

585-310-751
Comcode 107731796
Issue 1
July 1996

INTUITY™ Multimedia Messaging

Quick Reference

Lucent Technologies
Bell Labs Innovations



*LUCENT Technologies--
formerly the communications
system and technologies
units of AT&T*



START here!

To call your mailbox (log in)...

Dial the number of your phone messaging system _____. (May be an extension, a local phone number, or a long distance number with area code.)

Enter your extension and #. (If calling from work phone, enter # only.)

Enter your password and #. (Get your initial password from your system administrator.)

Main Menu options



ALWAYS PRESS * GH I 4 if you need help.



Press * PR S 7 to start over at the Main Menu.

Record and send messages

1

Record voice message

- 1 Stop recording/restart
- # Approve
- ABC 2 DEF 3 Play back
- * DEF 3 Delete (*D)

Send fax (no voice)

#

Enter name(s) or wxtension(s) + # (press *A or *2 to alternate between extension and name) and/or * JKL 5 Mailing list(s)

Finish addressing #

- # Send
- Oper 0 List options
- 1 Make private
- ABC 2 Make priority
- DEF 3 Schedule delivery
- GHI 4 File a copy
- JKL 5 Attach fax to voice

If sending a fax, press START on fax machine and hang up

Get/review messages sent to you

ABC 2

Listen to first message header (date, time, sender, summary of contents)

- Oper 0 Listen
- ABC 2 DEF 3 Replay header
- 1 Respond/forward
- * DEF 3 Delete
- * * TUV 8 Undelete (**U)
- # Save and skip to next message
- * # Next status category
- * 1 Print fax/e-mail
- * * GHI 4 Save and hold message in current status (new, upopened)

- 1 MNO 6 Reply by voice mail without original (or PR S 7 only as a shortcut)
- 1 WXY 9 Reply by voice mail without copy
- ABC 2 Forward with comments
- GHI 4 New message
- Oper 0 Call sender
- # Return to previous menu

- # Print to default fax machine*
- Enter fax print prefix, fax machine number, and #
- * MNO 6 Print to fax machine attached to the phone you're calling from

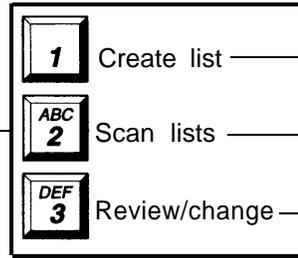
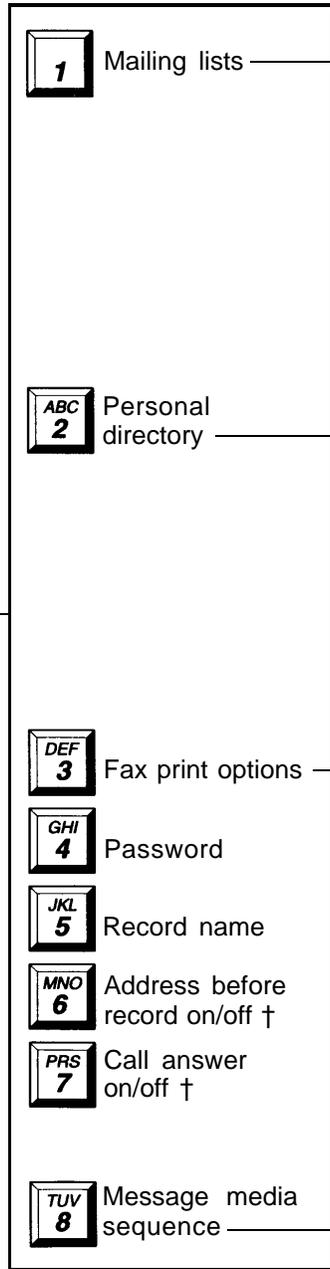
Press START on fax machine and hang up

* This option requires that you define a default fax machine. See Main Menu option 5.

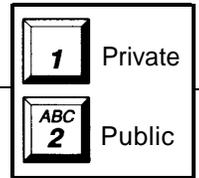
(For Main Menu options 3, 4, and 7, see the reverse side of this quick reference.)

Change password/
name recording/
create lists/
personal directories/
fax print options

JKL 5



Enter list ID + #



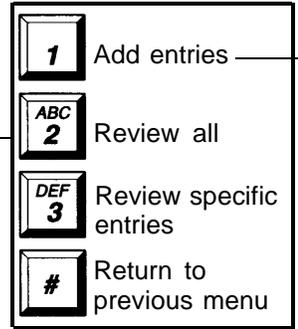
Add extensions

Approve #

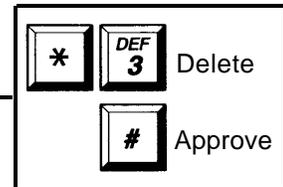
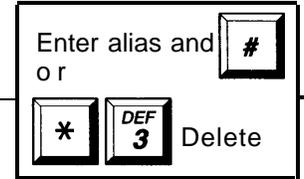
Listen to list name

Enter owner extension #

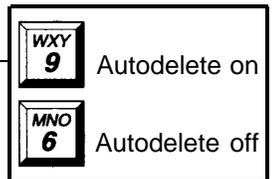
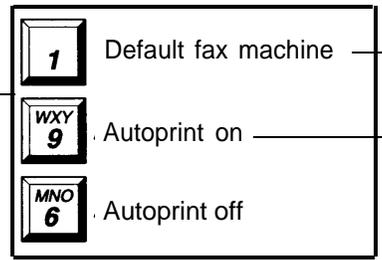
Enter list ID + #



Enter name or extension + #
(press *A or *2 to alternate between extension and name)



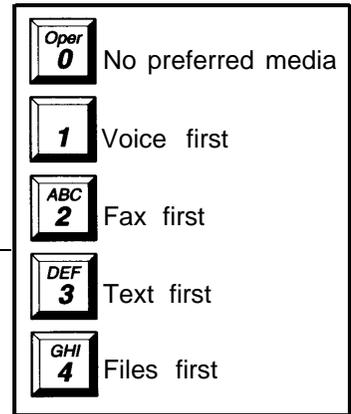
Repeat as necessary



Enter fax print prefix** and fax machine number

Approve #

** Prefix(es) supplied by your administrator.



† This capability may not be available with your system.

