

Accessing Your Voice Mailbox

1. Call Amanda
Internal: Dial Ext. No. _____
External: Dial Phone No. _____
2. Press * plus _____ plus #
User ID
3. Enter _____ plus #
Security Code

Main Menu

- | | |
|------------------------|---------------------|
| 1 Play your messages | 5 Manage your lists |
| 2 Change your greeting | 6 Manage guests |
| 3 Change your options | 0 Exit user mode |
| 4 Send a new message | # Hang up |

1 Play Your Messages

- | | |
|--------------------------|----------------------------|
| 1 Play next message | 5 Forward current message |
| 2 Replay current message | 6 Reply to current message |
| 3 Delete current message | 7 Special functions |
| 4 Play previous message | 9 Return to previous menu |

7 Special functions

- | | |
|------------------------------|-----------------------|
| 1 Get fax immediately | 5 Skip to new message |
| 2 Send to remote fax machine | 6 Continuous delete |
| 3 Undelete message | 8 Continuous play |
| 4 Play message date & time | |

2 Change Your Greeting

- 1 through 7 Select a greeting
- # Select the system greeting
- * Review the current greeting
- 9 Return to previous menu

3 Change Your Options

- | | |
|-------------------------|---------------------------|
| 1 Change do-not-disturb | 5 Record busy message |
| 2 Change call screening | 6 Record name/extension |
| 3 Change security code | * Review option settings |
| 4 Select busy message | 9 Return to previous menu |

4 Send a New Message

- | | | |
|--------------------------------|-----------------------------|---------------------------|
| 1 Select a User ID destination | 4 Select a List destination | 9 Return to previous menu |
|--------------------------------|-----------------------------|---------------------------|

- | |
|---------------------------|
| 2 Record your message |
| 9 Return to previous menu |

- | |
|---------------------------|
| 3 Send your message |
| 5 Send with verification |
| 9 Return to previous menu |

- | | |
|-------------|---------------------|
| 1 Review | 6 Make private |
| 2 Re-record | 7 Set delivery time |
| 3 Append | 9 Save |
| 4 Cancel | 5 Make urgent |

5 Manage Your Lists

Select a List 1 Through 7

- | |
|----------------------------|
| 1 Review current list |
| 2 Add User ID to list |
| 3 Delete User ID from list |
| 4 Record a list comment |
| 9 Return to previous menu |

Hints and Tips

While listening to your messages you may press:

- 8 Increase volume OR 0 Decrease volume
- # Skip ahead (fast forward)
- * Rewind
- 7 Pause for 30 seconds or until you press 7 again
- 9 9 9 # Hang up from within Amanda's menus
- 9 9 9 0 Dial another user

Quick Reference Guide

Amanda[®]
Enabling Network Telephony
for the Communicating PC