

file

~~mpa~~

- check to see if file exists for warranties, guarantees, user manuals, etc.
- if so, add this
- if not, pls. make one

ACTIVITY MENU

Send Messages
(record, edit, address, deliver)

1

Get Messages
(retrieve, sort/save, respond)

ABC
2

Administer Greetings
(record, edit, activate)

DEF
3

Check Outgoing Messages
(retrieve, sort/save, review/modify, resend)

GHI
4

**Change Password/
Administer Lists** (create, review/modify, scan)

JKL
5

Scan Messages Quickly
(and/or headers)

PRS
7

BASIC COMMANDS

Help	*H
Restart at Activity Menu	*R
Wait	*W
Transfer out of system	*T
Look up name/extension in Directory	**N
Exit system	**X
Transfer call to operator	*O
Delete	*D
Hold message in category	**H
Relog in	**R

Use while addressing:

Alternate addressing (switch between name/ext.)	*A
Use list of addresses	*L

PLAY-BACK CONTROLS

1

Rewind
ABC
2

Pause/Play
DEF
3

Louder
GHI
4

Back Up
JKL
5

Advance
MNO
6

Softer
PRS
7

Slower
TUV
8

Faster
WXY
9

*

Listen/Replay
Oper
0

Skip
#

Press 3 to pause and 3 again to continue. Q=7 Z=9

AUDIX Wallet Card
585-305-704, Issue 1, 7/92



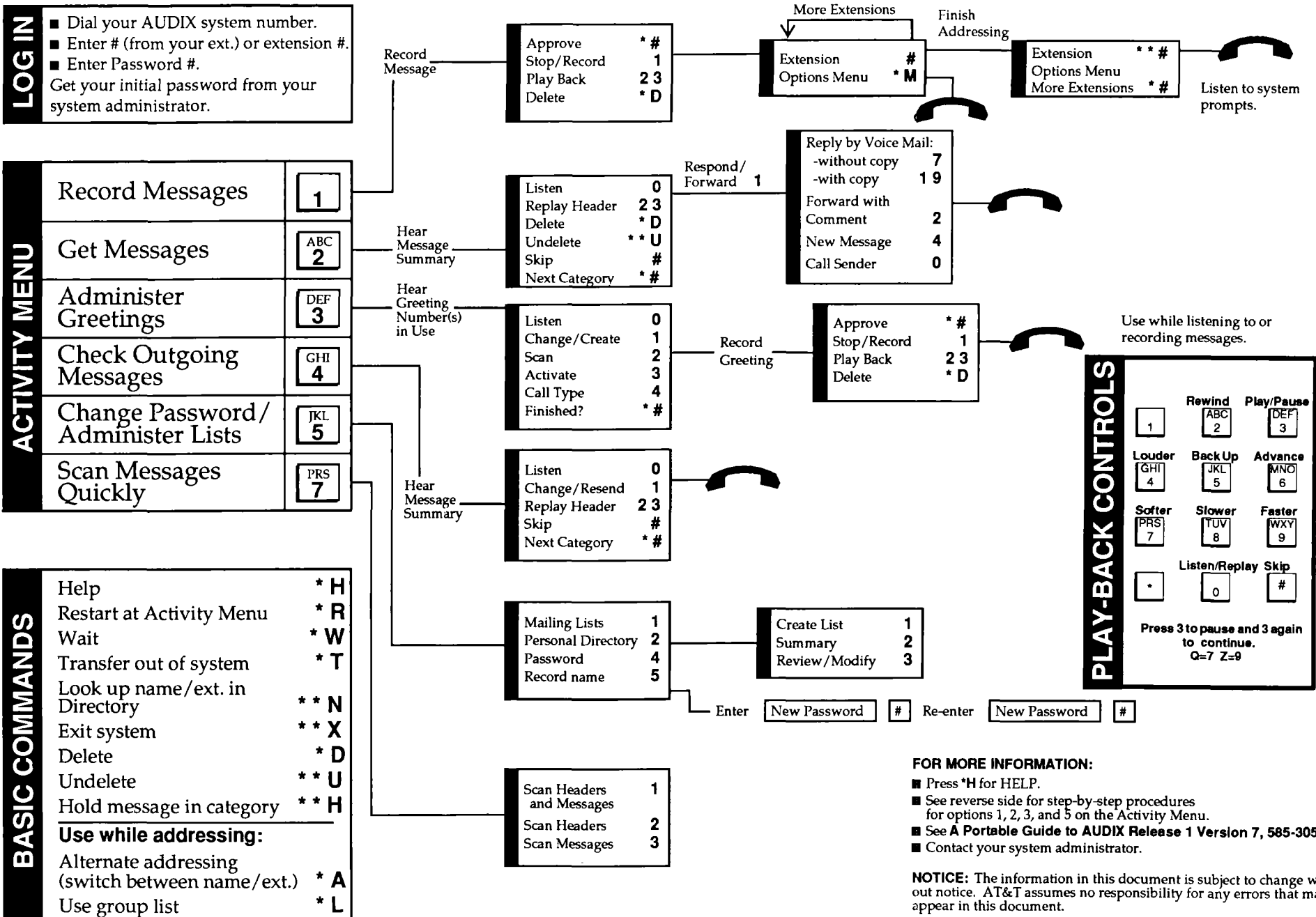
DEFINITY® AUDIX
Voice Messaging
Wallet Card



AUDIX® Voice Messaging Quick Reference

AUDIX
System Number _____

YOUR VOICE MAIL SYSTEM



FOR MORE INFORMATION:

- Press *H for HELP.
- See reverse side for step-by-step procedures for options 1, 2, 3, and 5 on the Activity Menu.
- See **A Portable Guide to AUDIX Release 1 Version 7, 585-305-709.**
- Contact your system administrator.

NOTICE: The information in this document is subject to change without notice. AT&T assumes no responsibility for any errors that may appear in this document.

YOUR VOICE MAIL SYSTEM

AUDIX
System _____ Your
Number _____ Ext. _____



RECORD MESSAGE

1. Press 1.
2. Speak message.
Edit –
 - Press 1 to stop/pause.
THEN
Press 1 to continue.
 - Press 2 3 to play back.
 - Press *D to delete and re-record.
(Begin at step 1.)
3. When finished, press * # to approve.

ADDRESS / SEND MESSAGE

4. Enter recipient's extension and #.
5. Listen to address.
6. Repeat steps for more addresses.
7. Press ** #. to send NOW.
OR
Press * # to send with options.
Options –
 - To schedule future delivery, listen to prompts.
 - To file a copy, press Y or N



LISTEN TO MESSAGE

1. Press 2.
2. Listen to message header.
3. Press 0 and listen to message.
Options –
 - Respond, go to step 4.
 - Press 2 3 to play back summary.
 - Press *D to delete and skip to next summary. If, immediately after deleting a message, you need to restore it, press **U to undelete the message.
 - Press # to save and skip to next summary.

RESPOND TO MESSAGE

4. Choose one:
 - Call sender directly, press 1 0.
 - *Reply by voice mail:*
 - Press 1 7 and speak message (to send reply only).
OR
Press 1 1 9 and speak message (to attach original).
 - Press ** # to approve and send NOW.
OR
Press * # to approve and send with options.
 - Forward with comment, press 1 2. Go to **RECORD MESSAGES** step 2 above.



RECORD GREETING

1. Press 3.
2. Listen to greeting number in use.
3. Press 1 to create/change greeting.
4. Indicate greeting number you will record (1-9).
5. Speak greeting.
Edit –
 - Press 1 to stop/pause.
THEN
Press 1 to continue.
 - Press 2 3 to play back.
 - Press *D to delete and re-record.
(Begin at step 5.)
6. When finished, press * # to approve.

USE GREETING

7. Press 1 to use greeting for all calls.
OR
Press * # to leave greeting inactive.

NOTE: Depending on your system setup, you may have the ability to create **multiple personal greetings** (up to 9) and to activate them for different call types.

To use the **Multiple Personal Greetings** feature, listen to the system prompts or see **A Portable Guide to AUDIX Release 1 Version 7, 585-305-709**.



CHANGE PASSWORD

1. Press 5 4.
2. Enter new password (up to 15 digits, 0-9) and press #.
3. Re-enter new password and press #.

TIPS

- To alternate between extension and name addressing, press *A.
- When addressing a message, press *M and
1 to make message private,
2 to make message priority, then
* # to continue addressing.
- To approve and send a message NOW, press ** #.
- To bypass greetings, press 1 as soon as the system answers and speak your message.

