## RECORDING AND SENDING MESSAGES

### Sending voice or voice-fax messages
1. From the activity menu [1]
2. Record voice message
3. When finished [#]
4. Specify delivery address (see below)
5. When finished [#]
6. Specify delivery options (see below)
7. Send message [#]

### Sending fax-only messages from fax machine
1. From the activity menu [1]
2. Bypass voice recording [#]
3. Specify delivery address (see below)
4. When finished [#]
5. Specify delivery options (see below)
6. Load document into fax machine
7. Send message [#]
8. Press Start key on fax machine

### Sending voice-fax messages by forwarding a fax
To send a fax to your own mailbox:
1. Log in to your mailbox
2. From the activity menu [2]
3. Forward fax with optional voice message [1] [2]
4. Record voice message
5. When finished [#]
6. Specify delivery address (see below)
7. When finished [#]
8. Specify delivery options (see below)
9. Send message [#]

### Specifying delivery address
- **For voice user:** Enter user’s mailbox number, and press [#]
- **For voice user name addressing:** Press [*] [2], spell user’s name or name of personal list, and press [#]
- **For personal list, press [*] [5] and then list number**
- **For fax user:** Press [*] [5], enter outside line number (if needed) and telephone number, and then press [#]
- To cancel address: press [*] [3]
- To list all recipients: press [*] [1]

### Specifying delivery options
- **Make private/not private (toggle) [1]**
- **Make priority/not priority (toggle) [2]**
- **Schedule for future delivery [3]**
- **Attach a fax [5]**

## GETTING MESSAGES YOU RECEIVED

### Listening to voice/e-mail messages
1. From activity menu [2]
2. Listen to voice or e-mail message [0]

### Responding to messages (optional)
After listening to your message, press [1] to respond to or forward the message. Then select one of the following:
- **Call sender (exits mailbox) [0]**
- **Reply to sender by voice mail [1]**
- **Forward with comment at beginning [2]**
- **Record and address a new message [4]**
- **Reply to all recipients [5]**

If you select any key from the above except [0]:
1. Record and address your message
2. When finished [0] & specify delivery options
3. Send message [#]

### Printing fax/e-mail messages
1. From activity menu [2]
2. Listen to message header
3. Print fax or e-mail portions [0] [4] [1]
4. Print to default machine [#]

**OR**
- **To print to the fax machine from which you are calling [6]** [4]

**OR**
- **To print to other fax machine you specify:**
  - Press [*] [5] [5]
  - Enter outside line number (if needed) and telephone number
  - Press [#]

### GENERAL TIPS
**Not sure which key to press?**
- **Listen to Help at any time [*] [4]**
- **Go back to activity menu [*] [7]**

### Want to save time?
- **Bypass greeting when recording [1]**
- **Bypass header when listening [0]**

### Want to adjust the way your messages are played?
- **Faster [9]**
- **Slower [8]**
- **Louder [4]**
- **Softer [7]**
- **Skip forward [6]**
- **Skip backward [5]**

### Want to configure Personal Operator?
- **To set up or change Personal Operator [9] [6]**

### Other options
- **Transfer to covering extension [*] [0]**
- **Transfer to another mailbox [*] [8]**
- **Make system wait [*] [9]**
- **Access names or numbers directory [*] [*] [6]**
- **Disconnect [*] [*] [9]**

## CREATING MULTIPLE PERSONAL GREETINGS

### Creating, changing, deleting greetings
1. From the activity menu [3]
2. Do one of the following:
   - **Listen to a greeting [0]**
   - **Record or re-record a greeting [1]**
   - **Delete a greeting [9]**
3. Enter greeting number [1-3]
4. For optional greetings only, enter the optional greeting number [1-9]
5. If Multilingual Call Answer is enabled, select a language [1-3]
6. When finished [#]

### Scanning greetings
1. From the activity menu [3]
2. Scan greetings [2]

### Activating greetings
1. From the activity menu [3]
3. Enter greeting number [1-3]
4. For personal greeting only, you may need to confirm your choice [1]
5. For optional greetings only, enter the optional greeting number [1-9]

### Setting up rules for optional greetings
- **Activate for all calls [0]**
- **Activate for internal calls, external calls, all calls (rotate) [1]**
- **Activate business hours, out of business hours, any time (rotate) [2]**
- **Activate for busy, no answer, busy, or no answer (rotate) [3]**
- **Deactivate for all calls [9]**

### Reviewing optional greeting rules
1. From activity menu [3]
2. Review optional greeting rules (in the order they will be evaluated) [6]

### Setting up Call Me/Find Me/Notify Me options
1. From the activity menu [6]
2. Select one of the following:
   - **Call Me [1]**
   - **Find Me [2]**
   - **Notify Me [3]**
3. Select one of the following:
   - **Enable Call Me/Find Me [9]**
   - **Disable Call Me/Find Me [6]**