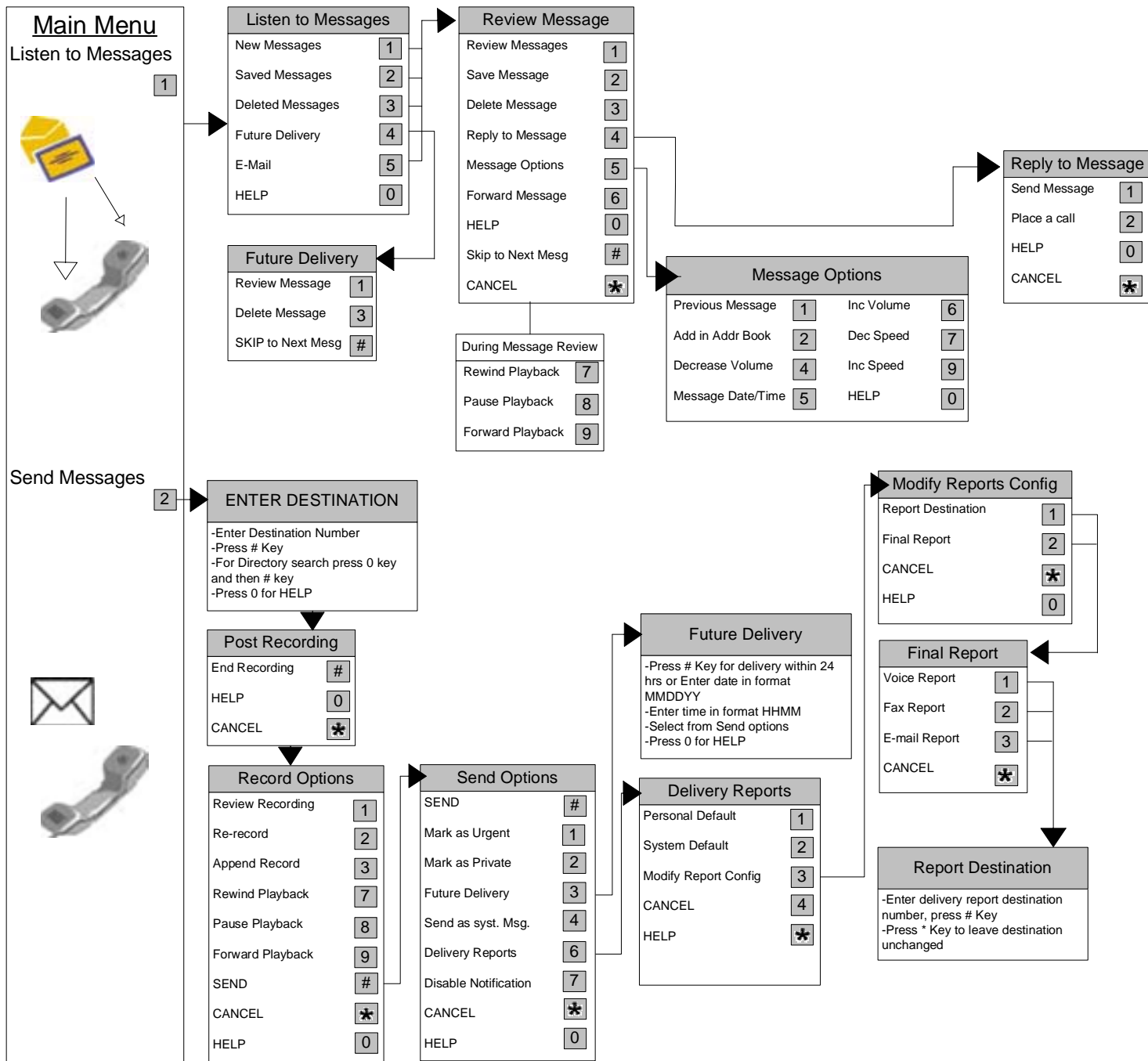


San Juan College 3Com Voice Mail Guide



Shortcut Keys

7

Short-cut Key Combinations							
7	then	1	Record Personal Greeting	7	then	5	Print New Faxes
7	then	2	Personal Greeting Override	7	then	9	Define the Macro
7	then	3	Auto-play New Messages	7	then	0	Short-cut Key HELP
7	then	4	Change Default Fax Number	7	then	#	Execute the Macro

Set Options

9



Setup Options	
Mailbox Setup & Greeting	1
Message Notify ON/OFF	2
Personal Address Book	3
Incoming Call Options	4
Distribution List Options	5
Message on Demand (/Auto Attendant/Voice Form/Advertisement Administration)	6
Delivery Report Config	7
Multi-user Mailbox Admin	8
HELP	0
Return to Main Menu	*

Mailbox Setup	
Change Password	1
Normal, Busy & Extended Absence Greetings	2
Scheduled Personal Greetings	3
Name Announcement	4
Change Review Options	6
Print Options	9
HELP	0

Incoming Call Options	
Turn Callback OFF/ON	1
HELP	3

Personal Address Book	
Review, Mod, Delete	1
Add New Entry	2
HELP	0

Distribution List Options	
Create a List	1
Modify a List	2
Delete a List	3
Review a List	4
Manage System List	6
HELP	0

Create Distribution List
 Enter a one to four digit number for a new list followed by # Key
 OR
 Press # for next available number

Scheduled Greetings	
Review Greetings	1
Record Greetings	2
Greetings Override	3
Review Schedules	4
Modify Schedule	5
Delete Greetings	6
HELP	0

Review Options
 Follow voice instructions and press
 1 YES or 2 NO
 * Date / time of message during review.
 * Sender information during review.
 * Concatenate original message during replies.
 Press [3] to prompt you for this option each time.

Normal, Busy, Ext Absence Greetings	
Review Greetings	1
Record New Greetings	2
Record Busy Greetings	3
Delete Greetings	4
Record Extended Absence Greetings	5
Activate Greeting	6
HELP	0

Delete Greetings	
Normal Greetings	1
Busy Greetings	2

Review Schedules	
Review Schedule	1
Receive Fax Copy	2

Modify Schedule	
Default	1
Day of Week	2
Day of Year	3
HELP	0

Standard Key Assignments

- 0 **HELP**
- * **CANCEL** current function \Return to previous menu
- # **Accept an operation\Move forward**

Return to Auto Attendant

0 0