



Lotus Notes Client Interface:

- All voice mail will be stored in your Lotus Notes mail file and handled like an e-mail message; they can be filed, saved, or archived as needed.
- Voice mail messages appear in your inbox designated by a phone icon.

Who	Subject	Date	Size
Suzanne Barron	Voice Mail Message (2 seconds)	09/01/2010 10:30 AM	6K

- When a voicemail message is opened, the voice player is loaded.
 - You can listen to the message through speakers or headset or it can be redirected to play to your phone.
 - Click the **PLAY** button to listen to the message.
 - If Computer is selected, the sound will play through the computer's speakers; If Telephone is selected, then your phone will ring to play the message.
 - You can also click to add private notes to your voice mail message. Click the **SAVE** and **CLOSE** button to save your notes.

The screenshot shows the Lotus Notes interface for a voice mail message. At the top, there is a menu bar with options like 'New', 'Voice Reply', 'Reply', 'Forward', and 'More'. Below the menu bar, the message header is displayed, including the sender 'AU Voice Mail and Fax/sauvmandfax@AmericanU', the date '06/30/2010 05:07 PM', and the subject 'Voice Mail Message ("3336") (27 seconds)'. The recipient information is also visible, including 'To: Jacqueline Palumbo/jpalum@AmericanU'. Below the header, there is a playback control panel with buttons for play, stop, and volume, a progress bar showing 0:00 to 0:27, and options for recording and playback. At the bottom, there is a yellow box with the text '<Click here to add your Private Notes>'.

- Voice mail messages will be automatically stored in the **VOICE INBOX** view in your Mail Navigation Pane.

