Lucent Technologies
Bell Labs Innovations

Using PARTNER® MAIL VS System Release 5

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This system serves as your personal answering machine. Callers from inside and outside your company can hear your personal greeting and leave messages in your mailbox. You can listen to your messages, save, forward, or discard them, and you can create your own password to keep messages private. You can also create messages to send to other subscribers. And while you are away from your desk, you can have the system "outcall" up to five pager or telephone numbers (if permission is assigned to you) whenever a new message arrives in your mailbox. Depending on your system and the permissions assigned you, you may also be able to screen and record your calls.

Helpful Hints

- While using Voice Mail Service, you can:
  - Dial the next step of any procedure without waiting for a greeting or prompt to finish.
  - Press $\circledast \circledast$ to go back to the previous menu.
  - Use the following key sequences:

    $\circledast \circledS$ to delete a message

    $\circledast \circledQ$ to replay a system menu or prompt

    $\circledast \circledT$ to return to the Voice Mail Activity Menu

    $\circledast \circledE$ to transfer

    When you are finished using voice mail, you can either hang up or press $\circledast \circledast \circledN$ to end the call. (This is useful when you are making a credit card call to the mail system from a pay phone.)

- You can forward a message (with voice comment) from your mailbox to the mailbox of one or more subscribers on your system.

- You can record your own message and send it to the mailbox of one or more subscribers on your system.

- You can create and maintain up to 10 Personal Group Lists, consisting of up to 48 mailboxes each, to save you time addressing and sending messages to other subscribers on your system.

- You can listen to prompts in one of three available languages. See your System Manager for more information.

- You can adjust the playback volume while listening to messages.

- When a message is sent to your mailbox, the PARTNER MAIL VS system turns on the message light on your system phone. After you listen to all of your new messages, the system turns off the message light.

- Your System Manager can change the amount of storage space for your mailbox. To determine the amount of storage space assigned to your mailbox, see your System Manager.

- When your mailbox is 80% full, you will hear the "`Mailbox is 80% Full`" warning when you log in to Voice Mail Service. If your mailbox is 100% full, you will hear the "`Mailbox is Full`" warning, and your callers are notified that they cannot leave messages.

- If your system is 100% full and you hear the "`System is Full`" warning, see your System Manager.

- Update your personal greeting regularly:

  — Let callers know when you will return their call.

  — Include information about how callers can reach a co-worker who can help them if you are not available.

  — Tell callers how they can reach someone "live" in an emergency.

- You have the option of programming a personal operator for your mailbox. If a caller listening to your personal greeting dials "0" before, during, or after leaving a message, the system will transfer the caller to the programmed personal operator.

- If the Outcalling feature has been administered for you on your system, you can have the system call a preprogrammed list of up to five pager or telephone numbers according to a predefined schedule whenever you receive a new message in your mailbox. You can define not only when the system attempts an outcall, but also how often it does so during a specified time interval and how many times the list of Outcalling numbers will be dialed. See your System Manager for feature availability.

- If the Record-a-Call feature is available and has been administered for you on your system, you can record a conversation while active on a call at your extension. The recorded conversation is saved as a message in your mailbox.

- If the Call Screening feature is available on your system, you can listen while a caller is leaving a message in your mailbox.

- You can prevent calls from ringing at your telephone by pressing the Do Not Disturb button (if one has been programmed).

Logging In to Your Mailbox

To listen to your messages or to send voice mail, you must first identify yourself to the mail system by logging in to your mailbox.

1. If you are calling from:
   - Outside your company:
     — Call in on a line answered by the PARTNER MAIL VS system. When you hear either the Automated Attendant Service menu or a subscriber's personal greeting, press ⊛⑦ to access your mailbox.
     — If someone answers the call, ask them to transfer you to the PARTNER MAIL VS system by dialing (Transfer) ⑦⑦⑦ (or pressing a programmed button).
   - Inside your company:
     — Press a programmed Auto Dial button to call the PARTNER MAIL VS system (see "Programming Auto Dial Buttons"), or
     — From a system phone, press (Intercom) ⑦⑦⑦, or
     — From a standard phone, press ⑦⑦⑦ after you hear intercom dial tone.

2. Enter your extension number followed by ⌗.

⇛ NOTE:
When dialing from your extension, just press ⌗.

3. Enter your password followed by ⌗.

⇛ NOTE:
Until you change it, the default password is 1234.

The system announces the number of new and old messages in your mailbox.

