

Messaging Interaction Center™ Classic Menus

Enter the system

Dial voicemail system number: _____

Enter mailbox number followed by # _____

Enter passcode followed by # _____

During message playback, you can use these options:

Hear more options	0	Play envelope information	3	Delete current message, play next message	7
or Repeat short list of options*		or Fast Forward voicemail*		Skip to next message, keep current message as New	8
Replay voice or e-mail message or Rewind 6 seconds*	1	Slow down voicemail playback*	4	Save current message	9
or Receive fax		Reply to voice or e-mail message	5	Go to end of message	#
Forward message to extension	2	Read message body or Speed up voicemail playback*	6		

In any menu, you can press these keys:

Return to previous menu * Finish a key entry #

Main Menu

Auto-Play
When you have new voicemail messages, they play automatically after you login.

1 Retrieve Messages

2 Outbound Interactions

3 Change Status

4 Personal Options

5 Personal Groups

Voice mail 1

- Listen to New Messages 1
- Listen to Saved Messages 2
- Deleted Voicemail 1
- Deleted Items 5
- Restore All 4
- Erase All 5

Options:

- Hear more options or Repeat short list* 0
- Replay current msg. or Rewind* 1
- Forward 2
- Play envelope or Fast Forward* 3
- Slow down playback* 4
- Reply 5
- Read message body or Speed up* 6
- Delete this, play next 7
- Skip to next, keep as new msg. 8
- Save 9
- Go to end of msg. #

Call this person now 1

- Enter destination number, then # 1
- Call using this number 2
- Listen to this number again 3
- Call a different number 4

Send message Hang up

- Review message 2
- Rerecord message 3
- Send message, return to main menu 4
- Cancel message, return to main menu 5
- Set priority 6
- Schedule future delivery 7
- Mark the message as private 8
- Cancel reply and return *

High 1

- Low 2
- Normal 3
- Set time 1
- Set date 2
- Finish or skip 3
- Enter time in military format. Example: 0800 or 1330.

Record message, then:

- Send message Hang up 1
- Hear special options Press 1

See "Addressing, Sending and Forwarding Message Options" on the reverse side of this document.

Create message 1

- Enter extension followed by # 1
- Dial by name 2
- Dial by personal group 3
- Dial by personal contact 4
- Dial by System Distribution List 5

Options:

- Enter first 4 characters of party's last name. Or press * to cancel & return.
- Enter first 4 characters of group's or contact's last name. Or press * to cancel & return.
- Enter personal group #. To dial by group name, press 2.
- Enter system distribution list number. To hear all system distribution lists, press *. To cancel and return, press #.
- Confirm choice 1
- Cancel, return to Dial by System Distribution List 2
- Record message, then: Send message Hang up Special options 1
- Send message 2
- Review message 3
- Rerecord message 4
- Send message and return to main menu 5
- Cancel message and return to main menu 6
- Set priority 7
- Schedule future delivery 8
- Mark message private 9
- High = 1, Low = 2, Normal = 3
- Set time 1
- Set date 2
- Finish or skip 3
- Enter time in military format. For example: 0800 or 1330.

Available 1

- Away from Desk 2
- At Lunch 3
- Do Not Disturb 4
- Gone Home 5
- In a Meeting 6
- Out of the Office 7
- Out of Town 8
- On Vacation 9
- Working at Home 10

Set date, time, or both, depending on your selected status. Enter time in military format. For example, 0800 or 1330.

Manage Prompts 1

- Record Standard Greeting 1
- Listen to Standard Greeting 2
- Record OOO Greeting 3
- Listen to OOO Greeting 4
- Record Name 5
- Listen to Your Name Prompt 6
- Deactivate/Activate OOO Greeting 7
- Deactivate/Activate Standard Greeting 9
- Save 1
- Listen/Review 2
- Record 3
- Discard 4

Change Passcode 2

- Enter passcode, then press #.
- Prompt Level 1
- Message Sorting 2
- Priority Message Playback 3
- Mailbox Confirmation 4
- Status Confirmation 5
- Configure Message Types 6
- Verbose 1
- Brief mode 2
- Oldest first (FIFO) 1
- Newest first (LIFO) 2
- Priority first 1
- No Priority Sort 2

Playback Options 3

- Voicemail 1
- New & Saved New Only 1
- Skip 2
- Manage setting for callers 1
- Manage setting for logging into your mailbox 2
- Keep setting 1
- Change setting 2

Notifications 1

- Change method 1
- Reason 2
- Schedule 3
- Phone number 4
- Enter your remote telephone number.
- Notification off 1
- Pager on 2
- Phone on 3
- Toggle voice mail 1
- Toggle fax 2
- All times 1
- Set Schedule 2
- Enter schedule begin and stop times in military format. Example: 0630 or 1530.

Manage Rules 3

- Announcement Only 4
- Toggle announcement on/off 1
- Keep current setting 2

Add new personal groups 1

- Enter group # 1
- Enter extension, followed by # 2
- Dial by name 3
- Dial by personal contact 4
- When finished selecting members, press #

Review personal groups 2

- Hear Members 1
- Add members 1
- Remove members 2

Delete personal groups 3

¹ The availability of these options is determined by your company's configuration and specifications. Please contact your system administrator.
² The number of options announced initially is controlled by whether you select Verbose or Brief as your TUI Playback Mode. See Personal Options > Playback Options > Prompt Level.