Alcatel 4610 II
Voice Mail Box

User guide

▼
ALCATEL
TELECOM

Ref. : 3BR 05683 AAAA Ed. 2A

How does it work ?

I was created as a standard mailbox. To personalise me please open me and I will ask you to enter your password and to record your name.

PRO HINTS

Following keys have specific functions:

✳ is used to:
- cancel your input
- go back to the previous menu.

is used to:
- confirm an input
- skip an announcement or an input.

0 is used to:
- listen to more options of a menu.

Please note the following features on your set:

Softkey **)

'Message waiting' indication

'Mailbox key'

EVERY START

Every start is ...

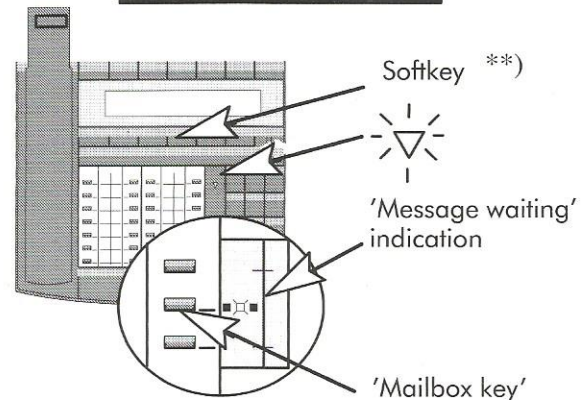easy. The 'message waiting' indication is turned on, when I was installed. This helps to locate your 'mailbox key'. When you open me for the first time follow my instructions.

| Press the mailbox key | Press the softkey or digit 3 **) | Enter your password | Record your name |
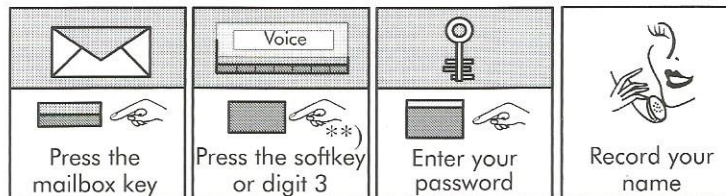
How to open me your mailbox

Afterwards, when 'message waiting' indication is off, you can open me as follows:

| Press the mailbox key | Press the softkey or digit 3 **) | Enter your mailbox number **) | Enter your password |

The description —how to open me— is replaced by the symbol 'open your mailbox.'

Open your mailbox
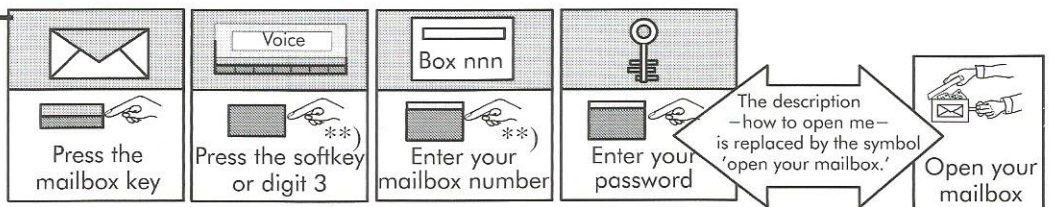
The language ...*)

is English. To choose another language, please press:
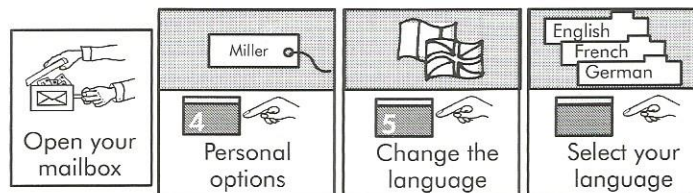
*) Not generally available
**) Only in specific systems

| Open your mailbox | Personal options | Change the language | Select your language |

3 greetings on

4 Personal options	**1** Greeting	**6** 3 greetings on (off)

Select your greeting

4 Personal options	**1** Greeting	Select greeting 1–3
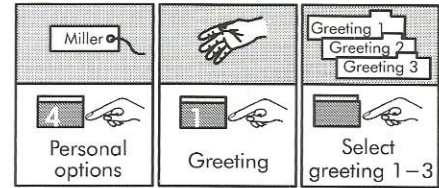
PRO HINTS

Every caller listens to your personal greeting. Therefore please change your greeting as often as required. The following examples can be modified according to your personal usage:

