

Voice Mail At A Glance

Welcome
Call the voice messaging system

Main Menu

- Review **1**
- Send **2**
- Check message receipt **3**
- Personal options **4**
- Restart **5**
- Exit disconnect *****

REVIEW

- Unheard voice messages **1**
- All messages including Heard/Skipped **2**

After Listening

- Erase **7**
- Reply **8**
- Save **9**
- Replay **4**
- Envelope **5**
- Send copy **6**

Press 0 to hear more options. All standing controls are available.

Return to main menu *****

Record message

End **#**

Enter destination telephone number

Press **#** to send or **0** for delivery options

Delivery Options

- Private **1**
- Urgent **2**
- Message confirmation **3**
- Future delivery **4**

Send **#**

- Enter additional destinations
- No more destinations *****
- Confirm receipt **1**
- Notify of non-receipt **2**

Check Message Receipt

Enter mailbox number or group list number

Power Keys

These controls are always available.

- Help **0**
- Cancel/Exit *****
- Complete/Skip **#**

Playback Controls

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

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

Administrative Options

- Outcall Pager/Cellular Notification On/Off **1**
- Administrative options **2**
- Greetings **3**
- Notification schedule **4**
- Add/Delete extension mailbox **9**

Administrative Options

- Password **1**
- Group lists **2**
- Prompt levels **3**
- Date/Time playback **4**

Greetings

- Personal greeting **1**
- Extended absence **2**
- Name **3**

Group Lists

- Create **1**
- Edit **2**
- Delete **3**
- List names **4**

Prompt Levels

- Standard **1**
- Extended **2**
- Rapid **3**

Standard **1**

Personal **2**

Note: Some features may not be available to you depending on how your system is set up.