Anytime

`#` Skip or move ahead, complete or confirm addressing, accept changes, send messages, start and stop recording   `0` Help   `*` Cancel, exit or back up

To Address Messages

Spell name, press `#` , select the match. Or press `#` `#` to enter by extension, then press `#` .
Press `*` to cancel the selection or `#` to confirm the selection. Press `1` to add more names or `#` `#` to start recording

Retrieve Messages

`1` [New]

`2` `1` [Saved]

`3` `2` [Deleted]

After Playback
1   Restart
2   Save
3   Delete
4   Reply (and begin recording)
5   Forward
6   Mark as new
7   Go back 3 seconds
9   Message Properties
*   Cancel playing messages
0   Message options help

During Playback
1   Restart
2   Save
3   Delete
4   Slow down message
5   Increase volume of message
6   Speed up message
7   Go back 3 seconds
8   Pause playback, press 8 to resume
9   Goes forward 3 seconds
0   Message playback help

Send A Message

`2` [Send]

Addressing

`#` Send
`1` Mark as urgent
`2` return receipt
`3` Mark as private
`4` Future delivery
`4` `0` Later today
`4` `[1-8]` Numbers of days till message sends
`4` `9` Enter a specific day

`5` Review Recording
`6` Re-record the message
`7` Add to the message
`9` `1` Add a name
`9` `2` Hear/Delete all names
`9` `5` Add/Remove yourself from message
`*` Cancel

Change Preferences

`4` [Setup Options]

`1`   **Greeting**
`1` `1`   Rerecord a greeting
`1` `2`   Alternate greeting on/off
`1` `3`   Edit greetings
`1` `3` `1`   Edit standard greeting
`1` `3` `2`   Edit Closed Greetings
`1` `3` `3`   Edit alternate greeting
`1` `3` `4`   busy greeting
`1` `3` `5`   Internal Greeting
`1` `3` `6`   Holiday Greeting
`1` `4`   Hear all greetings

`2`   **Message Settings**
`2` `1`   Set up message notification
`2` `3`   Menu style
`2` `4`   Private lists

`3`   **Personal settings**
`3` `1`   Change PIN
`3` `2`   Change recorded name
`3` `3`   Directory listing
`4`   **Transfer settings**

`9`   **General Delivery Mailboxes**

First select mailbox from the list. Then:

`1`   **Review new messages**
`2`   **Send message**
`3`   **Review old messages**
`4`   **Change recorded name**