- 'Hello, this is the mailbox of (name) . . . . I am out of the office until . . o'clock. Please leave a personal message. I'll return your call within 4 hours. If you need assistance, press 0 now.'
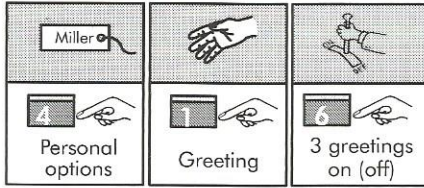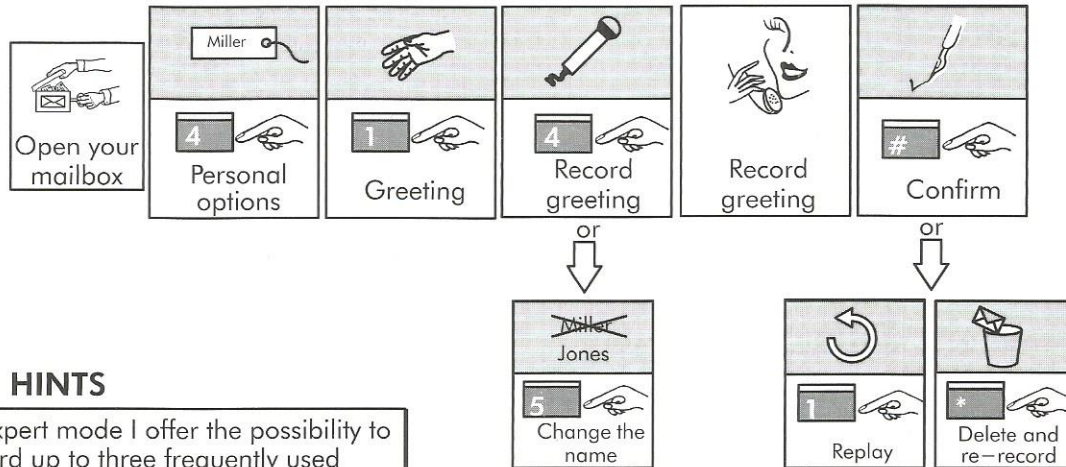
- "Hello you have reached the personal mailbox of (name) . . . . Today you can reach me in the office again at . . . . o'clock. In urgent cases you can reach me at . . . . . (tel. number). Also my colleague . . . . . (name), at extension. . . . . will be happy to help you. If you prefer to leave a message, please do so now.'

- 'Hello, this is the mailbox of (name) . . . . I am on leave until the . . . . However you can leave me a message, containing your name and telephone number and I will call you on my return. Thank you.'

How do you want to welcome callers ?

Open your mailbox	**4** Personal options	**1** Greeting	**4** Record greeting	Record greeting
			# Confirm	

or → **5** Change the name (Miller → Jones)

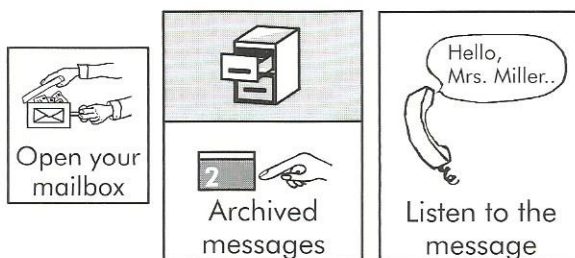*or* → **1** Replay   ***** Delete and re-record

PRO HINTS

In expert mode I offer the possibility to record up to three frequently used greetings and to select between them.

This functionality is a system option

I have archived messages for you

Open your mailbox	Archived messages	Listen to the message
	2	Hello, Mrs. Miller..

