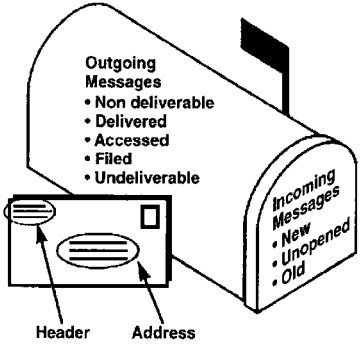


THE CAMPUS MESSAGE CENTER -VOICE MAIL AT USL TERMS & CONCEPTS

Activity Menu	The initial activities you can select after logging into the system.	Audix Mailbox	Your personal storage area for incoming and outgoing messages (and headers).									
<p style="text-align: center;">Activity Menu Phone Keys to Access Menu Options</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">① Record & Send</td> <td style="text-align: center; width: 33%;">② Get & Respond</td> <td style="text-align: center; width: 33%;">③ Create Personal Greeting</td> </tr> <tr> <td style="text-align: center;">④ Outgoing/Filed Messages</td> <td style="text-align: center;">⑤ Password Mailing List Personal Dir.</td> <td></td> </tr> <tr> <td style="text-align: center;">⑦ Scan</td> <td colspan="2">*R - Return to the Activity Menu *H - Help available at any point</td> </tr> </table>		① Record & Send	② Get & Respond	③ Create Personal Greeting	④ Outgoing/Filed Messages	⑤ Password Mailing List Personal Dir.		⑦ Scan	*R - Return to the Activity Menu *H - Help available at any point		<p>After logging in, use your phone keypad to access menu options. Your keypad must generate touch tones to work with the Campus Message Center. There are layers of menus, and their options are described as you progress through each activity. The first layer is called the Activity Menu. You can always get back to that layer by pressing *R (or *7)</p> <div style="text-align: center;">  </div> <p>Your incoming and outgoing messages are stored in categories according their status. The system keeps incoming messages until you delete them or until an automatic deletion date. Because space is limited, it is wise to regularly review and delete messages.</p>	
① Record & Send	② Get & Respond	③ Create Personal Greeting										
④ Outgoing/Filed Messages	⑤ Password Mailing List Personal Dir.											
⑦ Scan	*R - Return to the Activity Menu *H - Help available at any point											
Header	A summary of an incoming message (equivalent to a return address and postmark on a letter). It includes the length of the message in minutes and/or seconds: "Message from Pierre Boudreaux received 7:34 am, Friday, April 1, 70 seconds, extension 20107."	Address	A number or a name specified for an outgoing message (equivalent to a send to address on a letter).									
TYPES OF INCOMING MESSAGES (Received by You)												
New	Messages not yet retrieved.	Unopened	Messages of which you have listened to the header, but not the message itself.									
Old	Messages you have listened to, but have not yet deleted.											
TYPES OF OUTGOING MESSAGES (Sent by You)												
Delivered	Messages that have been delivered, but have not yet been listened to by the recipient.	Accessed	Messages that have been delivered and listened to by the recipient.									
Undelivered	Messages that have not yet been sent because you scheduled them for future delivery. You can listen to, re-address, and re-record these messages any time before delivery.	Nondeliverable	Messages that could not be delivered, usually because the intended recipient's mailbox is full. You can listen to, re-address, and re-record these messages.									
Filed	Copies of outgoing messages that you saved to resend and/or modify.											

TIPS AND HIGHLIGHTS

Log in quickly from campus	From your phone, dial the system number VM# (just remember Voice Mail) and press # (instead of your 5 digit extension) and then enter your password.	Log in from anywhere	From a phone connected to our system, dial the system number, then enter your five digit extension and password. From any phone not connected to our system, dial the complete phone number, 482-6245 (482-MAIL) , (and the 318 area code if long distance), then enter your extension and password.
Log in after leaving a message	After you get the greeting for another user's voice mailbox, you can press *R to log into your voice mailbox. Press *R immediately or leave a message and then press *R. This tip is extra useful for long distance or pay calls because you can leave and get messages with one phone call.	Dial ahead	If you know what buttons to push, push them without waiting for the system to respond. NOTE: You can't bypass error beeps and important system messages.
Use help	Press *H or *4 for Help . The system states your current options or the next step.	Avoid using obvious passwords	Do Not use a password that would be easy for someone else to guess. (See page 5A) Also, do not put your password on a programmable function key or Kwick-dial key. (Many people forget their password after being away from the office for a few days, a good idea is to write it down and put it in your wallet.)

