

HAMILTON COLLEGE VOICE MAIL

ENTER THE SYSTEM

- Call the system
- Listen to the introductory prompt
- Press **[#]**
- Enter your mailbox number
- Enter your password

TO ENTER THE SYSTEM

From your office phone press the message button

From any on campus phone dial 4808

From an off campus or cellular phone dial (315) 859-4808

MAIN MENU

1 Review Messages

- REVIEW**
- Unheard voice messages **[1]**
 - All voice messages including heard/skipped** **[2]**
 - Fax messages** **[3]**

- FAX OPTIONS**
- Unheard fax** **[1]**
 - Archived fax** **[2]**
 - Print all unprinted fax messages** **[4]**

- END-OF-MESSAGE OPTIONS**
- Replay* **[4]**
 - Envelope* **[5]**
 - Send copy* (with introduction) **[6]**
 - Send copy* (remove other introductions) **[6-6]**
 - Erase **[7]**
 - Reply **[8]**
 - Reply by calling* **[8-8]**
 - Save **[9]**
 - Print fax** **[2]**

- To send a copy of a message with an introduction:
- Record introduction **[#]**
 - When finished **[#]**
 - Enter destination **[#]**
 - Send **[#]**

- PRINTING OPTIONS**
- Primary destination **[1]**
 - Alternate destination **[2]**
 - Current location **[3]**
 - Send copy to non-subscriber **[4]**

- To choose an alternate fax destination:
- Enter fax destination number
 - Wait for confirmation
 - If correct **[#]**
 - If not correct, then re-enter fax destination number **[*]**

When reviewing voice messages, use playback controls (see Legend)

2 Send Messages

- SEND**
- To send a voice message:
 - Record message
 - When finished **[#]**
 - OPTIONAL: Replay message **[1]**
 - See Playback Controls in Legend

- DESTINATION OPTIONS**
- Enter destination number or Press **[#]** to spell name
 - AMIS networking **[#]-[#]**

- To use AMIS networking:
- Enter access phone number
 - Confirm **[#]**
 - Enter mailbox number
 - Confirm **[#]**
 - Send **[#]**

- DELIVERY OPTIONS**
- Private **[1]**
 - Urgent **[2]**
 - Message confirmation **[3]**
 - Future delivery **[4]**

- AMIS OPTIONS**
- Send to someone else on same system **[1]**
 - Exit AMIS networking **[2]**

- CONFIRMATION OPTIONS**
- Confirm receipt **[1]**
 - Notify of non-receipt **[2]**

- Send **[#]**
- Enter next destination or Return to main menu **[*]**

3 Locate Messages

- LOCATE**
- Messages sent **[1]**
 - Messages received **[2]**

- SOURCE**
- Subscribers **[1]**
 - All outside callers **[2]**
 - Specific outside caller **[3]**

- Enter mailbox number or Press **[#]** to spell name

4 Personal Options

- PERSONAL OPTIONS**
- Notification on/off **[1]**
 - Administrative options **[2]**

- ADMINISTRATIVE OPTIONS**
- Voice mail options** **[1]**
 - Fax options** **[3]**

- FAX OPTIONS**
- Set up/change primary fax printing destination** **[1]**
 - Auto print on/off** **[2]**

- VOICE MAIL ADMINISTRATIVE OPTIONS**
- Passwords **[1]**
 - Group lists **[2]**
 - Prompt levels **[3]**
 - Date and time playback **[4]**
 - Application mailbox **[6]**

- PASSWORDS**
- Personal **[1]**
 - Home (Mailbox 93) **[2]**
 - Guest 1 (Mailbox 91) **[3]**
 - Guest 2 (Mailbox 92) **[4]**
 - Secretary **[5]**

- GROUP LISTS**
- Create **[1]**
 - Edit **[2]**
 - Delete **[3]**
 - List names **[4]**

5 Restart

6 Applications

- GREETINGS**
- Personal greeting **[1]**
 - Extended absence **[2]**
 - Name **[3]**

- NOTIFICATION SCHEDULE**
- 1st Schedule **[1]**
 - 2nd Schedule **[2]**
 - Temporary **[3]**

- Away from phone **[1]**
- On the phone **[2]**

- PROMPT LEVELS**
- Standard **[1]**
 - Extended **[2]**
 - Rapid **[3]**

- MAILBOX FORWARDING**
- Establish/change forwarding destination **[1]**
 - Cancel forwarding destination **[2]**

- SECURITY OPTIONS**
- Access security on **[1]**
 - Access security off **[2]**
 - Hear tutorial **[0]**

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.

LEGEND

POWER KEYS

These controls are always available:

- Help **[0]**
- Operator **[0-0]**
- Cancel/exit **[*]**
- Finish/skip **[#]**

Heard only in Extended & Rapid Prompts

PLAYBACK CONTROLS

Use these controls while listening to messages. Some controls are available while recording messages.

- | | | | |
|----------|-------------------|--------------------------|--------------------|
| Position | REWIND [1] | PAUSE/RESTART [2] | FORWARD [3] |
| Speed | SLOWER [4] | ENVELOPE [5] | FASTER [6] |
| Volume | CANCEL [*] | NORMAL [8] | LOUDER [9] |
| | | HELP [0] | SKIP [#] |

* Unprompted option ** Unprompted option if you do not have the fax feature