FOR MORE INFORMATION

- Press *H for HELP.
- See reverse side for complete voice mail system flow chart.
- See **A Portable Guide to AUDIX Release 1 Version 7, 585-305-709**
- Contact your system administrator at _____

LOG IN

1. Dial your voice mail number.
 2. Enter # or extension and #.
 3. Enter password and #.
- Get your initial password from your system administrator.

ACTIVITY MENU

Record Messages	Get Messages	Administer Greetings
1	ABC 2	DEF 3
Review Messages GHI 4	Password/Lists JKL 5	MNO 6
Scan Messages PRS 7	TUV 8	WXY 9
*	0	#

**R Re-log in
Q=7 Z=9

BASIC COMMANDS

Help	*H
Restart at Activity Menu	*R
Wait	*W
Transfer out of system	*T
Look up name/ext. in Directory	**N
Exit system	**X
Transfer call to operator	*0
Delete	*D
Undelete	**U
Hold message in category	**H

Use while addressing:

Alternate addressing	*A
(switch between name/ext.)	
Use group list	*L
Options Menu	*M

Use while listening to or recording messages.

PLAY-BACK CONTROLS

	Rewind	Play/Pause
1	ABC 2	DEF 3
Louder GHI 4	Back Up JKL 5	Advance MNO 6
Softer PRS 7	Slower TUV 8	Faster WXY 9
*	Listen/Replay 0	Skip #

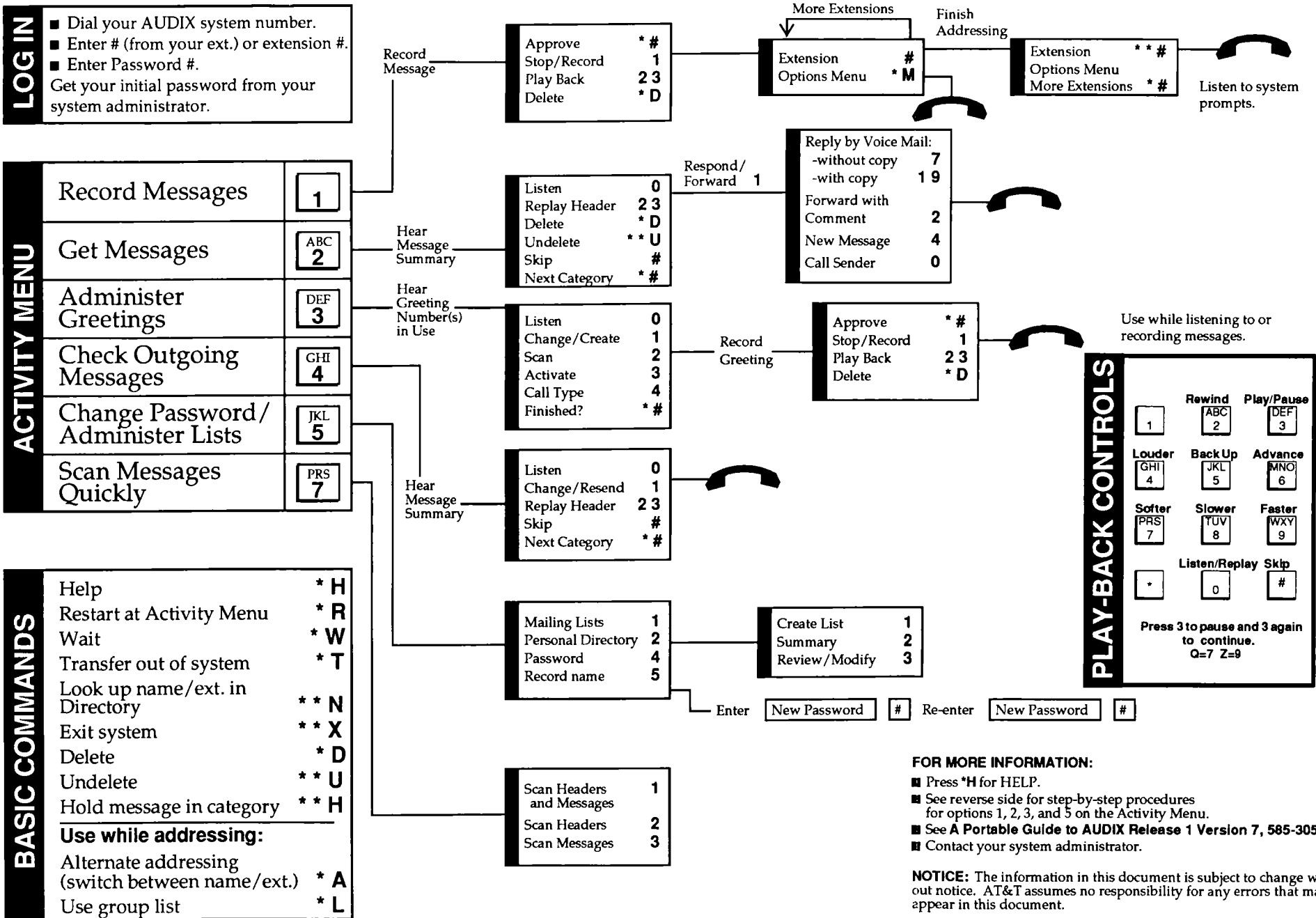
Press 3 to pause and 3 again to continue.
Q=7 Z=9



AUDIX® Voice Messaging Quick Reference

AUDIX
System Number _____

YOUR VOICE MAIL SYSTEM



YOUR VOICE MAIL SYSTEM

AUDIX
System _____ Your
Number _____ Ext. _____



RECORD MESSAGE

1. Press 1.
 2. Speak message.
- Edit –**
- Press 1 to stop/pause.
- THEN**
- Press 1 to continue.
 - Press 2 3 to play back.
 - Press *D to delete and re-record. (Begin at step 1.)
3. When finished, press * # to approve.

ADDRESS / SEND MESSAGE

4. Enter recipient's extension and #.
 5. Listen to address.
 6. Repeat steps for more addresses.
 7. Press ** #. to send NOW.
- OR**
- Press * # to send with options.
- Options –**
- To schedule future delivery, listen to prompts.
 - To file a copy, press Y or N

LOG IN

1. Dial your voice mail number.
 2. Enter # or extension and #.
 3. Enter password and #.
- Get your initial password from your system administrator.



LISTEN TO MESSAGE

1. Press 2.
 2. Listen to message header.
 3. Press 0 and listen to message.
- Options –**
- Respond, go to step 4.
 - Press 2 3 to play back summary.
 - Press *D to delete and skip to next summary. If, immediately after deleting a message, you need to restore it, press **U to undelete the message.
 - Press # to save and skip to next summary.

RESPOND TO MESSAGE

4. Choose one:
- Call sender directly, press 1 0.
 - *Reply by voice mail:*
 - Press 1 7 and speak message (to send reply only).

OR

 - Press 1 1 9 and speak message (to attach original).
 - Press ** # to approve and send NOW.
- OR**
- Press * # to approve and send with options.
- Forward with comment, press 1 2. Go to **RECORD MESSAGES** step 2 above.

ACTIVITY MENU

Record Messages 1	Get Messages ABC 2	Administer Greetings DEF 3
Review Messages GHI 4	Password/Lists JKL 5	MNO 6
Scan Messages PRS 7	TUV 8	WXY 9
*	0	#

**R Re-log in
Q=7 Z=9



RECORD GREETING

1. Press 3.
 2. Listen to greeting number in use.
 3. Press 1 to create/change greeting.
 4. Indicate greeting number you will record (1-9).
 5. Speak greeting.
- Edit –**
- Press 1 to stop/pause.
- THEN**
- Press 1 to continue.
 - Press 2 3 to play back.
 - Press *D to delete and re-record. (Begin at step 5.)
6. When finished, press * # to approve.

USE GREETING

7. Press 1 to use greeting for all calls.
- OR**
- Press * # to leave greeting inactive.

NOTE: Depending on your system setup, you may have the ability to create **multiple personal greetings** (up to 9) and to activate them for different call types.

To use the **Multiple Personal Greetings** feature, listen to the system prompts or see **A Portable Guide to AUDIX Release 1 Version 7, 585-305-709**.

