Personal Contacts
(Touchtone)

Search Contacts
(spell name) Directory Search
(Note: searches your Outlook Contacts)
00 Find Name in Directory
### Email Alias
# Extension
* Cancel
1 Accept Name

Options After Contact is Found
1 Replay Contact Details
2 Call Contact
3 Send a Voice Message
4 Find Another Contact

Personal Options
(Touchtone)

Options
1 Turn On/Off Out-of-Office Greeting
2 Record a Greeting
3 Change your PIN
4 Use Voice User Interface
5 Change Your Local Time Zone
6 Use the 24-Hour Time Format

Out-of-Office Greeting Options
1 Accept Greeting
2 Rerecord
3 Delete and Use Default

Compose a Voice Message
(Touchtone)

Search Contacts
(spell name) Directory
### Email Alias
# Extension
00 Personal Contacts
* Cancel
1 Accept Name

Options After You Accept a Name
1 Record and Send Message
2 Add Another Recipient
3 Remove Last Recipient

Options After Recording Your Message
1 Accept
11 Accept / Send with High Importance
2 Replay
3 Erase and Rerecord
4 Continue Recording

Personal Contacts/Directory
(Voice)

Say “Personal Contacts”
Then say [Contact Name]. When one result is found say “Yes” or “No.” When more than one result is found, say the number of your desired result, i.e. Joe Smith option 1, Joey Smith option 2, Jody Smith option 3.

Options After Contact is Found
“Call the Office” “Send a Message”
“Call the Cell” “Play Details”
“Call the Home” “Find Another Contact”

Lync Voice Access
Quick Reference Guide

Voice Mail
Email
Calendar
Personal Contacts/Directory
Compose a Message
Personal Options

Options Available at All Times
+ Cancel
00 Repeat Menu
00 Return to Main Menu

To Access All Options
From your extension,
press and hold 1 or dial 3-6111
From another phone, dial 713-743-6111

Enter your extension and PIN followed by #
Voice Mail
(Voice)
Say "Voice Mail"

Options
1. "Play"
2. "Next"
3. "Delete Message"
4. "Call Sender"

Options While Listening
1. "Pause"
2. "Fast Forward"
3. "Skip to End"
4. "Slow Down"
5. "Envelope Info"
6. "Faster"
7. "Email" (Voice)
8. "More Options"

Voice Mail
(Voice)
Say "Email"

Options
1. "Play"
2. "Next"
3. "Delete Message"
4. "Reply"

Options While Listening
1. "Pause"
2. "Fast Forward"
3. "Skip to End"
4. "Slow Down"
5. "Envelope Info"
6. "Faster"
7. "Email" (Voice)
8. "More Options"

Email
(More Options)
Say "Email"

Options
1. "Play"
2. "Next"
3. "Delete Message"
4. "Reply"

Options While Listening
1. "Pause"
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4. "Slow Down"
5. "Envelope Info"
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7. "More Options"
8. "Main Menu"
9. "More Options"

Calendar
(Voice)
Say what day, i.e., "Today's Calendar," "Tomorrow's Calendar," "Monday's Calendar" or "Calendar for June 5"

Options
1. "Next Day"
2. "Clear My Calendar"
3. "Send I'll Be Late Message"
4. "Main Menu"
5. "Meeting Details"
6. "More Options"
7. "Play Header"
8. "Forward"
9. "Previous"
10. "Decline"
11. "Call Organizer"
12. "First"
13. "Reply to All"
14. "Last"
15. "Attendance Details"
16. "More Options"

More Options
1. "Play"
2. "Next"
3. "Delete Message"
4. "Reply"

Options While Listening
1. "Pause"
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