GETTING MESSAGES

Scan messages quickly	You can automatically play all of your messages by pressing just two buttons. Scanning is extra useful with a car phone. (See page 6B)	Use playback controls	When listening to messages, you have controls for volume, speed, stepping back and forth, pausing, and repeating messages. (See Playback Options, page 6B)
Delete or forward messages to conserve space	When you are on vacation or away from your phone for an extended period, call your mailbox and delete or forward messages. You'll reduce the chance of it filling up so callers can't leave messages. Also, change your personal greeting to tell callers who else to talk to while you are away.	Record a personal greeting	Replace the automatic system greeting with your personal hello. (See page 6C). Tell callers they can press *H or *4 for Help . Change your greeting everyday to match your daily schedule and record multiple greetings that play according to call type. (See page 7B)
Delete old messages	Your mailbox has limited space. When it is getting full, the system tells you. Delete messages or greetings you do not need.	Answer messages from your mailbox	Answer a message sent by another user immediately after listening to it, either by pressing 1 0 to call the person or by pressing 1 7, 1 1 9, or 1 1 6 to send them a return voice mail message. (See page 6A)
Forward messages	You can forward a message to another user or a list of users immediately after listening to it. After you forward it, you return to the original place in your mailbox. To forward to a mailing list, press *L or *5 to specify the list's address. (See page 6A)		

LEAVING A MESSAGE WHEN NO ONE ANSWERS - CALL ANSWER

Use playback and record controls	To listen to and edit the messages you leave when there is no answer, you have many controls. (See page 5B)	Bypass greetings and record immediately	You do not have to listen to another user's call answer greeting if you have heard the information before. You can, instead, press 1 to bypass the greeting and begin recording immediately.
Use directory assistance	If you do not know the extension of another user, find it with your voice messaging system. Log in, press **N or **6 and enter the person's name, last name first. The system tells you the extension. NOTE: Not all names are in Directory Assistance.	Make messages priority	When you want someone to listen to your message right away, send it as a priority message. (See page 5C)
Make messages private	To prevent another user from forwarding a message you leave, make it private. (See page 5C)	Leaving a message without ringing their phone	To save time, leave messages directly in another user's mailbox. Send voice mail (see page 5B) or dial Transfer Cover, TC # (82#). Follow directions.

CALL TYPES FOR GREETINGS

Internal calls	Calls which come from callers at campus phones.	External calls	Calls which come from outside the campus
Busy calls	Calls that come in when you are already using your phone line(s).	Out of hours calls	Calls that come in after standard business hours. At the present time, the system recognizes Saturday and Sunday (7:45 am to 4:30 pm) as regular business days.

RECORDING VOICE MAIL

Use playback and record controls	To listen to and edit the messages you send, you have many controls. (See page 5B)
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DELIVERY MESSAGE TYPES

Call answer	Call party's telephone number to leave messages	Voice Mail	A message sent to you by a user who logs into the Campus Message Center and touches 1 at the activity menu and records a message. After recording a message, the user can address this message to more than one person.
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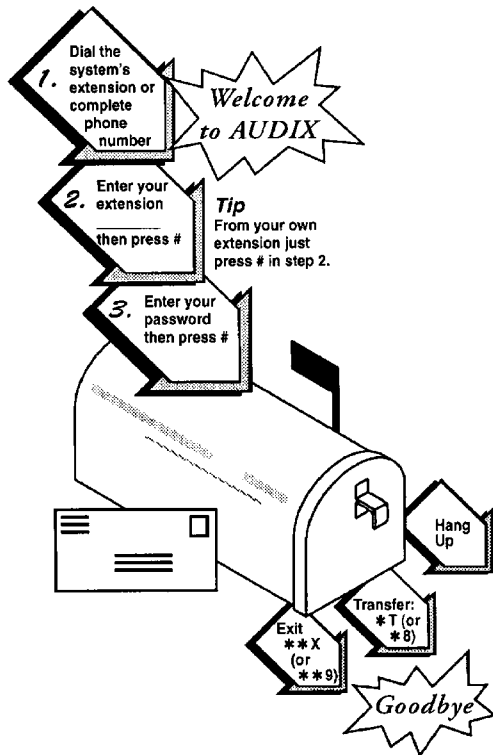
SENDING A MESSAGE DIRECTLY TO MAILBOX(ES) - VOICE MAIL

