

GETTING MESSAGES YOU RECEIVED

Listening to voice/e-mail messages

1. From the activity menu [2]
2. Listen to voice or e-mail message [0]

Responding to messages (optional)

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

- Call sender (exits mailbox) [0]
- Reply to sender by voice mail [1]
- Forward with comment at beginning [2]
- Record and address a new message [4]
- Reply to all recipients [5]

If you select any key from the above except [0]:

1. Record and address your message
2. When finished [#]
3. Specify delivery options
4. Send message [#]

GENERAL TIPS

Not sure which key to press?

- Listen to Help at any time [*] [4]
- Go back to activity menu [*] [7]

Want to save time?

- Bypass greeting when recording [1]
- Bypass header when listening [0]

Want to adjust the way your messages are played?

- Faster [9]
- Slower [8]
- Louder [4]
- Softer [7]
- Skip forward [6]
- Skip backward [5]

Want to configure Personal Operator?

- To set up or change Personal Operator [5] [6]

Other options

- Transfer to covering extension [*] [0]
- Transfer to another mailbox [*] [8]
- Make system wait [*] [9]
- Access names or numbers directory [*] [*] [6]
- Disconnect [*] [*] [9]

CREATING MULTIPLE PERSONAL GREETINGS

Creating, changing, deleting greetings

1. From the activity menu [3]
2. Do one of the following:
 - Listen to a greeting [0]
 - Record or re-record a greeting [1]
 - Delete a greeting [3]

- | | |
|--|-----------------|
| 3. Enter greeting number | [1-3] |
| 4. For optional greetings only, enter the optional greeting number | [1-9] |
| 5. If Multilingual Call Answer is enabled, a language | select
[1-3] |
| 6. When finished | [#] |

Scanning greetings

- | | |
|---------------------------|-----|
| 1. From the activity menu | [3] |
| 2. Scan greetings | [2] |

Activating greetings

- | | |
|--|-------------|
| 1. From the activity menu | [3] |
| 2. Activate greeting | [5] |
| 3. Enter greeting number | [1-3] |
| 4. For personal greeting only, you may to confirm your choice | need
[1] |
| 5. For optional greetings only, enter the optional greeting number | [1-9] |

Setting up rules for optional greetings

- | | |
|---|-----|
| • Activate for all calls | [0] |
| • Activate for internal calls → external calls → all calls (rotate) | [1] |
| • Activate for business hours → out of business hours → any time (rotate) | [2] |
| • Activate for busy → no answer → busy or no answer (rotate) | [3] |
| • Deactivate for all calls | [9] |

Reviewing optional greeting rules

- | | |
|---|--------------|
| 1. From the activity menu | [3] |
| 2. Review optional greeting rules (in the order they will be evaluated) | order
[6] |

Allow/disallow callers to leave a message when Extended Absence greeting is active [3] [7] [1]

NOTE: *Your system may not support all features.*