

## Retrieve:

### 1 New messages

### 3 1 Saved messages

#### Message Type Menu\*

- 1 Voice messages
- 2 E-mails
- 3 Faxes
- 4 Receipts
- # All messages

\*Available if you enabled this option.

#### During message

- 1 Restart message
- 2 Save
- 3 Delete
- 4 Slow playback
- 5 Change volume\*
- 6 Fast playback
- 7 Rewind
- 8 Pause/resume
- 9 Fast-forward
- # Fast-forward to end
- # # Save as is

\*Available on some systems.

#### After message

- 1 Replay message
- 2 Save
- 3 Delete
- 4 Reply
- 4 2 Reply to all
- 4 4 Call the subscriber\*
- 5 Forward message
- 6 Save as new
- 7 Rewind
- 8 Deliver e-mail or fax to fax machine\*
- 9 Play message properties
- # Save as is

\*Available on some systems.

## 2 Send a message

Address and record message, then:

# Send now

1 Message options

- 1 Change address
- 2 Change recording
- 3 Set special delivery
- 4 Review message
- # Send

1 Add name      2 Hear current names      3 Remove name

1 Hear recording      2 Save recording      3 Rerecord      4 Add to recording

1 Urgent      2 Return receipt      3 Private      4 Future

## 4 Setup options

1 Greetings

2 Message settings

3 Personal settings

4 Call transfer

1 Record this greeting      2 Turn on/off alternate greeting      3 Edit other greetings      4 Hear all greetings

1 Change message notification      1 Pager      2 Home phone      3 Work phone      4 Spare phone

2 Change fax delivery      1 Keep this number      2 Enter new number

3 Change menu style      1 Select full or brief menus

4 Edit private lists      1 Hear lists      2 Change names on list

1 Change password

2 Change recorded name

3 Change directory listing      1 Change listing status

1 Switch between transferring calls to extension or voice mail      2 Change extension or phone number

## Use these keys anytime

0 Help

\* Cancel or back up