How to send a voice mail message to multiple users

Overview: You want to send a voice message to a group of users, or everybody in your company. To do this, you don't have to send the message to everybody individually. This may be done in the TeleVantage Client, or through the phone.

To do it through the TeleVantage Client:

1. Click the "Inbox" then click "New" to create a message

2. In the New Message window, select the users to whom you want to forward the message from the Available Users list. To select multiple users hold the CTRL key down while selecting users.

3. Click Add to move the selected users to the Recipients list. These users will receive the message.

4. Record the message using the audio controls. See "Using Audio Control" section of the "Using TeleVantage Guide" for more info.

5. You can mark the message Urgent or Private as needed, by checking the appropriate boxes.

6. In the Notes field, type any notes you want to add to the message.

7. Click Send when you are ready to send the message.

To do it through the phone:
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1. Pick up the telephone handset and enter: # # # or from your own TeleVantage phone, you can skip the extension. Enter: ###

2. Press 3 to send a voice message.

3. Record your message then select the appropriate option to send.

4. Enter the extension or extension(s) of the user(s) you wish to receive the message followed by the #. The message is sent directly to the user’s Inbox.

Note: Extension 8888# sends the voice message to all TeleVantage users.