BASIC COMMANDS

Help	*H
Restart at Activity Menu	*R
Wait	*W
Transfer out of system	*T
Look up name/ext. in Directory	**N
Exit system	**X
Transfer call to operator	*O
Delete	*D
Undelete	**U
Hold message in category	**H

Use while addressing:

Alternate addressing (switch between name/ext.)	*A
Use group list	*L
Options Menu	*M



CHANGE PASSWORD

1. Press 5 4.
2. Enter new password (up to 15 digits, 0-9) and press #.
3. Re-enter new password and press #.

TIPS

- To alternate between extension and name addressing, press *A.
- When addressing a message, press *M and 1 to make message private, 2 to make message priority, then * # to continue addressing.
- To approve and send a message NOW, press ** #.
- To bypass greetings, press 1 as soon as the system answers and speak your message.

FOR MORE INFORMATION

- Press *H for HELP.
- See reverse side for complete voice mail system flow chart.
- See **A Portable Guide to AUDIX Release 1 Version 7, 585-305-709**
- Contact your system administrator at _____

Use while listening to or recording messages.

PLAY-BACK CONTROLS

1	Rewind ABC 2	Play/Pause DEF 3
Louder GHI 4	Back Up JKL 5	Advance MNO 6
Softer PRS 7	Slower TUV 8	Faster WXY 9
*	Listen/Replay 0	Skip #

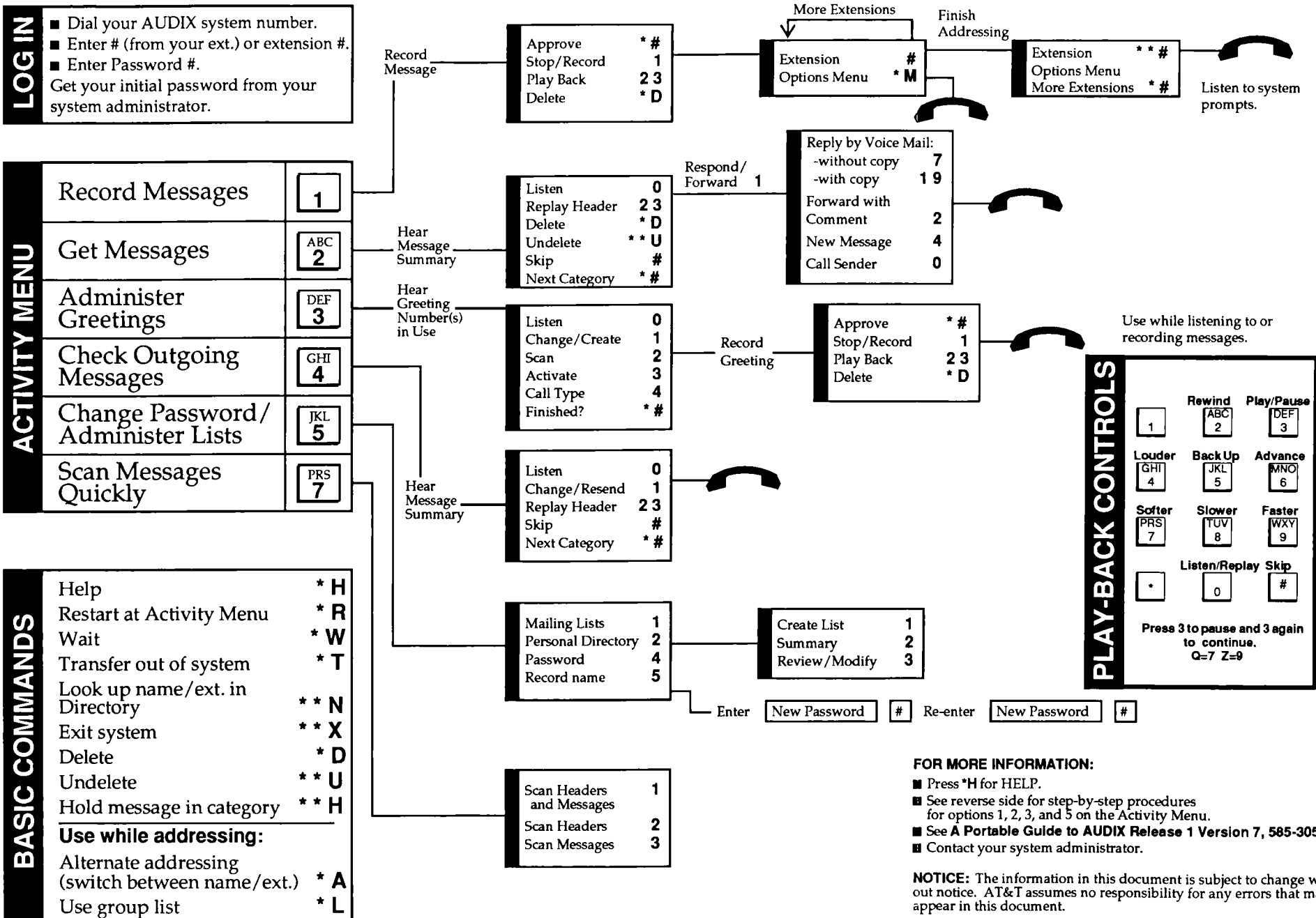
Press 3 to pause and 3 again to continue.
Q=7 Z=9



AUDIX® Voice Messaging Quick Reference

AUDIX
System Number _____

YOUR VOICE MAIL SYSTEM



YOUR VOICE MAIL SYSTEM

AUDIX
System _____ Your
Number _____ Ext. _____



RECORD MESSAGES

RECORD MESSAGE

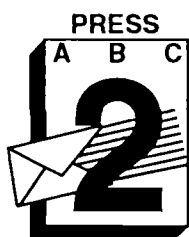
1. Press 1.
2. Speak message.
Edit –
 - Press 1 to stop/pause.
THEN
Press 1 to continue.
 - Press 2 3 to play back.
 - Press *D to delete and re-record.
(Begin at step 1.)
3. When finished, press * # to approve.

ADDRESS / SEND MESSAGE

4. Enter recipient's extension and #.
5. Listen to address.
6. Repeat steps for more addresses.
7. Press ** #. to send NOW.
OR
Press * # to send with options.
Options –
 - To schedule future delivery, listen to prompts.
 - To file a copy, press Y or N

LOG IN

1. Dial your voice mail number.
 2. Enter # or extension and #.
 3. Enter password and #.
- Get your initial password from your system administrator.



GET MESSAGES

LISTEN TO MESSAGE

1. Press 2.
2. Listen to message header.
3. Press 0 and listen to message.
Options –
 - Respond, go to step 4.
 - Press 2 3 to play back summary.
 - Press *D to delete and skip to next summary. If, immediately after deleting a message, you need to restore it, press **U to undelete the message.
 - Press # to save and skip to next summary.

RESPOND TO MESSAGE

4. Choose one:
 - Call sender directly, press 1 0.
 - *Reply by voice mail:*
 - Press 1 7 and speak message (to send reply only).
OR
Press 1 1 9 and speak message (to attach original).
 - Press ** # to approve and send NOW.
OR
Press * # to approve and send with options.
 - Forward with comment, press 1 2.
Go to **RECORD MESSAGES** step 2 above.

ACTIVITY MENU

Record Messages	Get Messages	Administer Greetings
1	ABC 2	DEF 3
Review Messages	Password/Lists	
GHI 4	JKL 5	MNO 6
Scan Messages		
PRS 7	TUV 8	WXY 9
*	0	#

**R Re-log in
Q=7 Z=9



ADMINISTER GREETINGS

RECORD GREETING

1. Press 3.
2. Listen to greeting number in use.
3. Press 1 to create/change greeting.
4. Indicate greeting number you will record (1-9).
5. Speak greeting.
Edit –
 - Press 1 to stop/pause.
THEN
Press 1 to continue.
 - Press 2 3 to play back.
 - Press *D to delete and re-record.
(Begin at step 5.)
6. When finished, press * # to approve.

USE GREETING

7. Press 1 to use greeting for all calls.
OR
Press * # to leave greeting inactive.

NOTE: Depending on your system setup, you may have the ability to create **multiple personal greetings** (up to 9) and to activate them for different call types.

To use the **Multiple Personal Greetings** feature, listen to the system prompts or see **A Portable Guide to AUDIX Release 1 Version 7, 585-305-709**.

BASIC COMMANDS

Help	*H
Restart at Activity Menu	*R
Wait	*W
Transfer out of system	*T
Look up name/ext. in Directory	**N
Exit system	**X
Transfer call to operator	*O
Delete	*D
Undelete	**U
Hold message in category	**H

Use while addressing:

Alternate addressing (switch between name/ext.)	*A
Use group list	*L
Options Menu	*M



CHANGE PASSWORD/ ADMINISTER LISTS

CHANGE PASSWORD

1. Press 5 4.
2. Enter new password (up to 15 digits, 0-9) and press #.
3. Re-enter new password and press #.

TIPS

- To alternate between extension and name addressing, press *A.
- When addressing a message, press *M and
1 to make message private,
2 to make message priority, then
* # to continue addressing.
- To approve and send a message NOW, press ** #.
- To bypass greetings, press 1 as soon as the system answers and speak your message.

