

AltiMail™ Messaging System

FROM ANY MENU

Press 0 to repeat options
Press * for the previous menu

NOTE

() represents options
available only when applicable.

Login

MAIN MENU

- 1 (Review New Messages)
- 2 (Review Saved Messages)
- 3 Send Messages
- 4 Change Personal Options
- 5 Access Private Messaging Options
- 6 (Access Phrase Management)
- 8 (Review Mixed-Media Messages)
- 9 Transfer Out of Voice Mail
- # Make a Call

† Feature is available in
version 4.0 or higher.

REVIEW VOICE MESSAGES

- 1 Delete Message
- 2 Replay Message
- 3 Save Message
- 4 Send a Copy of Message
- 5 (Call the Message Sender)
- 6 (Reply to Message Sender)
- # Skip to Next Message

SEND MESSAGES

- Record message after the tone
- Press # to end message recording
- Choose one of following options:
 - . Enter recipient's extension
 - . Press # to enter recipient's name
 - . Press 9 to send to all extensions
 - . Press * to cancel and re-record

PERSONAL OPTIONS

- 1 Review/change name or greeting
- 2 Review/change password
- 3 Access Message Notification
- 4 Access Reminder Call Options
- 5 Enable/Disable Call Forwarding
- 6 Enable/Disable Feature Tips
- † 7 Review/change Distribution Lists
- 8 (Activate/Deactivate IP extension)

PRIVATE MESSAGING

- 1 (Review Private Message status)
- 2 Record New Private Message

REVIEW MIXED-MEDIA MESSAGES

- 1 Review new messages
- 2 (Review saved messages)

SEND MESSAGE

- # Send Message Now
- 1 Specify Message Delivery Options
- 2 Re-enter Destination Extension

GREETING MENU

- 1 Play or Record Personal Greeting
- 2 Play or Record Directory Name
- 3 Select System or Personal Greeting
- 4 Play or Record Initial Greeting
5. Play or Record Subsequent Greeting

PASSWORD MENU

- 1 Review Current Password
- 2 Change Password

MESSAGE NOTIFICATION

- 1 Enable for Urgent Messages
- 2 Enable for All Messages
- 3 Disable Notification
- 4 Change Notification Number
- 5 Set Notification Schedule

REMINDER CALLS

- (Press 1 to review Reminder Call)
- (Press 2 to add Reminder Call)
- Enter year, month, day and time
- Record reminder message, press #
- Choose one of following options:
 - 1 Deliver to subscriber's extension
 - 2 Deliver to outcall phone number
- Press # to Confirm Message Delivery

DISTRIBUTION LISTS

- 1 Add a list
- 2 Delete a list
- 3 Modify a list
- 4 Review a list

Enter list
number,
then...

MESSAGE DELIVERY OPTIONS

- 1 Mark Urgent (or Normal) Delivery
- 2 Mark Future (or Immediate) Delivery

RECORD GREETING OR DIRECTORY NAME

- 1 Record Personal Greeting or Directory Name
- # Keep Current Recording

NOTIFICATION DELIVERY PHONE NUMBER

- Enter the Destination Number
- Press # at end of number
- Choose one of following options:
 - 1 for phone number
 - 2 for pager number
 - 3 (for extension number)

NOTIFICATION SCHEDULE

- 1 Activate Notification at All Times
- 2 Activate Notification During Off Hours
- 3 Specify Notification Schedule

EDIT DISTRIBUTION LISTS

- A list entry = extension number, or 01-personal- or 02-system-list number.
- # confirms actions, * cancels.
- Adding entries:**
 - Enter the entry number, then #
 - Press * when done adding.
- Deleting a list:** # to confirm.
- Editing lists:**
 - Press 1 to add or 2 to delete an entry
 - Enter the entry number, then #
 - Press * when done.