4. Select an option from the Voice Mail Activity Menu:

    ①   to create and send a message.

    ②   to listen to messages.

    ③   to change your personal greeting.

    ④   to administer a personal operator.

    ⑤   to change your password.

    ⑥   to administer Outcalling.

    ⑦   to administer Personal Group Lists.

    ✱⑨ to transfer to another extension.

    ⓪   to transfer to the receptionist at extension 10.

Creating a Message

To send a message to one or more subscribers:

1. Log in to your mailbox.

   The Voice Mail Activity Menu plays.

2. Press ① to create a message.

   The prompt says, "After recording, press 1. Record at the tone."

3. Record your message and press ① to end recording.

4. When you are done recording, do one of the following or go to Step 5:

   ■ Press ②① to re-record your message. Return to Step 3.

   ■ Press ②③ to play back your message. Repeat Step 4.

   ■ Press ⊛③ to delete your message. Go to Step 2.

5. Press ⊛# to approve the message.

   The prompt says, "Approved. Enter mailbox number followed by a # or to enter a group list, press *5. When finished addressing, press *#."

6. Do one of the following:

   ■ Enter an extension number followed by # to address the message to an individual mailbox.

   ■ Press ⊛⑤. When the system prompts you to do so, enter a Group List Number followed by # to address the message to all the mailboxes in the list.

⇒ NOTE:

You may enter a combination of individual extension numbers and Personal Group Lists. You can also press ⊛③ to delete the last extension number or Personal Group List you entered.

7. Repeat Step 6 to address the message to additional mailboxes.

8. When finished addressing the message, press ⊛# to send the message.

Listening to Messages

When you log in to your mailbox to listen to messages, new messages are played before old/saved messages. All new messages are played in the order in which they were received. Note that after you have listened to a new message, it becomes an old message. However, if you press Ⓗ after listening only to the message header, the message remains as a new message.

You can use the volume control feature while you are listening to messages, which is particularly useful when you are calling from off-site:

■ *To increase the volume of messages being played back, press ④.*

■ *To decrease the volume of messages being played back, press ⑦.*

To listen to messages in your mailbox:

1. Log in to your mailbox.

   The Voice Mail Activity Menu plays.

2. Press ② to get messages. The message header plays.

3. Press ⓪ to play the message. The message plays.

4. After the message plays, do one of the following:

   ■ Press ①② to forward. See "Forwarding a Message."

   ■ Press ②③ to replay the current message header. Return to Step 3.

   ■ Press ⓪ to replay the current message. Repeat Step 4.

   ■ Press Ⓗ to save the message and skip to the next message header. Return to Step 3.

   ■ Press ⊛③ to delete the message.

     The prompt says "Deleted" and the next message header plays. Return to Step 3.

Forwarding a Message

You can forward a message up to thirteen (13) times. After listening to a message in your mailbox:

1. Press ⑦② to forward the message with a voice comment.

   The prompt says, "`After recording, press 1. Record at the tone."`

2. Record your voice comment and press ① to end recording.

3. When you are done recording, do one of the following or go to Step 4:
   - Press ②① to re-record your voice comment. Return to Step 2.
   - Press ②③ to play back your recorded comment. Repeat Step 3.
   - Press ⊛③ to delete your recorded comment. Go to Step 4 of "Listening to Messages in Your Mailbox."

4. Press ⊛# to approve the voice comment.

   The prompt says, "`Please enter mailbox number followed by a # or to enter a group list, press *5. When finished addressing, press *#."`

5. Do one of the following:
   - Enter an extension number followed by # to address the message to an individual mailbox.
   - Press ⊛⑤. When prompted to do so, enter a Personal Group List Number followed by # to address the message to all the mailboxes in the list.

   ➡ **NOTE:**
   > You may enter a combination of individual extension numbers and Personal Group Lists. You can also press ⊛③ to delete the last extension number you entered.

6. Repeat Step 5 to address the message to additional mailboxes.

7. Press ⊛# to send the message with voice comment. The system returns a confirmation prompt within two minutes. The length of your Personal Group List determines how quickly you hear the confirmation prompt. Go to Step 4 of "Listening to Messages."

Transferring to an Extension

While logged in to Voice Mail Service, you can transfer to another extension.

To transfer:

1. Press ⊛③.

   The prompt says, "`Please enter extension number.`"

2. Enter the extension number that you want, or press ⓪ to transfer to the receptionist's extension.

Recording Your Personal Greeting

Before you record, note that callers who hear your personal greeting can press ⊛③ to transfer to another extension, or they can press ⓪ to reach the receptionist before or after your greeting plays. In your personal greeting, you may want to prompt the caller to press ⊛③ or ⓪ for these options.

