Voice mail not only allows callers to leave messages for you, but has several other features that can make managing your voice communications easier. This newsletter is to give you some hints and tips to more effectively use the voice mail system.

ACCESS
You can access voice mail by two different processes; dialing 2 or dial 7880. When you dial 2 the system automatically dials 7880. All voice mail is accessed at that extension.

SET UP
To set up your voice mail you need to have the tutorial set or you can record over an existing set up. The set up requires three items; a greeting, your name, and your pass code.

VOICE MAIL COMMANDS
You can command your voice mail to do the following:
✓ Play – play a message left for you. Press “P” key.
✓ Answer – you can send a reply to a message. Press “A” key.
✓ Give – you can forward the message you received to another user. Press “G” key.

Voice Mail Commands (cont’d.)
✓ Keep – you can keep the message. Press “K” key.
✓ Discard – you can discard/delete a message. Press “D” key.
✓ Exit – exit the system. Press “X” key.

OPTIONS & USES
While listening to a message you have some options:
➢ Press * to move the message backwards five (5) seconds.
➢ Press # to move the message forwards five (5) seconds.
➢ Press T to move to the top of the next message.

The make a message feature allows you to send one message to either a single or group of voice mailboxes. The recipient’s phone will not ring but the message will be left in the mailbox.
➢ Press M to enter make a message options.
Options & Uses (cont’d.)
- Enter mailbox number(s) where you want your message sent.
- Press # to indicate end of entries and that you are ready to record a message.
- Record message.
- Press X to stop recording and exit the system.

Addressing Options can be used to customize your message before you exit the make a message option.
- Press C – marks your message confidential.
- Press R – requests a receipt.
- Press U – marks message urgent.
- Press F – allows you to indicate a future date & time you want message delivered.
- Press X – to exit the system.

CLARIFICATION TIPS ON VOICE MAIL

Set Up
Some people are really great at recording a greeting without much effort or thought. But for most of us it is better if you write out or type on your computer screen your message prior to setting up your voice mail. Read your greeting from the screen. This will assist you in recording a clear and concise greeting.

Voice Mail Commands
The answer message, by pressing “A” is an efficient way to reply to a message without having to return the call. Using it can save you a lot of time.

Give a message, by pressing “G,” to another user is vital in sharing information with another interested party without having to relay the whole story verbally. You just send a copy of the message you received. Press #

Voice Mail Commands (cont’d.) after entering the last extension and X to end recording your message. You will still retain your copy unless you decide to delete.

Options & Uses

Listening to a Message Being able to move the message you’re listening to either backward or forward can be helpful if you need to repeat part of the message or if you need to forward to get to the point of the message.

Make a message option can be used in several ways. If you would like leave a message but not speak to anyone - make a message. If you would like to give one message to several people - make a message.

Addressing options are used just after you finish recording your message. It gives the final touch and can be very effective. Marking your message confidential alerts the receiver that they have a “confidential message” and it should be treated as such. Turn off the speaker.

Using the urgent option will place your message as the top of all the messages and will announce that it is urgent to the receiver when they listen to their messages.

Future delivery allows you to tell the phone system when to deliver a message. So when you have free time you can do those pesky announcements about dates and times for meetings, etc., and have them delivered when you want. Great feature for that ever so busy person.

Truths:
No matter how hard you try, you can’t baptize cats.

Wrinkles don’t hurt.

Laughing is good exercise. It’s like jogging on the inside.

You can’t trust dogs to watch your food.

Growing up is mandatory; growing old is optional.

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