

CHAPTER V: COMMUNICATIONS

option of keeping what you recorded or trying again.

A. FMMC voice mail¹ –

1. Handling messages

The Club voice mail system allows callers to leave a message in the main mailbox or in a box assigned to a specific area of business. See table of boxes, codes and assignment at right.

To retrieve a message:

- a. Call the voicemail service: 202 338-3404
- b. At the prompt, press * (star)
- c. Enter the FMMC phone number, including area code: 202 333 2075
- d. Enter the pass code for the box from which you wish to retrieve message. A voice will tell you how many messages are in your box.
- e. Press 1 to hear messages. After hearing each message, press:
 - 1) 1 to listen to the message again
 - 2) 2 to save the message
 - 3) 3 to erase the message
 - 4) 5 to send a copy to another box
- f. When done, press * (star) and hang up.

To change the outgoing message on your mailbox:

- a. Get into your mailbox following steps 1 through 5 above.
- b. Press 9. A voice will tell you what numbers to press to hear your message, record a message, or re-record it.
- c. You have 30 seconds to record your message.
- d. If you stumble, press # (pound) to end your session. A voice will give you the

Mailbox codes and assignments

Box	Category	Code	Office responsible
Main	General		President
1	Membership		Membership Chair
2	WIC		Competition Chair
3	Not in use		
4	Ken. Center Yearbk ads (summer)		Orchestra Chair Yearbook ad staff
5	Not in use		
6	Not in use		
7	Not in use		
8	Outreach		Outreach Chair

Calls from rotary phones go to the main box (outgoing message should so instruct callers); main mailbox person re-routes them to other boxes.

Please report any changes in mailbox assignments to the President and the Recording Secretary.

¹ The full user guide for Business Answer Call Voice Mail is in the President's Reference File and available online at Verizon.com.

2. Posting a cancellation or other emergency notice for FMMC

Posting on fmmc main voice mail box:

Call the FMMC voicemail service at 202 338-3404

At the prompt, press *

Enter the FMMC phone number, 202 333-2075

Enter the pass code FMMC.

When you hear “Main Menu,” press 9 for Mailbox Options. Then:

- a. Press 1 for greetings, name, passcode
- b. Press 1 for greetings
- c. Press 3 for Extended Absence Greeting
- d. Press 2 to record.² After the beep, record the following :
 - i. **“You have reached the Friday Morning Music Club. ___(event) ___ scheduled for ___(day of week, month, date)___ has been cancelled [or other words appropriate to your situation]. If you are calling about another matter, please leave a message after the beep and your call will be returned.”**
- e. Listen to playback of your message. To keep, press 1. To re-record, press 2.
 - a. Repeat steps 4 and 5 until you are satisfied. Then press # to signify message is OK.
- f. Press * to return to the main menu, then press * to exit.
- g. Hang up

Notify the President and Recording Secretary that you have posted an emergency message. When date emergency has passed, repeat the above steps—at step 4 DELETE your extended absence greeting. Do not just turn it off.

POSTING ON WEB SITE: Notify Webmaster Carol Fromboluti by email at webmaster@fmmc.org, marking the message PRIORITY, or phone her at (202) 363-8176 giving her the message you wish to post.

POSTING ON THE FMMC LISTSERVE: Do either of the following:

- In your contact with the Webmaster, ask that the information be sent out to the listserv also.
- Send an email marked ‘priority’ with EMERGENCY FMMC MESSAGE in the subject line to FMMCMembers@yahoogroups.com, fmmc@fmmc.org and members-owner@fmmc.org . At the same time, call Marjorie Kulash at (202) 320-7857 to inform her of the message and ask that it be sent out right away. Be sure to identify yourself so that she knows it’s legitimate.

² Note: If someone before you left an emergency message but turned it off instead of deleting it, step 4 will ask you if you want to review, change, or delete the existing message. Select change it, and proceed with the remaining steps.

3. FMMC voicemail outgoing messages

Standard message (September through May)

YOU HAVE REACHED THE FRIDAY MORNING MUSIC CLUB. FOR APPLICATION FORMS AND INFORMATION ON CONCERTS AND ACTIVITIES, SEE OUR WEBSITE, WWW.FMMC.ORG.

TO REACH US QUICKLY, EMAIL GENERAL INQUIRIES TO FMMC@FMMC.ORG AND SPECIFIC QUESTIONS TO THE PERTINENT ADDRESS FROM OUR WEBSITE.

TO CONTINUE TELEPHONE CONTACT ABOUT

MEMBERSHIP, PRESS 1

THE WASHINGTON INTERNATIONAL COMPETITION, PRESS 2

KENNEDY CENTER EVENTS, PRESS 4

OUR SENIOR OUTREACH PROGRAM, PRESS 8.

FOR OTHER MATTERS, LEAVE A MESSAGE AFTER THE BEEP.

Summer message (Set up as Extended Absence Greeting)

YOU HAVE REACHED THE FRIDAY MORNING MUSIC CLUB. OUR CONCERT SEASON WILL RESUME IN THE FALL. FOR INFORMATION

ABOUT MEMBERSHIP, PRESS 1

ABOUT THE WASHINGTON INTERNATIONAL COMPETITION, PRESS 2

ABOUT YEARBOOK ADS, PRESS 4

ABOUT OUR OUTREACH PROGRAM, PRESS 8

YOU MAY LEAVE A MESSAGE AT THE END OF THIS ANNOUNCEMENT, OR EMAIL US AT FMMC@FMMC.ORG.

FOR DETAILS ABOUT THE CLUB, SEE OUR WEBSITE, WWW.FMMC.ORG