

Voice Mail Instructions

Personal Directory

The system allows you to create a personal directory of abbreviated names (*aliases*) for frequently used addresses. It's essentially a sophisticated speed-dialing feature.

Create/Append Directory

1. Press **5, 2, 1** from the Activity Menu.
2. Enter an address and press **#**.
3. Listen to your entry's address.

If the name is incorrect, press *** D** or *** 3** to delete and repeat steps 2 and 3.

4. Enter your abbreviated version of the address (up to 10 characters) and press **#**.
5. Repeat steps 2, 3, and 4 to add more names to your personal directory.
6. When finished, press **#** to approve.

Tips

Your personal directory comes into play automatically; the system refers to your personal directory anytime you enter a name address. The system doesn't care what numbers or letters you use for each alias.

NOTE: You must be addressing by name (*** A** or *** 2**) to use your personal directory. You can create your personal directory in name or number addressing mode

Application

When name-addressing a voice mail message to Dr. Emilio Ramirez, you might enter E R # instead of the longer name. You can also use an alias when transferring out of the system (*** T** or *** 8**).

Review/Delete Directory

1. Press **5** and then **2**.
2. Do one of the following:
 - Press **2** to review *all* aliases. While listening to each entry, press
 - **#** to skip to next alias.
 - *** D** or *** 3** to delete.
 - **2** and **2** again to return to the previous alias.
 - *** #** to stop reviewing.
 - Press **3** to review specific aliases:
 - Enter alias to review and press **#**.
 - Listen to corresponding address.
 - Repeat for more aliases.
 - Press *** #** to stop reviewing.
3. Press *** R** or *** 7** to return to the Activity Menu.