**Accessing Your Mailbox**

Outside access number:  
Inside extension:  
Author/Mailbox Name:  
Author/Mailbox ID:  
Password:  

**System Mailbox List**

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**Other Important Prompts**

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**Short Cuts**

Keys to press from within your mailbox

To disconnect—  press [5] and hang up.
To cancel disconnect—  press any key except [#] and [*].
To return to previous prompt—  press [0].
To replay current prompt—  Wait, it replays automatically.

*Note: Whenever you are prompted to record a message, you can use the Keypad commands or Yoke control to record your response.*

**Keypad Commands**

(Editing keys)

Create/Review

- **1** Hold/Stop
- **3** Rewind/Play
- **4** Fast Forward
- **5** Disconnect
- **7** Rewind/play
- **8** End

Message Create

- **2** Record/Stop
- **9** Insert, begin/end
- **9 9** Cut, mark start
- **9 6** Cut, mark end
- **+** Cut, cancel
- **9 3** Cut dictation

Message Review

- **2** Play/Stop
- **+** Slow-down play (7X)
- **#** Speed-up play (7X)

Yoke Control

- **Yoke Control**
  - Dictate Button—Activates yoke control
  - Autoplay:
    - Yoke up & release—Rewind/autoplay
    - Yoke down & release—Stop autoplay
  - Manual Play:
    - Yoke released—Manual Play
    - Yoke released—Stop manual play
Accessing Your Mailbox

Start Here

1. Dial ________ and wait for greeting.
2. Key in your Mailbox ID, followed by [#] (optional).
3. Key in your Password during your personal greeting.
   The system will tell you if you have "No new messages..." in your mailbox.
4. Select an operation, when prompted:
   [2] to create a message
   [3] to review message
   [4] to change your personal greeting
   [0] to Start again
   [5] to Disconnect

How to End Your Call
The following procedure is the correct way to terminate a call from within your voice mailbox.

2. Hang up the telephone.
   Note: If you are not in your mailbox, pressing [5] will request prompt 5.

Sending a Message

After you press [8] to end your message, you can send it. If you need to send a message to more than one person, just repeat the following procedure.

2. Destination ID of person you're sending the message to.
   Listen for the "Message sent" prompt.
3. [9] to erase your message, if done, or select one of the following:
4. [5] and Hang up to end the session.

Commands

Create/Review
To Rewind
- [3] for incremental rewind with automatic playback.

To Fast Forward

To Initiate Hold
1. [1] to put the system on hold

Create
Manual Record
- [2] or the yoke control dictate button cancels VOX record. Alternate depressions of [2], or yoke button, will start and stop record.

New Messages?
There are two ways to check your mailbox for new messages:

- Ask the system supervisor to look at the module's display.

The module has a message counter that indicates the total number of messages in your mailbox. If you have new messages, the number will flash.

- Access your mailbox.

When you access your mailbox, a prompt will tell you if you have "No new messages." If you don't hear the "No new messages" prompt, press [3] to review your new messages.
To Review Messages

1. Access your mailbox.
2. [3] when prompted to review messages. Your new messages play first followed by any saved messages.
3. Wait for the message to end, or press [8] to end it.
4. [3] to replay the message, if needed.
5. [9] to erase the message, or select one of the following:
   - [2] reply—See “Reply”
   - [4] to send message to another mailbox—forward it.
   - [7] to save the message
   - [6] to get Hard Copy™ (transcription)
   - [5] to Disconnect

To Skip Over Messages

You can save and skip over messages, or return to the previous prompt, by pressing the following keys during message playback:

- [0] to save your message and return to the previous prompt (i.e., [2] to create, [3] to review, … etc.).

After Message Review You Can—

2. Reply

After you listen to a message, you can reply to it without having to enter a destination ID. The system knows whom to send your reply to.
2. After the tone, begin talking to record your reply.
3. [8] to complete and send your reply.

4. Send (Forwarding with a PreNote™ message)

You can forward a message to other mailboxes (max. 10). If you want to, you can also add your personal comments to it in the form of a PreNote™ message. Your comments are attached to the beginning of the message and accompany it to each destination you specify.
2. Destination ID of the mailbox you are sending it to.
3. At the tone, record your PreNote™ message, if needed.
4. [8] to end the PreNote™. Listen for the message sent prompt.

(Continued on page 4)
(Continued from page 3)

**Erase**
- [9] when prompted to erase your message.

**Save**
- [7] when prompted to save your message.

**Start Again**
- [0] to return to the previous prompt.

**To Access Other Prompts**

**From within Your Voice Mailbox**
1. [0] to start over.
2. **key in** the prompt ID, and wait for the prompt to play.

**From your initial call in**
- **Key in** the prompt ID, and wait for the prompt to play.

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**Notes**

**Accessing Your Mailbox**
If you fail to enter your password while your personal greeting plays, the system will consider you an outside caller. It will prompt you to record a message after the tone. All messages recorded this way are sent to your mailbox.

**Dictation**

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**Dictation**

You can use Straight Talk® Plus dictation if you—
- Are assigned an ID number that when entered, prompts you to record after the tone.
- Have a Yoke control telephone or dictate station.

**To access module for dictation**
1. Dial ________________, and wait for greeting.
2. Options for starting dictation—
- **Key in** your dictation ID **Number**, if needed, and press the **dictate button** on the yoke control.
   OR
- **Wait for** the prompt to tell you to record after the **tone**. Start talking when you hear a steady tone (VOX record tone). You can use the keypad and yoke control for dictation.
3. [*] and **[Work Type]**, if needed, while in record mode. (0= work type 10)
5. [8] to end your current job, or [5] to both end the job and disconnect. (Hang up after you disconnect.)
6. To dictate another letter, repeat step 2.
7. Press [5], and **hang up** to end the dictation.

**Available work types**

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