

# Voice Mail System

# Quick Reference Guide

**Call the Voice Mail System 575-2929**  
*"Thank you for calling"*

**Enter Your Mailbox**  
 Press (#) --OR-- (Integrated calling from your extension) Press (##)  
 ■ Enter your mailbox number ■ Enter your Security Code  
 ■ 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) Initiate Exit  
 (9) End Session  
 (0) Exit mailbox and make another call or enter another mailbox  
 (\*) Continue using your mailbox

## Listening

**Listen to Message(s)**  
 (5) Listen  
 (1)(5) Listen to last  
 Your mailbox has one or the other of these options.  
 (2) Back Up (1)(7) Reply  
 (2)(2) Back up to Beginning (1)(8) Volume  
 (3) Erase (1)(9)(8) Fax Print Options  
 (4) Go Forward (1) Fax phone delivery  
 (5) Listen to next (2) Print to group fax delivery number  
 (7) Save (3) Print to personal fax delivery number  
 (8) Time/Date (\*) Cancel previous selection  
 (1)(3) Forward (\*) Pause / Resume  
 (1)(4) Immediate Call  
 (1)(5) Listen to previous

**New Message(s)**  
 (5) Listen  
 (1)(5) Listen to last  
 (1)(9)(2) Saved Message(s)

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

## Messaging

**Record/Address Message**  
 (6) Record Message  
 (2) Back-up (2)(2) Back-up to beginning  
 (3) Erase Message (\*) Pause / Resume  
 (#) End Recording  
 ■ Enter one or more addresses  
 (0)(0) Address via names directory  
 (\*) Cancel address  
 (\*) (\*) Erase Message  
 (#) Addressing Options  
 (1) Return Receipt  
 (2) Overnight/Immediate Delivery  
 (3) Enter additional addresses  
 (4) Mark private  
 (5) Mark Future Delivery  
 (6) Urgent Message  
 (\*) (\*) Erase Message  
 (#) Send

**Address/Record Message**  
 (6) Address Message  
 ■ Enter one or more addresses  
 (0)(0) Address via names directory  
 (\*) Cancel address  
 (\*) (\*) Return to Ready  
 (2) Back-up (2)(2) Back-up to beginning  
 (3) Erase Message (\*) Pause / Resume  
 (#) End Recording  
 (1) Return Receipt  
 (2) Overnight/Immediate Delivery  
 (3) Enter additional addresses  
 (4) Mark private  
 (5) Mark Future Delivery  
 (6) Urgent Message  
 (\*) (\*) Erase Message  
 (#) Send

## Managing

**Check Message Sent**  
 (1)(2) Check on Messages Sent  
 ■ Enter recipient's mailbox number

**Record or change Greeting**  
 (4) Access Greeting  
 (1) Turn ON  
 (2) Turn OFF  
 (5) Listen  
 (6) Record New Greeting  
 (#) Leave Unchanged  
 (2) Back-up (2)(2) Back-up to beginning  
 (3) Erase Message (\*) Pause / Resume  
 (#) End Recording

**Customize Mailbox**  
 (1)(6) Custom Options  
 (1) Message Writing (7) Listen to Future Delivery  
 (2) Security Code (8) Record Fax Number  
 (3) Offsite or Pager (9) Fax  
 (4) Auto Copy (1) Personal fax number  
 (5) Personal Assistant (2) Auto-Print  
 (6) Personal Distribution List (3) Auto-Delete