

**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 **1**
- ▶ Log in to mailbox **2**
- ▶ 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 **\* 1**
- ▶ Print fax or text portions **#**
- ▶ 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 **#**

*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 **3**
- ▶ Activate greeting **3**
- ▶ Enter greeting number (0-9) **0**
- ▶ Select one of the following: **1**
  - Use greeting for all call types **0**
  - Use greeting for internal (or busy) calls (or no-answer) 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**

<p><b>MESSAGE OPTIONS</b></p> <p>Voice or voice-fax _____</p> <p>Fax only _____</p>	<p><b>RECORDING OPTIONS</b></p> <p>Pause [1]</p> <p>Play back [2] [3]</p> <p>Delete and begin again [*] [3]</p> <p>• Record voice message at the tone</p> <p>• When finished [#]</p> <p>Press [#] (bypass recording)</p>
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**2 Get Messages**

<p><b>GET MESSAGE OPTIONS</b></p> <p>Listen to message [0]</p> <p>Respond [1]</p> <p>Skip to next category [*] [#]</p> <p>Replay header [2] [3]</p> <p>Skip to next header [#]</p> <p>Hold message in current category [*] [*] [4]</p> <p>Delete [*] [3]</p> <p>Print fax &amp; e-mail [*] [1]</p> <p>Undelete [*] [*] [8]</p>	<p><b>RESPOND OPTIONS</b></p> <p>Call sender [0]</p> <p>Reply by voice mail [1]</p> <p>Forward w/comment at beginning [2]</p> <p>Forward w/comment at end [3]</p> <p>Record new message [4]</p>	<p><b>PRINT FAX OPTIONS</b></p> <p>Print to default fax/printer [#]</p> <p>Print to other fax machine: Enter fax print prefix, Enter fax machine number, Press [#]</p> <p>OR</p> <p>• Press [*] [*] [5]</p> <p>• Enter outside line number and full phone number</p> <p>• Press [#]</p> <p>Print to this fax machine [*] [6] Then, press "Start" on fax machine</p>
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**3 Personal Greetings**

<p><b>PERSONAL GREETING OPTIONS</b></p> <p>Listen to greeting [0]</p> <p>Record greetings [1]</p> <p>Scan greetings [2]</p> <p>Activate greetings [3]</p> <p>Administer call types [4]</p>	<p>Enter greeting number and listen</p> <p><b>RECORD GREETINGS OPTION</b></p> <p>Create new</p> <p>Change/delete</p> <p>Listen to greeting number and status</p> <p>Enter greeting number</p> <p>Initial setting</p> <p>Change setting</p>	<p>Play or replay [0]</p> <p>Record or re-record [1]</p> <p>Review status [2]</p> <p>Delete [*] [3]</p> <p>Approve/save [#]</p>
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**4 Outgoing and Filed Messages**

<p>Listen to first category &amp; message header</p>	<p><b>MESSAGE OPTIONS</b></p> <p>Listen to message [0]</p> <p>Modify/resent [1]</p> <p>Playback header [2] [3]</p> <p>Delete &amp; skip to next [*] [3]</p> <p>Return to previous [2] [2]</p> <p>Save &amp; skip to next [#]</p> <p>Skip to next category [*] [#]</p>
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**5 Personal Options**

<p><b>PERSONAL OPTIONS</b></p> <p>Mailing list [1]</p> <p>Personal directory [2]</p> <p>Fax/text print options [3]</p> <p>Password [4]</p> <p>Record name [5]</p> <p>Address before record on/off [6]</p> <p>Call answer on/off [7]</p> <p>Message media sequence [8]</p>	<p><b>LIST ADMIN OPTIONS</b></p> <p>Create list [1]</p> <p>Summary of lists [2]</p> <p>Review/modify list [3]</p> <p>Default fax number [1]</p> <p>Autoprint on [9]</p> <p>Autoprint off [6]</p> <p>• Record name</p> <p>• When finished [1]</p> <p>No preferred media [0]</p> <p>Voice first [1]</p> <p>Fax first [2]</p> <p>Text first [3]</p> <p>Binary files first [4]</p>	<p>• Enter list ID</p> <p>• When finished [#]</p> <p>• Enter list owner extension</p> <p>• When finished [#]</p> <p>• Enter list ID</p> <p>• Press</p> <p>• Listen to first name [#]</p> <p>Add entries [1]</p> <p>Review all [2]</p> <p>Review specific [3]</p> <p>Return to previous [#]</p> <p>Autodelete on [9]</p> <p>Autodelete off [6]</p> <p>• Enter new password</p> <p>• When finished [#]</p>
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**6 Outcalling**

<p>Hear outcalling options [0]</p> <p><b>OUTCALLING OPTIONS</b></p> <p>Set outcalling only on/off [1]</p> <p>Set number &amp; outcalling on/off [1]</p> <p>Set outcalling time [2]</p>	<p>Listen to number &amp; status</p> <p>• Enter outcalling number</p> <p>• When finished [#]</p> <p><b>OUTCALLING TIME OPTIONS</b></p> <p>Set system to call you at any time [1]</p> <p>Set system to call you during business hours [2]</p> <p>Set times for system to call you [3]</p> <p>Listen to summary of predefined business hours [4]</p>	<p><b>OPTIONS</b></p> <p>Outcalling on [9]</p> <p>Outcalling off [6]</p>
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**7 Autoscan/Autoprint**

<p><b>SCAN OPTIONS</b></p> <p>Scan headers &amp; messages [1]</p> <p>Scan headers only [2]</p> <p>Scan messages only [3]</p> <p>Print all new faxes [4]</p>	<p><b>PRINT OPTIONS</b></p> <p>Print to default machine [#]</p> <p>Print to other machine</p> <p>Print to machine you're calling from [*] [6]</p>
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**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 the 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]