

Visual Messenger™ Quick Reference Guide

This Visual Messenger quick reference guide assumes that you know how to use the Octel Overture voice and fax messaging features in addition to Microsoft® Windows® application programs. It describes some advantages of using your computer for voice and fax messaging, provides an icon overview, and describes some features and functionality of Visual Messenger.

Click on **H**elp in the menu bar to reach complete feature and function information in an online format.

Visual Messenger on your computer offers many advantages over the traditional telephone user interface:

- See all the messages in your mailbox and access them randomly
- Sort messages
- Add message notes
- Organize messages in folders that you name
- View faxes on your computer with privacy
- Send faxes from your computer directly from Windows applications
- Recover deleted messages
- Use the dialer to place calls
- Manage your group lists visually
- Copy messages to your computer
- Browse system directory and private address book

Also using your computer you can:

- Record and change greetings
- Change personal passwords

The main icon bar includes the following functions:

- New Voice Message
- New Fax Message
- Play Voice Message
- View Fax
- Reply to Message
- Forward Message
- Save Message
- Download Message
- Delete Message(s)
- Call Sender
- Dial
- Set Greeting
- Open Address Books
- Go to Inbox

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- Connect, Ringing, Disconnect

Recording controls include:



Rewind to Beginning/Previous Message, Rewind, Play Voice Message, Fast Forward to End/Next Message, Pause, Stop

In the left window you'll find:

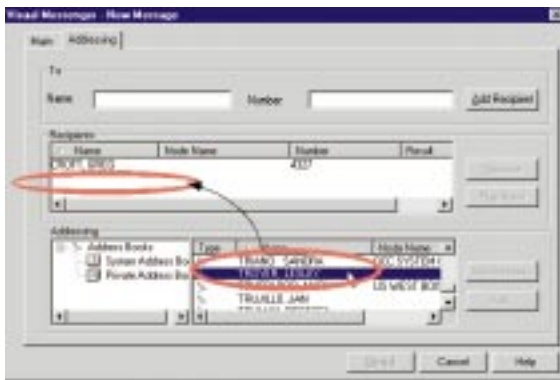
- Recycle Bin

See and randomly access your voice and fax messages.



Icons within your inbox tell you whether or not a message is normal, urgent or private. They also indicate a voice, fax or notice type of message. You can add notes to individual messages and save messages into folders.

Drag and drop addresses.

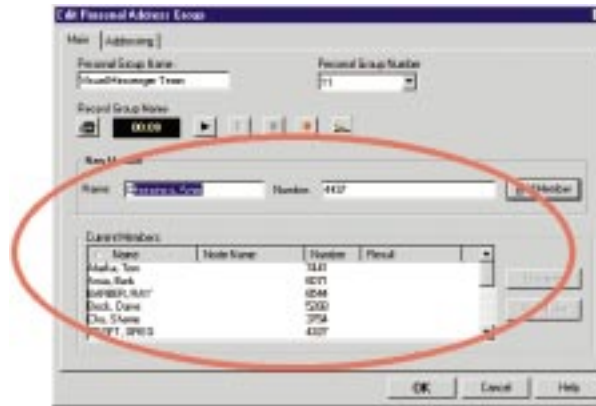


In the *addressing mode* you can build your address list before you record the message, after you record the message, or both. All the names and addresses of user mailboxes in your system's directory are available to you with Visual Messenger, including network addresses.

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Create, edit and name personal lists for sending messages to groups.



You can manage your personal lists with Visual Messenger. Name your lists and view the names of members of the lists using your computer. You also can add and delete names on your lists and add and delete entire lists.

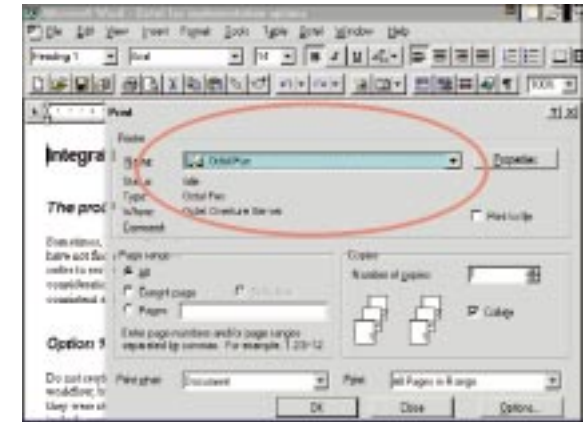
View faxes on your screen with the Visual Messenger fax viewer.



Selecting to *Play* a fax message plays out any voice annotations and opens the fax into a fax viewer. After you view the fax, print it to a local printer.

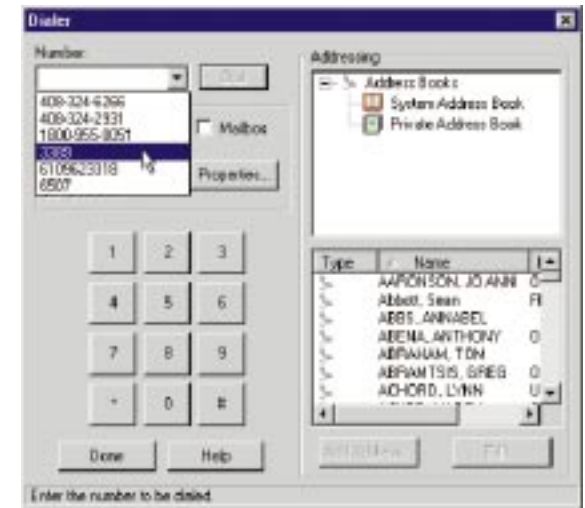
NOTE: Graphical user interface subject to change.

Create and send faxes from any Windows application.



Choose the Print option and choose *Octel Fax* for your printer. This action allows a fax to be sent through the ports on your messaging system to a voice mailbox or a fax device.

Automate placing calls to any valid phone number by selecting entries from the system directory or private address book.



You can use Visual Messenger to automate your calls. Select a name or number to call from the system directory or private address book and click on the *Dial* button. Visual Messenger will call you and then connect you to the number you selected. Visual Messenger also saves the last ten numbers dialed.