

RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages	
▶ From the main menu	[1]
▶ Record voice message	
▶ When finished	#
▶ Specify delivery address (see below)	
▶ When finished	#
OR	
▶ Attach a fax	[5]
▶ Send message	#
Sending fax-only messages from fax machine	
▶ From the main menu	[1]
▶ Bypass voice recording	#
▶ Specify delivery address (see below)	
▶ Load document into fax machine	
▶ Send message	#
▶ Press "Start" key on fax machine	
Sending voice-fax messages by forwarding a fax	
▶ Send a fax to your own mailbox	
▶ Log in to mailbox	
▶ From the main menu	[2]
▶ Forward fax with optional voice message	[1] [2]
▶ Record voice message	
▶ When finished	#
▶ Specify delivery address (see below)	
▶ When finished	#
▶ Send message	#

Specify Delivery Address	
For voice user: enter user's extension and press #	
For voice user name addressing: press [2], spell user's name, and press #	
For voice users enhanced list: enter an enhanced list extension and press #	
For fax user: press your location's fax code, then the telephone number and # OR press [*] [*] [5], enter outside line number and full phone number, then press #.	

GENERAL TIPS	
Not sure which key to press?	
Listen to help at any time	[*] [4]
Go back to previous menu	[*] [7]
Want to save time?	
Bypass greeting	[1]
Want to adjust the way your messages are played?	
Faster	[9]
Slower	[8]
Louder	[4]
Softer	[7]
Skip forward	[6]
Skip backward	[5]

GETTING MESSAGES YOU RECEIVED

Listening to voice/text messages	
▶ From the main menu	[2]
▶ Listen to voice or text message	[0]
Printing fax/text messages	
▶ From the main menu	[2]
▶ Listen to message header	
▶ Print fax or text portions	[*] [1]
▶ Print to default machine	#
OR	
▶ Print to machine attached to your telephone	[*] [6]
OR	
▶ Print to machine you specify: enter fax prefix and number, and then press #	
OR	
▶ Print to machine you specify: press [*] [*] [5], enter outside line number and full phone number, and then press #.	
Printing all new faxes	
▶ From the main menu	[7]
▶ Print all new faxes	[4]
Downloading faxes or text to a modem-equipped computer	
▶ Set up modem and fax software	
▶ Place a call to your mailbox from telephone	
▶ From the main menu	[2]
▶ Print	[*] [1]
▶ Download to computer	[*] [6]
▶ Select "Manual Receive" from fax-software dialogue	
Responding to messages (optional)	
After listening to your message, select one of following:	
▶ Respond or forward	[1]
▶ Call sender/exit mailbox	[0]
▶ Reply to sender by voice mail	[1]
▶ Forward with comment at beginning	[2]
▶ Forward with comment at end	[3]
▶ Record and address a new message	[4]
If you choose any key from the above except 0:	
▶ Record and address your message	
▶ When finished	#
▶ Send message	#
OR	
▶ Enter a delivery option, and then press	#

CREATING MULTIPLE PERSONAL GREETINGS

Listening to your greetings	
▶ From the main menu	[3]
▶ Listen to greetings	[0]
▶ Enter greeting number (1-9)	
▶ When finished	#
Creating or changing greetings	
▶ From the main menu	[3]
▶ Record greetings	[1]
▶ Enter greeting number (0-9)	
▶ When finished	#
OR	
If greeting is not already active, select one:	
Activate for all calls	[1]
OR, if other call type(s) are defined:	
Use for each call type	[0]
Use for internal (or busy) calls	[1]
Use for external (or no answer) calls	[2]
Use for out-of-hours calls	[3]
▶ When finished	#
Changing call types	
▶ From the main menu	[3]
▶ Administer call types	[4]
▶ Differentiate	
- Internal/external calls	[1]
- Busy/no-answer calls	[2]
- Out-of-hours calls	[3]
- No out-of-hours calls	[4]
- Single greeting for all calls	[5]
▶ When finished	#
Assigning greetings to call types	
▶ From the main menu	[3]
▶ Listen to summary of active greetings	
▶ Activate greeting	[3]
▶ Enter greeting number (0-9)	
▶ Select one of the following:	
- Use greeting for all call types	[0]
- Use greeting for internal (or busy) calls	[1]
- Use greeting for external (or no-answer) calls	[2]
- Use greeting for out-of-hours calls	[4]
▶ When finished	#

Note: Your system may not support all features.



