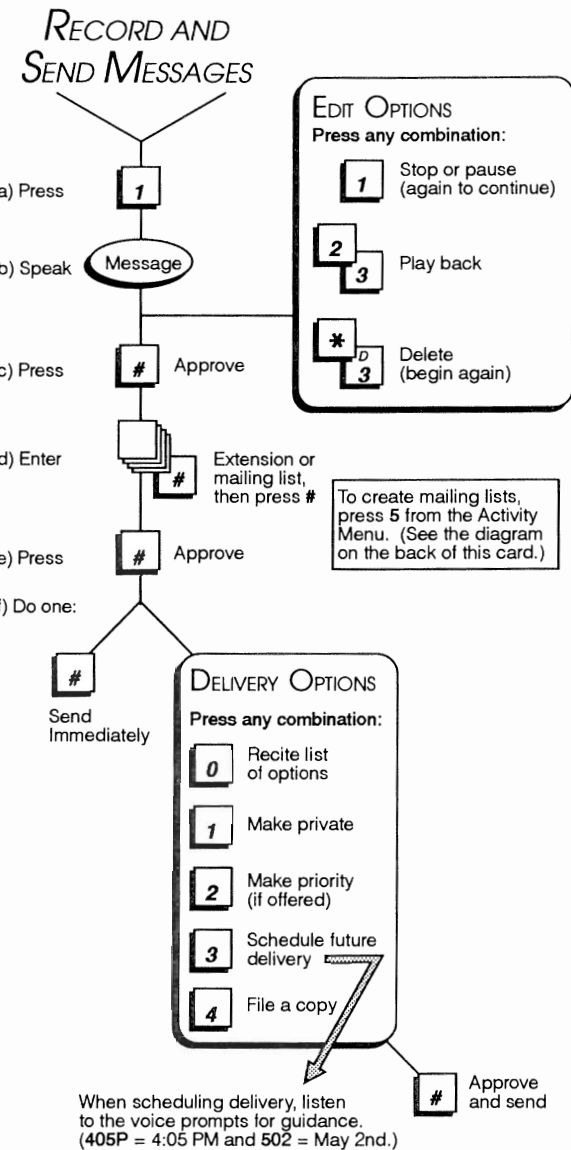
- Press \*H for Help at any time.
- See your voice messaging portable guide.
- Contact your system administrator.

**NOTICE:** The information in this document is subject to change without notice. AT&T assumes no responsibility for any errors that may appear in this document.

**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.



**REMEMBER!** \*R 7 = Return to Activity Menu      \*H 4 = Help



**TIPS**

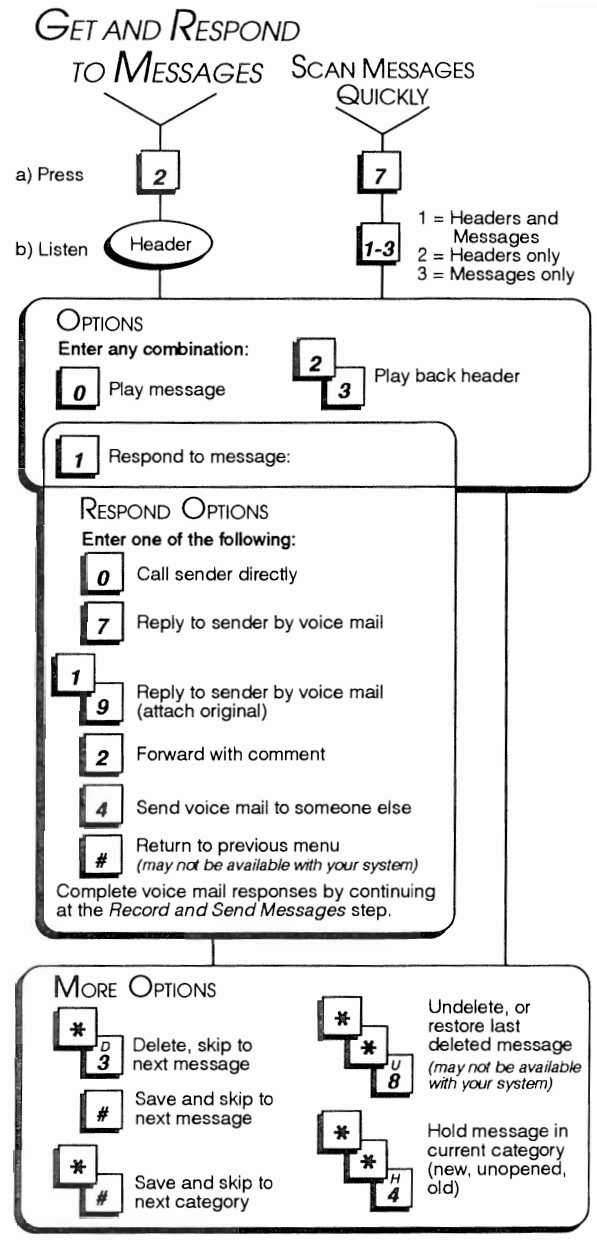
You can enter names instead of extensions when sending messages. Use \*A (or \*2) to switch between name and extension addressing. Enter last name first when name addressing.

