## Composing Messages

You can compose a message to one or more people or distribution lists, then edit the message if necessary, and send it when you are ready. You address your message before recording it.

### To address and send a message

1. While logged in to Voice Messaging, press 7 5 to compose a message.

2. Enter the first address (mailbox number, name address, distribution list number, network user, open network user, or nonuser number), then press #.

   Continue to enter numbers followed by # until you have finished, then press [#] again.

To use a name address instead of a mailbox number, see “Name addressing” on page 15.

"Compose. Enter a list of mailboxes."

"(Name or mailbox/list/phone number)."

"To begin recording, press 5. To end recording, press number sign."
3. Press [5] to record. Wait for the tone, then record your message. End the recording by pressing [#].

To edit or tag the message before sending it, see “Checking and editing your messages” on page 18, and “Tagging messages” on page 20.

4. To send the message, press [7] [8].

**Recording begins.**

"Recording stopped."

**Message sent.**

<table>
<thead>
<tr>
<th><strong>To cancel an address entry</strong></th>
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<tbody>
<tr>
<td>1. To cancel the last mailbox number or distribution list number you entered, press [0] [#]. Repeat this step for each number you want to cancel, erasing entries one at a time. After you have pressed the final [#], you cannot cancel any numbers.</td>
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"Address (mailbox number) canceled."

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<th><strong>Composing messages (continued)</strong></th>
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<tr>
<td>If this option is available on your system, you can address messages to other sites (networks), to other voice mail systems (open networks), and to recipients with no voice mail (nonusers). Ask your system administrator for the required prefixes.</td>
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| 1. To address the message to a mailbox at another site, enter the network prefix followed by the mailbox number, then press [#]. Repeat this step for each additional mailbox. |

"Compose. Enter a list of mailboxes."

"(Site), (mailbox number)."
To address a message to an open network user

1. To address the message to an open network mailbox, enter the open network prefix followed by the system access phone number, then press [#].

   Enter the system access number in the normal format for a local or long-distance number.

2. Enter the mailbox number, then press [7].

   Repeat these steps for each additional mailbox.

   "Enter the mailbox number for this open network user, followed by number sign."

To address a message to a nonuser

1. Your system may allow you to send messages to people with no voice mail. Enter the nonuser prefix if required, followed by the person's phone number, then press [7].

   When you send a message to a nonuser, Voice Messaging calls the person's phone and states that there is a message from you. Voice Messaging may tell the recipient which key to press to hear the message, or the message may play automatically.


   "Phone number: (number)."

   "Hello. You have a message from (personal verification or mailbox number)." The message plays. "You may record your reply at the sound of the tone. When you are finished, just hang up." The record tone plays."