Make messages priority	When you want someone to listen to your message right away, send it as a priority message. (See page 5C)	Save messages you send	Before sending a message, you can save it in the Outgoing Message file by pressing 4. Retrieve the message later to use again. (See page 5C)
Make messages private	To prevent another user from forwarding a message you send, make it private. (See page 5C)	Check on receipt of messages you send	After you send a message, check your Outgoing Message file to see if the message was delivered and if the person listened to it. (See NOTE page 8B)
Delete outgoing/filed messages	Delete messages filed in the Outgoing Message file. Filed outgoing messages can unnecessarily use system storage.	Schedule delivery	Schedule a message for delivery to others at a specified time and date. Use the system as a calendar/reminder by scheduling messages to yourself. (See page 5C)
Use mailing lists	Create a mailing list of extensions. Then send your message to one destination - the mailing list. All extensions in the list receive the message. You can also forward messages to a mailing list. (See page 8C & 9A)	Send messages to a name, not an extension	When you send a message and don't know the extension of the recipient, press *A or *2. Then enter the person's name, last name first. *A or *2 switches you back and forth between extension and name. (See Page 9C, Directory Assistance, not all names are in directory assistance.)

LOGGING IN

After you log in, you are at the Activity Menu. The system voice prompts tell you what to do and what your options are. At any time, press *H or *4 to get information about your current options.

IMPORTANT: If you have a new voice mailbox the system makes you change your password immediately after you log into AUDIX for the first time.



LOGGING IN FOR THE FIRST TIME

Record Your Name

Dial VM # (86#) to access the Campus Message Center. The system will prompt you to record your name (*NOT* a greeting). This name will be used as the system greeting for your voice mailbox. Callers will hear your voice and feel more comfortable about leaving messages.

If the system asks you to record your name as you log in, you must press 1 and begin at step 2 in the instructions below. You can record your name at any time after logging in by following the entire procedure beginning at step 1.

1. Press 5 5 from the Activity Menu
2. Say your name after the tone
3. Press 1

Optional: 4. Press one of the following
- 1 to re-record (return to step 2)
- 2 3 to play back

5. Press # to approve

Change Your Password

Change your password **immediately** after you become an AUDIX subscriber. You should also continue to change your password at least once every six months.

If the system asks you to change your password as you log in, you must begin at step 2 in the instructions below. You can change your password at any time after logging in by following the entire procedure, beginning at step 1.

1. Press 5 4 from the Activity Menu
2. Enter new password (at least 8 digits and up to 15 digits) and press #
3. Re-enter new password and press #

Caution:

Do Not use a password that uses:

- Ascending or descending digits (for example, 1234 or 4321)

- The same digits (for example 0000)
- Digits corresponding to your name or initials (for example 5646 for John)
- Current year (for example, 1995)
- The same number as your extension (for example, extension 33455, password 33455)
- Numbers that identify you, such as your social security number, employee ID, room number, or department
- Reversal of anything mentioned in this list (for example, extension 33455, password 55433)

Also, do not put your password on a programmable function key or Kwick-dial key.

RECORD AND SEND VOICE MAIL MESSAGES

Recording Your Message

1. Press 1 from the Activity Menu
(You can skip the prompt by pressing the 1 again)
2. Record at the tone

OPTIONAL (Edit Options)

Press one of the following

- Press 1 to pause or stop
 - Press 1 to continue
 - 2 3 to playback message
 - *D to delete and start over
 - # to Approve
3. After you have recorded your message, 2 3 will playback your message, after you are satisfied with your message, press # to approve.

ADDRESSING YOUR VOICE MAIL MESSAGE

4. Do one of the following:
 - Enter recipient's address (5 digit extension phone number) and press #
 - To send to multiple recipients via a mailing list:
 - a. Press *L to access a list, this would be used if you have created a list of phone numbers you

want the message to be delivered to (SEE CREATE LISTS)

- b. Enter list owner's extension and press #. (If you are the owner, just press #)
- c. Enter list ID (name of the list) and press #

Repeat step 4 for additional recipients.

