

## RECORDING AND SENDING

### Creating a new voice message by recording the message first

- ▶ From Ready **6**
- ▶ Record message
- ▶ When finished **#**
- ▶ Enter up to 10 addresses
- ▶ When finished **#**
- ▶ Specify addressing options (see below)
- ▶ Send **#**

### Creating a new voice message by addressing the message first

- ▶ From Ready **6**
- ▶ Enter up to 10 addresses
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- ▶ Specify addressing options (see below)
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#### TIPS:

- Erase message while recording **3**
- Erase message after pressing **#** to finish **\* \***
- If you don't know the mailbox number, **0 0** to spell last name Q = 7 Z = 9
- Cancel the last address **\***

### Specifying addressing options before sending

- Return receipt **1**
- Overnight/Immediate delivery **2**
- Enter additional addresses **3**
- Private **4**
- Future delivery **5**
- Urgent **6**

### Listening to messages marked for future delivery

- ▶ From Ready **1 9 3**
- ▶ Listen **5**

## RECEIVING FAX MESSAGES

### Printing a fax sent to your mailbox

- ▶ From Ready:
  - Hear about and print **5** listen **1 9 8**
  - Print all faxes **1 9 7**
- ▶ Choose destination:
  - Fax device from which you are calling **1**
  - Group fax number **2**
  - Personal fax number **3**

### Setting or changing your personal fax number

- ▶ From Ready **1 6 9 1**

### Printing each fax to your personal fax number as soon as the fax is received

- ▶ From Ready **1 6 9 2**

## LISTENING AND RESPONDING

### Reviewing voice messages

- ▶ From Ready:
  - Listen to next message **5**
  - Listen to previous message **1 5**
  - Saved messages **1 9 2**

### Replying to a message

- ▶ During or at end of message **1 7**
- ▶ Record reply
- ▶ When finished **#**
- ▶ Send **#**

### Replying by calling the sender

- ▶ During or at end of message **1 4**
- ▶ System dials sender's phone number

### Forwarding a message

- ▶ During or at end of message **1 3**
- ▶ Record
- ▶ When finished recording or if you choose not to record comments **#**
- ▶ Enter address
- ▶ Send **#**

### Scanning by senders' names

- ▶ From Ready:
  - Turn NameScan on/off **\* 5**
  - Activate NameScan **1 9 5**

## SETTING MESSAGE NOTIFICATION

### Controlling when the system calls you with notification that you have messages

- ▶ From Ready **1 6 1**
  - Do call **1**
  - Do not call **2**

### Setting your notification schedule

- ▶ From Ready **1 6 1 3**

### Providing the telephone or pager number for notification

- ▶ From Ready **1 6 3**

**TIP:** When entering the telephone or pager number, you may need to precede it with digits required to dial an outside number. Please ask your system administrator for advice.

## MANAGING YOUR MAILBOX

### Changing your security code

- ▶ From Ready **1 6 2**

### Recording personal greeting

- ▶ From Ready **4 6**

### Recording extended-absence greeting

- ▶ From Ready **4 7**

### Using personal distribution lists

- ▶ From Ready **1 6 6**
  - Add list or list entry **1**
  - Delete list or list entry **2**
  - Review list **3**
  - Modify list name **4**

### Setting up Personal Assistance

- From Ready **1 6 5**
  - ▶ Enter Personal Assistance number or
  - ▶ Remove Personal Assistance number **\***

### Checking status of messages sent

- ▶ From Ready **1 2**
- ▶ Enter recipient's mailbox number

## GENERAL TIPS

### Exiting your mailbox

- ▶ Initiate exit **9**
  - Erase deleted messages and listen to new **#**
  - End the session **9**
  - Exit mailbox and dial another number **0**
  - Cancel exit and return to Ready **\***

### Getting help

- Listen to help on current feature **0**
- Hear list of features **0 0**

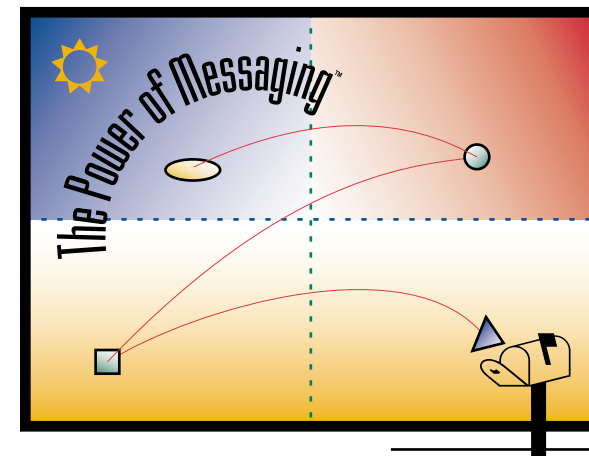
### Bypassing the personal greeting

- Tell your callers they can:
  - Bypass your greeting when your system has the Serenade caller interface **\***
  - or
  - Bypass your greeting when your system has the Octel Common Caller Interface **#**
- Ask your system administrator which caller interface is on your system.

## Lucent Technologies

Octel Messaging Division  
1001 Murphy Ranch Road  
Milpitas, CA, USA 95035-7912  
<http://www.octel.com>

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**QUICK REFERENCE GUIDE**  
for Serenade™  
Telephone User Interface (TUI)

## THE POWER OF MESSAGING

Voice messaging gives you the ability to communicate effectively from any touchtone phone 24 hours a day, with one person or many. We want you to be familiar with the Octel® system as soon as possible, so you can put it to work for you. This guide explains a few of the system's important features. For more information, ask your system administrator.

