

## Voice mail tips:

- Call trees usually consist of a menu with choices. A tree holds all the options, announcements and actions available within a call.
- Most users have only one tree. Make more only when using overrides (for different choices by time of day or line called).
- To add choices to a menu, select it and press the + button. The default call tree is shown in bold.

## Settings

## ▼ Call Trees

▶ Menu Call Tree

## ▶ Overrides

Type: Take a Message

Name: Standard

 First play prompt/notice

imported from sound file

Change...

## After taking a message

Separate multiple addresses with commas (e.g. joe@mac.com, ann@mac.com)

 Email message to: Include message as an audio attachment Dial and play message over the phone.

Enter exact number to dial. (Include all prefixes and suffixes)

 Allow checking the messages within this mailbox using access code:

To access these messages, press \* during the main greeting then enter the access code and #

Actions

 Voice Mail Enabled

Cancel

Apply

Save