FOR MORE INFORMATION

- Press *H for HELP.
- See reverse side for complete voice mail system flow chart.
- See **A Portable Guide to AUDIX Release 1 Version 7, 585-305-709**
- Contact your system administrator at _____

Use while listening to or recording messages.

PLAY-BACK CONTROLS

1	Rewind ABC 2	Play/Pause DEF 3
Louder GHI 4	Back Up JKL 5	Advance MNO 6
Softer PRS 7	Slower TUV 8	Faster WXY 9
*	Listen/Replay 0	Skip #

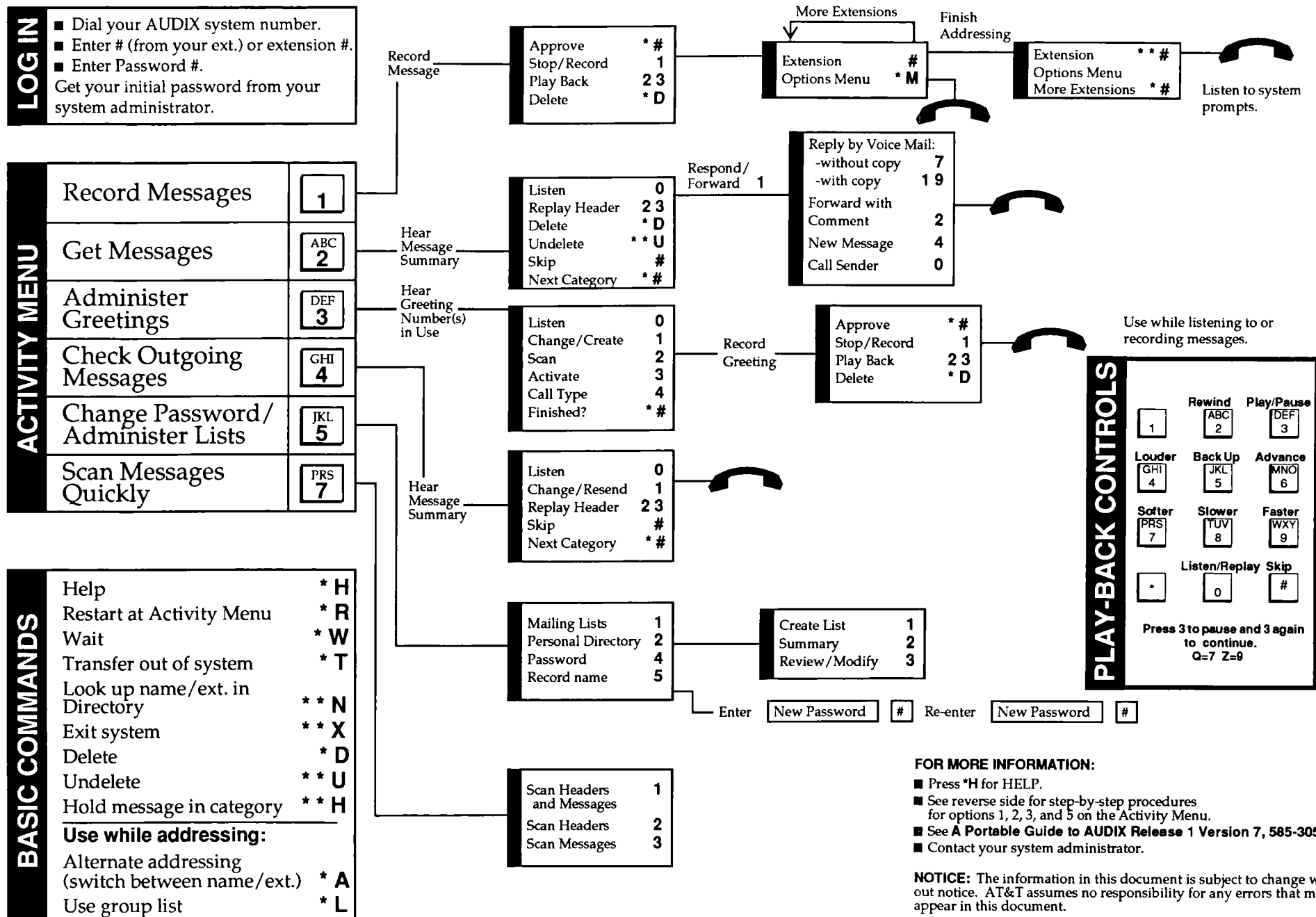
Press 3 to pause and 3 again to continue.
Q=7 Z=9



AUDIX® Voice Messaging Quick Reference

AUDIX
System Number _____

YOUR VOICE MAIL SYSTEM



FOR MORE INFORMATION:

- Press *H for HELP.
- See reverse side for step-by-step procedures for options 1, 2, 3, and 5 on the Activity Menu.
- See **A Portable Guide to AUDIX Release 1 Version 7, 585-305-709**.
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585-305-710, Issue 1, October 1992

YOUR VOICE MAIL SYSTEM

AUDIX
System _____ Your
Number _____ Ext. _____



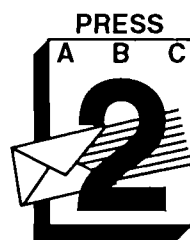
RECORD MESSAGES

RECORD MESSAGE

1. Press 1.
2. Speak message.
Edit –
 - Press 1 to stop/pause.
THEN
Press 1 to continue.
 - Press 23 to play back.
 - Press *D to delete and re-record.
(Begin at step 1.)
3. When finished, press * # to approve.

ADDRESS / SEND MESSAGE

4. Enter recipient's extension and #.
5. Listen to address.
6. Repeat steps for more addresses.
7. Press ** #. to send NOW.
OR
Press * # to send with options.
Options –
 - To schedule future delivery, listen to prompts.
 - To file a copy, press Y or N



GET MESSAGES

LISTEN TO MESSAGE

1. Press 2.
2. Listen to message header.
3. Press 0 and listen to message.
Options –
 - Respond, go to step 4.
 - Press 23 to play back summary.
 - Press *D to delete and skip to next summary. If, immediately after deleting a message, you need to restore it, press **U to undelete the message.
 - Press # to save and skip to next summary.

RESPOND TO MESSAGE

4. Choose one:
 - Call sender directly, press 1 0.
 - *Reply by voice mail:*
 - Press 1 7 and speak message (to send reply only).
OR
Press 1 1 9 and speak message (to attach original).
 - Press ** # to approve and send NOW.
OR
Press * # to approve and send with options.
 - Forward with comment, press 1 2. Go to **RECORD MESSAGES** step 2 above.



ADMINISTER GREETINGS

RECORD GREETING

1. Press 3.
2. Listen to greeting number in use.
3. Press 1 to create/change greeting.
4. Indicate greeting number you will record (1-9).
5. Speak greeting.
Edit –
 - Press 1 to stop/pause.
THEN
Press 1 to continue.
 - Press 23 to play back.
 - Press *D to delete and re-record.
(Begin at step 5.)
6. When finished, press * # to approve.

USE GREETING

7. Press 1 to use greeting for all calls.
OR
Press * # to leave greeting inactive.

NOTE: Depending on your system setup, you may have the ability to create **multiple personal greetings** (up to 9) and to activate them for different call types.

To use the **Multiple Personal Greetings** feature, listen to the system prompts or see **A Portable Guide to AUDIX Release 1 Version 7, 585-305-709**.



CHANGE PASSWORD/ ADMINISTER LISTS

CHANGE PASSWORD

1. Press 5 4.
2. Enter new password (up to 15 digits, 0-9) and press #.
3. Re-enter new password and press #.

TIPS

- To alternate between extension and name addressing, press *A.
- When addressing a message, press *M and 1 to make message private, 2 to make message priority, then * # to continue addressing.
- To approve and send a message NOW, press ** #.
- To bypass greetings, press 1 as soon as the system answers and speak your message.

FOR MORE INFORMATION

- Press *H for HELP.
- See reverse side for complete voice mail system flow chart.
- See **A Portable Guide to AUDIX Release 1 Version 7, 585-305-709**
- Contact your system administrator at _____

LOG IN

1. Dial your voice mail number.
 2. Enter # or extension and #.
 3. Enter password and #.
- Get your initial password from your system administrator.

