Communiqué Menus: At-A-Glance
Addressing, Sending and Forwarding Message Options

The table below lists instructions for forwarding messages using your telephone. More complete, detailed tasks you can perform over the phone are listed on the reverse side of this document. If you have any questions regarding your forwarding options, please see your administrator.

## During message playback, you can:

### Commands always available:
- Save current message
- Fast forward 6 seconds
- Forward message to extension
- Delete current message
- Exit to main message
- Display current message
- Return to previous menu
- Forward to voice mail
- Exit to main menu
- Exit to main entry
- Exit to voice mail
- Exit to system distribution list
- Exit to address
- Exit to main entry

### Availability of commands:
- * is available only in system configurations where the feature is enabled by the system administrator.
- # is available only if your phone is equipped with a touch-tone keypad.

### Managing Remote Messages

Communiqué lets you access and manage voicemail, faxes, and email from any touch-tone phone. To start:

1. **Dial your main Communiqué phone number from a remote telephone.**
2. **When the system greets you, enter your mailbox number, then #.**
3. **Enter your passcode, then # to complete the access code.**

Communiqué prompts you with selections for all input. You do not have to wait for prompts to enter commands.

### Common Shortcuts:
- **Listen to new voicemail:** 1 + 1
- **Listen to saved voicemail:** 1 + 2
- **After listening, you can:**
  - Save voicemail: 1
  - Forward to an extension: 2 + extension + #
  - Reply to a caller: 5 + 1
  - Reply to an outside caller: 5 + 4 + phone number
- **Set status to "Out of the office":** 5 + 1 + 7
- **Record a greeting:** 5 + 4 + 1

For more detailed instructions on prompts and command options, refer to the reverse side of the page.

This document describes Communiqué features that may not be available in your version. If you have questions about feature availability, contact your vendor regarding the feature set available in your version of the product. Communiqué is now known as Messaging Interaction Center™ (MIC™). For more information on Communiqué or MIC, visit our website at www.ININ.com.

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