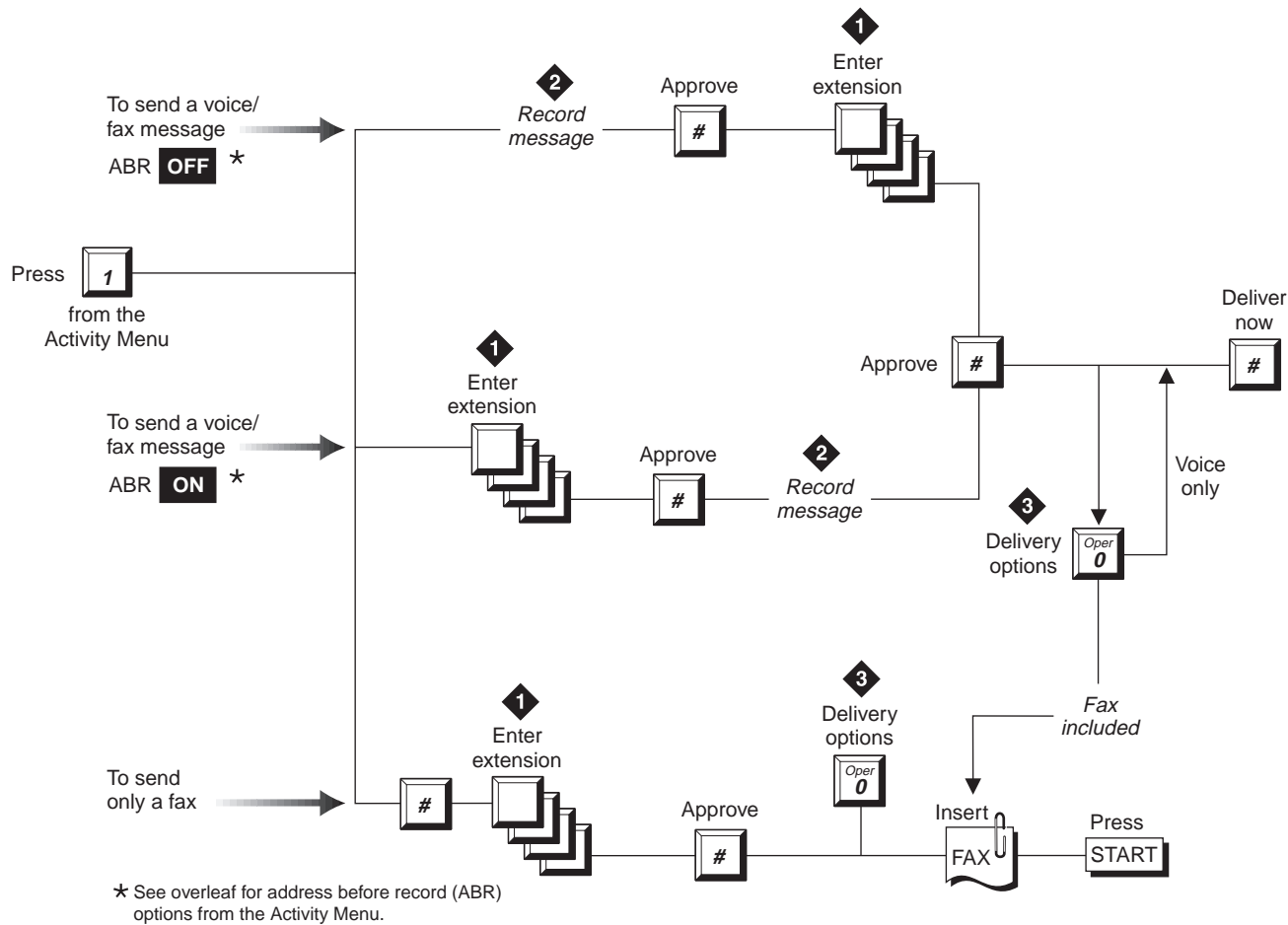


How to Record and Send Messages



OTHER COMMANDS

<p>*W Wait **N Look up number/name **X Exit *T Transfer *O Transfer to operator **R Log in again</p>	<p><u>While listening to messages:</u></p> <p>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</p>
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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.

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

Voice prompts describe your options.

