VoiceMail Flow Chart

From iA/iN menu: Option 9 (Message Services) then, option 1 (VoiceMail)

LISTEN TO MESSAGES 1

After listening to new messages, press 1 again to listen to saved messages

PLAYBACK CONTROLS

VOLUME	1 OUIETER	2 NORMAL	3 LOUDER
SPEED	4 SLOWER	5 NORMAL	6 FASTER
POSITION	7 REWIND	8 PAUSE	9 FORWARD
	★ TO END	0 TO START	#

AFTER LISTENING

NEXT MESSAGE	1
REPEAT	2
REPLY TO MESSAGE	3
FORWARD MESSAGE	5
KEEP / DELETE	6
CALL ORIGINATOR	7
PLAY DATE & TIME	8

SEND A MESSAGE 2

RECORD MESSAGE, terminated by ★

CONTINUE	1
LISTEN	2
RE-RECORD	3

CONTINUE

INDIVIDUAL USER	1
MAILING LIST	2
EXTERNAL LOCATION	3
BROADCAST	4
PERSONAL MESSAGE	5
DEPARTMENT	6

SEND NOW	1
URGENT	2
DELIVERY CLASS	3
DELAYED DELIVERY	4

DELIVERY CLASS

READ ACKNOWLEDGE	1
REPLY REQUESTED	2
PRIVATE	3

UNREAD MESSAGE ENQUIRY 3

Enter colleague's User Number

MAILBOX MAINTENANCE 4

GREETINGS 1

DAILY GREETING	1
ABSENCE GREETING	2
GENERIC GREETING	3
VOICE SIGNATURE	4

ABSENCE GREETING

LISTEN	1
RECORD	2
DELETE	3
PREFERENCES	4
SET PLAY SCHEDULE	5

SET START DATE	1
SET END DATE	2
REVIEW DATES	3

BREAKOUT EXTENSION 2

BREAKOUT EXTENSION

CURRENT EXTENSION	1
ENTER EXTENSION	2
RE-SET (DELETE) EXTENSION	3

NOTIFICATION SET-UP 3

MESSAGE TYPE	1
NOTIFICATION FREQUENCY	2
NOTIFICATION DEVICES	3
CONFIGURE DEVICES	4

CONFIGURE DEVICES

OUTCALL NOTIFY	1
SMS TELEPHONE NOTIFY	2
SMS PAGER NOTIFY	3

MESSAGE FORWARDING 4

MESSAGE FORWARDING

LISTEN TO CURRENT SETTINGS	1
ACTIVATE/DEACTIVATE	2
SET COPY & KEEP/DELETE	3
SET FORWARD DESTINATION	4
WARNING ANNOUNCEMENT	5
ANNOUNCEMENT TO USERS	6
ANNOUNCEMENT TO CALLERS	7

MAILING LISTS 5

REVIEW	1
ADD/EDIT – enter number	2
DELETE	3

ADD/EDIT MAILING LIST

ADD USER	1
ADD SYSTEM LIST	2
ADD PERSONAL LIST	3
ADD DEPARTMENT LIST	4
ADD FAX NUMBER	5
ADD EXTERNAL LOCATION	6
REVIEW LIST ENTRIES	7
REMOVE USER FROM LIST	8
RECORD NEW NAME	9

ACTIVATE/DEACTIVATE DATE & TIME 6

ACTIVATE/DEACTIVATE AUTO DELETION 7

PHONEBOOK 8

USE CURRENT ENTRY	0
SELECT ALPHA.	1
SELECT NEXT ENTRY	2
SELECT PREVIOUS	3
ADD ENTRY	4
EDIT CURRENT ENTRY	5
LISTEN TO DETAILS	6
DELETE CURRENT ENTRY	7

ADD OR EDIT ENTRY

EDIT DESCRIPTION	1
ENTER TELEPHONE NUMBER	2
ENTER FAX NUMBER	3
E-MAIL ADDRESS	4
RECORD DESCRIPTION	5

PREFERENCES 5

PROMPTS	1
CHANGE PASSWORD	3

FOR PREVIOUS MENU & TO END RECORDING, PRESS ★

REVIEW DELAYED MESSAGES 9

LISTEN TO WAITING ENTRIES	1
LISTEN TO ALL ENTRIES	4

REPEAT ENTRY	1
NEXT ENTRY	2
PREVIOUS ENTRY	3
RESCHEDULE ENTRY	4
DELETE ENTRY	5

intelligent message centre

TeleWare