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P0875935  
Standard 1.0 January 1998  
Printed in U.S.A.  
Product release MM12  
MMUI

**NORTEL**  
NORTHERN TELECOM

## Welcome to Voice Messaging

*Voice Messaging is an electronic voice messaging system that gives you a convenient and dependable way to communicate with people both inside and outside your organization. Voice Messaging answers your calls when you are on or away from your phone, and also allows you to*

- ◆ *compose, edit, and send messages*
- ◆ *forward and reply to messages*
- ◆ *create personalized lists for sending messages*
- ◆ *dial by name instead of by mailbox number*
- ◆ *set a date and time for message delivery*
- ◆ *set up remote notification schedules*

*Voice Messaging gives you confidence that all your incoming and outgoing messages will be handled pleasantly and efficiently.*

## Notes

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## Help

You can get help at any time while using Voice Messaging. The help is context-sensitive. This means that when you press the help key, you are told which commands are available for that feature.

To get help while using Voice Messaging, press

- \* General help
- 7 \* Message command help
- 8 \* Mailbox command help

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## Your Voice Messaging numbers

Keep a record of important Voice Messaging user numbers.

*Do not show your password here.*

System access # .....	Prefixes for other network sites .....
Mailbox #.....	.....
Express messaging # .....	.....
Name dialing # .....	.....
Name addressing prefix .....	.....
Open network prefix.....	.....
Nonuser prefix .....	.....

## Introduction to Voice Messaging

### How to use this guide

This guide explains how to use Voice Messaging. Familiarize yourself with the frequently used procedures such as logging in, playing your messages, and recording your greetings. Then explore the many convenient features available with Voice Messaging.

In this guide, each section contains a brief explanation, followed by numbered steps telling you what to do. The results of steps you take are shown on the right in italic text, with system responses in quotation marks.

### Mailbox

Your electronic mailbox receives your calls and stores your messages, and also stores your password and recorded greetings. When you log in to Voice Messaging, you are accessing your mailbox so that you can use the features described in this guide. Your system administrator will assign you a mailbox number.

### Password

Your personally assigned password provides security for your mailbox and its contents. All your interaction with Voice Messaging is private and confidential; no one else has access to your mailbox. When you enter your password, the numbers do not show on the telephone display.

### Prompts

Voice Messaging guides you with audible prompts at each step. The prompts tell you what to do next, or what options are available, so that you don't have to remember every step. You can interrupt a prompt by pressing the key for the next step.

### Access numbers

You activate a Voice Messaging feature by dialing its access number. These numbers are provided by your system administrator and should be posted near your phone.

### Features

If you want to use a feature described in this guide but you cannot activate it, check with your system administrator. Either your organization did not acquire that feature, or it may be available but not activated at your mailbox.

### Message waiting indication

Voice Messaging has message waiting indication (MWI) that notifies you when you receive a new message. The message waiting indicator on your phone lights up or flashes, or you hear a special dial tone when you pick up the handset.

### Associated functions

Voice form and voice menu services may be available. The capability to back up and restore messages and personal distribution lists may also be available. Check with your system administrator.

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# Voice Messaging at a glance

## Main commands

1 Skip backward	2 Play	3 Skip forward
4 Previous message	5 Record	6 Next message
7 Message commands	8 Mailbox commands	9 Call sender
* Help	0 Attendant/thru dial	# Stop/exit

## Playback options

1 Decrease speed	2	3 Increase speed
4	5	6
7	8	9
* Message help	0 Message options	# Cancel/exit

## Message commands

1 Reply	2 Play envelope	3 Forward
4 Reply all	5 Compose	6 Delete/restore
7	8	9 Send
* Message help	0 Message options	# Cancel/exit

## Message options

1 Urgent	2 Standard	3 Economy
4 Private	5 Acknowledge	6 Timed delivery
7	8	9
* Options help	0	# Cancel/exit

## Mailbox commands

1 Log in	2 Greetings	3 Log off
4 Password change	5 Distribution lists	6 Go to a message
7	8	9 Personal verification
* Mailbox help	0 Mailbox options	# Cancel/exit

## Mailbox greetings

1 External greeting	2 Internal greeting	3 Temporary greeting
4	5	6
7	8	9
* Greeting help	0	# Cancel/exit

## Mailbox options

1 Change operator	2 Remote notification	3
4	5	6
7	8	9
* Options help	0	# Cancel/exit

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## Logging in

Logging in means accessing your mailbox in the Voice Messaging system so that you can play your messages and use all the other Voice Messaging features. You can log in from any touch tone phone.