5. Press # to approve addressing

Tips

Press *A or *2 to switch between number and name addressing. Enter last name first.

You can use only your mailing lists and those of other users on your Audix system.

Press *D or *3 to delete an incorrect address or list.

To review addresses press *1.

DELIVERING YOUR VOICE MAIL MESSAGE

6. Press # to deliver immediately.
Or, do any combination of the following:
 - Press 0 to have the system recite this list of options to you
 - Press 1 to make your message private (Press 1 again to undo)
 - Press 2 to make your message priority (Press 2 again to undo)
 - Press 3 to schedule delivery (Press 3 again to undo)
 - Press 4 to file a copy (Press 4 again to undo)
 - Then press # to approve and deliver

To Schedule Delivery

- a. Enter delivery time (405=4:05 #)
- b. Enter A for AM or P for PM, press # sign
- c. Enter delivery month and day (502 = May 2) press # sign
- d. Press # to approve or *3 (or *D) to start over

GET & RESPOND TO MESSAGES

After dialing into the Campus Message Center from an office phone, or 482-MAIL from outside campus phone:

1. Press 2 from the activity menu
2. Press any combination of the following
 - 0 to listen to the message
 - 2 to rewind the message (or return to previous)
 - 2 3 to play back the header

Respond to Header or Message

You can respond to a message during or after listening to the message or header.

3. Do one of the following:
 - To reply to sender by voice mail, press 1 1 6. To reply and attach original, press 1 1 9. After recording, press # to approve, then schedule delivery or press # to send now
 - To call sender, press 1 0
 - To record a message to someone other than the sender press 1 4
 - To forward a message from your mailbox to another extension:
 - a. Press 1 2, record your message which has to be longer than 2 seconds or the system will not accept (example: I am forwarding this message to you) press #, dial the extension you want to forward to, press #, you will hear the department or person you are forwarding to, press # to send.
 - To escape back to step 2, press #

Act on Header/Message

4. Press any combination:
 - *D or *3 to delete message
 - **U or **8 to restore the last message you deleted
 - # to save and skip to the next message
 - **H or **4 to hold message in current category and skip to next message
 - *# to skip to the next message category

Tips

Pressing **H or **4 to hold message in the New Category lets your message waiting indicator stay on.

When recording a response, press 1 to skip the record prompt.

The system saves messages for the length of time set by the administrator, and then automatically deletes them.

Each message header tells you the length of the message in minutes and/or seconds.

Scan Messages Quickly

Once you are familiar with how to get messages, try the easiest scanning method. Auto Scan is most useful for mobile phone users, as it requires touching only two buttons:

1. Press 7 from the Activity Menu.
2. Press one of the following:
 - 1 to scan headers and messages
 - 2 to scan headers only
 - 3 to scan messages only
3. Use the Respond and Act On options above as necessary. The system pauses three seconds between messages

NOTE: Don't forget to delete messages so your mailbox doesn't fill up.

Playback Options:

Use the following options when listening to a message in either manual or scan mode:

④=Louder	②=Rewind	③=Play/Pause
⑦=Softer	⑤=Back Up	⑥=Advance
	⑧=Slower	⑨=Faster
	0=Replay	#=Skip

CREATE PERSONAL GREETINGS - BASIC

Your system allows you to record and store several personal greetings, each for a specific situation. You can manually activate each greeting as needed (basic mode), or you can keep a number of greetings active at once (advanced mode).

Record Greeting:

1. Press 3 from the Activity Menu
2. Listen to a summary of active greetings
3. Press 1 to record or re-record a greeting
4. Enter a number (1-9) for the greeting
5. Speak greeting at the tone
6. Press 1 to stop or pause

NOTE: It is important that you record a personal greeting. If you do not, the standard greeting will tell the caller to dial 0 for additional help. If you have not called TT# to ask that the 0 referral be sent to another extension, the caller will receive a message saying that you have not programmed 0 option to another extension and be disconnected.

If you choose to use the standard greeting, call TT# and ask that the 0 option be programmed to another extension.

Optional:

Edit:

7. Press:
 - 1 to Continue
 - 2 3 to play back
 - *D to Delete

Tips

The system greeting is always greeting 0. The system doesn't care what single-digit number you assign to each greeting. Keep track of your greetings by noting them on paper or by scanning.