**NOTE:** Depending on the way your system is set up, some features may not be available to you and you will not be prompted for those options. In addition, your telephone system may not support some features.

## ENTERING THE OCTEL SYSTEM

### From your office phone

- Call the internal Octel system number \_\_\_\_\_
- Press **#** and enter your security code \_\_\_\_\_ or \_\_\_\_\_
- Enter your security code \_\_\_\_\_

### From outside the company

- Call the Octel system number \_\_\_\_\_
- Press **#** \_\_\_\_\_
- Enter your mailbox number \_\_\_\_\_
- Enter your security code \_\_\_\_\_

## CALL SYSTEM NUMBER

**Enter Your Mailbox**  
If you are calling from your desk extension:  
Enter your mailbox number  
Press **#** and enter your security code  
or  
Enter your security code

**Quick Message**  
To record message without entering your mailbox:  
Press **\***  
Enter the recipient's mailbox number  
Press **\*** for more options or just hang up

**Get Help**  
Current Feature **00**  
List of all functions **00**

**Exit Mailbox**  
Initiate exit **9**

**Quick Fax**  
To send a fax from a fax phone:  
Press **\***  
Enter the recipient's mailbox number  
Press **\*** to record annotation (if desired)  
or  
Press Start key  
Hang up

Erase deleted messages & listen to new messages **# 9**  
End session **9**  
Exit mailbox & make another call or enter another mailbox **0 \***  
Cancel exit and return to ready **0 \***

## SERENADE™ AT-A-GLANCE

## LISTENING

**Listen To Message(s)**  
Listen to next message **5**  
Listen to previous message **1 5**

Your mailbox has one or the other of these options.  
Ask your system administrator.

**New Message(s)**  
Listen to next message **5**  
Listen to previous message **1 5**  
Saved message(s) **1 9 2**

**NameScan**  
Toggle on/off **\* 5**

**NameScan**  
Activate **1 9 5**

**Back up**  
Back up to beginning **2**  
Erase **2**

**Go forward**  
Listen to next message **3**  
Skip to end **4**

**Save**  
Time/Date **7**

**Pause/Resume**  
Pause/Resume **8**

**Forward**  
Immediately call sender **1 3**

**Listen to previous message**  
Listen to previous message **1 4**

**Reply**  
Volume **1 7**

**Speed up**  
Speed down to normal **1 8**

**Resume NameScan** **1 9 5**  
**Print-all-fax options** **1 9 7**  
**Print at fax device** **1 7**  
**Print to group fax delivery number** **1**  
**Print to personal fax delivery number** **2**  
**Cancel all print requests** **3 \***  
**Print-fax options** **1 9 8**  
**Fax device delivery** **1**  
**Print to group fax delivery number** **2**  
**Print to personal fax delivery number** **3**  
**Cancel all print requests** **4 \***  
†The software on your system may not support this option.  
‡Ask your system administrator.

## MESSAGING

**Record/Address Message**  
Record message **6**

Your mailbox has one or the other of these options.  
Ask your system administrator.

**Address/Record Message**  
Address message **6**

**Back up**  
Back up to beginning **2**  
Erase **2**  
Pause/Resume **\***

**End recording**  
End recording **#**

**Enter one or more addresses**  
Address via Dial-by-Name **0 0**  
Cancel address **\***

**Erase**  
Erase **\***

**Addressing options**  
Addressing options **#**

**Back up**  
Back up to beginning **2**  
Erase **2**  
Pause/Resume **\***

**End recording**  
End recording **#**

**Return receipt** **1**  
**Overnight/immediate delivery** **2**  
**Enter additional addresses** **3**  
**Private** **4**  
**Future delivery** **5**  
**Urgent** **6**  
**Erase** **\* \***  
**Send** **#**

## MANAGING

**Record or Change Greeting**  
Greetings **4**

**Check Message Sent**  
Check on messages sent **1 2**

**Set Options**  
Mailbox options **1 6**

**Future Delivery Messages**  
Future delivery messages **1 9 3**

**Print-All-Fax**  
Print-all-fax options **1 9 7**

**Turn on** **1**  
**Record new greeting** **6**  
**Turn off** **2**  
**Record extended-absence greeting** **7**  
**Listen** **5**  
**Leave unchanged** **#**

**Back up**  
Back up to beginning **2**  
Erase **2**  
Pause/Resume **\***  
End recording **#**

**Enter recipient's mailbox number**

**Message waiting** **1**  
**Personal Assistance™** **1**  
**Security code** **2**  
**Offsite or pager** **3**  
**Auto copy** **4**

**Erase/Do not send** **3**  
**Time/Date for delivery** **8**  
**Listen to next message** **5**  
**Return to Ready** **#**

**Fax device delivery** **1**  
**Print to personal fax delivery number** **2**  
**Cancel all printing requests** **3 \***

**Message waiting** **1**  
**Personal Assistance™** **1**  
**Security code** **2**  
**Offsite or pager** **3**  
**Auto copy** **4**

**Erase/Do not send** **3**  
**Time/Date for delivery** **8**  
**Listen to next message** **5**  
**Return to Ready** **#**

**Fax device delivery** **1**  
**Print to personal fax delivery number** **2**  
**Cancel all printing requests** **3 \***

1	ABC	DEF
2	GHI	JKL
3	MNO	PQR
4	STU	VWX
5	YZ	0
6	*	#
7	9	