

SENDING MESSAGES

You may record and send messages to other voice mail users.

After Logging into Voice Mail:

- Press 2 from main menu (At the tone, record message).
- Press # when done recording (Press 1 to replay your message).
- Enter extension number to receive message or Press # to Spell by Name.
- Enter Delivery Options* if applicable.
- Press # to send the message.
- Enter next extension if sending message to multiple people.

*Delivery options (if applicable)

- 1-Private
- 2-Urgent
- 3-Message Confirmation
- 4-Future Delivery

NOTIFICATION

You may set up notification schedules to notify you of messages left in your mailbox. From the main menu:

- Press 4 for Personal Options.
- Press 3 for Notification settings.
- Press 1 to turn notification ON.
- Press 2 to turn notification OFF.
- Press 3 to change the number you wish to be notified on.
- Press 4 to change the notification schedule and follow the prompts.
- Press 5 to change the notification schedule for urgent messages and follow the prompts
- Press * to exit.

TIPS AND HINTS

- When prompted, press # as you enter the system, so that the system will recognize you as a subscriber.
- Press * to cancel a selection, back up, or exit.
- Press "0" for help.
- Press # when you are finished or to skip a task.
- When a message is erased, you cannot get it back.

NOTES:



Quick Reference Guide for Alcatel-Lucent 4645 Voice Mail



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Alcatel-Lucent 4645 Voice Mail Quick Reference Guide

Alcatel 4645 voice mail is easy to use. Alcatel 4645 guides you with audible prompts at each step. The prompts tell you what to do next, or what options are available, so that you don't have to remember every step. You can interrupt a prompt by pressing the key for the next step. You may interact with your Voice Messaging Service from any touch-tone telephone. You can receive messages 24 hours a day, 7 days a week.

When you login to your mailbox for the very first time, you should perform the following three tasks:

1. Set up your new password.
2. Record a personal greeting.
3. Record your name verification.

On your first login, use 0000 as your temporary password.

Once you are logged in, you will be prompted to enter your own personal password. Before logging in for the first time, think of:

1. A password you will remember.
2. The greeting you will want your callers to hear. (Write it down)

LOGGING IN TO YOUR MAILBOX

To Initialize Your Mailbox:

- Lift Receiver.
- Press the envelope key and press the 'Voice' Soft Key for Voice Mail.
- Enter your default password (your default password is 0000).
- Press the # key.
- Change your password to something secure.
- Press the # key to accept.
- When prompted record your first and last name.
- Press # to confirm.

CHANGING YOUR PASSWORD

Passwords prevent others from accessing your mailbox and listening to your messages. You should change them often and keep them private. Your permanent password cannot be any of the following.

- 1-your mailbox extension
- 2-same numbers (e.g. 333333)
- 3-sequential numbers (e.g.123456)

From the main menu you can follow the display prompts or:

- Press 4 for Personal Options.
- Press 4 for Passwords.
- Enter your new password.
- The system will read the password back.
- Press # to confirm or Press 1 to change.

RECORDING YOUR NAME

From the main menu:

- Press 4 for Personal Options.
- Press 2 to change recordings.
- Press 6 to change your recorded name.
- Press 1 to replay.
- Press 5 to erase and re-record.
- Record your first and last name, press #.
- Press # to confirm.

RECORDING YOUR GREETING

Your personal greeting is played to anyone calling or being transferred to your mailbox. You can record two different greetings. Once you are in the voice mail system you can follow commands on your display or from the main menu:

- Press 4 for Personal options.
- Press 2 to change greetings.
- Press 1 to record your personal greeting.
- Record a personal greeting.
- Press # when you are finished.
- Press 1 to review your recording.
- Press * to erase and re-record.
- Press # to confirm.
- Press * to exit the menu.
- Press 1 to select personal greeting.
- Press 1 for your personal greeting to play.

RECORDING YOUR EXTENDED ABSENCE GREETING

- Press 4 for Personal options.
- Press 2 to change greetings.
- Press 4 to create an extended absence greeting that tells callers that you are on the phone (busy). This greeting can be played when you are absent for an extended period such as out of the office or vacation.
- Press # when you are finished.
- Press 1 to review your recording.
- Press * to erase and re-record.
- Press # to confirm.

REVIEWING MESSAGES

After logging into voice mail, the system tells you how many messages are in your mailbox. The messages are heard in the following order: Urgent, Non-Urgent, Skipped, and Archived.

To listen to your messages, Press:

- 1 1 - play new messages
- 3 3 - skip to end of message
- # - skip to next message
- 0 - help

Playback Controls while listening to your messages, Press:

- 1-Rewind
- 2-Pause/Resume
- 3-Fast Forward
- 4-Slower
- 5-Envelope Information (Time and Date information)
- 6-Faster
- 8-Normal
- 9-Louder

After a message has been completed, Press:

- 4-Replay the message
- 5-Envelope Information
- 6-Send Copy
- 7-Erase
- 8-Reply
- 9-Save