ACTIVITY MENU

Record Messages	Get Messages	Administer Greetings
1	ABC 2	DEF 3
Review Messages GHI 4	Password/Lists JKL 5	MNO 6
Scan Messages PRS 7	TUV 8	WXY 9
*	0	#

**R Re-log in
Q=7 Z=9

BASIC COMMANDS

Help	*H
Restart at Activity Menu	*R
Wait	*W
Transfer out of system	*T
Look up name/ext. in Directory	**N
Exit system	**X
Transfer call to operator	*0
Delete	*D
Undelete	**U
Hold message in category	**H

Use while addressing:

Alternate addressing	*A
(switch between name/ext.)	
Use group list	*L
Options Menu	*M

Use while listening to or recording messages.

PLAY-BACK CONTROLS

1	Rewind ABC 2	Play/Pause DEF 3
Louder GHI 4	Back Up JKL 5	Advance MNO 6
Softer PRS 7	Slower TUV 8	Faster WXY 9
*	Listen/Replay 0	Skip #

Press 3 to pause and 3 again to continue.
Q=7 Z=9

ANSWERING AND PLACING A CALL

To answer a call:

1. Lift the Handset

— The green light (below the red light) goes on steadily at the selected call appearance button.

NOTE: If you are not connected immediately, press the call appearance button next to the flashing green light.

To place a call:

1. Lift the Handset

— The green light (below the red light) goes on steadily at the selected call appearance button.

2. Listen for the dial tone and dial the number you want to call.

To end (or drop) a call:

1. Hang up the Handset or press the **Drop** button.

NOTE: If you use the **Drop** button, you will hear a dial tone and your voice terminal is ready for another call.

ABBREVIATED DIALING

To Program or Reprogram a personal list item:

1. Dial AD program code _____ (while off hook)
2. Dial Personal List Number (1, 2, 3)
3. Dial List Item (1 through 9 or 0)
4. Dial number, feature or extension you want to store (up to 24 digits)
5. Press #
6. Repeat steps 3–5 to program additional items on the same list.
7. Hang up.

To Place a call using Personal List:

1. Press the Personal list button or dial list code _____
2. Dial desired item (1 through 9 or 0)

To Place a call using Group List:

1. Press the Group list button or Dial list code _____
2. Dial desired 2-digit item number

AUTOMATIC CALLBACK

To automatically place another call to an extension that was busy or did not answer:

1. Press Automatic Callback during the call attempt.
 - * The green light goes on until callback is completed or cancelled
2. Hang up.
 - * You will receive a 3-burst priority ring when both you and the called extension are idle.
3. Lift the handset when you hear the priority ring.
 - * The call is automatically placed to the extension, which receives regular ringing.

To Cancel Automatic Callback:

AUTOMATIC CALLBACK (Continued)

1. Press Automatic Callback again (while on h)
 - * The green light goes out.

BUSY INDICATORS

- These buttons are programmed to give a visual indication of in-use status. They also provide one-touch dialing to any extension.
- To call another extension using a preassigned busy indicator:
 1. Get a dial tone.
 2. Press Busy Indication Button.

CALL FORWARDING

- To temporarily redirect all calls to another 5-digit extension number:
 1. Press Call Forward, or dial Call Forwarding activation code _____
 2. Dial 5-digit extension number to which calls are to be sent.
- To cancel Call Forwarding:
 1. Press Call Forward, or dial Call Forwarding cancel code _____

CALL PARK

- To park a call at your extension (for retrieval at any extension)
 1. Press Call Park.
 2. Hang up.
 - or
 - 1. Press Transfer.
 2. Dial Call Park code _____
 3. Press Transfer.
 4. Hang up.
- To retrieve a parked call from any extension:
 1. Dial Answer Back code _____
 2. Dial extension number where call was originally parked.

CALL PICKUP

To Answer a call placed to a member of your Pickup Group:

1. Press Call Pickup button
 - or
 - Dial call pickup code _____

CONFERENCE

To add another party to a call (for a total of up to six parties):

1. While off-hook on a call, press Conf
2. Dial number of new party and wait for answer
3. Press Conf again.

CONFERENCE(Continued)

4. Repeat steps 1–3 for additional conference connections

To add a call you've put on hold to another call you're connected to:

1. Press Conf
2. You are given a new call appearance.
3. Press call appearance button of held call (first call)
4. Press Conf again.

To drop the last party added to a conference call:

1. Press Drop.

CONSULT

To override the Send All Calls feature of a coworker, if you have received one of their calls through call coverage or call pickup and want to redirect it back to them:

1. Press Transfer.
2. Press Consult.
3. Press Transfer—to give the call to the coworker or
4. Press flashing Call Appearance to return to caller

DIRECTORY

- Adding Entries to the Directory (up to 30)
 1. Press Menu.
 2. Press the Softkey below Directory.
 3. Press the Softkey below Add/Delete.
 4. Press the Softkey below Add.
 5. Enter the complete telephone number (up to 24 digits)
 6. Press the Softkey below Done.
 7. Use the dialpad to enter a name up to 5 characters.

*Note: If you press **ABC 2** once, the letter "A" will appear.

Press **ABC 2** twice to enter "B" or three times to enter "C".

8. Press Next to go to the next character.
 9. Press the Softkey below Done when the name is correct.
- Placing a call from your Directory
 1. Press DIR.
 2. Use the Prev and Next buttons to locate name.
 3. Press the Softkey button below the name to call.
 - Locking the Directory and Call Log
 1. Press Menu.
 2. Press the Softkey below Option.
 3. Press the Softkey below Lock.
 4. Press the Softkey below Select-Item.
 5. Press the Softkey below Directory or Call Log.
 6. Press the Softkey below Yes.
 7. Enter or Create your 3-digit password.
 8. Press the Softkey below Done.

HOLD

To put a call on hold:

1. Press Hold.

To answer a new call while active on another:

1. Press Hold.
2. Press call appearance button of incoming call.

To return to held call:

1. Press call appearance button of held call.

REDIAL

To automatically redial the last number you dialed manually:

1. Get dial tone.
2. Press redial.

SEND ALL CALLS

To send all your calls immediately to coverage:

1. Press Send All Calls or dial the Send All Calls activation code _____

To cancel Send All Calls:

1. Press Send All Calls or dial the Send All Calls cancel code _____

SPEAKERPHONE

To Place or Answer a Call without Lifting Handset:

1. Press Speaker.

To change from Speaker to Handset:

1. Pickup Handset.

To change from Handset to Speaker:

1. Press Speaker
2. Hang up Handset.

To prevent other party from hearing you:

1. Press Mute.

TRANSFER

To send present call to another extension or outside number

1. Press Transfer.
2. Dial number to which call is to be transferred.
3. Press Transfer again.
4. Hang up.

TRANSFER TO AUDIX

To transfer someone else's call that you have received through coverage or Call Pickup back to their voice mailbox:

1. Press Transfer.
2. Press Transfer to Audix.
3. Press Transfer.

Your ISDN 8510T Voice Terminal

Before you begin using your ISDN 8510T voice terminal, familiarize yourself with its features, lights, jacks, and other components. To help you do this, Figure 1 shows you the top view of the 8510T voice terminal.

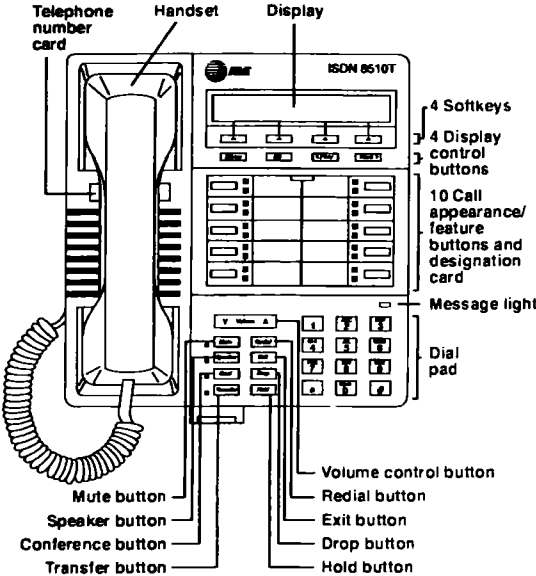


FIGURE 1 8510T Voice Terminal (Top View)

Feature Descriptions

Here are brief descriptions of the voice features and the features accessed with the softkeys, including what each one does and how you might want to use it.

VOICE FEATURES

Conference Allows you to add an additional party to a call so that you can conduct a conversation with more than one party. Use to set up time-saving conferences, or to spontaneously include a party important to a discussion.

