

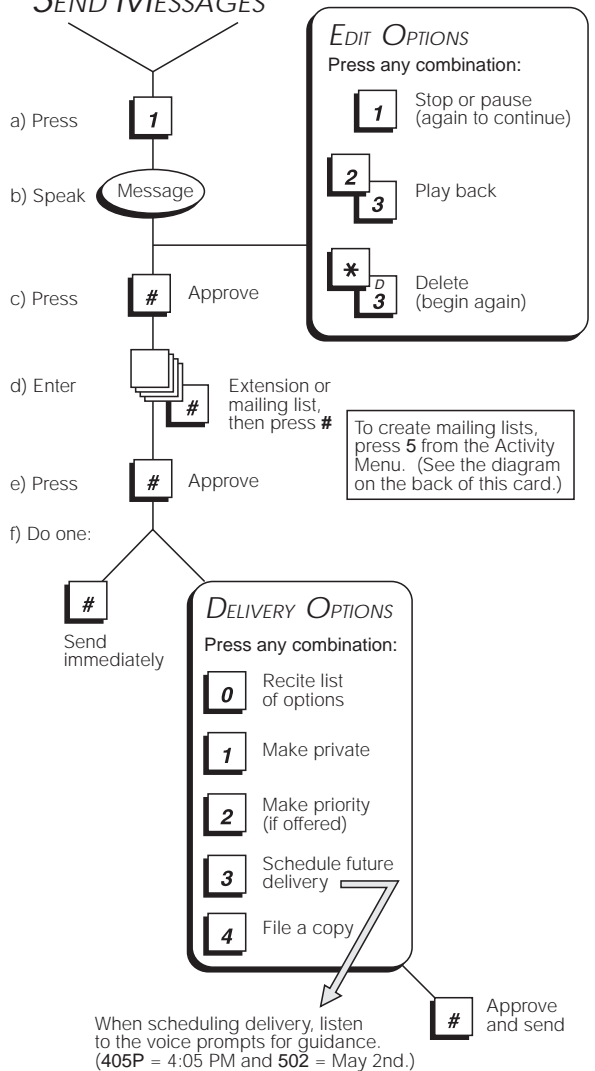
After you log in, you use your phone keys to access menu options. There are layers of menus, and their options are described as you progress through each activity. The first layer is called the *Activity Menu*. You can always get back to that layer by pressing \*R (or \*7) to Return to Activity Menu. Press \*H (or \*4) for Help at any time.

**REMEMBER!**

\*R 7 = Return to Activity Menu

\*H 4 = Help

## RECORD AND SEND MESSAGES



### 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.

# GET AND RESPOND TO MESSAGES

## SCAN MESSAGES QUICKLY

- a) Press **2**
- b) Listen Header
- a) Press **7**
- b) Listen **1-3**
- 1 = Headers and messages  
2 = Headers only  
3 = Messages only

### OPTIONS

Enter any combination:

- 0** Play message
- 2** **3** Play back header

- 1** Respond to message:

### RESPOND OPTIONS

Enter one of the following:

- 0** Call sender directly
- 7** Reply to sender by voice mail
- 1** **9** Reply to sender by voice mail (attach original)
- 2** Forward with comment
- 4** Send voice mail to someone else
- #** Return to previous menu (may not be available with your system)

Complete voice mail responses by continuing at the *Record and Send Messages* step.

### MORE OPTIONS

- \*<sub>D</sub> 3** Delete, skip to next message
- #** Save and skip to next message
- \*<sub>H</sub> #** Save and skip to next category
- \*<sub>U</sub> 8** Undelete, or restore last deleted message (may not be available with your system)
- \*<sub>H</sub> 4** Hold message in current category (new, unopened, old)

### 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).

# CREATE PERSONAL GREETINGS

- a) Press **3**
- b) Listen Active greeting #
- c) Press **1** Record or re-record
- d) Enter **1-9** Greeting number
- e) Speak Greeting
- f) Press **#** Approve
- g) Do one:
- 1** Re-record
  - #** Follow the prompts to activate greeting
- Save without activating

### 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.

# SCAN GREETINGS

- a) Press **3**
- b) Enter Options (Listen to prompts)
- c) Do one:
- #** Skip
  - \*<sub>#</sub>** Stop scanning

### EDIT OPTIONS

Press any combination:

- 1** Stop or pause (again to continue)
- 2** **3** Play back
- \*<sub>D</sub> 3** Delete (begin again)

