RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages
- From the main menu
- Record voice message
- When finished
- Specify delivery address (see below)
- When finished
- OR
- Attach a fax
- Send message

Sending fax-only messages from fax machine
- From the main menu
- 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
  - From the main menu
  - Forward fax with optional voice message
  - Record voice message
  - When finished
  - Specify delivery address (see below)
  - When finished
  - Send message

GETTING MESSAGES YOU RECEIVED

Listening to voice/text messages
- From the main menu
- Listen to voice or text message

Printing fax/text messages
- From the main menu
- Listen to message header
- Print fax or text portions
- Print to default machine
- OR
- Print to machine attached to your telephone
- OR
- Print to machine you specify; enter fax prefix and number, and then press [2]
- OR
- Print to machine you specify; press [4] [6] [5], enter outside line number and full phone number, and then press [4].

Printing all new faxes
- From the main menu
- Print all new faxes

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
- Print
- Download to computer
- Select "Manual Receive" from fax software dialogue

Responding to messages (optional)
After listening to your message, select one of the following:
- Respond or forward
- Call sender/exit mailbox
- Reply to sender by voice mail
- Forward with comment at beginning
- Forward with comment at end
- Record and address a new message

If you choose any key from the above except 0:
- Record and address your message
  - When finished
  - OR
  - Enter a delivery option, and then press

CREATING MULTIPLE PERSONAL GREETINGS

Listening to your greetings
- From the main menu
- Listen to greetings
- Enter greeting number (1-9)
- When finished

Creating or changing greetings
- From the main menu
- Record greetings
- Enter greeting number (0-9)
- When finished
- OR
  - If greeting is not already active, select one:
    - Activate for all calls
    - OR if other call types are defined:
      - Use for each call type
      - Use for internal (or busy) calls
      - Use for external (or no answer) calls
      - Use for out-of-hours calls
    - When finished

Changing call types
- From the main menu
- Administer call types
- Differentiate
  - Internal/external calls
  - Busy/no-answer calls
  - Out-of-hours calls
  - No-out-of-hours calls
  - Single greeting for all calls
- When finished

Assigning greetings to call types
- From the main menu
- Listen to summary of active greetings
- Activate greeting
- Enter greeting number (0-9)
- Select one of the following:
  - Use greeting for all call types
  - Use greeting for internal (or busy) calls
  - Use greeting for external (or no-answer) calls
  - Use greeting for out-of-hours calls
  - When finished

Note: Your system may not support all features.