Microsoft

Welcome Menu

A phone that is not UM-enabled

Dial Access Number

A phone that is UM-enabled

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 *.

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

OVA Plays 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

Main Menu

From Touchtone User Interface

"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"
"Directory"

Contacts from a global address list

"Personal Contacts"

Contacts added to Outlook by user

"Personal Options"

Go to Touchtone User Interface

Available At All Times
"Main Menu"
"Repeat Menu"
"More Options"
"Cancel"
"Help"

Use the Keypad to Spell

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

Say What Day

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

OVA Plays Meeting Summary
Location, Subject, Time

For the Meeting You Are Currently Listening To

You can say:
"Next Meeting"
"Next Day"
"Replay"
"Previous Meeting"
"First Meeting"
"Last Meeting"
"Play the Header"
"Call the Location"
"Call the Organizer"
"I'll Be Late"
"Accept" or "Decline"
"Tentatively Accept"
"Cancel"
"Clear My Calendar"
"Meeting Details"
"Attendance Details"
"Reply" or "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"

OVA Plays 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

Voice Mail and E-Mail Options

"Next Message"
"Next Unread"
"Previous"
"End"
"Play the Header"
"Find By Name"
"Reply"
"Reply All"
"Call the Sender"
"Delete"
"Accept"
"Decline"
"Tentatively Accept"
"Foward"
"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)

Find by Name
Say [name from directory] or say "Personal Contact"

You can also say, for example, "Find messages from [directory name]."

Forward
Say [name from directory] or say "Personal Contact"

You can also say, for example, "Forward to [directory name]" or "Forward to a personal contact."

(1) This option available only for e-mail messges.
(2) This option available only while message is being played back.
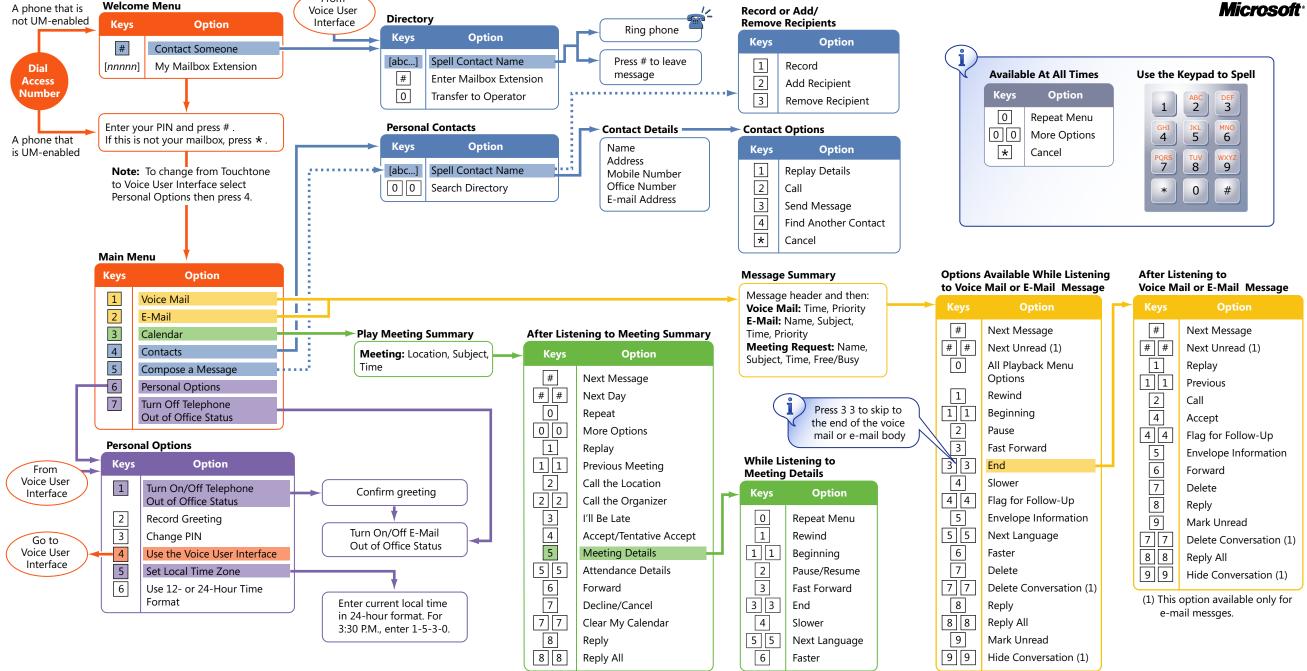
Microsoft
Exchange Server 2007

Outlook Voice Access – Quick Start
Voice User Interface

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

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.

From Voice User Interface

Directory

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

Ring phone

Press # to leave message

Record or Add/ Remove Recipients

Keys	Option
1	Record
2	Add Recipient
3	Remove Recipient

Personal Contacts

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

Contact Details

Name
Address
Mobile Number
Office Number
E-mail Address

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

Main Menu

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

Personal Options

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

From Voice User Interface

Go to Voice User Interface

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 the Location
2 2	Call the 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.

Outlook Voice Access – Quick Start
Touchtone User Interface