Microsoft

A phone that is not UM-enabled

Dial Access Number

A phone that is UM-enabled

Welcome Menu

Keys	Option
#	Contact Someone
[nnnnn]	My Mailbox Extension

Go to Touchtone User Interface

Enter your PIN and press #. If this is not your mailbox, press *.

From Touchtone User Interface

Main Menu

"You have 1 new voice mail, 10 new e-mail messages, and your next meeting is at 9:00 A.M."

You can say:
- "Voice Mail"
- "E-Mail"
- "Calendar Options"
- "Directory"
- "Personal Contacts"
- "Personal Options"

Go to Touchtone User Interface

Directory/Personal Contacts

[Say Contact Name]

Contact Options

"Call the Office"
"Call the Cell"
"Call the Home"
"Send a Message"
"Find Another Contact"
"Play Details"

Record

Record, then:
"Send It"
"Send With High Importance"
"Play It Back"
"Start Over"

Contact Details

Personal Contact:
Business Address
Home Address
Other Address
Business Phone Number
Mobile Phone Number
Home Phone Number
E-Mail One
E-Mail Two
E-Mail Three

Directory Contact:
Office Phone Number
Location
E-Mail Alias

Voice Mail and E-Mail Options

"Next Message"
"Next Unread"
"Previous"
"End"
"Read the Header"
"Find By Name"
"Reply"
"Call"
"Delete"
"Accept"
"Decline"
"Tentatively Accept"
"Foward"
"Reply All"
"Flag for Follow-Up"
"Mark Unread" (1)
"Delete Conversation" (1)
"Hide Conversation" (1)
"Select Language"
"Envelope Information"
"Rewind" (2)
"Fast Forward" (2)
"Slow Down" (2)
"Faster"
"Pause" (2)

Play Message

Voice Mail: Time, Body, Priority,
E-Mail: Name, Subject, Time, Body, Priority
Meeting Request: Name, Subject, Received Time, Meeting Time, Free/Busy

Say "End" to skip to the end of the voice mail or e-mail body

Say What Day

You can say, for example:
"Today's Calendar"
"Tomorrow's Calendar"
"Monday's Calendar"
"Calendar for March 15th"

Play Meeting Summary

Location, Subject, Time

For the Meeting You Are Currently Listening To

You can say:
"Next Meeting"
"Next Day"
"Replay"
"Previous Meeting"
"Call Location"
"Call Organizer"
"I'll Be Late"
"Accept/Tentative Accept"
"Decline/Cancel"
"Clear My Calendar"
"Meeting Details"
"Attendance Details"
"Reply"
"Reply All"
"Forward"

Ring phone

I'll Be Late

You can say, for example:
"I'll be 3 minutes late", "10 to 15 minutes", or "I don't know"

Clear My Calendar

Starting with the current appointment you can say:
A time -- for example, "3:30 P.M."
A number of days -- for example, "2 days"

(1) This option available only for e-mail messges.
(2) This option available only while message is being played back.

Available At All Times

"Main Menu"
"Repeat Menu"
"More Options"
"Cancel"

Use the Keypad to Spell

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
*	0	#

Outlook Voice Access – Quick Start
Voice User Interface

Microsoft

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A phone that is UM-enabled

Welcome Menu

Keys	Option
#	Contact Someone
[nnnnn]	My Mailbox Extension

From Voice User Interface

Enter your PIN and press # .
If this is not your mailbox, press ∗ .

Note: To change from Touchtone to Voice User Interface select Personal Options then press 4.

Directory

Keys	Option
[abc...]	Spell Contact Name
#	Enter Mailbox Extension
0	Transfer to Operator

Ring phone

Press # to leave message

Personal Contacts

Keys	Option
[abc...]	Spell Contact Name
0 0	Search Directory

Contact Details

Name
Address
Mobile Number
Office Number
E-mail Address

Record or Add/ Remove Recipients

Keys	Option
1	Record
2	Add Recipient
3	Remove Recipient

Contact Options

Keys	Option
1	Replay Details
2	Call
3	Send Message
4	Find Another Contact
∗	Cancel

Available At All Times

Keys	Option
0	Repeat Menu
0 0	More Options
∗	Cancel

Use the Keypad to Spell

1	ABC 2	DEF 3
GHI 4	JKL 5	MNO 6
PQRS 7	TUV 8	WXYZ 9
∗	0	#

Main Menu

Keys	Option
1	Voice Mail
2	E-Mail
3	Calendar Options
4	Contacts
5	Compose a Message
6	Personal Options
7	Turn Off Telephone Out of Office Status

Personal Options

From Voice User Interface

Go to Voice User Interface

Keys	Option
1	Turn On/Off Telephone Out of Office Status
2	Record Greeting
3	Change PIN
4	Use the Voice User Interface
5	Set Local Time Zone
6	Use 12- or 24-Hour Time Format

Confirm greeting

Turn On/Off E-Mail Out of Office Status

Enter current local time in 24-hour format. For 3:30 P.M., enter 1-5-3-0.

Play Meeting Summary

Meeting: Location, Subject, Time

After Listening to Meeting Summary

Keys	Option
#	Next Message
# #	Next Day
0	Repeat
0 0	More Options
1	Replay
1 1	Previous Meeting
2	Call Location
2 2	Call Organizer
3	I'll Be Late
4	Accept/Tentative Accept
5	Meeting Details
5 5	Attendance Details
6	Forward
7	Decline/Cancel
7 7	Clear My Calendar
8	Reply
8 8	Reply All

While Listening to Meeting Details

Keys	Option
0	Repeat Menu
1	Rewind
1 1	Beginning
2	Pause/Resume
3	Fast Forward
3 3	End
4	Slower
5 5	Next Language
6	Faster

Message Summary

Message header and then:
Voice Mail: Time, Priority
E-Mail: Name, Subject, Time, Priority
Meeting Request: Name, Subject, Time, Free/Busy

Press 3 3 to skip to the end of the voice mail or e-mail body

Options Available While Listening to Voice Mail or E-Mail Message

Keys	Option
#	Next Message
# #	Next Unread (1)
0	All Playback Menu Options
1	Rewind
1 1	Beginning
2	Pause
3	Fast Forward
3 3	End
4	Slower
4 4	Flag for Follow-Up
5	Envelope Information
5 5	Next Language
6	Faster
7	Delete
7 7	Delete Conversation (1)
8	Reply
8 8	Reply All
9	Mark Unread
9 9	Hide Conversation (1)

After Listening to Voice Mail or E-Mail Message

Keys	Option
#	Next Message
# #	Next Unread (1)
1	Replay
1 1	Previous
2	Call
4	Accept
4 4	Flag for Follow-Up
5	Envelope Information
6	Forward
7	Delete
8	Reply
9	Mark Unread
7 7	Delete Conversation (1)
8 8	Reply All
9 9	Hide Conversation (1)

(1) This option available only for e-mail messges.

Microsoft Exchange Server 2007

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