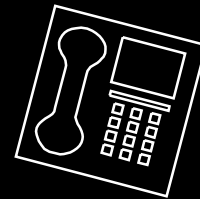


Instructions & Tips for the NEW APS Voice Mail System (Effective 5/19/08)

Reminder: Set up Your Voice Mailbox by May 12th!



ACCESSING THE SYSTEM

Dial **2800** from an APS telephone set or **703-228-2800** if calling from the outside. Temporary "security code" is **101463**.

If you are dialing **2800** from your assigned phone set with a 703-228-XXXX number, the system will immediately prompt you for your six digit "security code."

If you are not calling from your assigned phone set or do not have an assigned 703-228-XXXX phone number, press the ***** key until you hear the system greeting "Welcome to the Arlington Public School's Voicemail System....." which will provide instructions on access and use of system.

NOTE: ALL APS user will be assigned with a **5-digit** "mailbox number" in the new system. For the typical APS "administrative" employee assigned 4-digit telephone number (i.e. 6030), you will simply need to insert the number "2" in front of your phone extension resulting in "26030" as your "mailbox number". For those APS users such as teaching staff who are already assigned 5-digit mailbox numbers, there will be no impact.

RECORDING AND SENDING

Creating a New Voice Message:

2—From the main menu

Record message

#—When finished

Enter destination 5-digit **mailbox number**

For users who have a 4-digit 703-228-XXXX phone numbers, dial the number **2** in front of the last 4-digits—"XXXX")

#—Send

Specify delivery options before sending—see below.

Tips:

***** To erase and re-record

To spell last name (If you don't know the mailbox number)

Specifying Delivery Options:

1—Private

2—Urgent

3—Message Confirmation

LISTENING AND RESPONDING

Reviewing a Message:

1 From the main menu

1-1 Review unheard voice messages

Tips: Playback Controls

Skip to next message

Skip to saved messages

Replying to a Message:

8—At end of message

#—When finished

Record reply

#—Send

Sending a Copy:

6—At the end of message

Enter **5-digit** mailbox number

Record message

— To Send

PERSONALIZING YOUR MAILBOX

Changing Your Password:

4-1-4 From the main menu

Recording a Personal Greeting:

4-1-3-2 From the main menu

Recording an Extended Absence Greeting:

4-1-3-3 From the main menu

Using Personal Distribution Lists:

4-2-3 From the main menu

You can choose from here to edit and/or hear the names included in your existing list(s).

To set up **New** group distribution lists, call **x6195**.

LOCATING MESSAGES YOU HAVE RECEIVED

3—From the main menu:

Then choose source:

1—From a specific subscriber

2—From outside callers

POWER KEYS

***** Cancel/Backup – press the wrong key

0 Help – not sure which key to press

***** Go back to main menu – Repeat * until you hear prompts to send/receive messages

Bypass the system greeting

***** Exit – Press * until you hear goodbye

SHORTCUTS

3-3-9 Save to archives

3-3-7-7 Erase quickly

4-4 Change your Personal Greeting

4-6 To record your Extended Absence Greeting

Skip to archive messages quickly

By pass the greeting or skip to next message

PLAY BACK CONTROLS

1 Rewinds 5 seconds of the message

1-1 Rewinds to the beginning of the message

2 Pauses

2 Restarts the message after pausing

3 Fast-forwards the message 5 seconds

3-3 Fast-forwards to end of the message

4 Slows down the message

5 Provides envelope information

6 Speeds up the message

8 Provides normal volume

9 Increases the volume of the message

0 Help

0-0 Transfer to operator

Skip to next message

Skip to saved messages

QUESTIONS or NEED ASSISTANCE? Call x6195.