

Communicaion Manager Messaging

AT - A - GLANCE

ENTER THE SYSTEM

- Call the system access number
- Enter your extension
- Press **[#]**
- Enter your password
- Press **[#]**

MAIN MENU (ACTIVITY MENU)

1
Record/Send Messages

MESSAGE OPTIONS

Voice or voice-fax **[#]**
Fax only **[#]**

RECORDING OPTIONS

Pause **[1]**
Play back **[2] [3]**
Delete and begin again **[*] [3]**

• Record voice message at the tone
• When finished **[#]**

Press **[#]** (bypass recording)

2
Get Messages

GET MESSAGE OPTIONS

Listen to message **[0]**
Respond **[1]**
Skip to next category **[*] [#]**
Replay header **[2] [3]**
Skip to next header **[#]**
Hold message in current category **[*] [*] [4]**
Delete **[*] [3]**
Print fax & e-mail **[*] [1]**
Undelete **[*] [*] [8]**

RESPOND OPTIONS

Call sender **[0]**
Reply by voice mail **[1]**
Forward w/comment at beginning **[2]**
Forward w/comment at end **[3]**
Record new message **[4]**

PRINT FAX OPTIONS

Print to default fax/printer **[#]**
Print to other fax machine:
• Enter fax print prefix
• Enter fax machine number
• Press **[#]**
OR
• Press **[*] [*] [5]**
• Enter outside line number and full phone number
• Press **[#]**

Print to this fax machine **[*] [6]**
Then, press "Start" on fax machine

3
Personal Greetings

PERSONAL GREETING OPTIONS

Listen to greeting **[0]**
Record greetings **[1]**
Scan greetings **[2]**
Activate greetings **[3]**
Administer call types **[4]**

Enter greeting number and listen

RECORD GREETINGS OPTION

Create new
Change/delete

Listen to greeting number and status

Enter greeting number

Initial setting
Change setting

Play or replay **[0]**
Record or re-record **[1]**
Review status **[2]**
Delete **[*] [3]**
Approve/save **[#]**

4
Outgoing and Filed Messages

Listen to first category & message header

MESSAGE OPTIONS

Listen to message **[0]**
Modify/resend **[1]**
Playback header **[2] [3]**
Delete & skip to next **[*] [3]**
Return to previous **[2] [2]**
Save & skip to next **[#]**
Skip to next category **[*] [#]**

5
Personal Options

PERSONAL OPTIONS

Mailing list **[1]**
Personal directory **[2]**
Fax/text print options **[3]**
Password **[4]**
Record name **[5]**
Address before record on/off **[6]**
Call answer on/off **[7]**
Message media sequence **[8]**

LIST ADMIN OPTIONS

Create list **[1]**
Summary of lists **[2]**
Review/modify list **[3]**

• Enter list ID
• When finished **[#]**

• Enter list owner extension
• When finished **[#]**

• Enter list ID
• Press
• Listen to first name **[#]**

Add entries **[1]**
Review all **[2]**
Review specific **[3]**
Return to previous **[#]**

Autodelete on **[9]**
Autodelete off **[6]**

• Enter new password
• When finished **[#]**

Default fax number **[1]**
Autoprint on **[9]**
Autoprint off **[6]**

• Record name
• When finished **[1]**

No preferred media **[0]**
Voice first **[1]**
Fax first **[2]**
Text first **[3]**
Binary files first **[4]**

6
Outcalling

Hear outcalling options **[0]**

OUTCALLING OPTIONS

Set outcalling only on/off **[1]**
Set number & outcalling on/off **[1]**
Set outcalling time **[2]**

Listen to number & status

• Enter outcalling number
• When finished **[#]**

OUTCALLING TIME OPTIONS

Set system to call you at any time **[1]**
Set system to call you during business hours **[2]**
Set times for system to call you **[3]**
Listen to summary of predefined business hours **[4]**

OPTIONS

Outcalling on **[9]**
Outcalling off **[6]**

7
Autoscan/Autoprint

SCAN OPTIONS

Scan headers & messages **[1]**
Scan headers only **[2]**
Scan messages only **[3]**
Print all new faxes **[4]**

PRINT OPTIONS

Print to default machine **[#]**
Print to other machine
Print to machine you're calling from **[*] [6]**

GENERAL TIPS

NOT SURE WHICH KEY TO PRESS?
Listen to help at any time **[*] [4]**
Go back to previous menu **[*] [7]**

WANT TO SAVE TIME?
Bypass the greeting **[1]**

WANT TO ADJUST THE WAY YOUR MESSAGES ARE PLAYED?
Faster **[9]**
Slower **[8]**
Louder **[4]**
Softer **[7]**
Skip forward **[6]**
Skip backward **[5]**