8. Press # to approve

Act on New Greeting

9. Do one of the following:
 - Press # to leave the greeting inactive
 - Follow the prompts to activate the greeting

Activate Previously Recorded Greetings

1. Press 3 3 from the Activity Menu
2. Enter the greeting number
3. Follow the prompts to activate for all calls or for individual call types

Scan All Greetings

1. Press 3 2 from the Activity Menu
2. Listen to first greeting status statement
3. Press any combination of the following:
 - 0 to listen to a greeting
 - 1 to re-record a greeting
 - *D or *3 to delete and skip to the next greeting
 - 2 to return to the previous greeting
 - # to save and skip to the next greetingThen press *# to quit scanning

Tips

You can assign special numbers to greetings to help you remember them.

For example:

Normal	1
Covering info	2 (C)
Lunch	5 (L)
Returning Soon	7 (RS)
Trip or Vacation	8 (TV)

CREATE PERSONAL GREETINGS - ADVANCED

After you have recorded several personal greetings, you may want to assign those greetings to specific types of incoming calls. Besides the basic mode of using one greeting for all calls, you can set up specific greetings for:

- 1) internal and 2) external calls
- 1) busy and 2) no answer calls
- 1) prime-time internal 2) prime-time external, and 3) out-of-hours calls
- 1) prime-time busy, 2) prime-time no answer, and 3) out-of-hours calls

The first step is to define the types of calls you want to differentiate.

Define Call Types (the first time)

1. Press 3 4 from the Activity Menu
2. Press one of the following:
 - 1 to differentiate internal/external calls.

- 2 to differentiate busy/no answer calls
3. Press one of the following
 - 3 to differentiate out-of-hours calls.
 - 4 to make no distinction between prime time and out-of-hours calls.
 4. Proceed to page to "Assign Greetings To Call Types"

Tips

When you select the out-of-hours call type, the other call types automatically apply only to prime-time calls.

- ▶ Prime time messages are played on Saturday and Sunday.
- ▶ Prime time hours are 7:45 am - 4:30 pm

You must make a choice between internal/external and busy/no answer call types. The system is not set up to handle both sets of situations simultaneously.

Change Call Type Definition

1. Press 3 4 from the Activity Menu.
2. Press any combination of the following:
 - 1 to differentiate internal/external calls.
 - 2 to differentiate busy/no answer calls
 - 3 to differentiate out-of-hours calls.
 - 4 to turn off out-of-hours differentiation
 - 5 to use a single greeting for all calls
3. Press # to approve and proceed to "Assign Greetings to Call Types"

Tips

To deselect a call type, simply select another call type in its place.

To deselect a greeting, simply select another greeting in its place.

After you have recorded multiple personal greetings and defined the call types to which you want to assign those greetings, use the following procedures to assign greetings to call types.

Assign Greetings to Call Types

1. Press 3 from the Activity Menu
2. Listen to the summary of active greetings
3. Press 3 to activate a greeting
4. Enter 0-9 to indicate which greeting you want to assign to