Replay	Archive and next	Delete and next
1	2	3
Timestamp	**Send a copy**	**Reply**
4	5	6 — EXPERT MODE
Rewind	**Pause / continue**	**Forward**
7	8	9
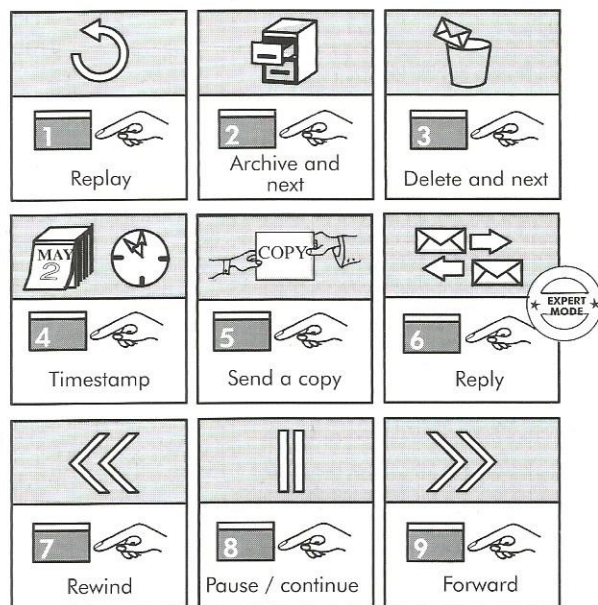
COMING BACK   **COMING BACK**

Hello, I have a message for you

A message is waiting	Press the mailbox key	Press the soft-key or digit 3 **)	Enter your password	New messages	Listen to messages
		Voice		1	Hello, Mrs. Miller..
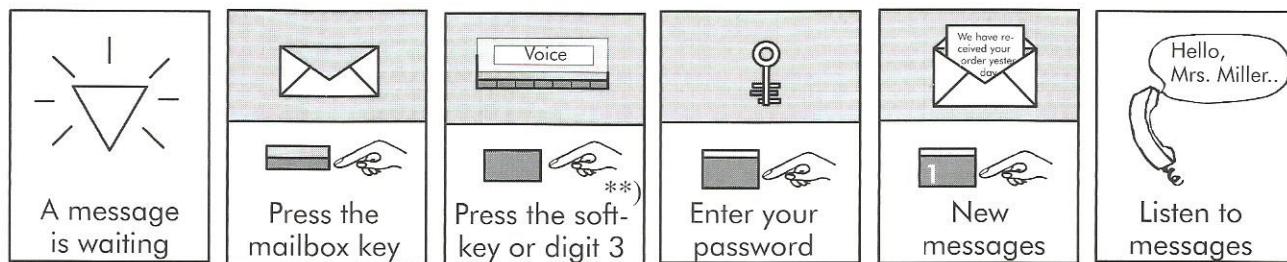
How does it work ?
I switch on the message waiting indication to inform you on new messages.
Please consult your mailbox immediately and answer the messages. People will appreciate your fast response.
Please delete messages, which are no longer used, to be able to store new, important messages.

**) Only in specific systems

Reply to a message

Hello, Mrs. Miller.. Listen to the message	6 Reply	Record answer	# Confirm

or

1 Replay	* Delete and re-record

How does it work ?
You can immediately reply to your message. The sender receives your message in his mailbox.
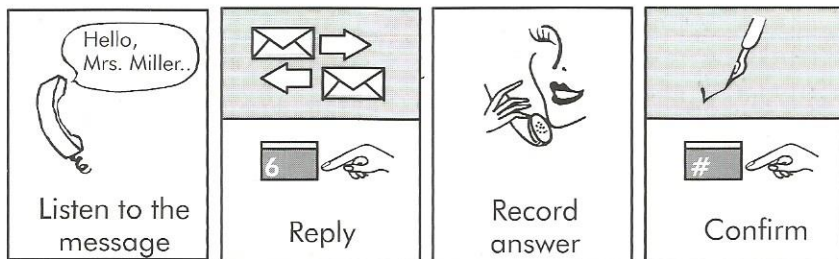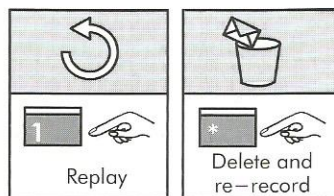
Sending a copy of your message

