

YOUR VOICE MESSAGING SYSTEM

LOG IN

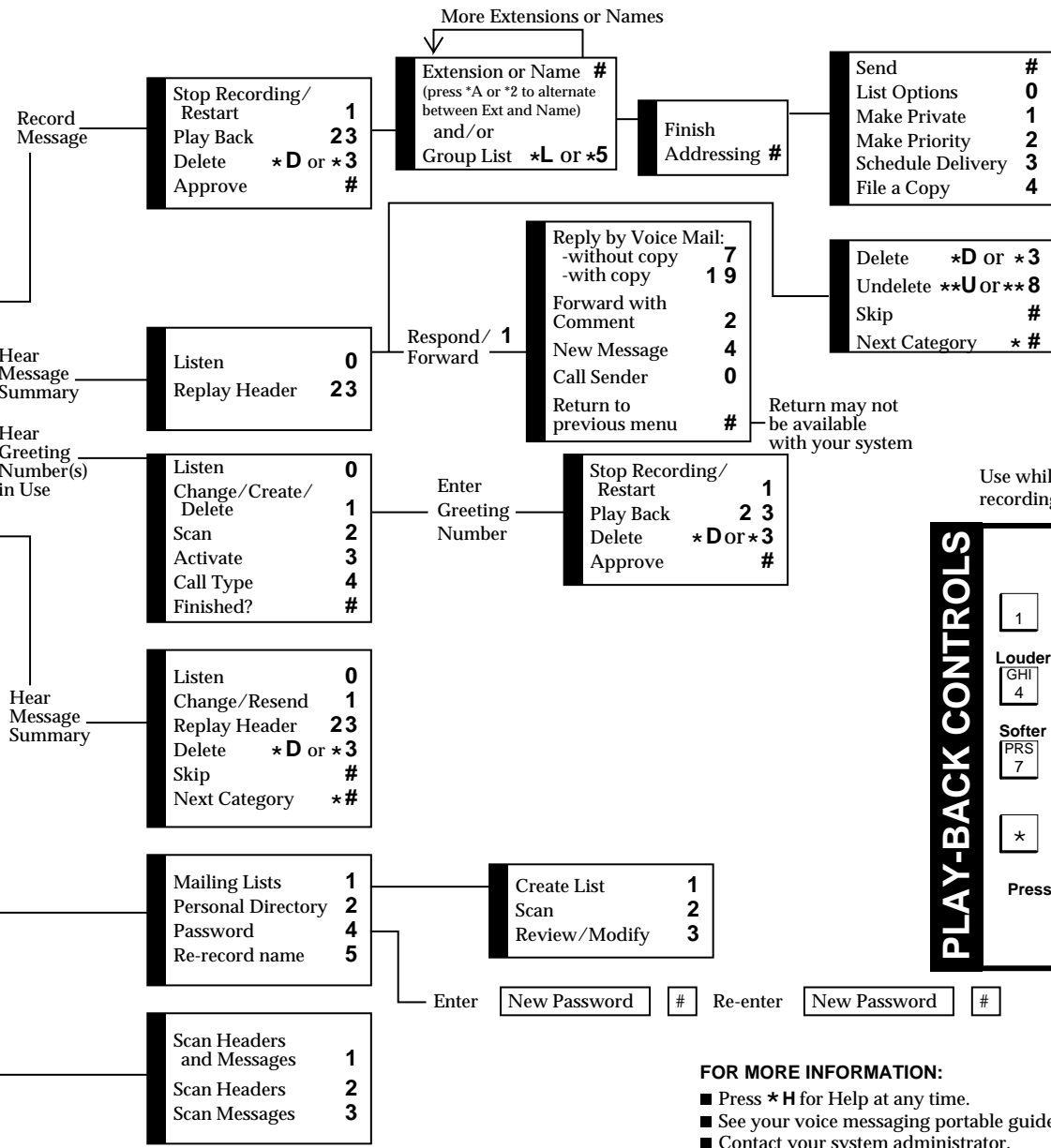
- Dial your voice messaging system number. (You may need to dial an extension only, a complete local phone number, or, for long distance, the area code and phone number.)
 - Enter extension # (if calling from your extension, enter #)
 - Enter password #.
- Get your initial password from your system administrator.

ACTIVITY MENU

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

BASIC COMMANDS

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



PLAY-BACK CONTROLS

1	Rewind ABC 2	Play/Pause DEF 3
Louder GHI 4	Back Up JKL 5	Advance MNO 6
Softer PRS 7	Slower TUV 8	Faster WXY 9
*	Listen/Replay 0	Skip #

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

Note: AUDIX R1V8 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.

- 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.