

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	_____	_____
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GROUP LISTS

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Alcatel 4635

Quick Reference Guide

QUICK REFERENCE