### To log in from your own phone

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Dial the Voice Messaging access number. (You may be able to access Voice Messaging by pressing the message key on your phone.)</li> <li>2. Press <b>#</b>.</li> <li>3. Enter your password, then press <b>#</b>.</li> </ol> | <p><i>You hear a prompt asking you to enter your mailbox number.</i></p> <p><i>"Password?"</i></p> <p><i>You see dashes instead of your password. Then you hear the mailbox summary.</i></p> |
|---|--|

### To log in from another phone

- |   |  |
|---|--|
| <p>When you are away from your own phone, you can access your mailbox from any other touch tone phone.</p> <ol style="list-style-type: none"> <li>1. Dial the Voice Messaging access number.</li> <li>2. Enter your mailbox number, then press <b>#</b>.</li> <li>3. Enter your password, then press <b>#</b>.</li> </ol> | <p><i>You hear a prompt asking you to enter your mailbox number.</i></p> <p><i>"Password?"</i></p> <p><i>You see dashes instead of your password. Then you hear the mailbox summary.</i></p> |
|---|--|

### To log in after leaving a message

- |   |   |
|---|---|
| <p>After you have called a Voice Messaging user and left a message, you can log in to Voice Messaging without hanging up.</p> <ol style="list-style-type: none"> <li>1. After you have finished leaving your message, press <b>#</b>.</li> <li>2. Press <b>8 1</b>.</li> <li>3. Follow the steps for logging in.</li> </ol> | <p><i>"Recording stopped." You are still connected to Voice Messaging.</i></p> <p><i>"Message left. Mailbox?"</i></p> |
|---|---|

### Autologin

Autologin is an option available on some mailboxes. See your system administrator.

## Changing your password

For security reasons, you should change your password from the one you were first assigned. After that, you can change your password as often as required. Help keep your mailbox secure by choosing passwords that are not easily discovered.

### To change your password

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. While logged in to Voice Messaging, press <b>8 4</b>.</li> <li>2. Enter a new password; press <b>#</b>.<br/>Your password may be from 4 to 16 numbers or letters, except the characters <b>#</b> and <b>*</b>.</li> <li>3. Enter the new password again, then press <b>#</b>.</li> <li>4. Enter your old password, then press <b>#</b>.</li> </ol> <p>If your password expires, follow the steps for changing a password.</p> | <p><i>"Password change. Please enter your new password, followed by number sign."</i></p> <p><i>"Please enter your new password again, followed by number sign."</i></p> <p><i>You see dashes instead of numbers if you have a display phone.</i></p> <p><i>"To confirm the change, please enter your old password, followed by number sign."</i></p> <p><i>"Your password has been changed."</i></p> |
|---|---|

## Recording your name (personal verification)

Personal verification records your name and other details such as your title or extension number. Your personal verification is used in your greetings and outgoing messages, in name dialing, and in remote notification announcements.

### To record a personal verification

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. While logged in to Voice Messaging, press <b>8 9</b>.</li> <li>2. Press <b>5</b> to record. Wait for the tone, then record your name and, if you wish, your title or extension number.</li> <li>3. Press <b>#</b> to end the recording.</li> <li>4. When you have finished recording, you can play your name and rerecord it if you wish.             <ul style="list-style-type: none"> <li>◆ To play your name, press <b>2</b>.</li> <li>◆ To rerecord, press <b>5</b> to record while at the beginning of your name. Record your name and press <b>#</b> to end the recording.</li> </ul> </li> </ol> | <p><i>"The personal verification is (name)."</i><br/><i>Or, "There is no name for personal verification of mailbox (number)."</i></p> <p><i>Recording begins.</i></p> <p><i>"The personal verification is (name)."</i></p> <p><i>The recorded name plays.</i></p> <p><i>The new recorded name will replace the old one.</i></p> |
|--|---|

## Recording external, internal, and temporary greetings

Callers from outside your organization hear your external greeting; callers within your organization hear your internal greeting. All callers hear your temporary absence greeting if you record one.