Hello, Mrs. Miller.. Listen to the message	COPY 5 Send a copy	Record introduction	# Confirm	Box 123 Destination mailbox number	# Confirm

or

1 Replay	* Delete and re-record
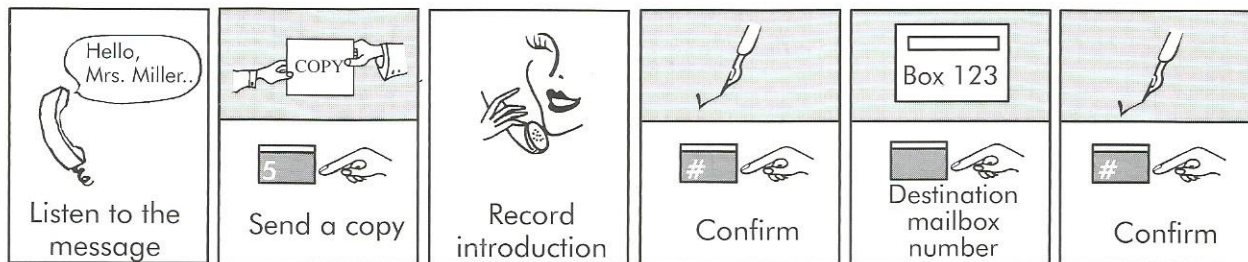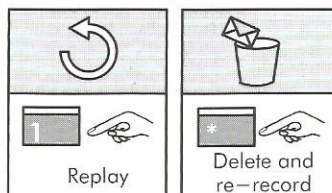
How does it work ?
Some of your messages are also of interest for other people. You can send a copy of your message to one or more colleagues. Record a short introduction, so that the recipient knows that it is forwarded from you.

How does it work?

You can leave someone a message when you don't want to interrupt him, by depositing it directly in his mailbox without calling his telephone set.
This option can also be used via the public exchange. Call the system as described in the menu 'remote consultation' and then select 'send a message'.

Optional feature

When you don't know the mailbox number you can spell the name of the mailbox owner. Press the [#] key and enter the first characters of the family name using the letters on the dialling key-pad or the picture beneath. If there are several names in the directory matching with your input, the system will either offer a selection or ask you to enter more characters.
Example: For "Jones" please enter # 5 0 6 3 7.

1	ABC 2	DEF 3
GHI 4	JKL 5	MN 6
PRS 7	TUV 8	WXY 9
★	OQZ 0	#

How to send a message

Open your mailbox — Send a message [3] — Record — Confirm [#] — Box 123 / Destination mailbox number — Confirm [#]

or

Replay [1] — Delete and re-record [*]
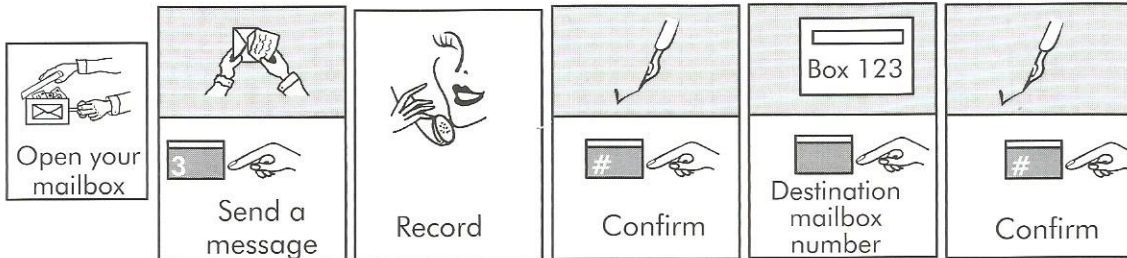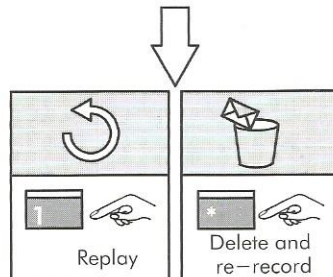
PRO HINTS

You can send a message to a:

- Destination mailbox number
  enter the number of another mailbox.