If your PARTNER MAIL VS system is set for Bilingual Mode, you can record your personal greeting in the system's Primary and Secondary Languages (see your System Manager about system-supported languages). Your personal greeting should tell callers they can press ⊛① to hear the personal greeting in an alternate language.

Example: "`This is Joe Conlin. Para espanol, marque asterisco uno ahora. I'm in the office today but away from my desk. Please leave your name, phone number, and a brief message at the sound of the tone,`and` I will return your call. If you need to speak to someone immediately, press 0 to reach Maria, my associate.`"

To record your personal greeting:

1. Log in to your mailbox.

   The Voice Mail Activity Menu plays.

2. Press ③ to change your personal greeting.

   The Greeting Menu plays.

3. If the system is set for Bilingual Mode, do one of the following:
   — Press ① to record your personal greeting in the Primary Language.
   — Press ② to record your personal greeting in the Secondary Language.
   Otherwise, skip this step.

4. If you want to listen to the current greeting before you change it, press ⓪. If not, go to Step 5.

5. Lift the handset and press ① to record your greeting.
   The prompt says, "`After recording, press 1. Record at the tone.`"

6. After you hear the tone, record your personal greeting (four minutes maximum).

7. Press ① after recording.

8. Choose one of the following options or go to Step 9:
   ■ Press ②③ to play back the greeting. Repeat Step 8.
   ■ Press ②① to re-record the greeting. Go to Step 6.
   ■ Press ⊛③ to delete the greeting. The old greeting remains in effect.

9. Press ⊛⌗ to approve the greeting.

10. If the system is set for Bilingual Mode, press ⊛⌗.
    Repeat this procedure from Step 3 to record the other greeting.

Administering a Personal Operator

A caller to your mailbox can press ⓪ before or after leaving a message to transfer to your personal operator. You can specify the extension of the person you want to receive calls for you. In your greeting, be sure to remind callers that they can press ⓪ to reach a receptionist.

If you do not specify a personal operator, callers who press ⓪ are transferred to the receptionist at extension 10.

To administer your personal operator:

1. Log in to your mailbox.

   The Voice Mail Activity Menu plays.

2. Press ④ to administer your personal operator.

   The system says, "Please enter your Personal Operator followed by #."

   ### ➡ NOTE:

   If you have already assigned a personal operator, the system plays that extension. To delete the personal operator, press ✱③.

3. Enter the extension number to which you want callers directed, followed by #.

   The system plays the extension number you have assigned as the personal operator.

Changing Your Password

To prevent unauthorized access to your mailbox and maximize system security, change your password the first time you log into Voice Mail and periodically thereafter. It is strongly recommended that you use a 4-digit password. If you forget your password or have difficulty logging in to the voice mail system, see your System Manager.

To change your password:

1. Log in to the PARTNER MAIL VS system.

    The Voice Mail Menu plays.

2. Press ⑤ to change your password.

    The prompt says, "Please enter new password and #."

3. Enter up to four digits for the new password followed by ⓟ. You should use four random, non-sequential digits.

    The prompt says "Re-enter password and #."

4. Enter the new password again followed by ⓟ.

Outcalling

Your System Manager may allow you to use the Outcalling feature. With Outcalling permission, you can specify up to five different numbers that the mail system will call when you receive a new message.

If you turn Outcalling on, the mail system calls the designated telephone or pager numbers in the order in which they are stored in the Outcalling list.

After the mail system dials a specified telephone number, it plays a message that identifies the call as coming from the mail system. You can log in and retrieve your messages. If a digital pager is called, it displays the callback number that you programmed in the pager's Outcalling number. You must call in to the mail system to retrieve your messages.

Outcalling continues until one of the following events occurs:

- During the Outcalling message call, you press ⊛⌗ to cancel Outcalling until a new message arrives in your mailbox.
- You log in to your mailbox.
- The interval specified in your Outcalling schedule expires.
- The mail system has called all numbers in your Outcalling list the number of times specified through the Outcalling cycles option.

To administer the Outcalling feature:

1. Log in to your mailbox.

   The Voice Mail Menu plays.

2. Press ⑥ to administer the Outcalling feature.

   The system plays a message indicating whether Outcalling is turned on or off.

