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.