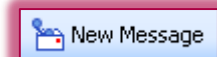


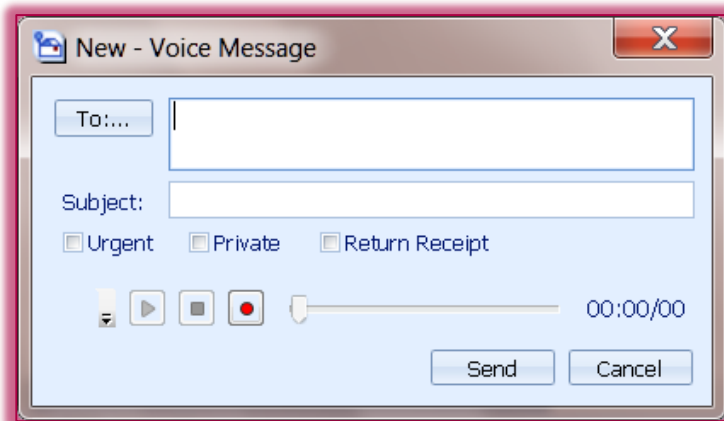
Manage Voice Messages-Record and Send a Voice Message

Voice messages can be recorded using the computer or a microphone. Voice messages can only be sent to other users on the Siena ShoreTel system. Complete the steps below to record and send a voice message.

☎ Click the **New Message** button on the **Action** bar (see illustration at right).

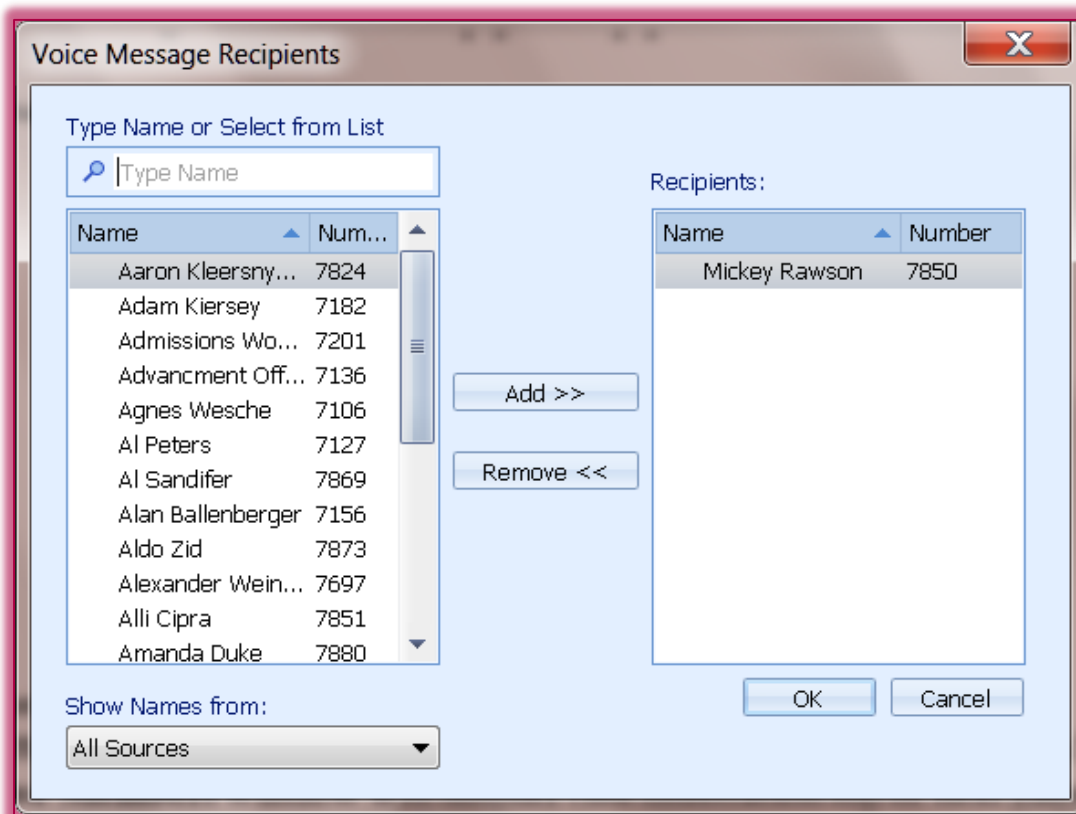


☎ The **New - Voice Message** window will display (see illustration below).



☎ 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.
-  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**.