   At this point, you can:

   - Turn the Outcalling feature on or off.
   - Listen to the Outcalling numbers.
   - Get instructions for entering the Outcalling numbers.
   - Enter or change the Outcalling numbers.
   - Check or change the Outcalling schedule, interval, and cycle.

Turning Outcalling On/Off

Press ① to turn the Outcalling feature on (or off).

➡ NOTE:
>   If you turn off the Outcalling feature, your predefined Outcalling number
>   and schedule are saved in the system.

Listening to Outcalling Numbers

Press ② to hear the Outcalling number(s) that you have programmed in your
Outcalling list.

Getting Instructions

Press ③ to hear instructions on how to enter your Outcalling numbers.

Entering/Changing/Deleting
Outcalling Numbers

The system can Outcall to up to five telephone and/or pager numbers.

Guidelines

You may enter up to 60 digits (including 0 through 9), ⊛ (for a 1.5-second
pause), and ⌗.

The Outcalling number can consist of:

- ⑨⊛ to access an outside line,
- up to five telephone numbers and/or paging system numbers (including
  area codes, if necessary),
- your paging system personal identification number (PIN), if any, and
- your paging system callback number.

➡ NOTE:
>   For calls to an external number, you must enter ⑨⊛ at the beginning of
>   the number.

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Example

Your Outcalling number is a paging system (555-1234). To place the call, the voice mail system must access an outside line, dial the number, wait several seconds for the paging system to answer, enter your PIN, and a callback number.

The Outcalling number you would enter is: 9*5551234*******375#6789#

To enter this Outcalling number, you must dial

- ⑨⑱ (where * represents a pause) to allow the voice mail system time to access an outside line,

- ⑤⑤⑤①②③④ to reach your paging system,

- ⑱⑱⑱⑱⑱⑱ to allow several seconds for the paging system to answer,

- ③⑦⑤ followed by ⑲ as your PIN, and

- ⑥⑦⑧⑨ followed by ⑲ as your callback number.

⮕ **NOTE:**

> The number of pauses necessary for the paging system to answer varies. You should verify that the system can Outcall using the number as you have entered it. See your System Manager for details.

1. Press ④ to enter or change an Outcalling number.

   The system prompts you to specify the Outcalling number you want to program.

2. Enter an Outcalling entry number from 1 to 5.

   The system plays the programmed Outcalling number (if any). It also plays, "`To change the Outcalling number, press 1. To delete the Outcalling number, press *3. If finished, press *#.`"

3. Choose an option:

   - Press ① to change the Outcalling number. Go to Step 4.

   - Press ⑱③ to delete the Outcalling number. When prompted, press ⑨ to confirm that you want to delete the number, or press ⑥ to cancel. Return to Step 2.

4. Choose an option:
    - Press ① for Outcalling to a telephone number.
    - Press ② for Outcalling to a pager number.

      The prompt says, "`Enter outcalling number. When finished, wait for confirmation.`"

5. Enter your Outcalling number.

    After you enter the last digit, the system waits a few seconds, then prompts, "`If finished, press *#. To continue entering the Outcalling number, press 1.`"

6. At the prompt, do one of the following:
    - Press ⊛# if you have finished entering the Outcalling number.

      The system plays back the Outcalling number.

    - Press ① and continue entering the Outcalling number. When you are done, wait for the system to prompt you. Repeat Step 6.

7. At the prompt, do one of the following:
    - Press ⑥ to cancel the Outcalling number.
    - Press ⑨ to confirm the Outcalling number.

Changing/Checking the Outcalling Schedule

The schedule is defined by the time the system begins and ends Outcalling. The system default schedule is 24 hours a day.

1. Press ⑤ to check the schedule.

    The system plays back the current start and end time.

2. Do one of the following:
    - Press # to accept the current schedule.
    - Press ① to change the current schedule.

    The prompt says, "`Enter Outcalling start time in the format of... To skip, press #.`"

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3. Do one of the following:

   ■ Press ⌗ to accept the current start time.

   ■ Enter the start time using the 24-hour format of HHMM (where HH represents the hour and MM represents minutes), followed by ⌗.

   Example: Enter ⑦⑨③⓪⌗ for the start time of 7:30 p.m.

   The prompt says, "Enter Outcalling end time in the format of... To skip, press #."

4. Do one of the following:

   ■ Press ⌗ to accept the current end time.

   ■ Enter the end time using the format shown in Step 3.

   The system plays back the start and end time you have entered.

5. Either:

   ■ Press ✶⌗ to approve the schedule.

