

AVST Messaging System Number: _____

LOG-IN

- Dial your voice messaging system number.
- Enter Mailbox number (if prompted)
- Enter Security Code followed by #

Voice Messages

1	Fax Messages
2	E-Mail Messages
3	Outside Caller
4	Specific Mailbox
5	All Message
9	

Enter Mailbox Number #

Send Cancel Remove Last

* * *



MAIN MENU

- 1 Listen to Messages (unread, then read)
- 2 Record and Send Messages
- 3 Set User Options (Phone Manager)
- 5 Listen to Saved Messages (see option 1 - Listen to messages)
- 6 Listen to Selected Messages
- 7 Listen to Deleted Messages (Follow Option 1 Prompts)

Speak your Message Stop Recording

2

Approve Pause/Continue Backup 5 seconds Re-Record Review Advance 5 second Set Routing

2 3 4 6 9 0

Future Delivery Set Urgent Status Restrict Forwarding Append a Fax Request a Receipt Leave Callback Number Return to Recording Options

1 2 3 4 5 8 *

LISTENING OPTIONS

Pause	Forward	Backup
1	2	3
Delete	Save	Review
4	5	6
Ship	Reply	Advance
7	8	9
Info/Options		
*	0	#

Press 1 to pause and 1 again to continue

0 Message Info
1 Select Message
2 Cancel Selection
3 Select All Messages
4 Cancel All Selections

Personal Options

1	Personal Options
2	Messaging Options
3	Auto-Attendant Options
4	Record Standard Greeting
5	Record Busy Greeting
6	Record Out-of-Office Greeting

Change Message Notification Change Delay Msg Reminder Record Personal Greeting Change Security Code Record Name Record Announcement For mailbox you Sponsor Change Language Change SMS Notification

1 2 3 4 5 6 7 8

Change Call Screening Change Call Blocking Change Extension-Specific Processing Change Diverted Call Processing

1 2 3 4

Busy Greeting Standard Greeting Out-of-Office

1 2 3

Listen Forward Group Delete Group Save Group

1 2 4 5

Record Name for Sponsored Mailbox Change Personal Distribution List Change Message Forwarding Change Message Presentation Ordering Change Message Envelope Settings

2 3 4 5 6

COMMON TASKS

After Recording a Message

08	Leave a Number
02	Mark Message Urgent
05	Request Return Receipt
01	Request Future Delivery
03	Restrict Forwarding

While Listening to Messages

14	Increase Speed
17	Decrease Speed
9	Skip Ahead 5 Seconds
3	Skip Back 5 Seconds
7	Skip to Next Message

Setting up Mailbox

3 1 3 2	Change Std Greeting
3 1 3 3	Change Out-of-Office
3 2 4	Set Automatic Forward
3 1 1	Immediate Notification