### To record your greeting

1. While logged in to Voice Messaging, press **8** **2**.
  2. Press **1** for external greeting, **2** for internal greeting, or **3** for temporary greeting.  
If you want to hear the current greeting, press **2**.
  3. Press **5** to record. Wait for the tone before you start to speak.
  4. Press **#** to end the recording.
  5. When you have finished recording, you can play the greeting, rerecord it, delete it, set the expiry date for a temporary greeting, or exit.
    - ◆ To play the greeting you recorded, press **2**.
    - ◆ To rerecord the greeting, press **5** while at the beginning of the greeting. Record the new greeting and press **#** to end the recording.
    - ◆ To delete one of your greetings, press **7** **6** at the greeting. (You cannot delete the standard system greeting.)
    - ◆ To set the expiry date for your temporary greeting, press **9**. Enter the month, day, and time, pressing **#** after each entry. For the current month or day, press **#** only. For the standard expiry time of 12:01 a.m. with any future date, press **#** for time. Pressing **#** **#** **#** sets “no expiry.”
    - ◆ To exit, press **4**.
- “For your external greeting, press 1. For your internal greeting, press 2. For your temporary greeting, press 3.”*
- The current greeting plays.*
- Recording begins.*
- “Recording stopped.”*
- “To play the greeting, press 2. To rerecord it, press 5. To set the expiry date, press 9. To exit, press 4.” (Expiry date is for temporary greetings only.)*
- The new greeting plays.*
- The new recording will erase the old one from the place where you started to rerecord.*
- If you delete your external greeting, your callers hear the standard system greeting. If you delete your internal greeting, your callers hear the external greeting or the system greeting. If you delete your temporary greeting, callers hear the external, internal, or system greeting.*
- If you do not set an expiry date, or if you press # for all three settings, your temporary greeting will remain in effect until you delete it.*
- You return to your messages.*

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## Playing your messages

Your phone may have a message-waiting light to indicate new messages, or you may hear a special dial tone when you pick up the handset. When you play your messages, new messages play first, followed by previously played messages.

### To play your messages

1. After logging in, listen to the mailbox summary.
  2. Listen to the first message envelope, or go to Step 3. (If you have the Autoplay feature, your messages will play automatically.)
  3. Press **2** to play the message. While the message or its envelope is playing, you can perform these functions:
    - ◆ To skip back, press **1**.
    - ◆ To skip forward, press **3**.
    - ◆ To play the message faster, press **2** **3**; to play the message slower, press **2** **1**.  
You can increase the message speed to the maximum, then decrease it to normal speed.
    - ◆ To pause, press **#**; to continue, press **2**.
    - ◆ To go to the next message, press **6**.
    - ◆ To go to the previous message, press **4**.
    - ◆ To play the message envelope, press **7** **2**.
    - ◆ To go to a specific message, press **8** **6**, (message number), and **#**.
    - ◆ To delete a message, press **7** **6**. You can restore a deleted message (within the current session only) by pressing **7** **6** again.
- You hear the number of new messages you have, and if any of them are urgent.*
- You hear the sender's name, with the date and time of the message.*
- The message plays.*
- Message playback moves back 5 seconds.*
- Message playback moves ahead 5 seconds.*
- If you delay pressing the **1** or **3** longer than 1½ seconds, you skip back or forward instead of changing speed.*
- You cannot play a message slower than normal speed.*
- Message playback stops.*
- Message playback resumes.*
- The next message plays.*
- The previous message plays.*
- The message envelope plays.*
- The specified message plays.*
- Your played messages may be automatically deleted on a schedule set by your Voice Messaging system. Ask your system administrator about backing up and restoring messages.*

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## Replying to messages

You can record a reply to a message sender, and send your reply to all the other recipients of the message, if they are known to Voice Messaging.

### To reply to the sender

1. After listening to the message, press **7** **1** to reply to the sender.
2. When you are ready, press **5** to record your reply. Wait for the tone, then begin recording.
3. When you have finished recording, press **#**.  
To edit or tag your reply, see “Checking and editing your messages” on page 18, and “Tagging messages” on page 20.
4. To send the message, press **7** **9**.