Private messages cannot be forwarded by recipients. Priority messages are presented to recipients first.

Filed messages can be modified and resent. To do this, press 4 (for Outgoing Messages) from the Activity Menu. (See the diagram on the back of this card.)

Schedule delivery of messages to yourself to use the system as a reminder.

When scheduling delivery, listen to the voice prompts for guidance. (405P = 4:05 PM and 502 = May 2nd.)

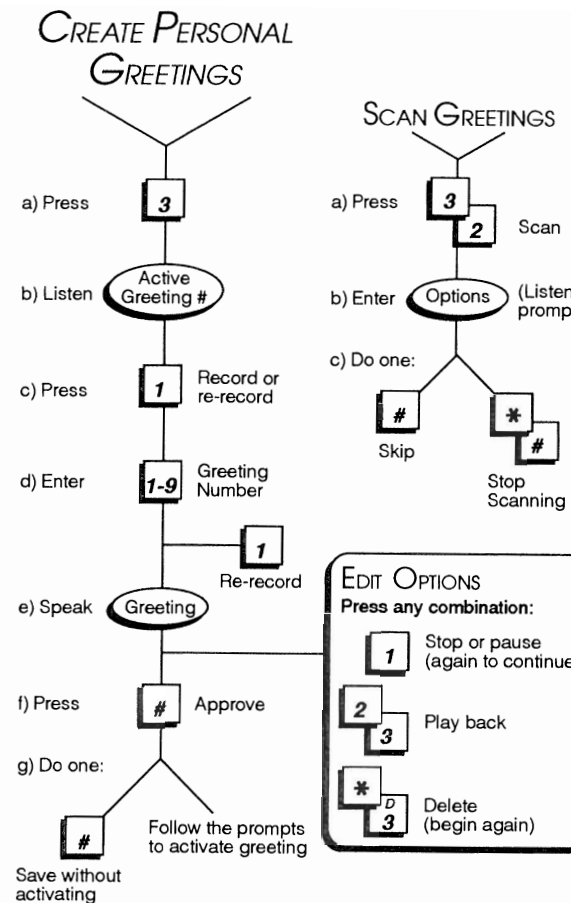


**TIPS**

When you use \*\*H (or \*\*4) to hold a message in the New category, your message waiting indicator stays on.

Scanning messages is useful for mobile phone users, as it requires touching only two buttons.

The system saves messages unless you explicitly delete them. If you accidentally try to respond to an outside call, press # to back up (may not be available with your system).



**TIPS**

The system greeting is always greeting 0.

You may be able to record as many as 9 personal greetings.

The system doesn't care what single-digit number you assign to each greeting.

Keep track of your greetings by scanning them.

**NOTE:** You can also assign greetings to specific types of calls. For details, obtain the Multiple Personal Greetings Quick Reference (585-300-705).

