

LOG IN

- Dial your voice messaging system number. (You may need to dial an extension only, a complete local phone number, or, for long distance, the area code and phone number.)
- Enter extension # (if calling from your extension, enter #)
- Enter password #.
- Get your initial password from your system administrator.

Record Message

Stop Recording/
Restart
Play Back
Delete *D or *3
Approve #

Extension or Name #
(press *A or 2 to alternate between Ext and Name) and/or
Group List *L or *5

Finish Addressing #

Send #
List Options 0
Make Private 1
Schedule Delivery 3
File a Copy 4

More Extensions or Names

ACTIVITY MENU

- Record and Send Messages 1
- Get and Respond to Messages ABC 2
- Create Personal Greetings DEF 3
- Check Outgoing Messages GHI 4
- Change Password/Create Lists/Personal Directories JKL 5
- Scan Messages Quickly PRS 7

Hear Message Summary

Listen 0
Replay Header 23

Hear Greeting Number(s) In Use

Listen 0
Change/Create/Delete 1
Scan 2
Activate 3
Call Type Finished? 4

Hear Message Summary

Listen 0
Change/Resend 1
Replay Header 23
Delete *D or *3
Skip #
Next Category ##

Mailing Lists
Personal Directory 1
Password 2
Re-record name 4 5

Scan Headers and Messages 1
Scan Headers 2
Scan Messages 3

Respond / 1 Forward

Reply by Voice Mail:
-without copy 7
Forward with 19
Comment 2
New Message * * 4
Call Sender 0
Return to previous menu #

Enter Greeting Number

Stop Recording/
Restart 1
Play Back 23
Delete *D or *3
Approve #

Return may not be available with your system

Delete *D or *3
Undelete **U or ***8
Skip #
Next Category * #

Undelete may not be available with your system

BASIC COMMANDS

- Help *H or *4
- Return to Activity Menu *R or *7
- Delete *D or *3
- Undelete (may not be available with your system) **U or ***8
- Wait *W or *9
- Transfer out of system *T or *8
- Look up name/ext. in Directory **N or ***6
- Exit system **X or ***9
- Hold message in category **H or ***4
- Use while addressing: Alternate addressing (switch between name/ext.) *A or *2
- Use mailing list *L or *5

PLAY-BACK CONTROLS

Use while listening to or recording messages.

| | | |
|-----------|-----------------|--------------|
| 1 | 2 | 3 |
| 1 Loud | 2 Rewind | 3 Play/Pause |
| 4 Louder | 5 Back Up | DEF |
| 5 GHI | 6 Slower | MINOS |
| 6 JKL | 7 Faster | WXYZ |
| 7 PRS | 8 Listen/Replay | 9 Skip |
| 8 Q=7 Z=9 | 0 | # |
| 9 | * | |

Press 3 to pause and 3 again to continue.

FOR MORE INFORMATION:

- Press *H for Help at any time.
- See your voice messaging portable guide.
- Contact your system administrator.

Enter

Create List 1
Scan 2
Review/Modify 3

Re-enter

New Password #

MULTIPLE PERSONAL GREETINGS

ADMINISTER GREETINGS

