



# User Guide

To Access your mailbox dial **78**\_\_\_\_  
Then dial your password.

For External Callers dial your main number when the WAV answers dial # followed by your mailbox number and then your password.

*NOTE: If any option is not allowed that option has not been enabled for your mailbox. Please see your system administrator for details.*

<b>User's Main Menu</b>	<b>1</b> Play New Messages	<b>2</b> Play Saved Messages	<b>3</b> Play Deleted Messages	<b>4</b> Send Message	<b>5</b> User Options	<b>#</b> Exit
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## Play Message Menu

PLAY	SAVE	NEXT
DEL	TIME DATE	FWD MSG
MSG NAME	MSG TEL #	9
RWD	PAUSE	FWD

## Send Message Menu

REC	CHNG	PLAY
DEL	SEND	CLEAR SENT
7	8	9
*	0	MAIN MENU

## User Options Menu

USER GRTGS	PIN #	FWD CALLS
CNCL FWD	WAKE UP	OUT OF OFFICE
7	8	9
*	0	MAIN MENU

## User Greetings Menu

NAME	PERS-ONAL	BUSY
NO ANS.	OUT OF OFFICE	6
7	8	9
*	0	USER OPTS

## Record Greetings Menu(s)

PLAY GRTG	REC GRTG	DEL GRTG
4	5	6
7	8	9
*	0	PREV MENU

## Wake Up Menu

SET	PLAY	DEL
4	5	6
7	8	9
*	0	PREV MENU

## Create Your Best Impression With



Here are a few hints to help you and your callers get the most from your new voice mail and automated attendant system.

1. Record your mailbox greeting. Urge the caller to leave a message, but offer an alternative choice (i.e. "Press <0> for the operator").
2. Check your messages frequently. Save or delete your messages as necessary.
3. Respond to your messages as soon as possible. A timely response will encourage your callers to communicate with you via messages.
4. If you are unable to respond to your messages immediately, tell your callers during your mailbox greeting when they can expect to hear from you.
5. Change your mailbox password. Your personal password will maintain your privacy and security.

Your Authorized WAV Dealer:

## DIRECTORY

Name

Mailbox No.

_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
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## Voice Mail & Automated Attendant

**Pocket  
Reference  
Guide**