

## RECORDING AND SENDING

### Creating a new voice message

- From the main menu [2]
- Record message
- When finished [#]
- Enter destination number
- Specify delivery options (see below)
- Send [#]

#### TIPS:

- *To erase and rerecord* [\*]-[2]
- *To record more at the end of the message*  
*Pause* [2]  
*Indicate ready to record* [5]
- *If you didn't know the mailbox number [#] to spell the last name Q=7 Z=9*
- *If you send a message to more than one person, you can record an annotation to the message before sending it to the next person* [6]

### Specifying delivery options

- Private [1]
- Urgent [2]
- Confirmation [3]
- Future delivery [4]
- Fax attachment [5]
- Economy dispatch [6]
- Listen-only [7]

## LISTENING AND RECORDING

### Reviewing voice messages

- From the main menu [1]
- Review new messages [1]-[1]
- Review archived messages [1]-[2]

#### TIPS:

- *Use playback controls*
- *Skip to end of current message* [3]-[3]
- *Skip to next message* [#]

### Replying to a message

- At the end of the message [8]
- Record reply
- When finished [#]
- Specify delivery options (optional)
- Send [#]

### Reply by calling the sender

- At end of message [8]-[8]
- System dials sender's phone number

**TIP:** *You cannot reply to messages from outside callers.*

### Sending a copy

- At the end of message [6]
- Record introduction
- When finished [#]
- Enter mailbox number
- Specify delivery options (optional)
- Send [#]

### Erasing a message

- At the end of message [7]

**TIP:** *You can delete a message before it completes by pressing [3]-[3]-[7].*

## SENDING AND RECEIVING

### FAX MESSAGES

#### Sending a fax with a voice message from a fax device

- From the main menu of your mailbox [2]
- Record message
- When finished [#]
- Enter the destination mailbox number
- Insert document in the fax machine
- Select Fax Attachment [5]
- Specify other delivery options (optional)
- Send [#]
- Press Start/Send button on fax device

#### Printing a fax sent to your mailbox

- From the main menu [1]-[1]-[2]
- Print immediately [\*]
- Choose destination:  
Enter fax device number  
Send to local fax machine [#]

#### Setting or changing your primary fax destination

- From the main menu [4]-[8]-[1]

#### Telling the system whether to print a fax to the primary destination upon receipt

- From the main menu [4]-[8]-[2]

## LOCATING MESSAGES

#### Locating messages you have sent

- From the main menu [3]-[1]

#### Locating messages you have received

- From the main menu [3]-[2]
- Choose one:  
Enter the mailbox number  
From outside callers [1]  
Spell name [#]

**TIP:** *You may add to, delete, or change delivery options on sent messages that you locate.*

## SETTING UP MESSAGE NOTIFICATION

#### Changing message notification options

- From the main menu [4]-[2]-[1]
- Choose message type:  
Urgent messages only [1]  
All messages [2]
- Choose which message:  
First message only [1]  
Each message [2]

#### Changing message notification number

- From the main menu [4]-[2]-[2]
- Select notification schedule number (1 to 8)
- Enter phone or pager number
- When finished [#]
- Choose type of device:  
Pager [1]  
Phone [2]
- For pager, enter phone number to display on pager

**TIP:** *When entering the telephone or pager number, you may need to precede it with digits required to dial an outside number. Please ask your system manager for advice.*

## CONFIGURING YOUR

### PERSONAL OPTIONS

#### Changing greetings and prompts

- From the main menu [4]-[1]
- Select prompt:  
Please hold prompt [1]  
Name prompt [2]  
Optional Prompt 1 [3]  
Optional prompt 2 [4]  
Personal greeting [5]

#### Using group distribution lists—up to 50 mailbox numbers per list

- From the main menu [4]-[2]-[6]
- Choose one:  
Create [1]  
Edit [2]  
Delete [3]  
List names [4]  
Rename list [5]

#### Managing folders

- Define/edit folder [4]-[4]

#### Changing your password—do it frequently

- From the main menu [4]-[9]

## GENERAL TIPS

#### Press the wrong key?

- Cancel or back up [\*]

#### Want to recover messages deleted in the current session?

- From the main menu [1]-[3]
- Choose one:  
Restore [1]  
Leave deleted [2]

#### Finished using your mailbox?

- Exit from the main menu [\*]

#### Other tips and shortcuts

- Bypass system greeting [#]
- Skip a prompt [#]
- Bypass Personal Greeting to start recording message [#]

## QUICK REFERENCE GUIDE FOR OCTEL 100

585-313-750  
COMCODE 108502840  
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## THE POWER OF MESSAGING

Voice messaging gives you the ability to communicate effectively from any touch-tone phone 24 hours a day, with one person or many. We want you to be familiar with the Octel 100 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.