a call type

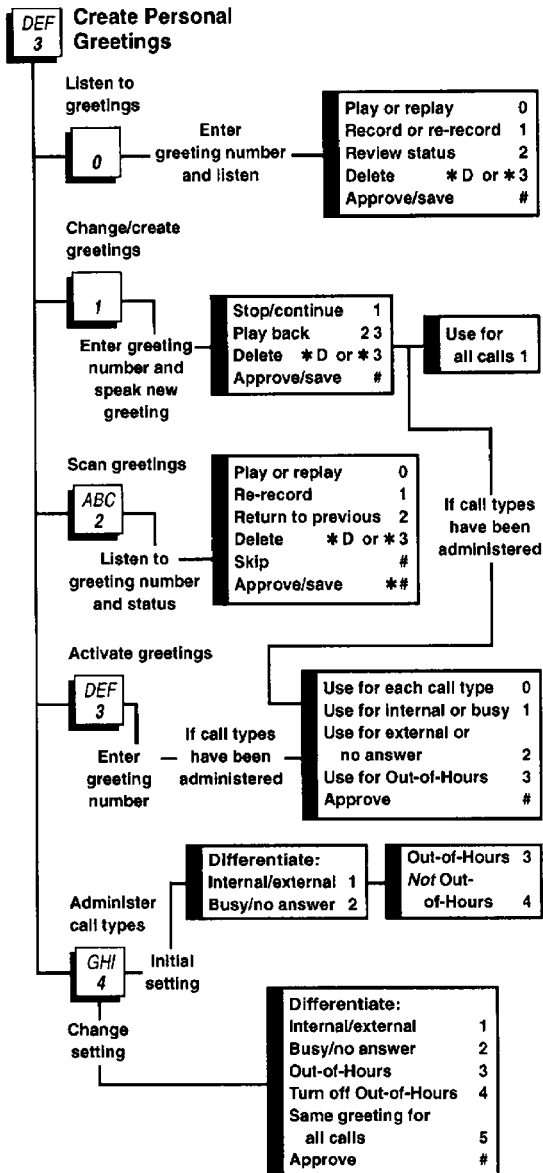
5. Press any combination of the following:
 - 1 to use the greeting for each call type
 - 2 to use the greeting for Internal (or Busy) calls
 - 3 to use the greeting for External (or No Answer) calls
 - 4 to use the greeting for Out-of-hours calls
6. Press # to approve
7. Press *R or *7 to return to the Activity Menu

Tips

To set up different greetings, strictly for prime-time and out-of-hours calls, you must assign the same greeting to the two prime-time calls types (internal and external or busy and no answer).

Your specific options at step 5 depend on the call types you chose to differentiate. Listen to the voice prompts for guidance.

FLOWCHART CREATE PERSONAL GREETINGS



8A

OUTGOING/FILED MESSAGES

Follow steps 1, 2, and 3 to see if an outgoing message was delivered. To modify or resend a message, follow steps 1 through 6.

Access Outgoing Messages

1. Press 4 from the Activity Menu
2. Listen to first message header

Select Message

3. Press any or none of the following:
 - 0 to listen to the message
 - 2 3 to play back the message header
 - *D or *3 to delete and skip to the next message
 - 2 2 to return to previous messages
 - # to save and skip to the next message
 - * # to skip to the next message category

NOTE: For *Delivered* or *Accessed* messages, you can listen to the headers only. You can't change or resend these messages. After you review an accessed message header, the system deletes the header automatically.

Modify Message

4. Press 1 to modify and/or resend the selected message
5. Do one of the following:
 - To resend the message as is, press # and go to step 6
 - To re-record:
 - a. Press 1
 - b. Speak message at the tone
 - c. Edit normally
 - d. Press # to approve

8B

Tips

You can modify/resend three types of outgoing messages: Undelivered (scheduled for future delivery), Nondeliverable (bad address or recipient's mailbox is full), and Filed.

Be sure to delete messages and headers regularly. The Outgoing Message file can consume a lot of your system's resources.

Press # # to resend an undelivered message to the original recipient only (step 6).

Resend Message

6. Do one of the following:
 - For filed and Nondeliverable Messages -
 - a. Enter address (or list via *L or *5)
 - b. Press # # to approve and send immediately or
Enter delivery options and press #

NOTE: If you resend a filed message, it leaves the file cabinet portion of your mailbox. You must file a copy again to retain it.

- For Undelivered Messages
 - a. Enter additional addresses and press #
or
Enter *1 to review and edit original addresses
 - b. Change delivery times or options

CREATE MAILING LISTS

Follow these steps to create a mailing list:

1. Press 5 1 1 from the Activity Menu
2. Enter list ID (up to 6 letters or digits) and press #
3. Press one of the following:
 - 1 to make the list private
 - 2 to make the list public
4. Enter an address and press #
5. Repeat step 4 until list is complete
6. Press # to approve

8C

Scan List Summaries

1. Press 5 1 2 from the Activity Menu
2. Listen to the list summary
3. Press any combination of the following:
 - # to skip to the next list
 - *D or *3 to delete the entire list
 - 0 to review/modify list members
(Go to step 4 of Review/Modify List)

Tips

When creating a list, you can also append an existing list by entering *L or *5 (at step 4). NOTE: after you append a list, the system asks for more extensions. Do Not add extensions of the list just appended.

Specify an address as a number or name - press *A or *2 to switch modes. Delete addresses in two ways: 1) Review the list until you find each address, then press *D or *3; or 2) At step 4 press 1 immediately, enter the address to be deleted, and press *D or *3. Repeat for other addresses.

