** Don’t forget to forward your phone to Voice Mail. Please call X4200 if you have any question or problems. **

** TO ACCESS YOUR VOICE MAILBOX **

<table>
<thead>
<tr>
<th>User’s Name</th>
<th>Mailbox Number</th>
<th>Temporary Passcode</th>
</tr>
</thead>
</table>

Dial the Voice Mail number **(1010)**... (to access voice mail).

You will hear “Hello your name speech”, the system will ask you for your passcode. The system will then announce “You have X unplayed messages, X saved messages”.

** MAIN MENU **

- Press **P** [7] to Play First Message
- Press **M** [6] to Make a New Message
- Press **U** [8] to Change User Options
- Press **X** [9] to eXit System

** P [7] to Play Messages **

- Press **P** [7] to RePlay Message
- Press **A** [2] to Answer Message
- Press **G** [4] to Give Message to Another User
- Press **K** [5] to Keep Current Message
- Press **D** [3] to Discard Current Message

** When Playing a Message **

- Press * to Move Backwards 5 Seconds
- Press # to Move Forward 5 Seconds
- Press [1] to Pause 30 Seconds (press any key to resume)
- Press T [8] to Move to Top of Next Message

** M [6] to Make a Message **

Enter the mailbox number of the person to whom the message will be sent. Enter an additional mailbox number or press # to begin recording a message.

- Press # (or wait) to End Your Recording
- Press **R** [7] to Review Recording
- Press **D** [3] to Discard Message and Re-Record
- Press **A** [2] to Append Message and Continue Recording
- Press **M** [6] to Access Message Addressing Options
- Press **X** [9] to Send Message and eXit to Main Menu

** M [6] Message Addressing Options **

- Press **C** [2] to Mark Confidential
- Press **R** [7] to Request a Receipt
- Press **U** [8] to Mark a Message Urgent
- Press **F** [3] for Future Delivery
- Press **X** [9] to eXit Message Options

** Messaging Options [2] **

- Press 2 Record a name for a sponsored mailbox
- Press 3 Change a personal distribution list
- Press 4 Change message forwarding
- Press 5 Change message presentation ordering
- Press 6 Change message envelope settings

** U [8] for User Option (PhoneManager™) **

- Press 1 Personal options
- Press 2 Messaging options
- Press 4 Record your standard greeting
- Press 6 Record your out-of-office greeting

** Personal Options [1] **

- Press 1 Change message notification
- Press 2 Change daily message reminder
- Press 3 Record personal greeting
- Press 2 Standard greeting
- Press 3 Out-of-office greeting
- Press 4 Change security code
- Press 5 Record your name
- Press 6 Record an announcement for a mailbox you sponsor