SENDING MESSAGES
Record and send a message
- From the main menu, press 3
- Record—when finished, press 4
Options: To erase and rerecord, press 9
- To hear your messages, press 0
- Enter destination
- Optional: enter delivery options
  1 Private
  2 Urgent
  3 Message confirmation
  4 Future delivery
- Send, press 7

Destination options
- Send messages to other users, group lists, guest mailboxes or home mailboxes
- If you don’t know a mailbox number, press 4 to spell the name, last name first. Q=7, Z=9

REVIEWING AND RESPONDING
Listen to messages
- To review unheard voice messages, press 1
- To review fax messages, press 3

Listening controls
- Use playback controls to rewind, pause or fast forward and to change the speed or volume.
  Set Playback Controls in Legend on other side.
- Press 3 to hear a message’s envelope (the sender, time, length, etc.)
- Press 5 to rewind to beginning of message
- Press 7 to go to the end of message
- Press 9 to skip to the next message

Reply to a message
- At end of message, press 4
- Send record reply—when finished, press 4
- Send, press 4

Reply by calling the sender
- At end of message, press 4
- System dials sender’s phone number
- You cannot reply to messages from outside callers.

Send a copy
- At end of message, press 4
- Record introduction—when finished, press 4
- Send, press 4

Send with other introductions removed
- At end of message, press 4
- Record introduction—when finished, press 4
- Send, press 4

SENDING messages
Set or change primary printing destination
- From the main menu, press 3–2–3–1
- Depending on your system, you may need to enter a 10-digit printing destination even if a long-distance call isn’t required.

Print a fax
- From the main menu, press 3–3
- Choose fax option
  1 Unheard fax
  2 Archived fax
  3 All unprinted faxes
- Print, press 4
- Choose printing destination
  1 Primary
  2 Alternate
  3 Current

Set outputprint
- From the main menu, press 3–2–3–2
- When outputprint is on, faxes will be sent to your primary fax printing destination upon receipt in your mailbox.

Send a fax to your mailbox
- Before placing the document in the feeder tray:
  - Lift the handset of the fax machine
  - Call or be forwarded to your mailbox
- During the greeting, press 4 for fax options
- Listen to the spoken prompts and follow directions

LOCATING MESSAGES
Locate a message you sent
- From the main menu, press 3–1

Locate a message received in your mailbox
- From the main menu, press 3–2

- Choose source:
  - From subscribers, press 1
  - From all outside callers, press 2
  - From specific outside caller, press 3

Search for messages by subscriber name, mailbox number or group list.

SETTING MESSAGE NOTIFICATION
Set outcall notification
- From the main menu, press 3–3

Turn on notification, press 1

Turn off notification, press 2

Set your outcall notification schedule
- From the main menu, press 3–4
- Choose schedule:
  1 1st schedule
  2 2nd schedule
  3 Temporary schedule

A temporary schedule overrides the other two schedules.

MANAGING YOUR MAILBOX
Change your password
- From the main menu, press 3–2–1–1–1

Choose password type:
  1 Personal
  2 Home
  3 Guest 1
  4 Guest 2
  5 Secretary

Record personal greeting
- From the main menu, press 3–2–1–2
- Choose one:
  1 Away from phone
  2 On phone
- If you don’t record an on-phone greeting, your away-from-phone greeting always plays.

Record an extended absence greeting
- From the main menu, press 3–3–2
- An extended absence greeting replaces your personal greeting. Delete the extended absence greeting to restore your personal greeting.

Change prompt levels
- From the main menu, press 3–2–1–3
- Choose prompt level:
  1 Standard
  2 Extended (detailed prompts)
  3 Rapid (brief prompts)

Use group lists
- From the main menu, press 3–2–1–2
- Choose list:
  1 Create new list
  2 Edit existing list
  3 Delete list
  4 Press 1 to list names
- Each list can hold up to 25 mailbox addresses.

Time on data and time
- From the main menu, press 3–2–1–4

Rerecord your name
- From the main menu, press 3–3–3

HELPFUL TIPS
Use power keys
- Hear online help while using your mailbox, press 0
- Cancel a command or back up one menu, press 4
- Press same-key commands quickly
- If you are prompted to press the same key two times (2–2–2), press the key quickly, or the system may misinterpret your input.

Avaya Inc.
1001 Murphy Ranch Road
Milpitas, California USA 95035-7912

© 2000 Avaya Inc. All rights reserved. All trademarks identified by ® and TM are registered trademarks or trademarks, respectively, of Avaya Inc. All other trademarks are the properties of their respective owners. Printed in the USA.

Version 2
July 1998
THE POWER OF MESSAGING

Voice messaging gives you the ability to communicate effectively from any touchtone phone 24 hours a day, with one person or many. We want you to be familiar with the Octel system as soon as possible, so you can put it to work for you. This guide explains a few of the system’s important features. For more information, ask your system manager.

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

** introductory prompt

• Listen to the
• Press [ ]
• When finished
  • Press [ ]
  • Choose an alternate fax destination
  • Enter fax destination
  • Confirm receipt
  • Enter access phone number
  • Enter fax destination
  • Confirm
  • Enter fax destination
  • Confirm

** OPTIONS

• Record message
• When finished
  • Press [ ]
  • Enter mailbox number
  • Confirm

** OPTIONS

• Send copy
• To send a copy of a message with an introduction:
  • Press [ ]
  • Enter your mailbox number
  • Confirm

** OPTIONS

• Record introduction
• Enter fax destination
• Send

** OPTIONS

• Send to same extension foundation destination
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter your mailbox number
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm

** OPTIONS

• Send to someone else on same system
• Enter access phone number
• Enter fax destination
• Confirm