

Voice Messaging At-A-Glance

TO ENTER THE SYSTEM

- Call the system
- Listen to the Introductory prompt
- Press #
- Enter your mailbox number
- Enter your password

MAIN MENU

1 1

Check Unheard Messages

1

Review Messages

2

Send Messages

3

Locate Messages

4

Personal Options

5

Restart

Exit

HEAR MESSAGES

During Review

Playback Controls
Use these controls while listening to messages. Some controls are available while recording messages.

	Rewind	Pause/Restart	Forward
Position	1	2	3
	Slower	Envelope	Faster
Speed	4	5	6
		Normal	Louder
Volume	7	8	9
	Cancel	Help	Skip
	*	0	#

END-OF-MESSAGE OPTIONS

Replay*	4
Envelope*	5
Send copy* (with introduction)	6
Send copy* (remove other introductions)	6
Erase	7
Reply	8
Reply by calling*	8
Save	9

Skip #

Cancel Review *

To send a copy of a message with an introduction:

- Record introduction #
- When finished #
- Send

*unprompted options

After Review

To send a voice message:

- Record message #
- When finished #

OPTIONAL:

- Replay message 1

See Playback

DESTINATION OPTIONS

Enter destination number or Press # to spell name

DELIVERY OPTIONS

Private	1
Urgent	2
Message confirmation	3
Future delivery	4

CONFIRMATION OPTIONS

Confirm receipt	1
Notify of non-receipt	2

- Send #
- Enter next destination or
- Return to main menu *

LOCATE

Messages sent 1

Messages received 2

SOURCE

Specific subscriber 1

Outside callers 2

Enter mailbox number or Press # to spell name

PERSONAL OPTIONS

Notification on/off	1
Administrative options	2
Greetings	3
Notification schedule	4
Security options	6

GREETINGS

Personal greeting	1
Extended absence	2
Name	3

Standard 1

Personal 2

Away from phone 1

On the phone 2

NOTIFICATION SCHEDULE

1st Schedule	1
2nd Schedule	2
Temporary	3

SECURITY OPTIONS

Access security on	1
Access security off	2
Hear tutorial	0

ADMINISTRATIVE OPTIONS

Passwords	1
Group lists	2
Prompt levels	3
Date and time playback	4

PASSWORDS

Personal	1
Home	2
Guest 1	3
Guest 2	4
Secretary	5

PROMPT LEVELS

Standard	1
Extended	2
Rapid	3

GROUP LISTS

Create	1
Edit	2
Delete	3
List names	4

NOTE: Depending on the way your system is set up some features may not be available to you and you will not be prompted for those options.

LEGEND

POWER KEYS
These controls are always available:

Help 0

Cancel / Exit *

Finish / Skip #