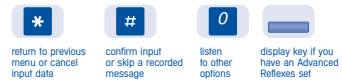


## UNDERSTANDING YOUR TELEPHONE SET

The following keys on your set have a specific use:



## CUSTOMIZING YOUR VOICE MAIL

### Accessing your voice mailbox

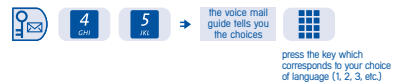


This simple, repetitive operation to access your voice mailbox is replaced in the following pages by the symbol:

The first time you access your mailbox, the voice mail guide will tell you how to enter your password (4 digits) and record your name.

### Choosing the language (optional)

The default language is french.



### Changing the password



All the options explained in "Consulting archived messages" are available whilst you are listening to a message.

## Changing the greeting



You can record up to 3 different greetings and choose which will be broadcast.

### Choose 3 greetings mode



### Select your greeting



## PRACTICAL ADVICE

Every caller listens to your personal greeting. Therefore, please personalise your greeting message whenever possible. The following examples can be modified to your personal usage.

- "Hello, this is the mailbox of Mr./Mrs. (name) . . . . . I am out of the office until . . o'clock. Please leave a message with your name and telephone number and I will call you back as soon as I return."
- "Hello, this is the mailbox of (name) . . . . . I am not in the office at the moment. Please leave a message with your name and telephone number and I will get back to you as soon as possible. Otherwise, dial 0 for the switchboard."
- "Hello, this is the mailbox of (name) . . . . . I am on leave until the (date) . . . . . Please leave a message with your name and telephone number and I will call you back on my return. If you wish to speak to someone else, press 0 and you will reach the switchboard. Thank you."

## WHILE YOU ARE AWAY - WHEN YOU RETURN

### Consulting messages

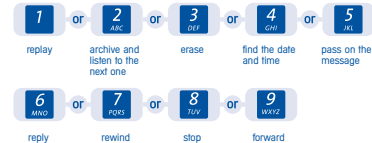
The light on your set indicates that messages have been received. Cancel your redirect to voice mail and listen to your messages:



### Consulting archived messages



When you listen to your messages, you can:



### Replying to a message

If you want to reply to a message, you can do so immediately. The recipient receives the message in his mailbox.



## Notification of a message

You can be notified of the arrival of a message ("message waiting" indicator function):

- at your home/hotel,
- on your mobile telephone,
- on your pager.

The voice mail will ring a set either immediately or at a pre-determined time to notify you of the arrival of a message. Program the telephone numbers to contact and the times the message must be sent.

If you do not reply to the call, it will be repeated (except for the pager). The interval between calls is programmed.

### Activating the "message waiting" indicator function

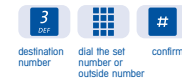


\* The "message waiting" indicator function must be authorised by the installation administrator.

### Programming the call period



### Programming the destination number for the "message waiting" indicator:



- If you want to call a pager receiver, dial 1 (or 2) followed by the pager number.
- If you do not know the access code or if you need any other details regarding the pager, the system administrator can help you.
- As soon as you are back in your office, please cancel the "message waiting" indicator function.

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### Consulting messages after seeing "message waiting" indicator

#### Messages listened to immediately



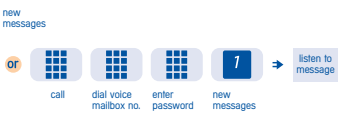
#### Messages to listen to later



Only the system administrator can authorise "immediate consultation" of your voice mailbox.

### Consulting messages remotely

Please use only a multifrequency set.



All the options explained in "Consulting archived messages" are available whilst you are listening to a message.

### WORKING IN A TEAM

#### Sending a message

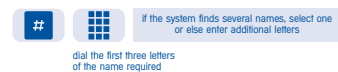
You can leave a message for one or more people by dialling:

- the number of the voice mailbox,
- the number on a distribution list: numbers are from 001 to 050,
- the general distribution list number: dial 000 to distribute a message to everyone with a mailbox.



You can also leave an outside or internal message by calling the person directly. From outside, dial the voice mail no. instead of opening your mailbox.

If you do not know the no. of the mailbox, you can spell the name of the mailbox owner, or the first characters of the surname.



#### Creating a distribution list

Using a distribution list, you can send a message to several people on a list. The system automatically allocates a list number (3 digits) to your list of names. It allows you to send a message to the voice mailbox of each member.

Before you define a new list, you can:

##### Listen to or modify existing lists



##### Create a new list



### Creating a distribution list (cont.)



#### Acknowledging receipt of a call

You can check whether the recipient has listened to your message. The system broadcasts it again if it has not been listened to.



#### Listening to information service messages

The system administrator can record information messages. You can access them using your mailbox.



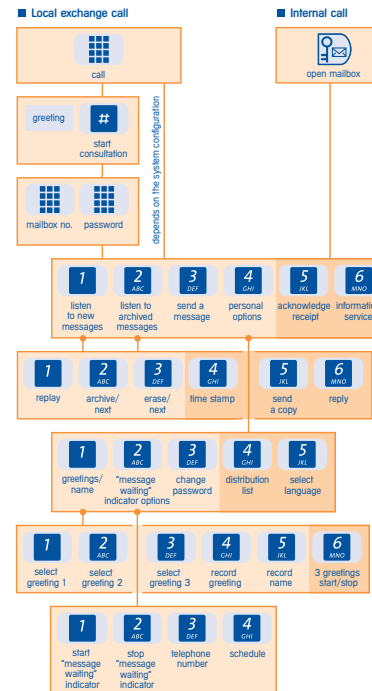
#### Passing on a message

Certain messages may be of interest to others. You can pass on a copy of your message to one or more people.

Record a short introduction so that the recipient knows that you have passed on a message:



### Standard tree structure



These menu options are displayed when you press "0".