Main Menu options

Check and reuse messages you've sent/filed

GHI
4

Hear message summary

Oper 0	Listen	
1	Change/resend	
ABC 2	DEF 3	Replay header
*	DEF 3	Delete
#	Skip	
*	#	Next status category (undelivered, delivered, accessed, filed, undeliverable)

Scan messages automatically

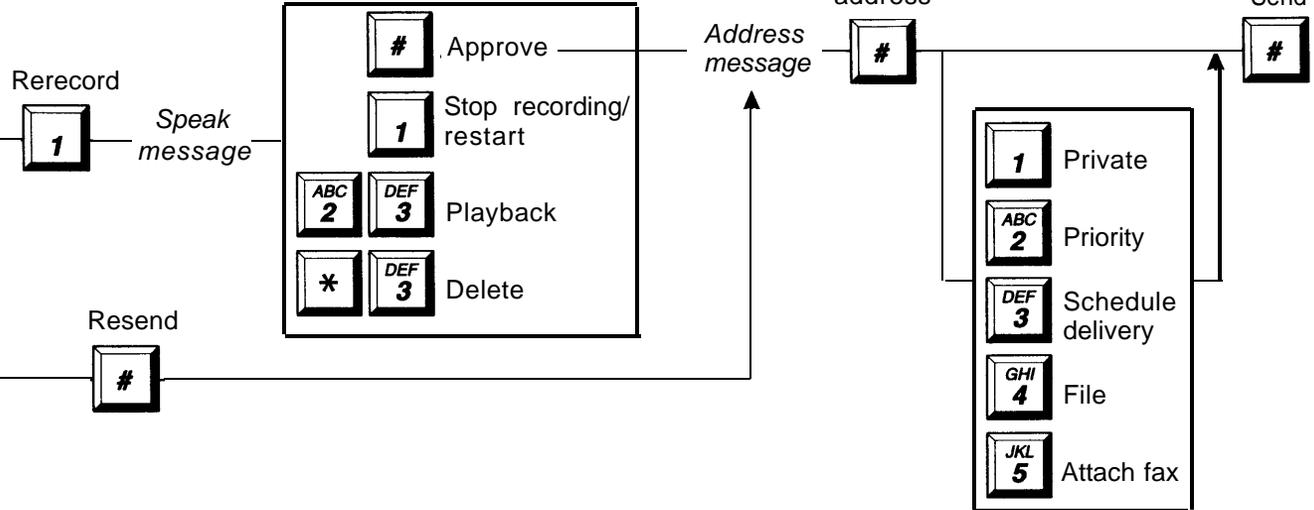
PRS
7

1	Scan headers and messages
ABC 2	Scan headers only
DEF 3	Scan messages only
GHI 4	Print all new faxes

Personal greeting administration

DEF
3

Oper 0	Listen to greeting
1	Record greeting *
ABC 2	Scan greetings
DEF 3	Activate greeting



Tips

Dial through

If you know what buttons to push, push them without waiting for the system to respond. But, you *can't* dial through error beeps and important system messages.

Bypass greetings and record immediately

You don't have to listen to another user's mailbox greeting. You can, instead, press [1] to bypass the greeting and begin recording immediately.

Transfer calls to your mailbox upon hearing fax tone †

When you answer a call and hear fax tone, don't hang up. Instead, transfer it to your mailbox by doing one of the following (marked with a **X**):

- Press **TRANSFER** on your phone, enter the Transfer into Mailbox code _____, and press **TRANSFER** again. This action sends the fax call to your mailbox.
- Press **TRANSFER** on your phone, enter the Transfer into Mailbox code _____, enter your mailbox extension when prompted, and press **TRANSFER** again. This action sends the fax call to your mailbox.

Listen to e-mail †

When you are gone from the office and can't read your e-mail, call your mailbox and listen to your e-mail. To listen to Lotus e-mail, you must set the right options in your Lotus integration software.

Leave a voice-fax or fax-only message †

From a fax machine, call a user's phone number. When the user doesn't answer, record your voice message in the user's mailbox. Then load your fax in the fax machine and press START. Or press START on the fax machine without leaving a voice message.

Send a message to an e-mail-only user †

Record voice messages and address them to Lotus Notes users. You do this simply by addressing by the e-mail user's name.

Send messages to enhanced lists †

Address and send a message to an enhanced mailing list that may contain up to 1500 users. Your administrator creates these special lists.

* If you have multiple personal greetings, you may enter up to 9 different greetings. See your administrator for the multiple personal greeting quick reference.

† This capability may not be available with your system.



Other Commands



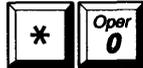
Wait (*W)



Look up number/name (**N)



Exit system (**X)



Transfer call to operator †

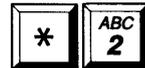


Transfer to extension (*T) †

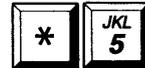


Relogin (**R) †

Use while addressing



Alternate between name and number addressing (may also be used with *T)



Use mailing list for addressing (*L)

Use while listening to messages



Increase speed



Decrease speed

Use while listening to messages, continues



Increase volume



Decrease volume



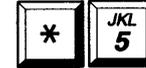
Skip forward



Skip backward



Skip to next message component



Skip to previous message component

† This capability may not be available with your system.