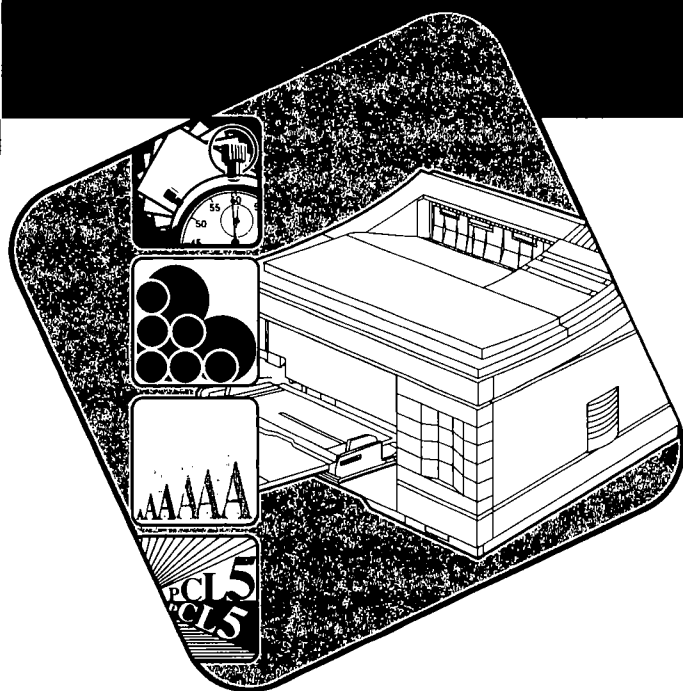

Clinton Presidential Records Digital Records Marker

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Laser Jet 4 plus and 4m Plus
Printer User's Manual



English

LaserJet 4 Plus

HP LaserJet 4 Plus and
4M Plus Printer
User's Manual

file
with other
telephone
equipment
materials

AUDIX - THE FIRST DAY

Welcome to AUDIX!!

There are 3 activities which you must perform in order to set up your Voice Mailbox initially. They are:

1. Record your name
2. Establish your password
3. Create your personal greeting

Before you can begin, you must first LOG IN to the Voice Mail system. Below you will find the directions to LOG IN to the Voice Mail system, as well as, the 3 "Start-Up" activities.

GOOD LUCK!!

LOG IN - (THE 1ST TIME)

1. Press the AUDIX button and wait for the system to answer.
2. When the system asks for your extension number followed by the "#" sign, press "##".

**** YOU ARE NOW LOGGED IN TO YOUR VOICE MAILBOX ****

** The system will now ask you to press the numeral "1" and record your name.

TO RECORD YOUR NAME

- 
1. Press "1" to begin recording.
 2. Speak ONLY your first and last name.
 3. Press "1" to stop recording. (The system will automatically replay your name for you.)
 4. If your name sounds OK, press "#" to approve, or press "1" to re-record your name.

** Once you have approved your name, the system will automatically ask you to select a personalized password. The password you chose must be between 6 and 15 digits.

TO PERSONALIZE YOUR PASSWORD

1. When asked, enter your personalized password followed by the "#" sign.
2. Re-enter your password followed by the "#" sign. (The system will now tell you that your password has been changed. This is now your password until you elect to change it, at anytime in the future.)

**** You should now hear the choices on the MAIN MENU, which you will hear every time you call into the AUDIX system from here on. They consist of the following 3 choices:**

- To Record Messages, Press 1.
- To Get Messages, Press 2.
- To Administer Personal Greetings, Press 3.

**** At this point, it is recommended that you record a personal greeting which will be heard by your callers when you cannot answer your phone. (This is exactly like the greeting you record on your answering machine at home.)**

**** The AUDIX system will allow you to have as many as 9 different greetings recorded at any one time. Once you have recorded different greetings, all you have to do is tell the system which greeting number you would like your callers to hear when you cannot answer your phone.**

**** TO BEGIN WITH, we recommend that you record only one greeting until you become comfortable with the system.**

CREATING YOUR PERSONAL GREETING

1. At the MAIN MENU, see above, select number "3".
2. When the system prompts you, press "1" to Create/Change a greeting.

* The system will now prompt you for a greeting number. You can enter any number from 1-9.

3. Enter "1" for greeting number 1.

* The system will now tell you to record your greeting at the tone, and when you are finished recording, to either press "#" to approve your greeting, or press "1" to edit your greeting.

4. When finished recording your greeting, press "1" to edit your greeting.
5. At this point, you can press "2" then "3" to playback the greeting you just recorded.
 - Press "#" to approve your greeting
 - Press "*D" to Delete your greeting and re-do it
6. Once you approve your greeting, you **MUST** press "1" to activate your greeting.

May 2, 1994

MEMO TO THE STAFF, INTERNS AND VOLUNTEERS
OFFICE OF THE FIRST LADY

FROM: DIANE LIMO

SUBJECT: New Telephone System

Finally.....the time has arrived! On Thursday or Friday, AT & T will begin to install our new telephone system. Classes have been set up to demonstrate how the phones work. I recommend that everyone try to make it to one of the classes. They are very informative and the new system will seem difficult to use if you do not. The class lasts for 1 1/2 hours and will be offered at the following times:

Thursday, May 5 -- 9:00am _____
11:00am _____
1:30pm _____
3:00pm _____

Friday, May 6 -- 9:00am _____
11:00am _____
1:30pm _____
3:00pm _____

Please let me know which session is convenient for you ASAP by returning this memo to me. All classes will be held in the Lincoln Room of the White House Conference Center, which is located at 726 Jackson Place (across the street from the OEOB). If you are unable to make it to the sessions indicated above, please let me know.

Phyllis Frieschneider - 3pm Friday
Phyllis Hannum - 3pm