

## Manage Voice Messages-Forward a Voice Message

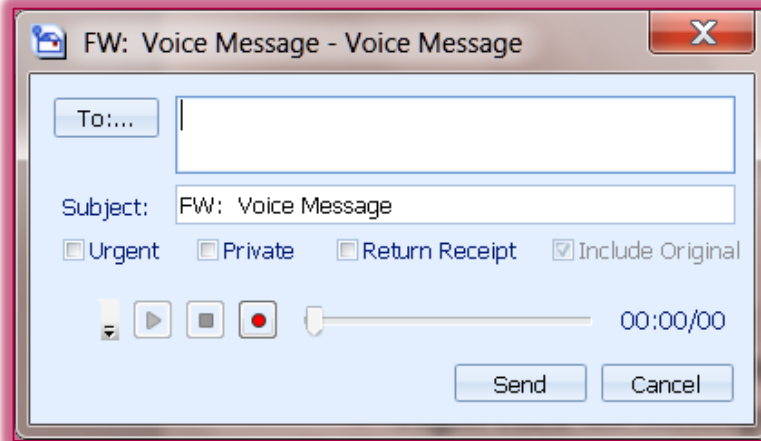
This feature is used to send a voice mail message to another system user. Messages can only be forwarded to other users on the Siena ShoreTel system.

☎ Do one of the following:

- ★ Click the **Forward** button on the **Action** bar (see illustration at right).
- ★ Right-click the message. Select **Forward** from the list of options.

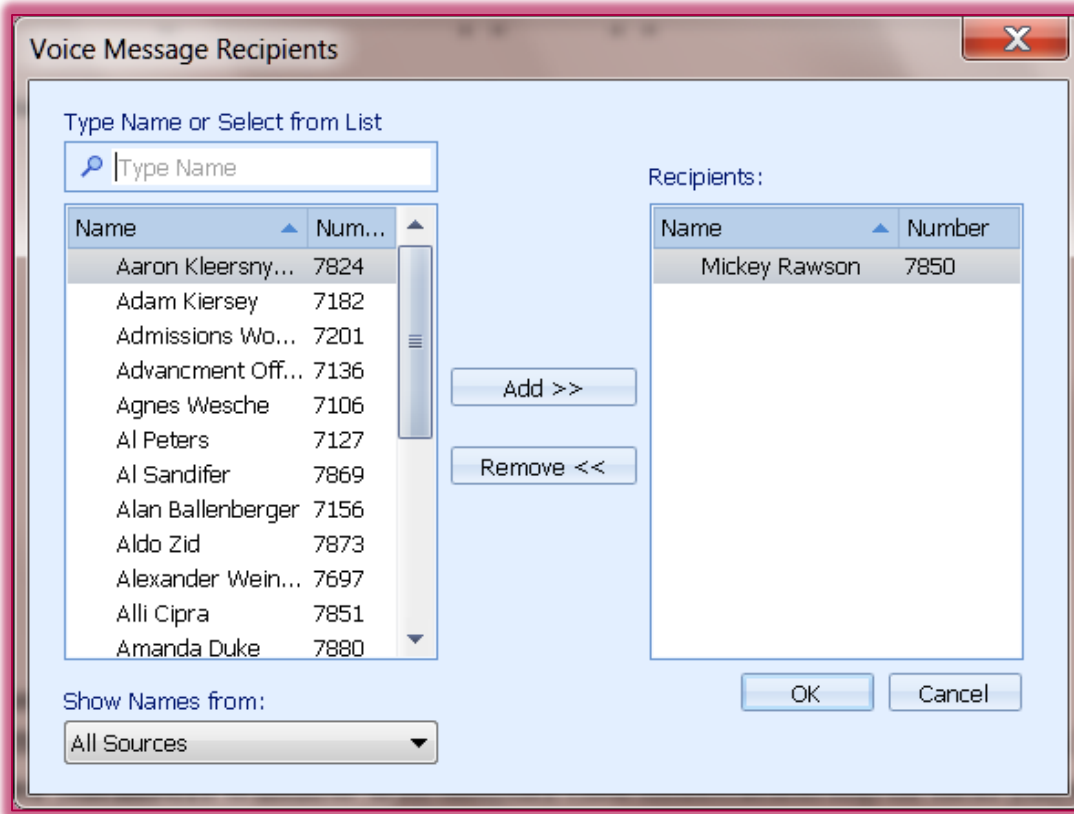
 Forward

☎ The **Voice Message Recorder** panel will display (see illustration below).




☎ Click the **To** button to select the **Message Recipients**.


☎ The **Voice Message Recipients** window will display (see illustration below).




- ★ To search for a recipient, input the name into the **Type Name or Select from List** box.

- \* Click on the name of the recipient.
- \* Click the **Add** button to move the name to the recipient list.
- \* Continue this procedure until all the names have been added.
- \* Click the **OK** button to return to the **Voice Message** box.


 In the **Subject** area, enter the **Subject** of the message.

 Click the check boxes for any of the items, such as:

- \* **Urgent** - Select this option if this message needs to be answered immediately or very soon.
- \* **Private** - To alert the recipient that this is a private message, select this option.
- \* **Return Receipt** - This option is used when the sender wants to receive a notification when the message is received.
- \* **Include Original** - To include the original message with the reply, select this option.

 Click the **Device** button in the bottom left corner of the window to specify the recording device (see illustration at right).




 Select one of the following options:


- \* **Record via Telephone** - This is the best option to use because the background noise will not be picked up.
- \* **Record via PC Microphone** - When this option is selected, the background noise will be included in the message.

 Click the **Record** button in the bottom left corner of the window (see illustration at right).



 Speak into the recording device.

 Click the **Stop** button to end the recording.

 Click the **Send** button to send the message to the **Recipients**.