How to Record and Send Messages

To send a voice/fax message ABR `OFF` *

Record message (2) → Approve `#` → Enter extension (1)

Press `1` from the Activity Menu

To send a voice/fax message ABR `ON` *

Enter extension (1) → Approve `#` → Record message (2)

Approve `#` → Deliver now `#`

Delivery options `Oper 0` (3) — Voice only

To send only a fax

`#` → Enter extension (1) → Approve `#` → Delivery options `Oper 0` (3) → Insert FAX — Fax included → Press `START`

* See overleaf for address before record (ABR) options from the Activity Menu.

Match these sets of options with the corresponding ◆ in diagram above.

Voice prompts describe your options.

(1)
| `* ABC 2` | Use alternate ext/name |
| `* JKL 5` | Use mailing list |

(2)
`1`	Stop/restart
`ABC 2`	Play back
`* DEF 3`	Delete

(3)
`1`	Make private
`ABC 2`	Make priority
`DEF 3`	Schedule delivery
`GHI 4`	File a copy
`JKL 5`	Include a fax

Help `* H 4`

Return to Activity Menu `* R 7`

OTHER COMMANDS

*W	Wait
**N	Look up number/name
**X	Exit
*T	Transfer
*O	Transfer to operator
**R	Log in again

While listening to messages:

9	Increase speed
8	Decrease speed
4	Increase volume
7	Decrease volume
6	Skip forward
5	Skip backward
*6	Skip to next component
*5	Skip to previous component

TIPS

Dial through	You can usually interrupt the voice prompts to press keys.
Bypass greeting	When leaving a message, press 1 to bypass the greeting and begin recording immediately.
Create greetings	Press 3 to set up various greetings for different situations.
Message file	Press 4 to access your saved messages to modify, re-send, and forward them. Just follow the voice prompts.
Personal options	Press 5 to set up personal options, such as the order in which you want to receive messages (voice, text, or fax first, etc.). Other useful options include setting up mailing lists and a personal directory.
Scan	Press 7 to scan your new and saved messages and headers. This is particularly useful when you are using a cell phone.

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How to Get and Respond to Messages

Return to getting messages

#

To respond or forward — **1**

Reply by voice mail — **1**

Approve — **#**

Forward with comment — **ABC 2**

Send new message — **GHI 4**

* ABR

OFF — Record message — Enter Address

ON — Enter Address — Record message

Approve — **#**

Deliver now — **#**

Skip to next header — **#**

Call sender — **Oper 0**

Press **ABC 2** from the Activity Menu

Listen to header — **Oper 0** — **Listen to message**

Delete — ***** **DEF 3**

* To turn the Address Before Record (ABR) option on or off, you must go back to the Activity Menu, then press **JKL 5**.

You can not set this option while you are forwarding or sending a message.

Print a fax — ***** **1**

** Print to default fax printer — **#**

Select a fax printer — Approve — **#**

Print at this fax machine — ***** **MNO 6** — START

** Press **JKL 5** from the Activity Menu to select fax printer options

After you log in, use your keys to access the Activity Menu.

Voice prompts describe your options.

All fax, voice, and voice-fax features, including listening/responding and recording/sending, are reached from your telephone keypad.

FAX TIPS

Leave a fax	From your fax machine, you can call someone and leave a voice message, then load the fax machine and press START.
Fax transfer	When you answer a call and hear a fax tone, you can transfer the fax to your mailbox by pressing TRANSFER, then entering your mailbox code and, if necessary, extension, and pressing TRANSFER again.
Print options	Press 5 3 to set up your print options for your faxes (default printers, etc.).

ACTIVITY MENU

Record & send — **1**

Get & respond — **ABC 2**

Create greetings — **DEF 3**

Message files — **GHI 4**

Personal mailbox options — **JKL 5**

Scan — **PRS 7**

Return to Activity Menu

Help

* **R 7**

* **H 4**

E-MAIL TIPS

Listen to e-mail	When you are out of the office, you can call your mailbox and get your e-mail messages.
Send a voice message to an e-mail user	If you address your voice message to a Lotus Notes user using that person's e-mail address, the message appears as e-mail text.
Create greetings	Press 3, to set up various greetings for different situations.