- Distribution list number
  the numbers are 001, 002 up to 050.

- Broadcast number
  dial 000 to broadcast a message to all mailboxes of the system.

How to check the receipt of a message

Open your mailbox	? 📞 **5** 👉 Check receipt	Box 123 👉 Enter mailbox number	Mr. Brown.. Listen to the message	✉ # 👉 Next	★ EXPERT MODE ★

How does it work ?
You can check whether the sent message has been heard by the recipient. Messages not heard will be re-played to you.

How to create a distribution list

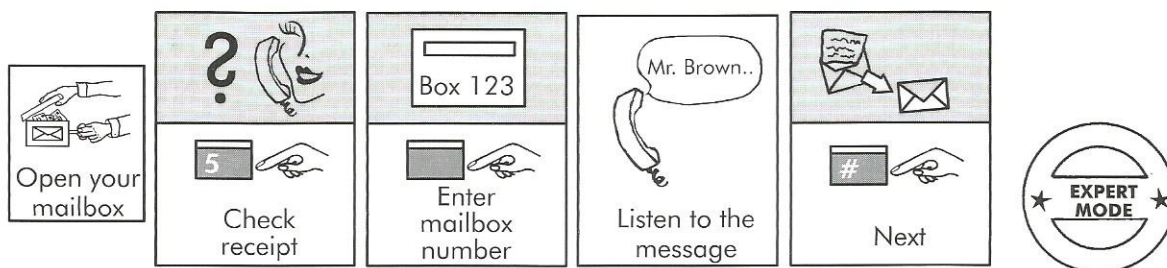| Open your mailbox	Miller **4** 👉 Personal options	**4** 👉 Distribution list	1. 312 2. 184 3. 2.. **2** 👉 Create a new list	Record name of list	# 👉 Confirm	Box 123 👉 Enter mailbox number	# 👉 Confirm	✱ 👉 Terminate

How does it work ?
You can send a message to a number of persons defined by you, using a distribution list. The system allocates automatically, in addition to the name of your list, a 3-digits list number. Enter this number instead of a mailbox number.

Before you create a new list, press ▦ to get information about existing lists or to change lists created by you.

or

↺ **1** 👉 Replay	✉🗑 ✱ 👉 Delete and re-record

★ EXPERT MODE ★
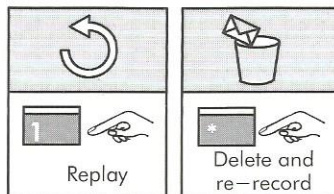
or

Continue entering further mailbox numbers.

How does it work ?

You can have me call you:
- at home, at the hotel,
- via the mobile telephone,
- or at your pager.

I need the telephone number where I shall call you and the time from when — until when I can reach you.

If you are not answering the phone, I will repeat the call twice. (Not in case of a call to a pager). When you are in your office, please inform me by simply switching off notification.

Where?

0 4610 4610	1 2 3 / 4 5 6 / 7 8 9 / * 0 #	✍
3 ☞ Notification number	☞ Enter telephone number	# ☞ Confirm

PRO HINTS

Enter the access code for the trunk line first before you enter the telephone number.

If I should call your pager, enter 1# (or 2#) followed by the subscriber's pager number.

When you don't know the access code or you need details about the paging system, your system administrator can help you.

Where and when can I call you ?

✉ Open your mailbox	Mller	✉ 🔔	🔑
	4 ☞ Personal options	2 ☞ Notification settings	On 1 ☞ Off 2 ☞

How does it work ?