Review/Modify List

1. Press 5 1 3 from the Activity Menu
2. Enter list owner's extension and press #. (If you own the list, simply press #)
3. Enter list ID and press #
4. Listen to the first name, then press any combination of the following:
 - # to skip to the next name
 - *D or *3 to delete name
 - 2 to repeat name
 - 2 2 to return to previous name
 - *1 to review from beginning
 - 1 to add/delete specified entries or change public/private status, then do the following:
 - a. Press Y (9) or N (6) to change status
 - b. Enter address and press #
 - c. Listen to name, and if deleting, press *D or *3
 - d. Repeat b and c for each addition/deletion
 - e. Press * # to stop adding/deleting specified entries
5. Press # when finished reviewing

PERSONAL DIRECTORY

The system allows you to create a personal directory of abbreviated names (aliases) for frequently used addresses. It is a sophisticated speed dialing feature.

Create/Append Directory

1. Press 5 2 1 from the Activity Menu
2. Enter an address and press #
3. Listen to your entry's address
If the name is incorrect, press *D or *3 to delete and repeat steps 2 and 3
4. Enter your abbreviated version of the address (up to 10 characters) and press #
5. Repeat steps 2, 3, and 4 to add more names to your personal directory
6. When finished, press # to approve

Tips

Your personal directory comes into play automatically; the system refers to your personal directory anytime you enter a name address.

The system doesn't care what numbers or letters you use for each alias.

Review/Delete Directory

1. Press 5 2
2. Do one of the following
 - Press 2 to review all aliases. While listening to each entry, press
 - # to skip to next alias
 - *D or *3 to delete
 - 2 2 to return to the previous alias
 - * # to stop reviewing
 - Press 3 to review specific aliases:
 - a. Enter alias to review and press #
 - b. Listen to corresponding address
 - c. Repeat for more aliases
 - d. Press * # to stop reviewing
3. Press *R or *7 to return to the Activity Menu

USE DIRECTORY ASSISTANCE

Directory assistance is just like a telephone book. If you know the name of a person, you can use AUDIX directory assistance to find that person's extension. Also, if you have an extension, you can use directory assistance to find the name of the person with that extension. NOTE: Not all names are in the system.

1. Press * * N (think Names) or * * 6 from anywhere in the system
2. Do one of the following:
 - If you want to hear the extension number associated with a name, enter the name (last name first, with no spaces between the first and last name), then press #
 - If you want to hear the name associated with an address, press *A or *2, enter the address, then press #

LEAVE A CALL ANSWER MESSAGE

When leaving a call answer message, you have several options for making full and efficient use of the system. When it answers the phone, you can:

- Press 1 to skip the greeting (if you are sure you won't be missing new information the called party might have left for you in the greeting)
- Leave a detailed message (it is generally more efficient to convey information than to simply request a return call)
- Press *D or *3 to delete and start over
- Press 1 2 3 to stop recording and review your message.

Before, or after leaving a message you can:

- Escape to a covering extension by pressing 0
It is possible that no covering extension has been assigned, and this won't work.
- Transfer to another extension
 - a. Press *T or * 8
 - b. Enter the extension
 - c. Press #
- If the receiver's mailbox is on the same system as your own, you can log into yours by pressing *R or *7.

NOTE: If you record a message and then either hang up or go to another option, the system delivers your message to the person you are calling. You don't have to approve it. To prevent delivery of your message, you must delete it with *3

AUDIX

THE CAMPUS MESSAGE CENTER - VOICE MAIL AT USL

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CREATE PERSONAL GREETINGS - ADVANCED

.....	7A
Define Call Types (the first time)	7A
Change Call Type Definition	7B
Assign Greetings to Call Types	7B
Flowchart, Create Personal Greetings	8A

OUTGOING/FILED MESSAGES

Access Outgoing Messages	8B
Select Message	8B
Modify Message	8B
Resend Message	8C

CREATE MAILING LISTS

Scan List Summaries	9A
Review/Modify List	9A

PERSONAL DIRECTORY

Create / Append Directory	9B
Review / Delete Directory	9B

USE DIRECTORY ASSISTANCE

LEAVE A CALL ANSWER MESSAGE