# ACTIVATE PREVIOUSLY RECORDED GREETINGS

- a) Press **3**
- b) Press **0-9** Greeting number
- c) Do one:
- #** Finish without activating
  - Activate (listen for prompts)

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

# YOUR VOICE MESSAGING SYSTEM

## LOG IN

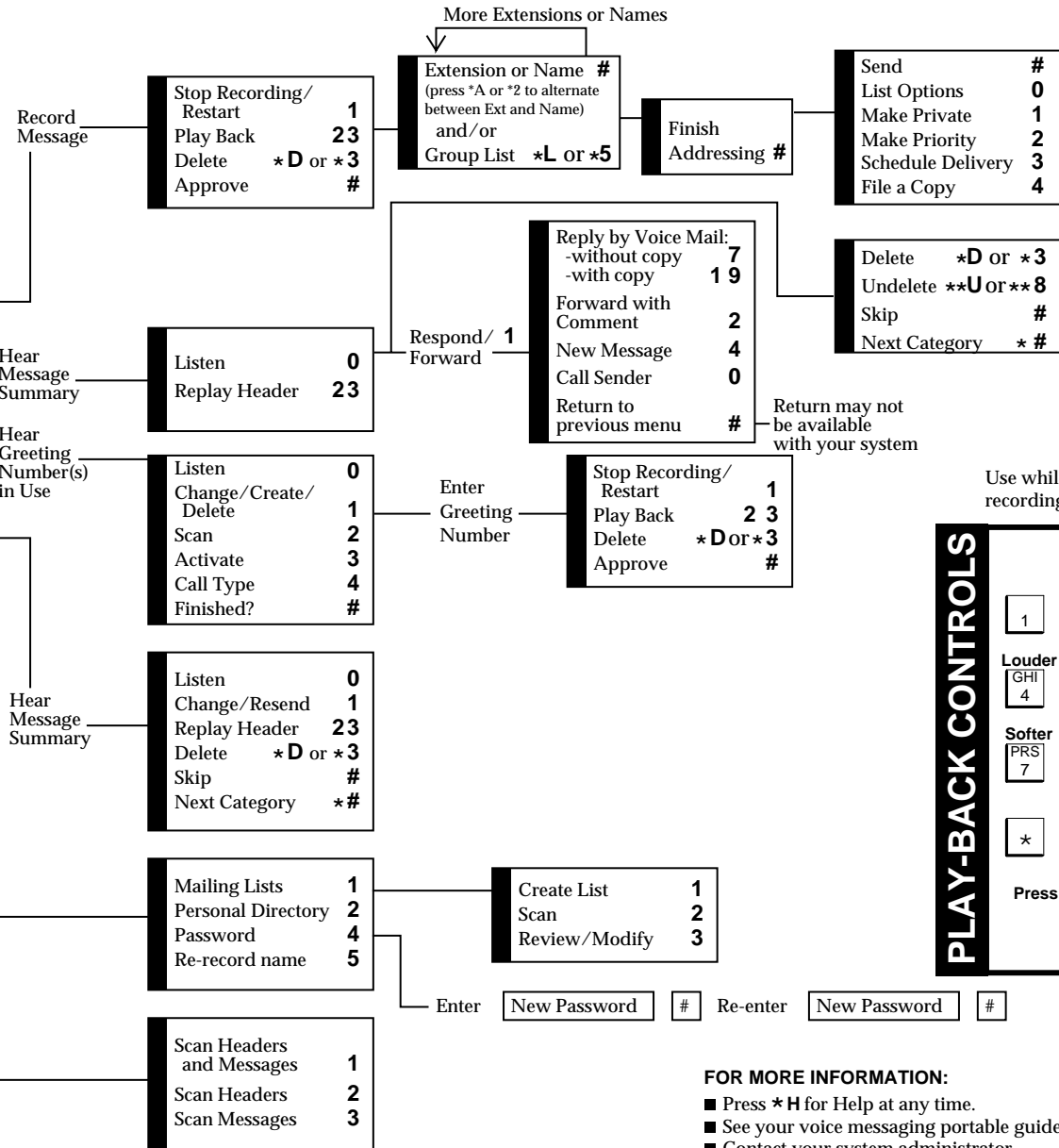
- Dial your voice messaging system number. (You may need to dial an extension only, a complete local phone number, or, for long distance, the area code and phone number.)
  - Enter extension # (if calling from your extension, enter #)
  - Enter password #.
- Get your initial password from your system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



Undelete may not be available with your system

Return may not be available with your system

Use while listening to or recording messages.

### PLAY-BACK CONTROLS

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

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

**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.

- 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.