Communication Manager Messaging
QUICK REFERENCE GUIDE

Messaging AT-A-GLANCE

ENTER THE SYSTEM

- Call the system access number
- Enter your extension
- Press **[#]**
- Enter your password
- Press **[#]**

MAIN MENU (ACTIVITY MENU)

1
Record/Send Messages

MESSAGE OPTIONS

Voice or voice-fax **[0]**
Fax only **[1]**

RECORDING OPTIONS

Pause **[1]**
Play back **[2]** **[3]**
Delete and begin again **[*]** **[3]**

• Record voice message at the tone
• When finished **[#]**

Press **[#]** (bypass recording)

2
Get Messages

GET MESSAGE OPTIONS

Listen to message **[0]**
Respond **[1]**
Skip to next category **[*]** **[#]**
Replay header **[2]** **[3]**
Skip to next header **[*]** **[#]**
Hold message in current category **[*]** **[*]** **[4]**
Delete **[*]** **[3]**
Print fax & e-mail **[*]** **[1]**
Undelete **[*]** **[*]** **[8]**

RESPOND OPTIONS

Call sender **[0]**
Reply by voice mail **[1]**
Forward w/comment at beginning **[2]**
Forward w/comment at end **[3]**
Record new message **[4]**

PRINT FAX OPTIONS

Print to default fax/printer **[#]**
Print to other fax machine:
• Enter fax print prefix
• Enter fax machine number
• Press **[#]**
OR
• Press **[*]** **[*]** **[5]**
• Enter outside line number and full phone number
• Press **[#]**

Print to this fax machine **[*]** **[6]**
Then, press "Start" on fax machine

3
Personal Greetings

PERSONAL GREETING OPTIONS

Listen to greeting **[0]**
Record greetings **[1]**
Scan greetings **[2]**
Activate greetings **[3]**
Administer call types **[4]**

Enter greeting number and listen

RECORD GREETINGS OPTION

Create new
Change/delete

Listen to greeting number and status

Enter greeting number

Initial setting
Change setting

Play or replay **[0]**
Record or re-record **[1]**
Review status **[2]**
Delete **[*]** **[3]**
Approve/save **[#]**

4
Outgoing and Filed Messages

Listen to first category & message header

MESSAGE OPTIONS

Listen to message **[0]**
Modify/resend **[1]**
Playback header **[2]** **[3]**
Delete & skip to next **[*]** **[3]**
Return to previous **[2]** **[2]**
Save & skip to next **[#]**
Skip to next category **[*]** **[#]**

5
Personal Options

PERSONAL OPTIONS

Mailing list **[1]**
Personal directory **[2]**
Fax/text print options **[3]**
Password **[4]**
Record name **[5]**
Address before record on/off **[6]**
Call answer on/off **[7]**
Message media sequence **[8]**

LIST ADMIN OPTIONS

Create list **[1]**
Summary of lists **[2]**
Review/modify list **[3]**

• Enter list ID
• When finished **[#]**

• Enter list owner extension
• When finished **[#]**

• Enter list ID
• Press **[#]**
• Listen to first name

Add entries **[1]**
Review all **[2]**
Review specific **[3]**
Return to previous **[#]**

Autodelete on **[9]**
Autodelete off **[6]**

• Enter new password
• When finished **[#]**

Default fax number **[1]**
Autoprint on **[9]**
Autoprint off **[6]**

• Record name
• When finished **[1]**

No preferred media **[0]**
Voice first **[1]**
Fax first **[2]**
Text first **[3]**
Binary files first **[4]**

6
Outcalling

Hear outcalling options **[0]**

OUTCALLING OPTIONS

Set outcalling only on/off **[1]**
Set number & outcalling on/off **[1]**
Set outcalling time **[2]**

Listen to number & status

• Enter outcalling number
• When finished **[#]**

OUTCALLING TIME OPTIONS

Set system to call you at any time **[1]**
Set system to call you during business hours **[2]**
Set times for system to call you **[3]**
Listen to summary of predefined business hours **[4]**

OPTIONS

Outcalling on **[9]**
Outcalling off **[6]**

7
Autoscan/Autoprint

SCAN OPTIONS

Scan headers & messages **[1]**
Scan headers only **[2]**
Scan messages only **[3]**
Print all new faxes **[4]**

PRINT OPTIONS

Print to default machine **[#]**
Print to other machine **[#]**
Print to machine you're calling from **[*]** **[6]**

GENERAL TIPS

NOT SURE WHICH KEY TO PRESS?
Listen to help at any time **[*]** **[4]**
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WANT TO SAVE TIME?
Bypass the greeting **[1]**

WANT TO ADJUST THE WAY YOUR MESSAGES ARE PLAYED?
Faster **[9]**
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