*“Reply to (sender’s mailbox number or name).” Voice Messaging automatically addresses your reply to the sender.*

*Recording begins.*

*“Recording stopped.”*

*“Message sent.”*

### To send a reply to all recipients

1. If you want to play the list of recipients to whom your reply will be sent, press **7** **2**.
2. Press **7** **4** to reply to all recipients.
3. To record and send your reply, repeat steps 2 to 4 above.

*You hear the contents of the message envelope, containing the list of recipients.*

*“Reply all. To (sender’s mailbox number or name).” Voice Messaging automatically addresses your reply to all recipients.*

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## Calling the sender

After listening to a message, you can automatically place a call to the sender of the message, if the sender is known to Voice Messaging.

### To call the sender

1. After listening to the message, press **9** to call the sender.
2. Speak to the sender or leave a message.
3. When you have finished your call, hang up.

*“Calling (sender’s extension number or name).”*

## Forwarding messages

You can forward a message to another mailbox, to a distribution list, or to a person with no voice mail (a nonuser). You can also record an introduction to the original message.

### To forward a message

1. After hearing the message, press **7** **3** to forward.
2. Enter the mailbox number, phone number, or distribution list to which you want to forward the message, then press **#**. Repeat this step for any other mailbox numbers, phone numbers, or distribution lists. End by pressing **#**.
3. To record an introduction, press **5**, wait for the tone, then speak. End the recording by pressing **#**.  
To edit or tag your reply, see “Checking and editing your messages” on page 18, and “Tagging messages” on page 20.
4. To send the message, press **7** **9**.

*“Forwarding message (number). Enter a list of mailboxes.”*

*You hear the name or mailbox number, or both, or the distribution list number.*

*Recording begins.*

*“Recording stopped.”*

*“Message sent.”*

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## Thru dialing

While you are logged in to Voice Messaging, you can make a call without hanging up. Ask your system administrator if thru dial is available in your system.

### To place a thru dial call

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. While logged in to Voice Messaging, press <b>[0]</b>, followed by the phone number you want to call.</li> <li>2. Press <b>[#]</b>.</li> </ol> | <p><i>If you pause for more than two seconds you will be connected to a revert number. If a pause is necessary, press *.</i></p> <p><i>Your call will be placed.</i></p> |
|---|--|

### To thru dial using a name

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. While logged in to Voice Messaging, press <b>[0]</b>, then enter the name dialing access number. (If you don't know the number, press <b>[0]</b> <b>[*]</b> instead.)</li> <li>2. Spell the last name, then the first. For Q, press 7; for Z, press 9. For example, to reach Bob Quinn, dial 78466262. You can stop spelling as soon as the system announces a match and places the call.</li> </ol> <p>If you don't know the complete name, enter the first few letters, then press <b>[#]</b>.</p> | <p><i>"Name found: (name)."</i></p> <p><i>If you entered a partial name, the system lets you select from a list of possible matches for the name.</i></p> |
|--|---|

## Assigning a custom operator

You can set up your mailbox to connect callers to another number. This allows you to offer your callers the option of leaving a message or speaking to one of your assistants or colleagues.

### To assign a custom operator

- |  |  |
|--|--|
| <p>In your greeting, you can tell callers to press zero after the tone if they wish to speak to someone in your absence.</p> <ol style="list-style-type: none"> <li>1. While logged in to Voice Messaging, press <b>[8]</b> <b>[0]</b> for mailbox options.</li> <li>2. Press <b>[1]</b> to change the number.</li> <li>3. Enter the new custom operator number, then press <b>[#]</b>.</li> </ol> | <p><i>"Mailbox options."</i></p> <p><i>A prompt tells you the current custom operator number.</i></p> <p><i>"The operator assistance number has been changed to (number)."</i></p> |
|--|--|

## Express messaging

Express messaging is a fast method of leaving a message in another Voice Messaging mailbox without logging in to your own mailbox to compose and send the message.

### To send an express message

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Dial the express messaging access number.</li> <li>2. Enter the mailbox number of the person for whom you are leaving the message, then press <b>[#]</b>.</li> </ol> <p>To use a name instead of a mailbox number, see "Name addressing" on this page.</p> <ol style="list-style-type: none"> <li>3. Wait for the tone, then record.</li> </ol> <p>To edit or tag your message, see "Checking and editing your messages" on page 18, and "Tagging messages" on page 20.</p> <ol style="list-style-type: none"> <li>4. Hang up.</li> </ol> | <p><i>"Express messaging. To mailbox?"</i></p> <p><i>"(Name or mailbox number.) Please leave a message after the tone."</i></p> |
|---|---|

## Name addressing

You can use name addressing for addressing a message, for creating a distribution list, or for express messaging, by spelling the name on your telephone keypad.

