Hints and tips

- When prompted, press [#] as you enter the system, so that the system will recognize you as a subscriber.
- Press star [*] to cancel a selection, back up, or disconnect.
- Press [0] if you need help.

Reviewing messages

- Messages are heard in this order : Home, Urgent, Non-urgent, Skipped, Archived.
- At the Main Menu, [1] - [1] plays new, unheard messages.
- During Review, [3] - [3] jumps to end of message.
- [#] skips one message.
- [#] - [#] skips to archived messages.

Sending messages

- To review your message before sending, press [1].
- When sending a message across your voice messaging network (e.g. AMIS) to another system, use both the ID (access number) of the voice mail system you want to reach and the recipient's mail box number.
- Recording controls allow you to edit a message.

Personal Options

Guest mailbox users and Home mailbox users pick up and send messages by pressing [#], then entering your mailbox number and their special password.

Prompt Levels

You may choose from three prompt levels: Standard, Extended, or Rapid by selecting Main Menu, Administrative Options and then Prompt Levels.

- Standard prompts (preset in the new mailboxes) prompt for Review and Send options at the Main Menu.
- Extended Prompts include prompts for all Main Menu options.
- Rapid prompts briefly prompt for all Main Menu options.

Directory

The system access phone number : _____

Your mailbox number : _____

Other Mailbox Numbers

Guest 1 :	91		
Guest 2 :	92		
Home :	93		

Group Lists

The functionality described in this brochure is subject to change without notice.
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Alcatel 4635

Quick Reference Guide

QUICK REFERENCE

ALCATEL

Enter the system

1. Call the System
2. Listen to the introductory prompt
3. Press [#]
4. Enter your mailbox number
5. Enter your password

Main Menu

- Review Messages [1]
- Send Messages [2]
- Locate Messages [3]
- Personal Options [4]
- Restart [5]
- Applications [6]
- Exit [*]

Review Messages

- Unopened voice messages [1]
- All voice messages including heard/skipped [2]
- Fax Messages(**) [3]

To send a voice message

- Record message
- When finished [#]
- Replay the message [1]
- Use playback controls (See LEGEND)

Locate

- Messages sent [1]
- Messages received [2]

Personal Options

- Notification on/off [1]
- Administrative Options [2]
- Greetings [3]
- Notification schedule [4]
- Mailbox forwarding [5]
- Security [6]

Fax Option

- Unopened fax [1]
- Saved fax [2]
- Print all unprinted fax messages [4]

Destination Options

- Enter destination number or
- Press [#] to spell name (using number keypad)
- AMIS networking [#] [#]

Source

- Specific subscriber [1]
- Outside callers [2]
- Specific outside callers [3]

Administrative Options

- General [1]
- Fax(**) [3]

Greetings

- Personal greeting [1]
- Extended absence [2]
- Name [3]

Notification Schedule

- 1st Schedule [1]
- 2nd Schedule [2]
- Temporary [3]

Security Options

- Access security on [1]
- Access security off [2]
- Tutorial [0]

End-of-Message & Fax Options

- Print fax [2]
- Replay(*) [4]
- Envelope(*) [5]
- Send copy(*) (with introduction) [6]
- Send copy(*) (remove other introductions) [6] [6]
- Erase [7]
- Reply [8]
- Reply by calling(*) [8] [8]
- Save [9]

To use AMIS networking :
- Enter access phone number
- Confirm [#]
- Enter mailbox number
- Confirm [#]
- Send [#]

Enter mailbox number or press [#] then spell name (using number keypad)

Fax Options

- Setup/Change primary faxprinting destination [1]
- Autoprint on/off [2]

Standard [1]
Personal [2]

Away from phone [1]
On the phone [2]

Mailbox Forwarding

- Setup/change forwarding destination [1]
- Cancel forwarding destination [2]

Printing Options

- Primary destination [1]
- Alternative destination [2]
- Current location [3]
- Send copy to non-subscriber [4]

To choose an alternative fax destination :
- Enter fax destination number
- Wait for confirmation
- If correct [#]
- If not correct, [*] then re-enter fax destination number

To send a copy of a message with an introduction :
- Record introduction
- When finished [#]
- Send [#]

Delivery Options

- Private [1]
- Urgent [2]
- Message confirmation [3]
- Future delivery [4]

Confirmation Options

- Confirm receipt [1]
- Notify of non-receipt [2]

- Send [#]
- Enter next destination
- When finished [*]

AMIS Options

- Send to someone else on same system [1]
- Exit AMIS networking [2]

General

- Passwords [1]
- Distribution group lists [2]
- Prompt levels [3]
- Date & Time [4]
- Application Mailbox [6]

Passwords

- Personal [1]
- Home (Mailbox 93) [2]
- Guest 1 (Mailbox 91) [3]
- Guest 2 (Mailbox 92) [4]
- Assistant [5]

Prompt Levels

- Standard [1]
- Extended [2]
- Rapid [3]

Distribution Group Lists

- Create [1]
- Edit [2]
- Delete [3]
- List of names [4]

(*) Unprompted options

(**) This choice is not available on A4635J. It is available on A4635H only if it is implemented in your system.

Note :
The availability of functions described in this guide depend on your system version or configuration. If in doubt, consult your system manager.

LEGEND

POWER KEYS :
- New message [1] [1]
- Help [0]
- Operator [0] [0]
- Cancel/exit [*]
- Finish/skip [#]
- End of message [3] [3]

Playback Controls

	Back	Pause/ Restart	Forward
Position	[1]	[2]	[3]
	Slower	Envelope	Faster
Speed	[4]	[5]	[6]
	[7]	[8]	[9]
	Cancel	Help	Skip
	[*]	[0]	[#]

Dial by Name

1	ABC 2	DEF 3
GHI 4	JKL 5	MNO 6
PQRS 7	TUV 8	WXYZ 9
*	0	#