<table>
<thead>
<tr>
<th>Phone menu</th>
<th>Key press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve recording</td>
<td>#</td>
</tr>
</tbody>
</table>

### Selecting recipients
- 1. Enter recipient, then # - #
- 2. Mark private 1
- 3. Mark priority 2
- Future Delivery 3
- Send #

### Broadcast messages
- Review 9 - 1
- Record 9 - 2
- Delete 9 - 3

### Manage greetings
- Play personal greeting 3 - 0 - 1
- Play extended absence greeting 3 - 0 - 2
- Play optional greeting N (1 - 9) 3 - 0 - \(N - 3\)
- Record personal greeting 3 - 1 - 1
- Record extended absence greeting 3 - 1 - 2
- Record optional greeting N (1-9) 3 - 1 - \(N - 3\)
- Delete personal greeting 3 - 3 - 1
- Delete extended absence greeting 3 - 3 - 2
- Delete optional greeting N (1 - 9) 3 - 3 - \(N - 3\)
- Set rules for optional greeting N (1 - 9) 3 - 5 - \(N - 3\)
- Activate greeting 3 - 5
- Set EAG expiry option when activating greeting 3 - 5 - 2 - 7
- Set EAG expiry option after playing greeting, if EAG is activated 3 - 0 - 2 - 7
- Set EAG expiry option when scanning greeting, if EAG is activated 3 - 2 - 7
- Set no EAG expiry 3 - (0 / 5) - 2 - 7 - # - #

### Changing password
1. From activity menu, press 5 - 4
2. Enter new password, then #
3. Re-enter new password, then #

### Auto login
- Turn on 5 - 6 - 1
- Turn off 5 - 6 - 2

### Block messages
- Turn on Always 5 - 7 - 1
- Turn off 5 - 7 - 2
- Turn On while EAG 5 - 7 - 3
- Continue 5 - 7 - #
- Transfer after greeting 5 - 7 - # - 1
- Disconnect after greeting 5 - 7 - # - 2
- Complete setup 5 - 7 - # - #

### Key press input | Key press values
--- | ---
**mmdd** | The supported values are:
- mm is month with a value between 1 to 12.
- dd is day with a value between 1 to 31.
To enter the current day, press #.

**time** | Indicates the time. The supported formats are:
- 12–h format as hh:mm, where:
  - hh is hour with a value between 0 to 12.
  - mm is minute with a value between 0 to 59.
- M is meridian with the following values:
  - A for a.m. and P for p.m for English language.
  - 1 for a.m. and 2 for p.m for other languages.
### Key press input

<table>
<thead>
<tr>
<th>Key press values</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 24–h format as hhmm, where:</td>
</tr>
<tr>
<td>- hh is hour with a value between 0 to 23.</td>
</tr>
<tr>
<td>- mm is minute with a value between 0 to 59.</td>
</tr>
</tbody>
</table>

To enter 1 minute after midnight, press #.

### Recording a call

<table>
<thead>
<tr>
<th>Key Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>To record an incoming call as a voice message</td>
</tr>
<tr>
<td>1. To begin recording, press audix — rec</td>
</tr>
<tr>
<td>2. To end recording, press audix — rec</td>
</tr>
</tbody>
</table>

### User preferences in a Web browser

As specified by your administrator

Some of these features may not be available in your organization. For details, contact your administrator.

### Outlook menu

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play on PC</td>
<td>Plays a voice message on your PC.</td>
</tr>
<tr>
<td>Play on Phone</td>
<td>Plays a voice message on your deskphone or any other phone.</td>
</tr>
<tr>
<td>Voice Reply</td>
<td>Replies to a voice message with a voice recording using any phone.</td>
</tr>
<tr>
<td>Voice Forward</td>
<td>Forwards an existing voice message.</td>
</tr>
<tr>
<td>Call Sender</td>
<td>Calls the message sender from a phone. When you pick up the phone, the TUI dials the sender.</td>
</tr>
</tbody>
</table>

### Active call transfer to a Messaging mailbox

**Transferring a call to a Messaging mailbox from a telephone that has a Messaging mailbox**

The steps to transfer a call varies with the telephone system you use.

1. During an active call, press TRANSFER or dial the keys or codes to transfer the call.
2. Enter your Messaging access number or press a pre-configured or a speed-dial button that automatically dials your Messaging access number.
   Messaging access number is your pilot number.
3. Enter the recipient’s mailbox number.
4. To complete the transfer, press TRANSFER or hang-up.

**Transferring a call to a Messaging mailbox from a telephone that does not have a Messaging mailbox**

The steps to transfer a call varies with the telephone system you use.

1. During an active call, press TRANSFER or dial the keys or codes to transfer the call.