### To address by name

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. When Voice Messaging prompts you for a mailbox number, enter the name addressing prefix. (If you don't know the prefix, press <b>[*]</b>.)</li> <li>2. Spell the last name, then the first. For Q, press 7; for Z, press 9. For example, to reach Bob Quinn, dial 78466262. You can stop spelling as soon as the system announces a match.</li> </ol> <p>If you don't know the complete name, enter the first few letters, then press <b>[#]</b>.</p> | <p><i>"Name found: (name)."</i></p> <p><i>If you entered a partial name, the system lets you select from a list of possible matches for the name.</i></p> |
|---|---|

## Composing messages

You can compose a message to one or more people or distribution lists, then edit the message if necessary, and send it when you are ready. You address your message before recording it.

### To address and send a message

- |  |   |
|--|---|
| <p>1. While logged in to Voice Messaging, press <b>7</b> <b>5</b> to compose a message.</p> <p>2. Enter the first address (mailbox number, name address, distribution list number, network user, open network user, or nonuser number), then press <b>#</b>.</p> <p>Continue to enter numbers followed by <b>#</b> until you have finished, then press <b>#</b> again.</p> <p>To use a name address instead of a mailbox number, see "Name addressing" on page 15.</p> <p>3. Press <b>5</b> to record. Wait for the tone, then record your message. End the recording by pressing <b>#</b>.</p> <p>To edit or tag the message before sending it, see "Checking and editing your messages" on page 18, and "Tagging messages" on page 20.</p> <p>4. To send the message, press <b>7</b> <b>9</b>.</p> | <p><i>"Compose. Enter a list of mailboxes."</i></p> <p><i>"(Name or mailbox/list/phone number)."</i></p> <p><i>"To begin recording, press 5. To end recording, press number sign."</i></p> <p><i>Recording begins.</i></p> <p><i>"Recording stopped."</i></p> <p><i>"Message sent."</i></p> |
|--|---|

### To cancel an address entry

- |  |  |
|--|--|
| <p>1. To cancel the last mailbox number or distribution list number you entered, press <b>0</b> <b>#</b>.</p> <p>Repeat this step for each number you want to cancel, erasing entries one at a time. After you have pressed the final <b>#</b>, you cannot cancel any numbers.</p> | <p><i>"Address (mailbox number) canceled."</i></p> |
|--|--|

## Composing messages (continued)

If this option is available on your system, you can address messages to other sites (networks), to other voice mail systems (open networks), and to recipients with no voice mail (nonusers). Ask your system administrator for the required prefixes.

### To address a message to a user at another network site

- |   |   |
|---|---|
| <p>1. To address the message to a mailbox at another site, enter the network prefix followed by the mailbox number, then press <b>#</b>.</p> <p>Repeat this step for each additional mailbox.</p> | <p><i>"Compose. Enter a list of mailboxes."</i></p> <p><i>"(Site), (mailbox number)."</i></p> |
|---|---|

### To address a message to an open network user

- |   |   |
|---|---|
| <p>1. To address the message to an open network mailbox, enter the open network prefix followed by the system access phone number, then press <b>#</b>.</p> <p>Enter the system access number in the normal format for a local or long-distance number.</p> <p>2. Enter the mailbox number, then press <b>#</b>.</p> <p>Repeat these steps for each additional mailbox.</p> | <p><i>"Enter the mailbox number for this open network user, followed by number sign."</i></p> <p><i>"Open network user (mailbox number) at (system access number)."</i></p> |
|---|---|

### To address a message to a nonuser

- |   |  |
|---|--|
| <p>1. Your system may allow you to send messages to people with no voice mail. Enter the nonuser prefix if required, followed by the person's phone number, then press <b>#</b>.</p> <p>When you send a message to a nonuser, Voice Messaging calls the person's phone and states that there is a message from you. Voice Messaging may tell the recipient which key to press to hear the message, or the message may play automatically.</p> <p>The recipient responds by pressing <b>5</b> to record, <b>#</b> to stop recording, and <b>2</b> to play.</p> | <p><i>"Phone number: (number)."</i></p> <p><i>"Hello. You have a message from (personal verification or mailbox number)." The message plays. "You may record your reply at the sound of the tone. When you are finished, just hang up." The record tone plays.</i></p> |
|---|--|

## Checking and editing your messages

Before you send a message which you have recorded, you can check it and edit it if required.