Drop Disconnects you from a call without requiring you to hang up the handset or press the switchhook. Can also be used with the Conference feature to disconnect the last party added. Use whenever you are using the handset and want to continue using it for another action after ending a call.

Feature Descriptions (Continued)

VOICE FEATURES (Continued)

Hold Temporarily disconnects you from a call, holding it until you can return to it. While a call is on hold, you can place another call, activate another feature, answer a waiting call, or leave your voice terminal to perform another task. Use when you have a call that you don't wish to drop, but which you have to interrupt briefly to do something else.

Message Retrieval Your Message light goes on to let you know that a caller has left a message. Follow your System's message retrieval procedures to get your message.

Mute Turns off the microphone associated with the handset or the speakerphone, whichever is currently active. Use when you want to confer with someone in the room with you, but you do not want the other party on the call to hear your conversation. (You are still able to hear the person on the call.)

Redial (Last Number Dialed) Automatically redials the last number you dialed manually from the dial pad, either an extension or an outside number. Use to save time in redialing a busy or unanswered number.

Speakerphone Your voice terminal has either the Speaker (listen-only) or the Speakerphone (listen and talk) function or it may have neither. Check with the System Manager to see how your voice terminal is set.

The **Speaker** feature allows you to place calls or access other voice features without lifting the handset. (Press **Speaker**.) Use with features that require listening only, such as on-hook dialing or monitoring calls on hold. To speak to the other party, you must use the handset (the speaker must be off).

The **Speakerphone** feature allows you to place and answer calls or access other voice features without lifting the handset. (Press **Speaker**.) You may use the softkeys on the voice terminal to set or reset the speakerphone. When you set the built-in speakerphone, it performs a test of the surrounding environment and adjusts itself for optimal performance. Use the built-in speakerphone any time you prefer hands-free communications, both speaking and listening, or for group conference situations.

Transfer Transfers a call from your voice terminal to another extension. Use when your caller needs to speak further with someone else.

FEATURES ACCESSED WITH THE DISPLAY AND SOFTKEYS

The following features can be accessed using the four softkeys located below the display.

Call Log The Call Log is initially set to list only the ten most recent unanswered incoming calls. Another option allows you to access the ten most recent answered calls, and the ten most recent outgoing calls placed from your terminal. Use to check on calls you missed (unanswered calls) and to remind yourself of calls you answered or placed most recently.

Feature Descriptions (Continued)

FEATURES ACCESSED WITH THE DISPLAY AND SOFTKEYS (Continued)

Clock For setting the date and time on your voice terminal display.

Contrast Change the contrast level of your display so that the letters or numbers are darker or lighter against the background of the screen.

Director Used to create and edit a personal directory of up to 30 extensions or outside numbers and the names of the associated parties. Use **Dir** to quickly dial a call. Use as a handy place to store numbers you frequently call.

Dir Button When you press **Dir** followed by a softkey button associated with that Directory entry, a call is immediately placed to a telephone number. The phone number appears on the display screen as it dials.

Exit Button Exits a display feature and returns the voice terminal display to normal call-handling mode.

Lock Allows you to lock your Directory so that no one can make unauthorized changes in it; lock your Call Log so that no one else can view your Call Log entries; lock all of the softkeys so that no one can view or change any of the features accessed by the softkeys.

Number of Names (on a Directory Page) Allows you to view either four names or three names + **Quit** on the second line of an individual Directory page. If you can choose to have four names on the Directory screen at one time, you can leave the Directory or cancel calling a name in your Directory only by pressing **Exit** (rather than using **Quit**).

Personalized Ring Allows you to select your own personalized ringing pattern from among eight available patterns. Use to distinguish your voice terminal's ring from that of other nearby voice terminals.

Screen Timing (Rate at which the Display Message is Shown) Allows you to set the length of time the display message remains on the screen. There are three rates: Slow, Medium, and Fast.

Self-Test Performs a diagnostic test of your voice terminal, including the lights, ringer, dial pad keys, and display.

NOTE: When you perform a self-test of the voice terminal, it clears the contents of the Call Log and the last number dialed from Redial, and returns the volume control to the default setting.

Set Speakerphone When you set the built-in speakerphone, it performs a test of the surrounding environment and adjusts itself for optimal performance.

Tones A confirmation tone (sequential low and high tones) is provided to let you know a selection has been accepted; an error tone (one beep) alerts you that you made a mistake in your softkey entries. You may choose to turn these softkey information tones on or off.

Definity® Communications
System

8510T Voice Terminal Quick Reference Guide

Refer to the procedures on this card to use the voice features on your 8510T voice terminal. The features are listed in alphabetical order. In the places provided, write in the feature access codes for your system. For more detailed information about these features, refer to your 8510T voice terminal User's Guide.



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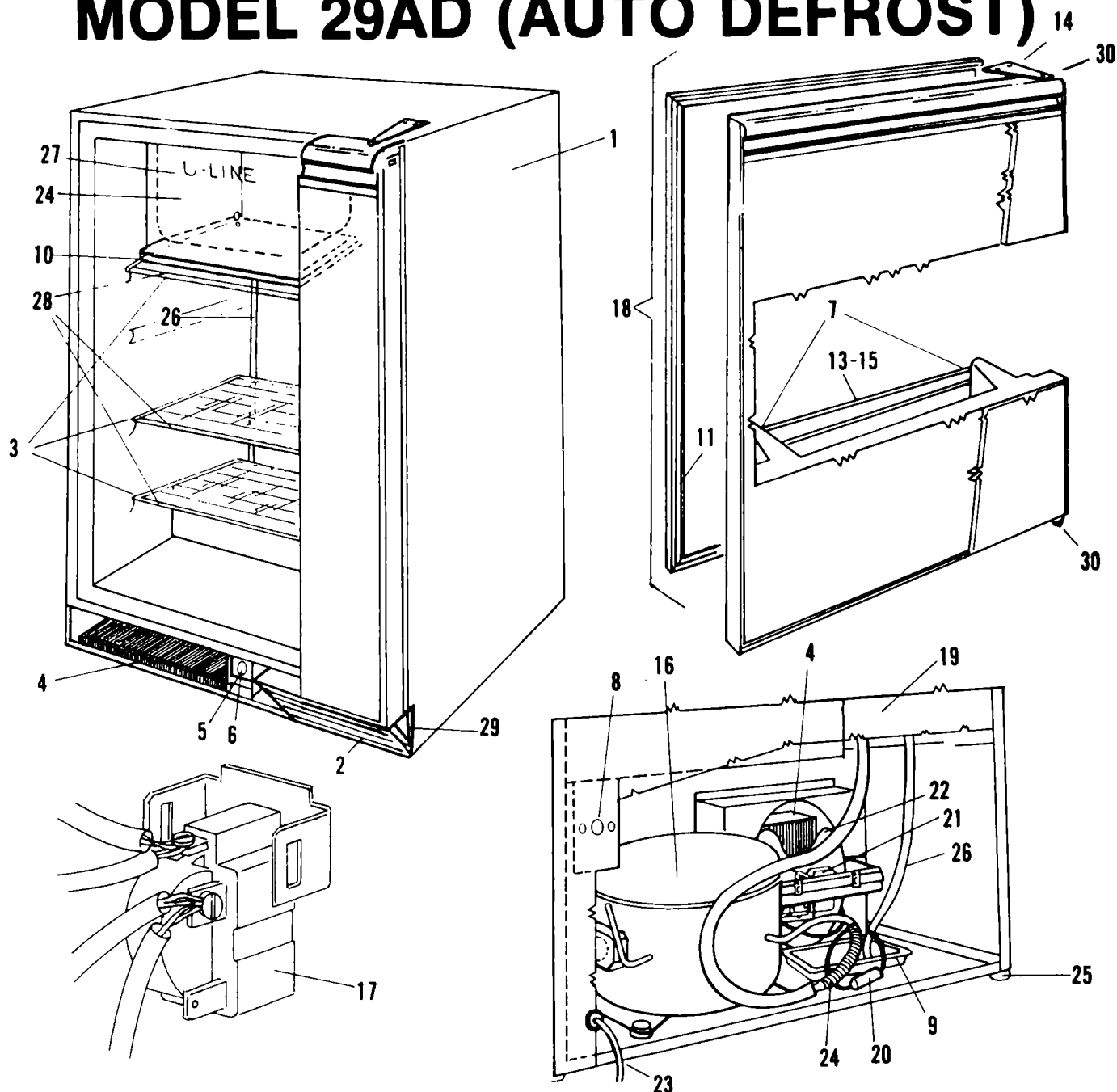
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AT and T
Integrated Services Digital
Network (ISDN)

