

# ADVOLINK AT-A-GLANCE

**ENTER THE SYSTEM**

- Call the system (972) 478-4700
- Listen to the introductory prompt
- Press #
- Enter your mailbox number
- Enter your password

**MAIN MENU**

**1**

Review Your Messages

**REVIEW**

- Unheard voice messages **1**
- Pause/restart **2**

**END-OF-MESSAGE OPTIONS**

- Replay **4**
- Get envelope **5**
- Send copy **6**
- (with introduction)
- Send copy **6|6**
- (remove other introductions)
- Erase **7**
- Reply **8**
- Save **9**

To send a copy of a message with an introduction:

- Record introduction
- When finished **#**
- Enter destination
- Send **#**

When reviewing voice messages, use playback controls (see legend below).

**2**

Send Messages

**SEND**

To send a voice message

- Record message
- When finished **#**

OPTIONAL

- Replay message **1**

See playback controls in legend

**DESTINATION OPTIONS**

Enter destination number

or

Press **#** to spell name

**DELIVERY OPTIONS**

- Private **1**
- Urgent **2**
- Message confirmation **3**
- Future delivery **4**

**CONFIRMATION OPTIONS**

- Confirm receipt **1**
- Notify of non-receipt **2**

- Send **#**
- Enter next destination
- or
- Return to main menu **\***

**3**

Locate Messages

**LOCATE**

- Message sent **1**
- Message received **2**

**LOCATE**

- Subscribers **1**
- All outside callers **2**
- Specific outside caller **3**

Enter mailbox number or Press **#** to spell name

**4**

Personal Options

**PERSONAL OPTIONS**

- Administrative options **2**
- Greetings **3**

**GREETINGS**

- Personal greeting **1**
- Extended absence **2**
- Name **3**

**VOICE MAIL ADMINISTRATIVE OPTIONS**

- Passwords **1**
- Group lists **2**
- Prompt levels **3**
- Date and time playback **4**
- Application mailbox **6**

**PASSWORDS**

- Personal **1**
- Home (Mailbox 93) **2**
- Guest 1 (Mailbox 91) **3**
- Guest 2 (Mailbox 92) **4**
- Secretary **5**

**GROUP LISTS**

- Create **1**
- Edit **2**
- Delete **3**
- List names **4**

**PROMPT LEVELS**

- Standard **1**
- Extended **2**
- Rapid **3**

**LEGEND**

**POWER KEYS**  
These controls are always available:

- Help **0**
- Operator **0|0**
- Cancel/exit **\***
- Finish/skip **#**

**PLAYBACK CONTROLS**  
Use these controls while listening to messages. Some controls are available while recording messages.

Position <b>1</b>	REWIND <b>1</b>	PAUSE/RESTART <b>2</b>	FORWARD <b>3</b>
Speed <b>4</b>	SLOWER <b>4</b>	ENVELOPE <b>5</b>	FASTER <b>6</b>
Volume <b>7</b>	CANCEL <b>*</b>	HELP <b>0</b>	LOUDER <b>9</b>
			SKIP <b>#</b>

**NOTE:** Depending on the way your system is set up, some features may not be available to you, and you will not be prompted for those options.

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Exit