

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

More Extensions or Names

Record Message

Stop Recording/Restart	1
Play Back	2 3
Delete	* D or * 3
Approve	#

Extension or Name #
(press *A or *2 to alternate between Ext and Name) and/or **Group List *L or *5**

Finish Addressing #

Send	#
List Options	0
Make Private	1
Make Priority	2
Schedule Delivery	3
File a Copy	4

Hear Message Summary

Listen	0
Replay Header	2 3

Respond/ 1 Forward

Reply by Voice Mail:	
-without copy	7
-with copy	1 9
Forward with Comment	2
New Message	4
Call Sender	0
Return to previous menu	#

Enter Greeting Number

Stop Recording/Restart	1
Play Back	2 3
Delete	* D or * 3
Approve	#

Deletes *D or *3
Undelete **U or **8
Skip #
Next Category * #

Hear Greeting Number(s) in Use

Listen	0
Change/Create/Delete	1
Scan	2
Activate	3
Call Type	4
Finished?	#

Stop Recording/Restart

Listen	0
Change/Resend	1
Replay Header	2 3
Delete	* D or * 3
Skip	#
Next Category	* #

Hear Message Summary

Listen	0
Change/Resend	1
Replay Header	2 3
Delete	* D or * 3
Skip	#
Next Category	* #

Mailing Lists

Create List	1
Personal Directory	2
Password	4
Re-record name	5

Scan Headers and Messages

Scan Headers and Messages	1
Scan Headers	2
Scan Messages	3

Enter New Password # Re-enter New Password #

Create List

Create List	1
Scan	2
Review/Modify	3

PLAY-BACK CONTROLS

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