

## RECORDING AND SENDING

### Creating a new voice message by recording the message first

- ▶ From Ready **6**
- ▶ Record message **#**
- ▶ When finished **#**
- ▶ Enter up to 10 addresses **#**
- ▶ When finished **#**
- ▶ Specify addressing options (see below) **#**
- ▶ Send **#**

### Creating a new voice message by addressing the message first

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#### TIPS:

- Erase message while recording **3**
- Erase message after pressing **#** to finish **\*-\***
- If you don't know the mailbox number, **0-0** to spell last name Q = 7 Z = 9
- Cancel the last address **\***

### Specifying addressing options before sending

- Return receipt **1**
- Overnight/Immediate delivery **2**
- Enter additional addresses **3**
- Private **4**
- Future delivery **5**
- Urgent **6**

### Listening to messages marked for future delivery

- ▶ From Ready **1-9-3**
- ▶ Listen **5**

## RECEIVING FAX MESSAGES

### Printing a fax sent to your mailbox

- ▶ From Ready **5**-listen-**1-9-8**
- Hear about and print **1-9-8**
- Print all faxes **1-9-7**
- ▶ Choose destination **1**
- Fax device from which you are calling **1**
- Group fax number **2**
- Personal fax number **3**

### Setting or changing your personal fax number

- From Ready **1-6-9-1**

### Telling the system to print each fax to your personal fax number as soon as it is received

- From Ready **1-6-9-2**

## LISTENING AND RESPONDING

### Reviewing voice messages

- ▶ From Ready **5**
- Listen **1-5**
- Listen to last **1-9-2**
- Saved messages **1-9-2**

### Replying to a message

- ▶ During or at end of message **1-7**
- ▶ Record reply **#**
- ▶ When finished **#**
- ▶ Send **#**

### Replying by calling the sender

- ▶ During or at end of message **1-4**
- ▶ System dials sender's phone number **1-4**

### Forwarding a message

- ▶ During or at end of message **1-3**
- ▶ Record **1-3**
- ▶ When finished recording or if you choose not to record comments **#**
- ▶ Enter address **#**
- ▶ Send **#**

### Scanning by senders' names

- ▶ From Ready **\*-5**
- Turn NameScan on/off **1-9-5**
- Activate NameScan **1-9-5**

## SETTING MESSAGE NOTIFICATION

### Controlling when the system calls you with notification that you have messages

- ▶ From Ready **1-6-1**
- Do call **1**
- Do not call **2**

### Setting up your notification schedule

- ▶ From Ready **1-6-1-3**

### Providing the telephone or pager number for notification

- ▶ From Ready **1-6-3**

**TIP:** When entering the telephone or pager number, precede it with any digits required to dial an outside number, i.e. "9" for outside line, "1" + area code (if applicable), etc.

## MANAGING YOUR MAILBOX

### Changing your security code—do it frequently

- ▶ From Ready **1-6-2**

### Recording personal greeting

- ▶ From Ready **4-6**

### Recording extended-absence greeting

- ▶ From Ready **4-7**

### Using personal distribution lists

- ▶ From Ready **1-6-6**
- Add list or list entry **1**
- Delete list or list entry **2**
- Review list **3**
- Modify list name **4**

### Forwarding calls to a personal assistant

- ▶ From Ready **1-6-5**

### Checking status of messages sent

- ▶ Remove Personal Assistance number **\***
- ▶ From Ready **1-2**
- ▶ Enter recipient's mailbox number **1-2**

## GENERAL TIPS

### Exiting your mailbox

- ▶ Initiate exit **9**
- Erase deleted messages and listen to new **9**
- End the session **#**
- Exit mailbox and dial another number **0**
- Cancel exit and return to Ready **\***

### Not sure which key to press?

- Listen to help on current feature **0**
- Hear list of features **0-0**

### Want to save time?

- Bypass the greeting (Serenade caller interface) **\***
- or **#**
- Bypass the greeting (Aria™ caller interface) **#**



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