Oracle® Voicemail & Fax

Quick Reference Card

ORACLE®
COLLABORATION SUITE 10g

Accessing the Voicemail System

You can access your voicemail messages from your telephone or from your e-mail Inbox.

Accessing Your Voicemail From the Telephone

You can access your voicemail messages from your office or while you are away from the office.

When You Are In the Office

1. Press the Message button on your telephone.
   or
   Dial the telephone number provided by your system administrator.
   Write the telephone numer here: _____
2. Follow the prompts and log in to your voicemail account.
3. Press (1) to listen to your new voicemail messages.
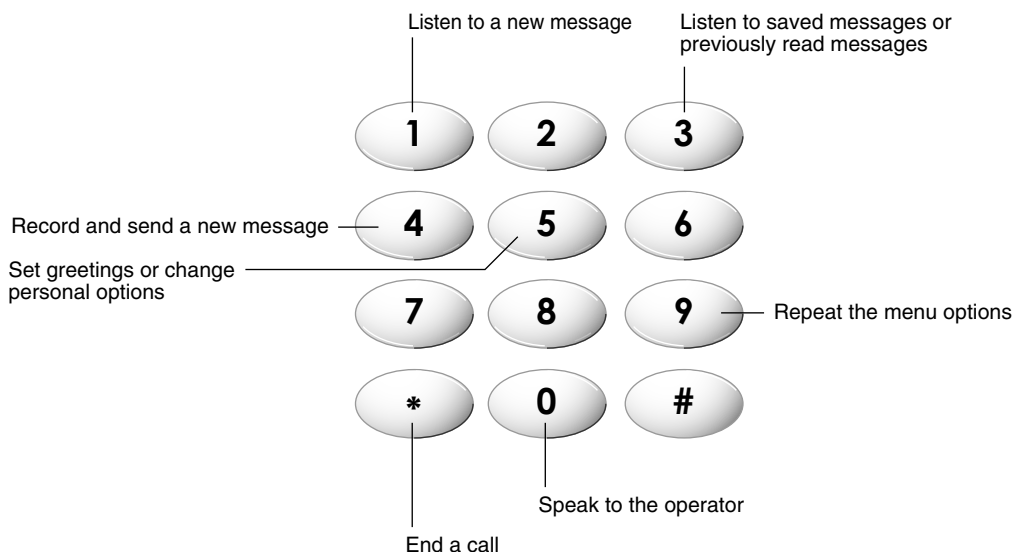
When You Are Away From the Office

1. Dial the telephone number provided by your system administrator.
   Write the telephone numer here: _____
2. Follow the prompts and log in to your voicemail account.
3. Press (1) to listen to your new voicemail messages.

Accessing Your Voicemail From Your E-mail Inbox

1. Log in to your e-mail account.
2. Open the e-mail message with the voicemail attachment.
   E-mail messages with voicemail attachments have *Voice Mail* as the subject line.
3. Double-click the voicemail attachment to hear the voicemail message.
   If you are unable to hear your voicemail message, see your System Administrator.

Oracle Voicemail & Fax Main Menu

When you call in to the voicemail system, the first menu you hear is the Main Menu which includes these options.

Listen to a new message | Listen to saved messages or previously read messages

| 1 | 2 | 3 |

Record and send a new message — | 4 | 5 | 6 |

Set greetings or change personal options

| 7 | 8 | 9 | — Repeat the menu options

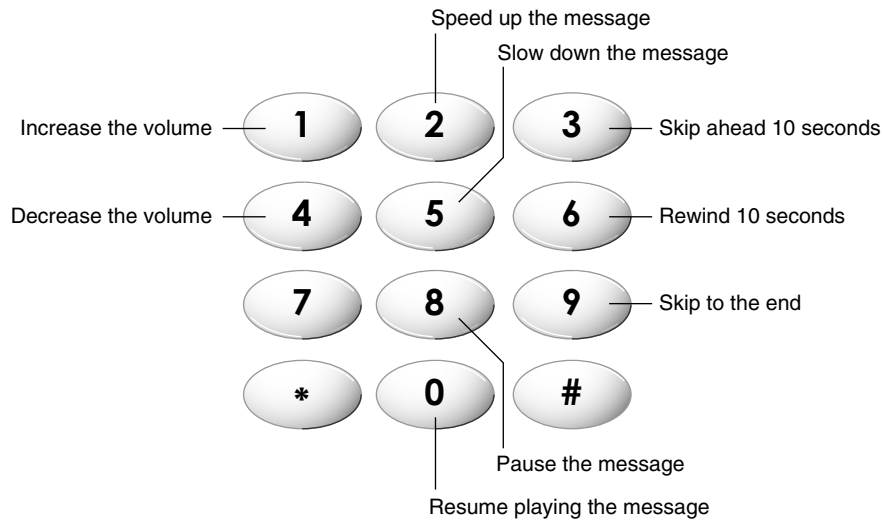| * | 0 | # |

Speak to the operator

End a call

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Message Playing Options

While listening to a message, you can control the playing of the message by pressing the keys shown here.

Speed up the message

Slow down the message

Increase the volume — **1**   **2**   **3** — Skip ahead 10 seconds

Decrease the volume — **4**   **5**   **6** — Rewind 10 seconds

7   **8**   **9** — Skip to the end

∗   **0**   **#**

Pause the message

Resume playing the message

Message Handling Options

When a message has played to the end, you can press the keys shown here to perform the following actions.

Listen to the message again

Listen to the next message — **1**   **2**   **3** — Reply to the message

Forward the message — **4**   **5**   **6**

Delete the message — **7**   **8**   **9** — Repeat the menu options

∗   **0**   **#**

Hear additional menu options

Speak to the operator

Hear Main Menu options