


Call Communicator-Manage Voice Mail-View Contents

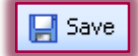
A graphical user interface (GUI) is provided by Call Communicator for initiating and handling voice calls. This document describes some of the features in the Voice Mail Viewer window.

SAVE A VOICE MAIL MESSAGE

This feature will move the message from the **Inbox** or **Deleted** folder to the **Saved** folder.

 Do one of the following:


- ★ Click the **Save** button in the **Action** bar (see illustration at right).
- ★ Right-click the message and then click **Move to Saved Folder**.




 The message will appear in the **Saved** folder.

DELETE A VOICE MAIL MESSAGE

Messages that are moved to the Deleted folder are saved until 2:00 a.m. At 2:00 a.m. all messages that are at least six (6) hours old will be removed from the Deleted folder. Messages less than six (6) hours old will remain in the **Deleted** folder until 2:00 a.m. the next day.

 To move the highlighted message to the **Deleted** folder

 Select the message that is to be deleted.

 Complete one of the following:


- ★ Click the **Delete** button in the **Action** bar (see illustration at right).
- ★ Right-click the message in the **Deleted** folder and select **Move to Deleted Folder**.
- ★ Select the message and press the **Delete** key on the keyboard.




 The message will appear in the **Deleted** folder.

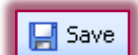
RECOVER A VOICE MAIL MESSAGE

Messages in the Deleted folder can be recovered until the 2:00 a.m. voice mail maintenance cycle. At that time, all the messages at least six (6) hours old will be removed from the Deleted folder. After that the messages cannot be recovered. To recover a message from the Deleted folder, move it either to the Inbox or the Saved folder.

 Select the message that is to be saved.

 Do one of the following:


- ★ Click the **Save** button in the **Action** bar (see illustration at right).
- ★ Right-click the message and select one of the following:
 - ★ Move to Inbox Folder.
 - ★ Move to Saved Folder.



 The message will be moved to the selected folder.

EXPORT A VOICE MAIL MESSAGE


A voice mail message can be exported to a .wav (audio) file. To do this:

 Right-click the message.

 Click **Export to .wav File**.

 The **Save As** windows folder will display.

 In the **File Name** box, input a name for the .wav file.

 Select a file location for storing the .wav file.

 Click the **Save** button.