

Accessing Your Mailbox

1. Dial into the system.

From inside:

From outside:

2. Press # when the system answers.

Note: You may not need to go through these steps if you are dialing in from within your company, and if your telephone system offers voice messaging integration. In most cases, you will need only to enter your password.

3. Enter your Mailbox number.
4. Enter your password.

Commonly Used Functions

Note: The sequences entered here assume that you are logged in and at the ready/main menu.

Mailbox Configuration

Record your Name	1-6-8
Change your Personal Greeting	4-6
Change your Extended Absence Greeting	4-7
Change your Password	1-6-2
Configure Auto-Forwarding	1-6-4

Message Management

Listen to Next Message	5
Listen to Previous Message	1-5
Listen to Saved Message	1-9-2
Save a Message (after playback)	7
Delete a Message (after playback)	3
Forward Message (after playback)	1-3



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Quick Reference Card for Serenade Emulation TUI (Telephone User Interface)





Officelinx Serenity TUI (Octel Serenade Emulation)

Start Here

- ### Main Menu
- 1 Mailbox Options
 - 4 Record Greetings
 - 5 Listen to Messages
 - 6 Send Message
 - 9 Disconnect
 - 0 Return to Auto Attendant

- ### Send Message
- 1 Toggle Certified Flag
 - 3 Add Recipient
 - 4 Toggle Confidential Flag
 - 5 Toggle Future Delivery
 - 6 Toggle Urgent Flag
 - * Cancel Message
 - # Send Recorded Message

- ### Message Playback Options (while listening to message)
- 2 Rewind (5 sec)
 - 4 Fast Forward (5 sec)
 - * Pause (5 sec)

- ### Mailbox Options
- 2 Sent Items
 - 5 Skip to Previous Message
 - 6 Personal Options
 - 9 Select Message Folder

- ### Record Menu
- 6 Record Personal Greeting
 - 7 Record Greeting (Extended Absence)
 - # Return to Main Menu

- ### End of Message Options (you are sent here after message playback)
- 1 Forward, Reply or Call Back
 - 2 Review Message
 - 3 Delete Message
 - 5 Skip to Next Message
 - 7 Save Message
 - 8 Envelope Information (Date/Time)
 - # Return to Main Menu

- ### Forward / Reply / Call Back
- 3 Forward Message
 - 4 Call Back Message Sender
 - 5 Skip to Previous Message
 - 7 Reply to Sender Only
 - 9 Print / Fax

- ### Personal Options
- 1 Notification Menu
 - 2 Change Password
 - 4 Auto Forward Message
 - 6 Distribution List Menu
 - 7 Future Delivery Messages
 - 8 Record Name Greeting
 - # Return to Main Menu

- ### Select Message Folder
- 1 Listen to Unread messages in your inbox.
 - 2 Listen to Read/Saved messages in your inbox.
 - 3 Future Delivery Messages

- ### Future Delivery Messages
- 2 Change Future Delivery Date/Time
 - 3 Delete Message
 - 5 Skip to Next Message without changing Read Status
 - 8 Say Delivery Date and Time
 - * Deliver Now
 - # Return to Main Menu

- ### Send Forward / Reply Message
- 1 Toggle Certified Flag
 - 2 Add Recipient
 - 3 Toggle Confidential Flag
 - 4 Send Recorded Message
 - 5 Toggle Urgent Flag
 - 6 Cancel Message
 - # Send Recorded Message

- ### Notification Menu
- 1 Turn Notification Schedule On/Off
 - 3 Modify Notification Schedule
 - 4 Delete Notification Schedule
 - 5 Add Notification Schedule
 - 6 Listen to Notification Schedule
 - # Return to Personal Options

- ### Change Password
- 1 Listen to Numeric Password
 - 2 Set Numeric Password
 - 3 Clear Numeric Password
 - # Return to Personal Options

- ### Distribution List Menu
- 1 Add Distribution List
 - 2 Delete Distribution List Member
 - 3 Listen to Distribution List
 - 4 Modify Distribution List
 - * Delete Distribution List
 - # Return to Personal Options

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This flowchart only reflects the commonly used commands. Not all functions available on the Telephone User Interface may be present.