When notification is activated, I call you immediately, after I have received a message. You can also define a time range, when you want to be called.
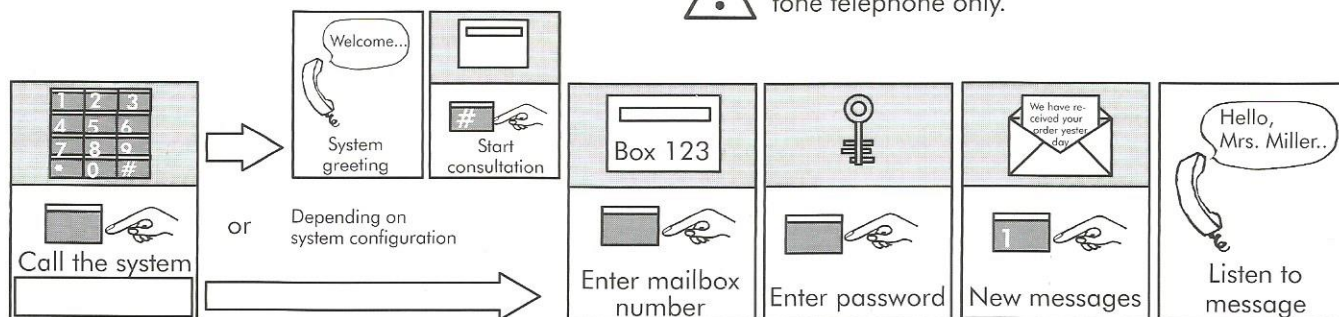
When?

🕐	HOURS/MINUTES 09:00	HOURS/MINUTES 17:00	✍
4 ☞ Schedule	☞ Enter begin	☞ Enter end	# ☞ Confirm

Remote consultation

⚠️ Please use a touch tone telephone only.

Call the system	System greeting → Start consultation
or Depending on system configuration	Enter mailbox number (Box 123) → Enter password → New messages → Listen to message (Hello, Mrs. Miller..)

PRO HINTS

Check for new messages at least twice a day. Answer messages immediately. People will appreciate your fast response.

All options, indicated in 'coming back', are available during remote consultation.

Hello, new messages have arrived

Consult me immediately

I call you	Confirm	→	Enter your password	New messages	Listen to the message (Hello, Mrs. Miller..)
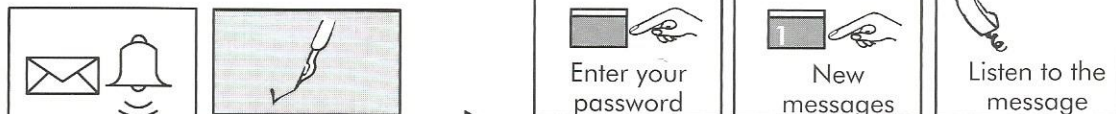
Note: The system administrator has to enable 'immediate consultation' for your mailbox.

or consult me later

Go on—hook

(Continue with 'Remote consultation')

How to change your personal password

Open your mailbox	Miller / 4 Personal options	3 Change password	Enter new password	# Confirm

How to listen to the information service

Open your mailbox	6 Information service	This is an information / Listen to the information	★ EXPERT MODE ★

MAILBOX DIRECTORY

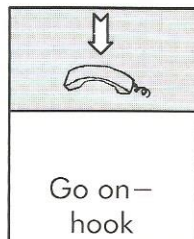| Name	Number	Name	Number	Name	Number	Name	Number

1 Options with black keys require expert mode

2 Options with white keys are dependant on system settings

From external dial

No.
LISTEN TO THE GREETING
PRESS **#**
ENTER MAILBOX NUMBER

Depending on system configuration

From internal

Open your mailbox

ENTER YOUR PASSWORD

Mailbox menu

LISTEN TO NEW MESSAGES **1**

LISTEN TO ARCHIVED MESSAGES **2**

SEND A MESSAGE **3**

PERSONAL OPTIONS **4**

CHECK RECEIPT **5**

INFORMATION SERVICE **6**

REPLAY **1**

ARCHIVE/ NEXT **2**

DELETE/ NEXT **3**

TIMESTAMP **4**

SEND A COPY **5**

REPLY **6**

Personal options

GREETING/ NAME **1**

NOTIFICATION **2**

CHANGE PASSWORD **3**

DISTRIBUTION LIST **4**

SELECT LANGUAGE **5**

GREETING 1 **1**

GREETING 2 **2**

GREETING 3 **3**

RECORD GREETING **4**

RECORD NAME **5**

THREE GREETINGS ON/OFF **6**

NOTIFICATION ON **1**

NOTIFICATION OFF **2**

TELEPHONE NUMBER **3**

SCHEDULE **4**

These menu options are announced when you press 0

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