

YOUR VOICE MESSAGING SYSTEM

LOG IN

- Dial your voice messaging system number. (You may need to dial an extension only. You may need to dial a complete local phone number, or, for long distance, the area code and phone number.)
- Enter extension # (if calling from your extension, enter #)
- Enter password #
- Get your initial password from your system administrator.

ACTIVITY MENU

1	Record and Send Messages
ABC 2	Get and Respond to Messages
DEF 3	Create Personal Greetings
GHI 4	Check Outgoing Messages
JKL 5	Change Password/Create Lists/Personal Directories
PRS 7	Scan Messages Quickly

BASIC COMMANDS

*H or *4	Help
*R or *7	Return to Activity Menu
*D or *3	Delete
**U or **8	Undelete (may not be available with your system)
*W or *9	Wait
*T or *8	Transfer out of system
**N or **6	Look up name/ext. in Directory
**X or **9	Exit system
**H or **4	Hold message in category
Use while addressing:	
*A or *2	Alternate addressing (switch between name/ext.)
*L or *5	Use mailing list

More Extensions or Names

Stop Recording/Restart	1
Play Back	23
Delete	*D or *3
Approve	#

Extension or Name # (press *A or *2 to alternate between list and name) and/or Group List *L or *5

Finish Addressing #

Record Message

Respond/Forward 1

Reply by Voice Mail: -without copy	7
-with copy	19
Forward with Comment	2
New Message	4
Call Sender	0
Return to previous menu	#

Return may not be available with your system

Hear Message Summary

Enter Greeting Number

Listen	0
Change/Create/Delete	1
Scan	2
Activate	3
Call Type	4
Finished?	#

Stop Recording/Restart

Play Back

Delete

Approve

Hear Greeting Number(s) in Use

Listen	0
Change/Resend	1
Replay Header	23
Delete	*D or *3
Skip	#
Next Category	**

Hear Message Summary

Enter

Mailing Lists	1
Personal Directory	2
Password	4
Re-record name	5

Enter

Create List	1
Scan	2
Review/Modify	3

New Password # Re-enter # New Password #

Listen Replay Header

Listen

Scan Headers and Messages

Scan Headers

Scan Messages

Send	#
List Options	0
Make Private	1
Make Priority	2
Schedule Delivery	3
File a Copy	4

Delete	*D or *3
Undelete	**U or **8
Skip	#
Next Category	**

Undelete may not be available with your system

PLAY-BACK CONTROLS

1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
0	0	0
*	*	*
#	#	#

Press 3 to pause and 3 again to continue. Q=7 Z=9

FOR MORE INFORMATION:

- Press *H for Help at any time.
- See your voice messaging portable guide.
- Contact your system administrator.

NOTICE: The information in this document is subject to change without notice. AT&T assumes no responsibility for any errors that may appear in this document.

Note: AUDIX RIVA Standard and DEFINITY AUDIX R3.0 offer the **U (or **8) command to recover a message you just deleted and the # command to back out of the Reply to Sender option. However, these commands may not be available on all voice messaging systems AT&T offers subsequent to these products.