### To edit your messages

- ◆ To play your message, press [2].
- ◆ To skip back, press [1].
- ◆ To skip forward, press [3].

- ◆ To play the message faster, press [2] [3]; to play the message slower, press [2] [1].

You can increase the message speed to the maximum, then decrease it to normal speed.

- ◆ To pause, press [#]; to continue, press [2].
- ◆ To erase the message and rerecord, press [5] while at the beginning of the message. Wait for the tone, then record. Press [#] to end the recording.
- ◆ To add to the end of the message, press [5] while at the end of the message. Wait for the tone, then record. Press [#] to end the recording.
- ◆ To rerecord part of the message, press [5] while at the place in the message where you want to start. Wait for the tone, then record. Press [#] to end the recording.
- ◆ To delete the message entirely, press [7] [6].

*The message plays.*

*Message playback moves back 5 seconds.*

*Message playback moves ahead 5 seconds.*

*If you delay pressing the [1] or [3] longer than 1 1/2 seconds, you skip back or forward instead of changing speed.*

*You cannot play a message slower than normal speed.*

*Message playback stops.  
Message playback resumes.*

*The new message records over the old one.*

*"Recording stopped."*

*The new recording is added.*

*"Recording stopped."*

*The new message records where you start.*

*"Recording stopped."*

*"Message deleted."*

## Distribution lists

A distribution list saves you time when you are sending a message to a group of addresses. In Personal Distribution Lists, you can add, delete, and search for numbers. System Distribution Lists are supplied by your system administrator.

### To create a personal distribution list

You can create up to nine personal distribution lists, each containing up to 99 entries.

1. While logged in to Voice Messaging, press [8] [5].
2. Enter a number from 1 to 9 to identify this list, then press [#].
3. Press [5] to create the list.
4. Enter the first address (mailbox number, name address, network user, open network user, or non-user number), then press [#].  
  
To delete a number or name after you enter it, press [0] [#].
5. When the list is complete, press [#].

*"Distribution list."*

*"Distribution list (number). (Number) addresses."*

*"Compose distribution list."*

*"(Name/mailbox/phone number)."*

*"Address (number) canceled."*

*"End of list."*

### To play, edit, or delete a personal distribution list

1. Press [8] [5].
2. Enter the distribution list number, then press [#].
  - ◆ Press [2] to play the list.
  - ◆ Press [5] to add numbers. Enter each number, then press [#]. When the list is complete, press [#].
  - ◆ Press [6] to find a number in the list. Enter the number, then press [#]. If the number is in the list, you can delete it by pressing [7] [6]. If the number is not in the list, you can add it by pressing [5].
  - ◆ To delete an entire list, press [7] [6]. You can restore it by pressing [7] [6] again immediately after deleting it.
  - ◆ To exit, press [4].

*"Distribution list."*

*"Distribution list (number). (Number) addresses."*

*"Distribution list (number). (Number) addresses."*

*"Add to distribution list."*

*"Find address?"*

*"Name/mailbox/phone number. Found."  
"Deleted."*

*"(Number) is not in the list."  
"Added."*

*"The distribution list has been deleted."*

*Ask your system administrator about backing up and restoring lists.*

*You return to your messages.*

## Tagging messages

When you create a message you can tag it to indicate that you want it handled in a special way. There are six message tagging options.

### Message tagging options

#### Urgent

Urgent messages are announced when the recipient logs in. Urgent messages to other network sites are batched to be sent at a time defined by your administrator. They are sent before standard messages.

#### Standard

Standard messages addressed to users at other network sites are batched to be sent at a time defined by your administrator.

#### Economy

Economy message tags are used on networked systems. Economy messages are sent to remote sites at an economical time for long-distance rates, as defined by your administrator.

#### Private

If a message is tagged private, the recipient of the message cannot forward it. Messages tagged private cannot be sent to open network sites.

