

AXXESSORY TALK CENTRAL

USER GUIDE

SET UP OPTIONS

Axxessory Talk Central Options:

General Options

Station Extension – enter your extension.

Default Audio Device – You can choose the PC speakers or your telephone. If you choose telephone, you can also choose handsfree.

Automatically begin playing message when opened – check this box if you want your messages to automatically begin playing when you open them.

Save only message header in the Sent Items folder – check this box if you want only the header saved in the Sent Items folder. If this box is not checked, the message header and the recording are saved.

Delivery Options

Play a sound when a new voice message arrives – check this box if you want to hear a sound whenever you receive a new message.

New message sound – If you want a new sound, check this box, then enter path of the wav file you want played.

Priority message sound – If you want a special sound played when you receive a “priority” message, check this box, then enter path of the wav file you want played. (The sound will play in addition to the new message sound.)

Include “From” and sender’s name – If you check this box, the new message and priority message sounds will play followed by the “from” wav file, then the sender’s recorded directory name.

For example: If you have checked all of the above options, when you receive a message, you might hear something like, “You have voice mail from John Doe”.

Synchronization Options

Move to Deleted Items folder – If you select this option, voice messages that you delete from the Inbox will be moved to the Deleted Items folder and the message on the Axxessory Talk will remain unchanged.

Delete from voice mail server – If you select this option, voice messages that you delete from the Inbox will be deleted from your Axxessory Talk mailbox and deleted from your PC (the messages will not be moved to the Deleted Items folder).

Automatically download new messages from server – If you select this option, new voice messages will automatically be downloaded from the server to your PC when they arrive in the Inbox.

Delete message from server after download – If you select this option, messages will automatically be deleted from your Axxessory Talk mailbox after they are downloaded to your PC.

Fax Options

Active Request = Faxes that are still in the outbound queue on the fax server.

Inactive Request = Faxes that are no longer in the server’s queue.

Start Axxessory Talk Central Print Manager – If you select this option, the Axxessory Talk Central Print Manager will be started after the fax print driver has created the TIFF image of the printed document. If this option is disabled, the Print Manager will be bypassed and the “Compose Fax” form will be displayed.

Active Requests –

Automatically delete from server – If you select this option, active fax requests that are deleted from the Sent Faxes folder will automatically be deleted from the Axxessory Talk’s queue.

Prompt to delete from server – If you select this option, when an active fax request is deleted from the Sent Faxes folder, you will be prompted to delete it from the Axxessory Talk’s queue.

Inactive Requests –

Automatically move to Deleted Items folder – If you select this option, when an inactive fax request is deleted from the Sent Faxes folder, it will automatically be moved to the Deleted Items folder.

Prompt to move to Deleted Items folder – When this option is selected, you will be prompted to move inactive fax requests to the Deleted Items folder.

Fax Library Options

Personal Fax Library Directory – Enter the path to your personal fax library.

Fax Library Manager Default View – Select whether you want to see your Personal Library or the system-wide library when you use the Fax Library Manager.

Use Integrated Viewer – If you select this option, the fax viewer built in to the Axxessory Talk Central software will be used to view faxes.

Use Customer Viewer – If you select this option, the program you specify in the Viewer edit box will be used to view faxes.

Fax Cover Page Options

Default Cover Page Location – Specify the default location of the file that contains the cover page. When set to Local, the cover page will be generated locally on your PC. When set to Server, the fax server will generate the cover page. When set to None, a cover page will not be sent with the fax.

Default Cover Page “From” Name –

MAPI Mailbox Name – If selected, the “From” name on locally generated cover pages will be your MAPI mailbox name.

User Defined – If selected, you can enter your own name for the cover page “From” field.

Include original Cover Page on retransmit – If selected, the cover page will not be changed if the fax transmitted again. If not selected, you will be able to change the cover page before retransmission.

Default Template Directory – This specifies the directory that contains your Local cover page template files.

Default Template File – This specifies the default file that you will use for your Local cover page when sending a fax.

SENDING MESSAGES

You can record a voice message using either the microphone on your PC or your telephone.

To send a message:

Select “New Voice Message” from the Compose drop-down menu, or select the voice mail icon in the tool bar.

Enter the recipient’s voice mailbox number in the To field.

Enter text for the subject line.

Record the message by first selecting the device you will use.

If you choose Phone – Select the red Record button. Your phone will ring and when you lift the handset you can begin your message. The recording will stop when you hang up.

If you choose Speakers – The recording begins as soon as you select the red record button. Speak into the PC’s microphone. Select the black Stop button to end the recording.

Click the Send button to send the message.

RECEIVING MESSAGES

To listen to a message:

Select the desired message from your Inbox. (If you have “automatically begin playing message when opened” option enabled, the message will begin playing. If not, go to the next step.

Select the method you wish to use for playing the message. (Phone or Speaker)

Press the Play button.

SENDING FAXES

To send a fax:

From the document you want to fax, select File.

Select Print.

In the Printers field, select the Fax driver.

The Accessory Talk Central Fax window will open.

Cover Page –

To: Enter the name of the recipient.

Destination: If you did not select a name from your address list, you must enter the telephone number where the fax will be sent.

Add: This is used when sending to multiple recipients.

New: Select the New button to clear the To and Destination fields.

Subject: Enter a brief description.

Comments: If you would like any comments to appear on the cover page, enter them in this field.

Click on Send Fax.