ARCT

Integrated Baseband
Digital Network Interface
SS2015 Voice/Data Network
Feature Package 3
User's Manual

MODEL 29AD (AUTO DEFROST)



Item	Description	Part No.	Item	Description	Part No.
1	Outer Shell	328	15	Door Shelf Retainer (Short) (1) ...	1309
2	Grille	1300	16	Compressor	132
3	Glass Shelves (3)	1311	17	Relay	133
4	Condenser	438	18	Door Assembly	2004
5	Control	735	19	Back Panel	329
6	Control Knob	445	20	Dryer	411
7	Shelf Retainer Snap Rivet (6)	1319	21	Fan Motor	732
8	Auto Timer	736	22	Fan Blade	416
9	Drain Pan	978	23	Power Cord	977
10	Drip Tray	1306	24	Evaporator & Heat Exchanger	739
11	Door Gasket	2000	25	Cabinet Feet (4)	507
12	Door Handle	2001	26	Drain Tube	740
13	Door Shelf Retainers (Long) (2)	1308	27	Evaporator Door	1307
14	Door Hinge Upper	3004	28	Shelf Trim Strip Front (Long) (3) ...	1316
			29	Bottom Hinge Support	3005
			30	Pivot Screw	1208

ORDER FORM - REGAL DRIP COFFEE MAKER ACCESSORIES

Item	Number	Price	Qty.	Total Dollars
10-cup Glass Carafes				
with Black Handle	KGS048AS	\$7.95		
with Gray Handle	KGS040AS	7.95		
with White Handle For K7600 and K7610	KGS046AS	7.95		
with White Handle For K7615, K7616 & K7620	KGS047AS	7.95		
12-cup Glass Carafes				
with Dark Brown Handle	KGS034AS	7.95		
with Slate Blue Handle	KGS035AS	7.95		
with Gray Handle	KGS045AS	7.95		
Other: Specify _____		7.95		
Make check or money order payable to: Regal Ware, Inc.		Sales Tax-5% Wis. Residents		
		Postage & Handling		\$2.50
		Total Enclosed		

Model No. _____ (located on bottom of unit)

Model No. must be included to process order.

ENCLOSE BOTH SECTIONS IN RETURN ENVELOPE

*UPS cannot deliver to a post office box.

REGAL.

Regal Ware, Inc.
1675 Reigle Drive
Kewaskum, WI 53040

**THIS IS YOUR SHIPPING LABEL
PLEASE PRINT CAREFULLY**

TO:

NAME _____

*ADDRESS _____

CITY _____

STATE _____ ZIP _____

IMPORTANT:

- Did you give us your complete name and address?
- Did you enclose your remittance?
Check or money order payable to:
Regal Ware, Inc.
- Prices are subject to change without notice.
- Please allow four to six weeks for delivery.
- Wisconsin residents add 5% sales tax.
- All sales are final.

PLACE
STAMP
HERE

Regal Ware, Inc.
Attn: Consumer Service
1675 Reigle Drive
Kewaskum, WI 53040

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Regal Drip Coffee maker Instructions

10-Cup Model

REGAL[®]

Drip Coffeemaker



IMPORTANT SAFEGUARDS

When using electrical appliances, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and/or injury to persons, including the following:

1. Read all instructions.
2. Do not touch hot surfaces. Use handles or knobs.
3. To protect against electric shock, do not place cord, plug or appliance in water or other liquid.
4. Close supervision is necessary when any appliance is used by or near children.
5. Unplug from outlet when not in use and before cleaning. Allow to cool before putting on or taking off parts.
6. Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions or has been damaged in any manner. Return appliance to the nearest authorized service facility for examination, repair or adjustment.
7. The use of an accessory not evaluated for use with this appliance may cause injuries.
8. Do not use outdoors.
9. Do not let cord hang over edge of table or counter, or touch hot surfaces.
10. Do not place on or near a hot gas or electric burner, or in a heated oven.
11. Extreme caution must be used when moving an appliance containing hot liquids.
12. Always plug cord into the wall outlet before turning on any control. To disconnect, turn any control to "OFF," then remove plug from wall outlet.
13. Do not use appliance for other than intended use.
14. Remove and replace cover carefully when hot.
15. **WARNING**—To avoid breakage of, or injury from, glass carafe:
 - A. Do not bump, heat empty or boil liquids in carafe.
 - B. Do not use on range top, hot plate or in conventional or microwave ovens.
 - C. Do not place hot carafe on cool or wet surface.
 - D. Do not hold over or pour in the direction of people.
 - E. Do not clean with abrasive materials.
 - F. Throw away if cracked, scratched, chipped, damaged or heated empty.
 - G. Throw away carafe if handle becomes cracked, damaged or loose.

SAVE THESE INSTRUCTIONS

REGAL®

AUTHORIZED SERVICE CENTERS

Warranty service, replacement parts and most accessories can be obtained at any of the independent Authorized Service Centers listed in this directory.

In the event an Authorized Service Center (see inside) is not located in your area, or should the part needed be out of stock at the center, you may contact:

REGAL WARE, INC.
Consumer Service Department
1675 Reigle Drive
Kewaskum, Wisconsin 53040, U.S.A.
Telephone: (414) 626-2121

SAFES
 FORT HENGE
 BATH STORE
 THANK YOU
 FOR SHOPPING AT
 YOUR SAFES STORE
 0706100400 05/27/72

COFFREMAKER	12.98
780000051	
NAIL GLUE	1.40
2355266210	
ARTIFCL NAILS	1.90
2355266510	
2000Y PINE	1.45
4145701520	
21NACE SPRAY	1.45
1465701110	
POLISH REMOV	1.49
2766403510	
EVIEDPSTV-21	5.99
723524270	
EV 18 SHORTE	5.99
730740000	
15 CAR 4-24H	0.75
730741074	

TOTAL 37.82

CHECK 17.82

CHANGE 1.00

8096 56 5 5.32PM

EXECUTIVE OFFICE OF THE PRESIDENT
MERLIN LEGEND
COMMUNICATIONS SYSTEM
SYSTEM FEATURES

LIGHT INDICATORS ON YOUR PHONE:

NEXT TO A LINE

- Red = You get this line when you lift the handset.
- Steady Green = This line is in use.
- Flashing Green = A call is coming in on this line.
- Faster Flashing Green = Someone else's call on hold.
- Fastest Flashing Green = A call you have put on hold.

NEXT TO A FEATURE PROGRAMMED FEATURE

- Steady Green = That feature is activated.
- Light Off = That feature is deactivated.

NEXT TO AN AUTO INTERCOM BUTTON

- Steady Green = The phone is busy or person is using **Do Not Disturb**.
- Flashing Green = An intercom call coming to you from this phone.

RINGING INDICATORS ON YOUR PHONE:

RINGING PATTERNS

- Outside Call = 1 short and 1 long ring.
- Intercom Ring = 1 long ring.
- Transferred Call = 2 short and 1 long ring.

RING OPTIONS – Individual Lines

- Immediate Ring = *37
- Delayed Ring = *36
- No Ring = *35

RING OPTIONS – All Lines

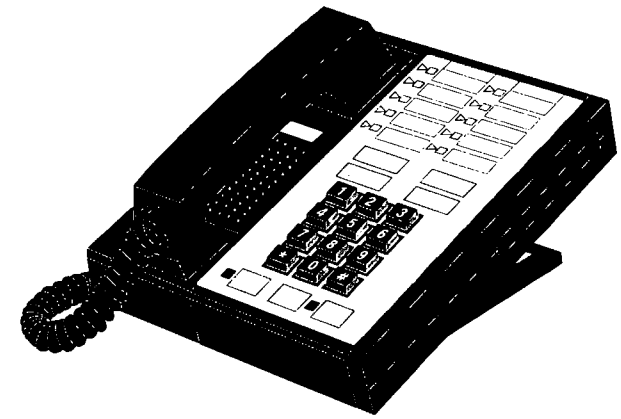
- Immediate Ring = *347
- Delayed Ring = *346
- No Ring = *345

**PROGRAMMING CODES
FOR AVAILABLE FEATURE BUTTONS:**

SYSTEM FEATURE BUTTONS

- Auto Answer All = *754 (GPA Connection to A/S Machine)
- Outside Auto Dial = *21+ Telephone Number
- Intercom Auto Dial = *22 + Intercom Number
- Do Not Disturb = *47
- Last Number Redial = *84
- Privacy = *31
- Saved Number Redial = *85
- Auto Line Selection = *14
- Primary Coverage = *40 + Intercom Number
- Secondary Coverage = *41 + Intercom Number
- Feature Button = *20
- Personal Speed Dial = *21 = Code (1-24) + Telephone Number
- Manual Signaling = *23 + Intercom Number

These feature buttons can be programmed using available spare buttons on your phone. Using the spare buttons; label the button, slide the program switch to the downward position, press the button you are programming and dial the program code. When programming is completed, slide program switch back to center position.