#### Acknowledge

If you tag a message for acknowledgment, you receive a confirmation message when the recipient plays your message. If the recipient is an open network user, the acknowledgment only indicates that the message was delivered to the user's mailbox.

#### Timed delivery

You can tag a message to be sent at a specific time on a specific date.

### Examples of timed delivery

If your system uses a 12-hour format, see these examples.

For delivery today at 3:00 p.m.

Month	#
Day	#
Hour, minutes	3#
P.M.	2

For delivery at 8:05 a.m. on November 15

Month	11#
Day	15#
Hour, minutes	805#
A.M.	1

If your system uses a 24-hour format, see these examples.

For delivery today at 3:00 p.m.

Day	#
Month	#
Hour, minutes	15#

For delivery at 8:05 a.m. on November 15

Day	15#
Month	11#
Hour, minutes	805#

## Tagging messages (continued)

You tag a message before sending it. You can use one or more tags per message, and you can remove and change tags.

### To tag a message

1. After composing a message or calling and leaving a message, press **7 0**.
2. If you compose and record a message, there are six tagging options:  
For urgent delivery, press **1**.  
For standard delivery, press **2**.  
For economy delivery, press **3**.  
For private delivery, press **4**.  
For acknowledgment, press **5**.  
For timed delivery, press **6**.

If you call and leave a message, only urgent and private tags are available. If you are calling from your mailbox, acknowledgment is also available.

3. To send the message, press **7 9**.

*"Message options."*

*"The message has been tagged for (tag option) delivery."*

*"Message sent."*

### Message tagging shortcut

To tag a message without waiting for the prompt, enter the full number of the tag. For example, to tag a message urgent or private

1. Press **7 0 1**.
2. Press **7 0 4**.

*The urgent tag is confirmed.*

*The private tag is confirmed.*

### To specify timed delivery

1. Press **7 0**.
2. Press **6**.
3. Enter the month, day, hour, and minute, following each by **#**. For the current month, day, or time, press **#** only.
4. Press **1** for a.m., **2** for p.m.
5. To send the message, press **7 9**.

*"Message options."*

*"Timed delivery." "Delivery month?" "Delivery day?" "Delivery time?"*

*"Your message has been tagged for timed delivery (date) (time)."*

*"Message sent."*

## Tagging messages (continued)

### To remove a tag

Before sending a message, you can remove a tag. Press **7 0**, then retag.

To retag urgent to standard, press **2**.  
 To retag economy to standard, press **2**.  
 To remove private tag, press **4**.  
 To remove acknowledge tag, press **5**.  
 To remove timed delivery tag, press **6**.

*"Message options."*

*"The message has been tagged for (tag option) delivery."*

## Remote notification

The remote notification option informs you of incoming messages by calling you at a phone number or pager number which you specify.

### How remote notification works

#### Remote notification

When a new message is deposited in your mailbox, the remote notification service informs you. You then log in to your mailbox to play the message.

If the call is unanswered, or if you do not log in, remote notification cycles through your list of numbers until the call is answered, disabled, or the maximum number of retry attempts is reached. If the line is busy, remote notification continues to retry that number until the maximum number of retry attempts is reached.

You can temporarily turn off remote notification at a number if required.

#### Message types for notification

You can choose to be notified of all new messages, or only urgent messages.

#### Schedule types

You can define up to three remote notification schedules: business days, nonbusiness days, and temporary.

Temporary schedules allow you to override normal schedules. You can specify the duration of a temporary schedule, or allow it to automatically discontinue after one day.

#### Phone numbers and pagers

You can specify the telephone or pager number where you want to be notified, including any dialing prefixes or area codes. You may define up to 3 phone numbers per time period in a schedule. If you use a digital or numeric pager, you may also enter a callback number which will be displayed on your pager. If you use a paging service, you must specify the personal identification number (PIN) of your pager.

#### Deleting notification numbers

You can delete a notification number by entering **0 #** after selecting a number to change. If you delete the only phone number in a time period, the time period is deleted.

#### Remote notification time periods

You can define up to three time periods per schedule. Time periods within a schedule cannot overlap and must start and end within the same day. When you add a new time period, start and end times are automatically created and the previously defined phone numbers are copied to the new time period. You can then modify the phone numbers.

## Remote notification (continued)

Remote notification calls the telephone number you have specified and tells you that a message has been received for you.

