PathFinder Quick Reference

VODAVI

Universal Command Keys

These keys can be accessed at any time while using *PathFinder*.

- [*] Replay Current Menu
- [#] Play Previous Menu
- [9] Terminate the Call

1 Retrieve Messages

After entering voice mailbox >>>

*Message Type**
[1] Voice
[2] Page
[3] Fax
[4] E-mail

* *This menu only plays when more than one message type is present.*

*- Managing Messages***
[1] Replay
[2] Save
[3] Delete
[4] Forward
[5] Reply
[8] Date Stamp
During playback … press [*] [8]

** *Managing Messages and While Listening options can be accessed during message playback.*

*While Listening***
[6] Extended Options
[7] Rewind
[8] Fast Forward

Extended Options
[1] Move to saved msgs
[2] Pause
[3] Skip
[4] Slower
[6] Faster
[8] Softer
[9] Louder

Reply to Message
[#] Confirm
[*] Cancel

Record Reply ☎

Reply Options
[1] Send
[2] Hear
[3] Cancel
[4] Re-record

Forward
[1] Forward As Is
[3] Cancel Forward
[4] Forward w/Preamble

Enter Mbx or Grp List number, then press:
[*] Other Address
[#] Confirm

Other Address
[*] Spell Name
[5] To System List
[6] To Outside Number
[7] To Personal List

Record Preamble ☎

Forward w/Preamble
[1] Continue
[2] Hear Preamble
[3] Cancel Preamble
[4] Re-record Preamble

2 Send Messages

Record Message ☎

Record Options
[1] OK *(send)*
[2] Hear
[3] Cancel
[4] Append to
[5] Re-record

Enter Mailbox number, then press [#]; or press [*] for other addresses.

Press [#] after all addresses have been entered.

Other Addresses
[*] Spell Name
[5] To System List
[6] To Outside Number
[7] To Personal List *(1 through 9)*

Send Options
[#] Send *(as is)*
[*] Re-enter number
[3] Cancel
[6] Send Options

Message Options
[1] Private
[2] Urgent
[3] Cancel
[5] Future Delivery
[#] Send

Future Delivery
- Enter date
- Then enter time

6 Extended Options

1 Change Extension Settings

[1] Transfer to Mailbox
[2] Blind Transfer
[3] Supervised Transfer

Supervised Transfer
[1] Call Screening On
[2] Call Holding On
[3] Turn Both On

2 Access Personal Note Pad

Enter Personal Note Pad group number 1 through 8

[#] Create group
[1] [*] Change group description
[3] [*] Delete group

8 Personal Options

1 Edit Greeting

[1] Stand. Greeting
[2] Temp. Greeting
[8] Other Greetings

Greeting Options
[1] Hear Greeting
[2] Re-record
[3] Erase
[4] Activate*
[5] Deactivate*
(Temp. & Other Greetings only)

Other Greetings
[1] Internal
[2] Busy
[3] Time Sensitive

Select time period

2 Edit Password

Enter new password, then press [#] … or press [#] to leave as is

3 Edit Name

[1] Hear Name
[2] Record
[3] Delete
[#] Finished

4 Delete Sent Msgs

5 Edit Locator Info*

"Locator Advanced Rules are currently (enabled or disabled)"
[1] Disable Loc. Adv. Rules
[2] Change Loc. Entries

To edit a specific locator entry … enter the entry number 1 to 9.

* *Locator & Advanced Notification options will only be available … if the DCC program is present.*

8 Edit Other Options

[1] *Notification Setting*

Standard Notification
[1] Hear Current Setting
[3] Immediate Only
[4] Enter Notification Time
[6] Enable Adv. Notif. Rules*

DCC - Advanced Notification Rules*
[1] Enable Specific Rule
[2] Disable Specific Rule
[3] Disable Adv. Notification and Use Standard Notification

[2] *Mailbox State*

"Maibox is set to …"
[1] Turn Greeting Off
[4] Forward to Mailbox
[5] Forward to Extension
[6] Forward to Menu
[7] Forward to Module
[8] Turn Mailbox Off

[3] *Distribution List*

[1] Review/Modify a List
[2] Create a New List
[3] Delete a List
[#] Finished

Enter List Number

Edit List
[1] Review/Modify Entries
[2] Add Entries
[3] Delete Entries

[4] Guest *Mailbox*

[2] Create Guest Mbx
[4] Edit Greeting

0 Transfer Options

1 Mailbox **2 Extension** **0 Operator**