   ■ Press ⑦ to re-enter the schedule. Return to Step 3.

Modifying the Time Interval Between Outcalling Attempts

The time interval is the number of minutes (from 5 to 99 minutes) the system waits before it tries another outcall. The default is 15 minutes.

1. Press ⑥ to specify the time interval.

   The system plays the current time interval between attempts. It also plays, "The amount of time the system waits between attempts can be from 5 to 99 minutes. Please enter the number of minutes followed by #. If finished, press *#."

2. Enter the time interval in minutes followed by ⌗.

Modifying the Number of Outcalling Cycles

You can specify the number of times the system calls each number on the Outcalling list (that is, the number of times the system cycles through the list). You can specify from one to nine cycles. The default number is three cycles.

1. Press ⑦ to specify the number of Outcalling cycles.

    The system plays the current number of cycles and prompts you to enter the number of times the Outcalling list should be called.

2. Enter the number of cycles followed by #.

Administering Personal Group Lists

You can create and maintain up to 10 Personal Group Lists, consisting of up to 48 mailboxes each, to save time addressing and sending messages to other subscribers on your system.

1. Log in to your mailbox.

    The Voice Mail Activity Menu plays.

2. Press ⑦ to administer a Personal Group List.

    The system says, "To create a Group List, press 1. To review or modify a Group List, press 3. If finished, press *#."

    At this point, you can:
    - Create a Group List and add entries to the Group List.
    - Review or modify a Group List.

Creating a Group List

As a useful reference, you may want to write down the telephone numbers that you assign to each Group List.

1. To create a Group List, press ⑦.

    The system plays, "Enter Group List number from 1 to 10 followed by the #."

2. Enter the Group List number followed by � to create a Group List.

    If the list already exists, the system informs you of that and prompts you to enter another Group List number. Otherwise, the system plays, "Enter mailbox number followed by #, or to delete, press *3. If finished, press *#."

3. Enter a mailbox number followed by ⓘ to add a mailbox to the Group List. You can repeat this step for up to 48 mailboxes in this Group List.

    If you make an error, you can delete the last number you entered by pressing ⊛③.

4. When you are finished adding mailboxes to this Group List, press ⊛⑦.

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**Reviewing, Deleting, or
Modifying Group Lists**

1. To review, delete, or modify Group Lists, press ③.

   The system plays the first Group List and the number of entries it con-
   tains. It then plays, "To review or modify the Group List,
   press 1. To delete the Group List, press *3. To skip,
   press #. If finished, press *#."

2. Do one of the following:

   ■ To delete the Group List, press ⊛③. The system plays the next
     Group List and the number of entries it contains. It plays the prompt
     shown in Step 1.

   ■ To skip to the next Group List, press ⌗. The system plays the next
     Group List and the number of entries it contains. It plays the prompt
     shown in Step 1.

   ■ To modify the Group List, press ①. The system plays the first entry in
     the Group List. Go to Step 3.

3. Do one of the following:

   ■ To skip to the next entry, press ⌗.

   ■ To add a mailbox to the list, press ①. Then, enter a mailbox number
     followed by ⌗.

   ■ To delete the last mailbox from the Group List, press ⊛③.

4. When you are finished modifying the Group List, press ⊛⌗.

Recording Calls

This feature allows you to record a conversation while you are active on a call at your extension.

➡ NOTE:
> The Record-a-Call feature is not available to all users on all systems. See your System Manager for feature availability.

To begin recording a call:

1. Press the preprogrammed Record-a-Call (RAC) button.

   When the system answers and there is space in your mailbox, the system confirms that it will begin recording.

2. Begin speaking.

   After the message is recorded, it is saved as a message in your mailbox. You can forward the saved message to another mailbox just as you would any other message.

➡ NOTE:
> If the system detects silence for a period of 15 seconds after you have begun recording a conversation, the system automatically turns off the Record-a-Call feature. To resume recording your conversation, press the Record-a-Call button. When you resume recording, the system saves this recording as another message.

3. To turn off the Record-a-Call feature, do one of the following:
   - Press the Record-a-Call button again.
   - Hang up the call.

Screening Calls

This feature allows you to listen to a caller leaving a message in your voice mailbox.

➡ **NOTE:**
> The Call Screening feature is not available on all systems. See your System Manager for feature availability. For more information about using this feature, see the instructions that came with your communications system.

To use this feature:

■ You must have a Call Screening button (with lights) programmed on your telephone before you can use this feature. See your System Manager.