Tips: • *The first time you access your mailbox, you may have some special system messages. Listen to these messages before you proceed.*

- *Depending on the system setup, some features may not be available to you, and you will not be prompted for those options.*

## ENTERING THE SYSTEM

### From your office phone

- Call the internal messaging system number \_\_\_\_\_
- Enter your password \_\_\_\_\_

### From another subscriber's phone

- Call the internal messaging system number \_\_\_\_\_
- Transfer to the automated attendant [0]
- Indicate that you have a mailbox on the system [#]
- Enter your mailbox number \_\_\_\_\_
- Enter your password \_\_\_\_\_

### From outside the company

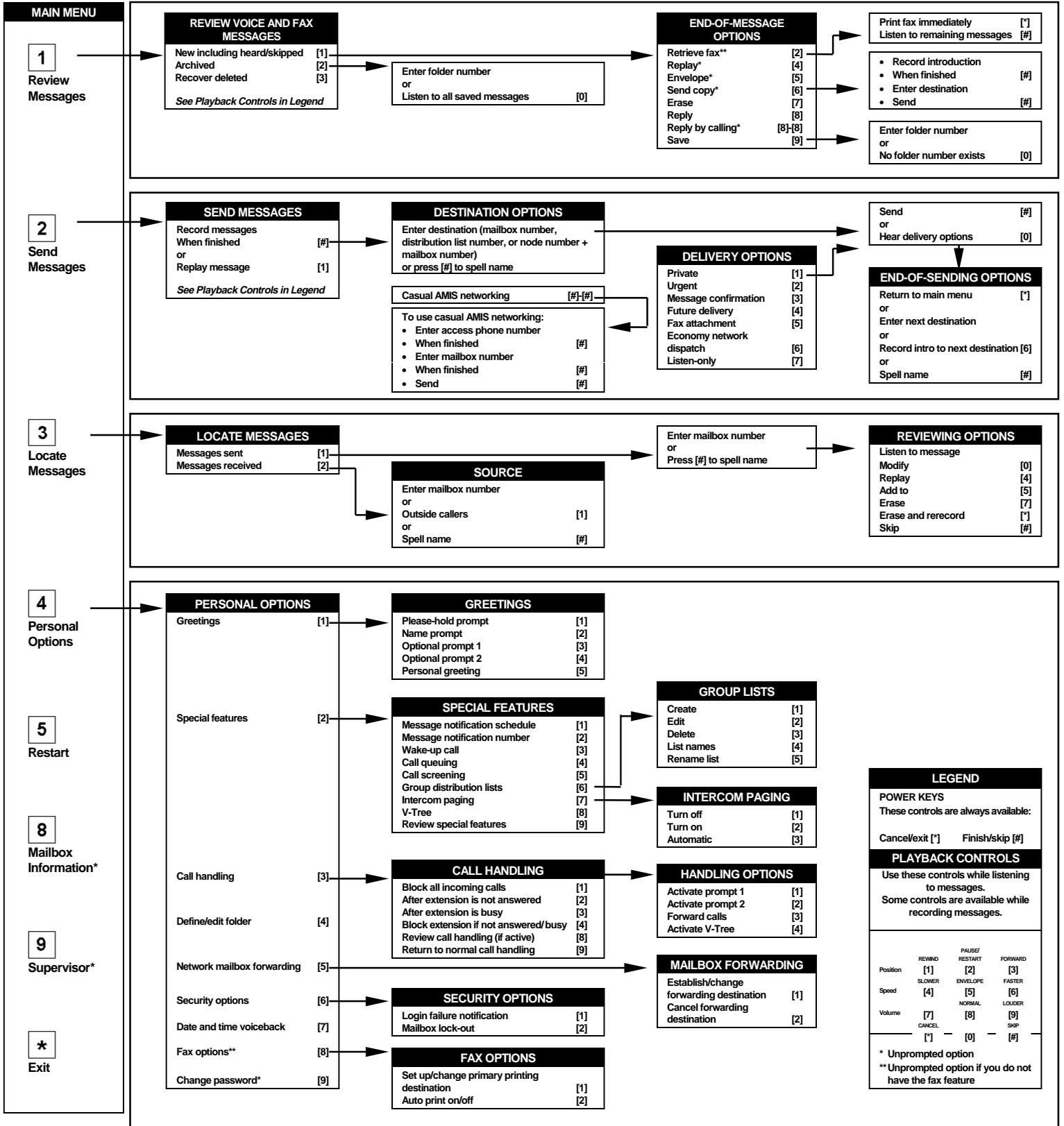
- Call the messaging system number \_\_\_\_\_
- Indicate that you have a mailbox on the system [#]
- Enter your mailbox number \_\_\_\_\_
- Enter your password \_\_\_\_\_

## OCTEL 100 AT-A-GLANCE

### ENTER THE SYSTEM

- Call the system
- Listen to the introductory prompt
- Press [#]
- Enter your mailbox number
- Enter your password

NOTE: Depending on the way your system is setup some features may not be available to you and you will not be prompted for those options. In addition, your telephone system may not support some features.



**LEGEND**

**POWER KEYS**  
These controls are always available:  
Cancel/exit [\*] Finish/skip [#]

**PLAYBACK CONTROLS**  
Use these controls while listening to messages.  
Some controls are available while recording messages.

	REWIND	PAUSE/RESTART	FORWARD
Position	[1]	[2]	[3]
	SLOWER	ENVELOPE	FASTER
Speed	[4]	[5]	[6]
		NORMAL	LOUDER
Volume	[7]	[8]	[9]
	CANCEL		SKIP
	[*]	[0]	[#]

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