Help Return to Activity Menu

1

- Use alternate ext/name
- Use mailing list

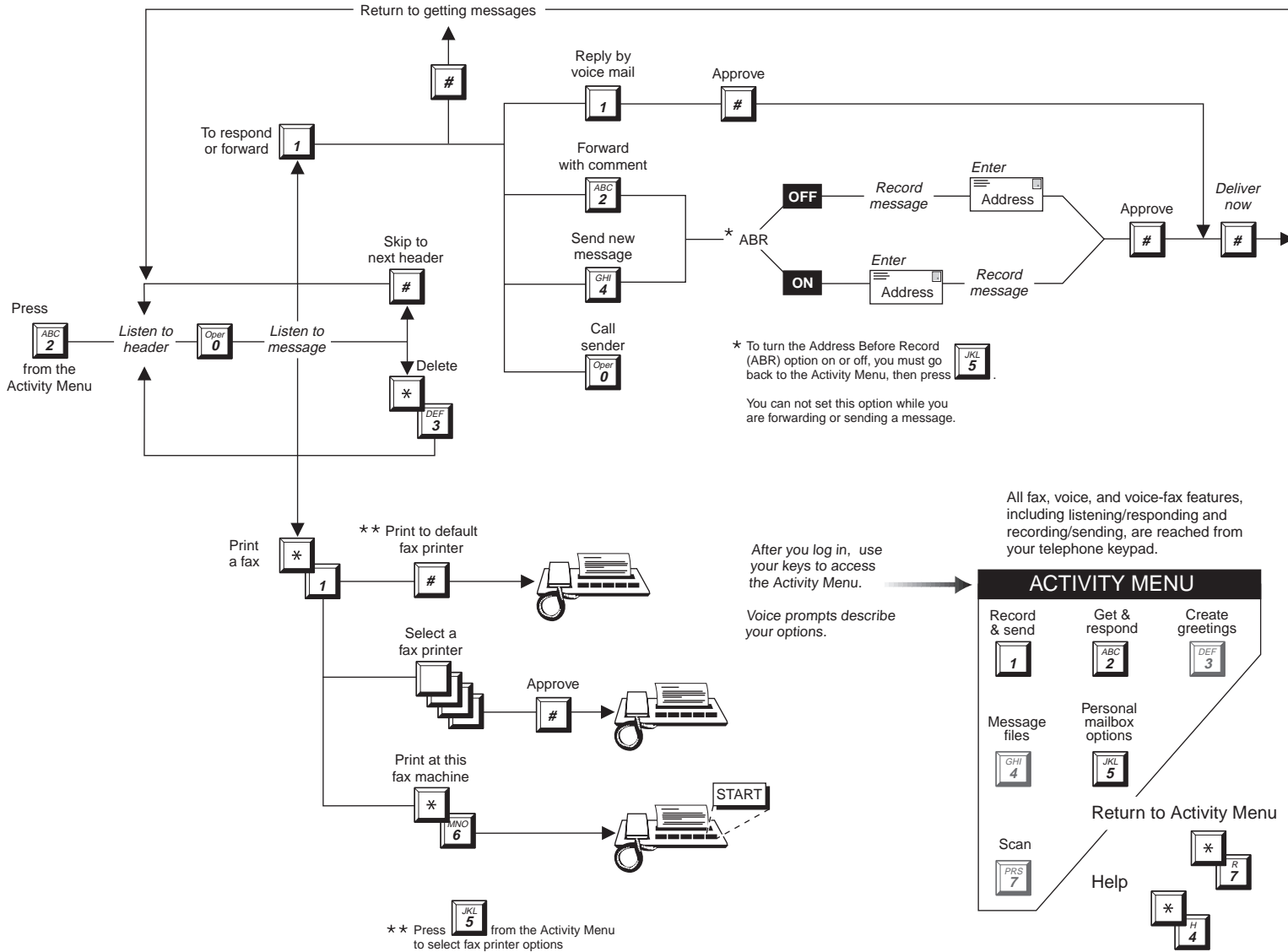
2

- Stop/restart
- Play back
- Delete

3

- Make private
- Make priority
- Schedule delivery
- File a copy
- Include a fax

How to Get and Respond to Messages



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.).

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.