■ You must activate this feature before or while the incoming call is ringing at your telephone. (It cannot be activated after the call has been sent to the voice messaging system.)

■ You cannot be active on another call while using this feature.

To use call screening:

■ Press the preprogrammed Call Screening button to have your telephone begin screening incoming calls automatically.

■ Press the preprogrammed Call Screening button again to turn off this feature.

Locking Your Telephone

This feature allows you to secure your telephone when you are away from your desk for extended periods. You use this feature when the telephone is idle or while active on a call. When you lift the handset or activate the speakerphone on a locked telephone, you hear silence.

Locking a System Telephone

1. Press the Station Lock button or press (Feature) ② ①.

2. Enter a four-digit code using digits 0 to 9.

3. Re-enter the four-digit code to lock your telephone.

Locking a Standard Telephone

1. Lift the handset.

2. Press (#) ② ①.

3. Enter a four-digit code using digits 0 to 9.

4. Re-enter the four-digit code to lock your telephone.

Unlocking a System Telephone

1. Press the Station Lock button or press (Feature) ② ①.

2. Enter the four-digit code that you used to lock the telephone.

Unlocking a Standard Telephone

1. Lift the handset.

2. Press (#) ② ①.

3. Enter the four-digit code that you used to lock the telephone.

Programming a Voice Mail Auto Dial Button

You can program a Voice Mail Auto Dial button on your telephone for one-touch dialing into the voice messaging system. Never program a password on an Auto Dial button.

To program a Voice Mail Auto Dial button:

1. Press (Feature) (0) (0).

2. Press a programmable button.

3. Press left (Intercom) (7) (7) (7).

4. Press (Feature) (0) (0) to exit.

5. Label the button on your telephone.

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Using Dial Code/Button Features

To:	Press:
Call Voice Mail Service	(Intercom) ⑦ ⑦ ⑦ or programmed Voice Mail Auto Dial button
Turn voice mail coverage on and off	Programmed VMS Cover button
Send calls to your mailbox without ringing your extension first	Programmed DND button to turn it on (and VMS Cover button if present). If no VMS Cover button is programmed, Automatic VMS Coverage must be on.
Transfer outside callers to another subscriber's mailbox	(Feature) ① ④ or programmed Voice Mailbox Transfer (VMBox) button; then dial the extension number.
Lock your telephone	(Feature) ② ① or programmed Station Lock button; then dial the four-digit code.
Record an active call	Programmed Record-a-Call (RAC) button
Listen to a caller leaving a message in your voice mailbox.	Programmed Call Screening button

⇒ NOTE:

In some countries, the Voice Mailbox Transfer code is (Feature) ① ⑤. Also, some systems allow you to use Voice Mailbox Transfer from a standard phone by pressing ⑧ ① ⑤ then the extension number. Check with your System Manager.

Getting Help

After logging into Voice Mail Service, you can press ⊛④ to repeat a prompt.

If you have a problem using your voice messaging system, contact your System Manager. If the problem is not solved, in the continental U.S. contact your local Authorized Dealer, or call the Lucent Technologies Technical Service Center at 1 800 628-2888. Outside the continental U.S., contact your Lucent Technologies Representative or local Authorized Dealer.

Using the Tutor Feature

Tutor is a help feature that allows you to access and listen to information about commonly-used phone system features.

To access the Tutor menu:

1. Dial (Intercom) ⑦ ⑦ ⑦.

2. Press ⊛④ after you hear the "Please enter extension and #" prompt.

   Voice prompts request you to enter the topic and subtopic numbers.

3. At any time during the voice prompts, enter a topic and subtopic number:

   1 Autodial Features

   1 Last Number Redial

   2 Save Number Redial

   3 Personal Speed Dial

   4 Intercom Auto Dial

   5 Outside Auto Dial

   2 Internal Cells

   1 Hands Free Answer on Intercom

   2 Voice Interrupt On Busy

   3 Group Paging

3 Fixed Features

  1 Transfer

  2 Conference

4 About Your Phone

  1 Buttons and Lights

  2 Display

  3 Speakerphone

  4 Volume

  5 Ring Patterns

One beep after an information segment means there is more information about the subtopic. Two beeps indicate the end of the information.

At one beep, do one of the following:

— Press ⊛④ to replay the previous segment.

— Press ⌗ to play the next segment.

At two beeps, do one of the following:

— Press ⊛④ to replay the previous segment.

— Press ⌗ to return to the main menu.