

# 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 keys entered here assumes that you're logged in and are currently in the ready/main menu.

### Mailbox Configuration

Change your Personal Greeting	4-1-1-1
Change your Busy Greeting	4-1-1-2
Change your Password	4-2-2
Configure Auto-Forwarding	4-3-1

**Note:** The keys entered here assumes that you've listened to or are listening to a message.

Reply to Message	8
Forward Message	6

Officelinx is a registered trademarks of Esna Technologies Inc. All other company names, brand names, product names and terminologies are the property and/or trademarks of their respective companies.  
© 1992-2016 Esna Technologies Inc., All rights reserved.

# OFFICELINX

## Quick Reference Card for Unity Emulation TUI (Telephone User Interface)



**Better Collaboration.  
Better Results.**

# Officelinx Unity Emulation TUI

## Main Menu

- 1 Listen to New Messages
- 2 Send A New Message
- 3 Listen to Read Messages
- 4 Personal Options

## Personal Options

- 1 Greeting Options
- 2 Notification Schedule
- 3 Admin Options
- \* Return to Main Menu

## Admin Options

- 1 Set Numeric Password
- 2 Record Name Greeting
- \* Return to Personal Options

## Notification Schedule

- 1 Modify Notification Schedule
- 2 Add Notification Schedule
- 3 Turn Notification Schedule On/Off
- 4 Delete Notification Schedule
- 5 Listen to Notification Schedule
- \* Return to Personal Options

## Greeting Options

- 1 Set Personal Greetings
- 2 Record Location Greeting (Extended Absence)
- \* Return to Personal Options

## End of Message Options

- 1 Rewind Message
- 2 Print Fax
- 4 Review Message
- 5 Envelope Information
- 6 Forward Message
- 7 Delete Message
- 8 Reply
- 9 Skip/Save
- \* Return to Main Menu
- # Save

## Reply Menu

- 2 Reply to All Recipients
- 8 Call Back to Sender
- Default Reply to Sender Only

## Save Menu

- # Skip to Next Message without changing Read Status
- Default Save Message

## New Message Menu

- 1 Toggle Urgent Flag
- 2 Toggle Certified Flag
- 3 Toggle Confidential Flag
- 4 Send Recorded Message
- 5 Review Recorded Message
- 6 Re-record Message
- 7 Append to Recorded Message
- 9 Add Recipients Menu
- \* Cancel Message and Exit to Main Menu
- # Send Recorded Message

## Add Recipients Menu

- 1 Add Recipient
- 2 Listen to Recipients
- 3 Delete Recipient
- \* Return to New Msg Menu

## Message Playback Options (while listening to message)

- 1 Rewind (5 sec)
- 2 Pause (10 sec)
- 3 Fast Forward (5 sec)
- 8 Normal Volume
- 9 Louder (5)

## Personal Greetings

- 1 Record Personal Greeting
- 2 Record Busy Greeting
- 3 Record Location Greeting (At Home)
- 4 Record Location Greeting (in Office)
- 5 Record Location Greeting (Away on Business)
- 6 Record Location Greeting (Meeting)
- 7 Record Location Greeting (At Lunch)
- 8 Record Location Greeting (Vacation)
- \* Return to Greeting Options

## Forward or Reply Menu

- 1 Review Recorded Message
- 2 Rerecord Message
- 0 Additional Message Menu
- \* Cancel Message and Exit
- # Send Recorded Message

## Message Menu - First Key

- 3 Go to Second Key Msg Menu

## Message Menu - Second Key

- 2 Print Fax
- 4 Review Message
- 5 Envelope Information
- 6 Forward Message
- 7 Delete Message
- 9 Save Message
- \* Review Message

## Review Messages

- 1 Listen to New Messages
- 2 Listen to Read Messages
- 3 Return to Alt. Msg Menu
- 0 Transfer to Operator
- \* Return to Main Menu

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

*esna*