Merlin Legend
Users Guide

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Get a free line without having to push a button or interrupt someone else's call. In addition, the lights next to line buttons makes it easy to keep track of call.

- Red light indicates line you are on.
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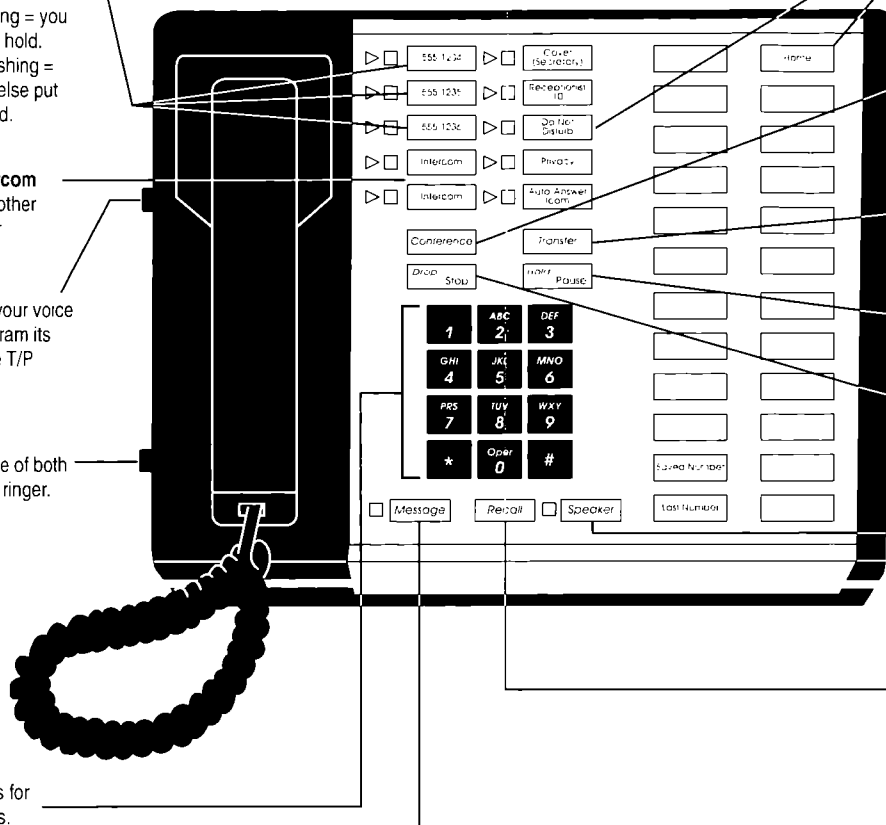
Touch either **Intercom** button to contact other connected to your **MERLIN** system.

Test functions of your voice terminal and program its features using the T/P switch.

Control the volume of both your speaker and ringer.

Dial special codes for additional features.

MERLIN AVAILABLE FEATURES*...



Program, buttons so that custom features, such as Do Not Disturb and Outside Auto Dial, Auto Intercom, Privacy, Cover Paths, etc. are yours with just one touch.

Using **Conference**, connect with up to two outside lines and two Intercom extensions.

Transfer a call to another voice terminal within your MERLIN System.

Put calls on **Hold**.

Drop one party from a conference call.

Speakerphone has been disabled for security reasons.

Touch **Recall** to disconnect a call without hanging up the handset. With Centrex or PBX service, use Recall instead of a switchhook flash.

Call your attendant for messages when light is on.

DIALING INSTRUCTIONS

- **Internal Calls:** Dial the 4 digit number
- **Local Area Call:** Dial "9" plus desired number
- **Long Distance Calls:** Dial "8" plus area code plus desired number
- **Assistance Call:** Dial "0" for your operator
- **Telephone Repairs:** Dial "9" + 611
- **AT&T Account Team:** Dial extension 6400

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Merlin Legend Communication System Users Guide

FEATURE	PROCEDURE
HOLD • To place a call on hold • To return to held call	• Press the "hold" button • Press the "line" or "intercom" button with fast flashing green light
TRANSFER • To transfer calls to another line within the 18 acres • To transfer calls to another extension within your Merlin System	• Press the "recall" button, you will hear 3 bursts of tone, then steady tone, dial the new 4 digit number, station answers, announce call and hang up • Press the "transfer" button, (call placed on hold) then dial the Merlin intercom number or press the Auto-Intercom button for that individual, press "transfer" again, hang up.
CONFERENCE • To add a 3rd party to a call • To drop a 3rd party, busy tone or no answer	• Press "conference" button, (call placed on hold) then press another outside "line" or "intercom" button, dial the appropriate number, then press "conference" button again to begin conference call. • Press "drop" button and touch the outside "line" or "intercom" button to disconnect either party.
INTERCOM • To place calls to individuals connected to your Merlin System	INTERCOM • Press either "intercom" button, lift handset, dial the intercom number or press the Auto-Intercom button.
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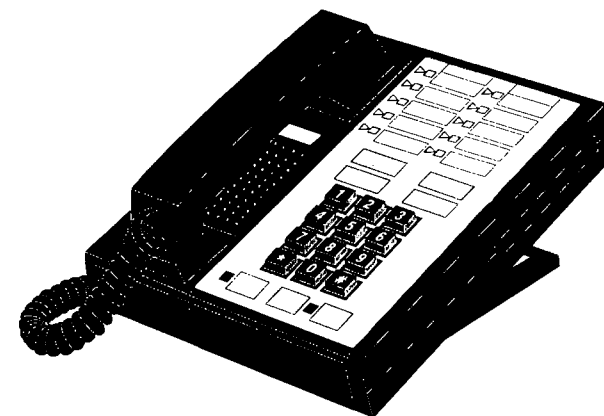
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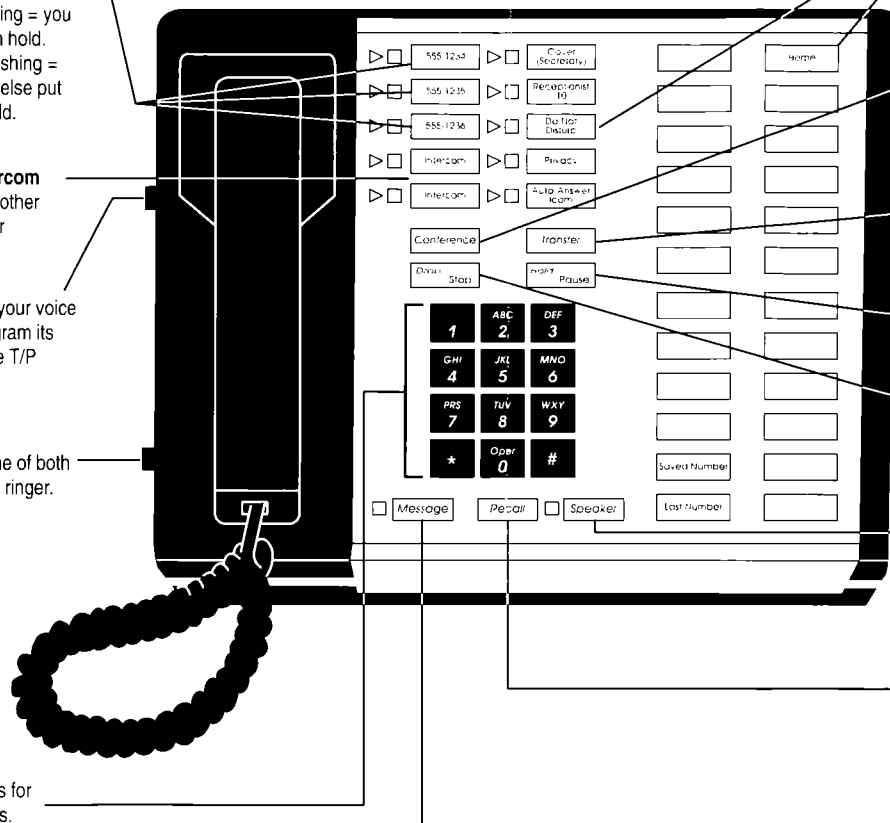
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