

Voice Mail

ENTER THE SYSTEM

- Dial 7500
- Listen to the introductory prompt
- Press **#**
- Enter your mailbox number
- Enter your password

MAIN MENU

1 Review Messages

REVIEW MESSAGES

- Unheard voice messages **1**
- All voice messages including heard/skipped** **2**
- Fax messages** **3**

FAX OPTIONS

- Unheard fax** **1**
- Archived fax** **2**
- Print all unprinted fax messages** **4**

END-OF-MESSAGE OPTIONS

- Replay* **4**
- Envelope* **5**
- Send copy* (with introduction) **6**
- Send copy* (remove other introductions) **6-6**
- Erase **7**
- Reply **8**
- Reply by calling* **8-8**
- Save **9**
- Print fax** **2**

To send a copy of a message with an introduction:

- Record introduction **#**
- When finished **#**
- Enter destination **#**
- Send **#**

PRINTING OPTIONS

- Primary destination **1**
- Alternate destination **2**
- Current location **3**
- Send copy to non-subscriber **4**

To choose an alternate fax destination:

- Enter fax destination number
- Wait for confirmation
- If correct **#**
- If not correct then re-enter fax destination number *****

When reviewing voice messages use playback controls (see legend)

- * Unprompted option
- ** Unprompted option if you do not have the fax feature

2 Send Messages

To send a voice message:

- Record message
- When finished **#**
- OPTIONAL:
- Replay message **1**
- See Playback Controls in Legend

DESTINATION OPTIONS

- Enter destination number or Press **#** to spell name
- AMIS networking **#-#**

To use AMIS networking:

- Enter access phone number
- Confirm **#**
- Enter mailbox number
- Confirm **#**
- Send **#**

DELIVERY OPTIONS

- Private **1**
- Urgent **1**
- Message confirmation **3**
- Future delivery **4**

AMIS OPTIONS

- Send to someone else on same system **1**
- Exit AMIS networking **2**

•Send **#**

•Enter next destination or

•Return to main menu *****

CONFIRMATION OPTIONS

- Confirm receipt **1**
- Notify of non-receipt **2**

3 Locate Messages

LOCATE

- Messages sent **1**
- Messages received **2**

SOURCE

- Specific subscriber **1**
- Outside callers **2**

Enter mailbox number or Press **#** to spell name

4 Personal Options

PERSONAL OPTIONS

- Notification on/off **1**
- Administrative options **2**

ADMINISTRATIVE OPTIONS

- General options **1**
- Fax options **3**

FAX OPTIONS

- Set up/change primary fax printing destination **1**
- Auto print on/off **2**

GENERAL OPTIONS

- Passwords **1**
- Group Lists **2**
- Prompt levels **3**
- Date and time playback **4**
- Application mailbox **6**

PASSWORDS

- Personal **1**
- Home (Mailbox 93) **2**
- Guest 1 (Mailbox 91) **3**
- Guest 2 (Mailbox 92) **4**
- Secretary **5**

GROUP LISTS

- Send **1**
- Edit **2**
- Delete **3**
- List names **4**

5 Restart

GREETINGS

- Personal greeting **1**
- Extended absence **2**
- Name **3**

STANDARD

- Standard **1**
- Personal **2**

AWAY FROM PHONE

- Away from phone **1**
- On the phone **2**

6 Applications

NOTIFICATION SCHEDULE

- 1st Schedule **1**
- 2nd Schedule **2**
- Temporary **3**

MAILBOX FORWARDING

- Establish/change forwarding destination **1**
- Cancel forwarding destination **2**

SECURITY OPTIONS

- Access security on **1**
- Access security off **2**
- Hear tutorial **0**

NOTE: Depending on the way your system is set up, some features may not be available to you and you will not be prompted for those options. In addition, your telephone system may not support some features.

LEGEND

These controls are always available:

Standard **0**

Operator **0-0**

Cancel/exit *****

Finish/skip **#**

Heard only in Extended & Rapid Prompts

PLAYBACK CONTROLS

Use these controls while listening to messages. Some controls are available while recording messages.

- | | | | |
|----------|-----------------|------------------------|------------------|
| Position | REWIND 1 | PAUSE/RESTART 2 | FORWARD 3 |
| Speed | SLOWER 4 | ENVELOPE 5 | FASTER 6 |
| Volume | NORMAL 7 | LOUDER 8 | SKIP 9 |
| | CANCEL 1 | HELP 0 | SKIP # |

See next page for description

Voice Mail

Voice Mail is an available subscription service that assigns a voice mailbox to a telephone extension. The associated equipment is coresident with, and connected to, the BNL telephone switch. When a user's telephone is busy or not answered, the caller receives a welcome message recorded by the user and is asked to leave a message. System users can save, delete, or redirect stored messages. Users can access their mailbox from any tone phone, on- or off-site. Special application services are also available.

To activate a new voice mailbox:

- Dial 7500
- Press # and enter your mailbox number. (In most cases, your mailbox number is the same as your extension).
- You then will be asked to enter the temporary password that was assigned to you. (The password is always the same as the mailbox number).
- You then will be prompted to change the password, say your name, and enter your mailbox greeting. It is strongly recommended that you use a personal greeting for your voice mailbox.

For new users, speak to your Telephone Service Representative so that they may call Telecom Services to request voice mail for your extension. For additional information, please refer to page i for a diagram or call the Telecom Services office at Ext.7099 for assistance.