Quick Reference Guide

Voice Mail System

Call the Voice Mail System 575-2929

“Thank you for calling”

Enter Your Mailbox

Press (#) —OR—

Enter your mailbox number
■ Enter your Security Code

Quick Message

Record message without entering your mailbox

Press (*)
■ Enter the recipient’s mailbox number
■ Record your message
Hang up

Quick Fax

Send fax from fax phone.

Press (*)
■ Enter the recipient’s mailbox number
■ Record voice annotation (optional)
Start fax transmission
Hang up

Get Help

(0) Current Feature
■ Specific Feature
(0) List of all features

Exit Mailbox

(9) End Session
(0) Exit mailbox and make another call or enter another mailbox
(?) Continue using your mailbox

Listen to Message(s)

(5) Listen
(1)(5) Listen to last
(1)(9)(0) Saved Message(s)

Record/Address Message

(6) Record Message

Address/Record Message

(6) Address Message

Record or change Greeting

(4) Access Greeting

Check Message Sent

(1)(2) Check on Messages Sent

Customize Mailbox

(1)(6) Custom Options

Listening

Messaging

Managing