** 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

User's Name

Mailbox Number

Temporary Passcode

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 **P**lay First Message
Press **M**   [6] to **M**ake a New Message
Press **U**   [8] to Change **U**ser Options
Press **X**   [9] to e**X**it System

P [7] to Play Messages

Press **P** [7] to Re**P**lay Message
Press **A** [2] to **A**nswer Message
Press **G** [4] to **G**ive Message to Another User
Press **K** [5] to **K**eep Current Message
Press **D** [3] to **D**iscard 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 **R**eview Recording
Press **D**   [3] to **D**iscard Message and Re-Record
Press **A**   [2] to **A**ppend Message and Continue Recording
Press **M**   [6] to Access **M**essage Addressing Options
Press **X**   [9] to Send Message and e**X**it to Main Menu

M [6] Message Addressing Options
Press **C**   [2] to Mark **C**onfidential
Press **R**   [7] to Request a **R**eceipt
Press **U** [8] to Mark a Message **U**rgent
Press **F** [3] for **F**uture Delivery
Press **X** [9] to e**X**it Message Options

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

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