### To answer a remote notification call

1. Answer a call from remote notification.
2. Press **1** to log in to Voice Messaging. You can listen to your messages and use all the other Voice Messaging commands.

If your remote number is a pager, go to a telephone to log in.

*"Hello. Voice Messaging has received a message for (personal verification or mailbox number)."*

### To turn off remote notification

1. Press **3** if you wish to turn off remote notification until the next time you log in.

When you log in again, the schedule is automatically reactivated.

*"All further remote notification is now turned off. Good-bye."*

### Remote notification schedules

Plan your schedules before you start to set up remote notification. Complete charts for each schedule type you set up, and keep them for reference.

#### Message type for notification

Any  Urgent

#### Schedule type

Temporary  Business days  Nonbusiness days

#### Time period 1

Telephone number(s)	Telephone type(s)	Start time	End time
_____	_____	_____	_____
_____	_____	_____	_____

#### Time period 2

Telephone number(s)	Telephone type(s)	Start time	End time
_____	_____	_____	_____
_____	_____	_____	_____

#### Time period 3

Telephone number(s)	Telephone type(s)	Start time	End time
_____	_____	_____	_____
_____	_____	_____	_____

## Remote notification (continued)

You can define up to three remote notification schedules, with up to three time periods per schedule.

### To set up remote notification

1. While logged in to Voice Messaging, press **8** **0**, then **2** to access the remote notification service.  
*"Mailbox options."*  
*"Remote notification service."*
2. Press **4** to specify the message type for notification.  
*Current message notification type setting is urgent or any.*
3. Press **1** to reset: urgent or any.  
*Current setting is changed.*
4. Enter the schedule type:  
For a temporary schedule, press **1**.  
For a business day schedule, press **2**.  
For a nonbusiness day schedule, press **3**.  
*The schedule type is confirmed.*
5. Press **5** to start schedule setup.  
*The notification number is confirmed.*
6. Enter the phone number or pager access number (including any dialing prefixes or area codes) at which you wish to be notified, then press **#**.  
*The telephone type is confirmed.*
7. Enter the number corresponding to your telephone type:  
For a touch tone phone, press **1**.  
For a tone-only pager, press **2**.  
For a tone/voice pager, press **3**.  
For a digital or numeric pager, press **4**.  
For a paging service, press **5**.  
To continue, press **#**.  
*"Callback number?"*  
*"Pager identification number?"*  
*The times are confirmed. You are offered the choice of making changes.*
8. Set the start and end times of the first time period:  
To set the start time, press **1**.  
To set the end time, press **2**.  
To continue, press **#**.  
*The settings are confirmed. You are offered the choice of making changes.*
9. Add and set other time periods, if required:  
To add another time period, or to set the duration of a temporary schedule, follow the prompts.
10. To exit, press **#**.

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## Remote notification (continued)

You can review, change, or add to the schedules and time periods you have defined.

### To modify remote notification

1. While logged in to Voice Messaging, press **8** **0**, then **2** to access the remote notification service.  
*"Mailbox options."*  
*"Remote notification service."*
2. Enter the schedule type:  
For a temporary schedule, press **1**.  
For a business day schedule, press **2**.  
For a nonbusiness day schedule, press **3**.  
*The schedule type is confirmed.*
3. Review or change the schedule:  
To review schedule settings, press **2**.  
To change the schedule, press **5**.  
To turn the schedule on/off, press **7** **6**.  
*The current time periods are listed for you to choose from.*
4. To change the schedule, choose a time period (1, 2, or 3) to add or change. Choices depend on how many time periods are currently set up.  
*Your choice is confirmed. Then the current notification phone number(s) for that time period is listed for you to confirm or change.*
5. Change the phone number for the time period you chose, or add new numbers. Choices depend on how many phone numbers are currently set up. To continue, press **#**.  
*Your change is confirmed. Then the current start and end times for that time period are listed for you to confirm or change.*
6. Change the start and end times of the time period you chose:  
To change the start time, press **1**.  
To change the end time, press **2**.  
To continue, press **#**.  
*The time periods already set up are listed for you to choose from.*
7. Choose another time period to add or change. Choices depend on how many time periods are currently set up.  
*The steps above are repeated for each new time period.*
8. To exit, press **#**.  
*You return to your messages.*

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