

Voice Mail Guide

Listen to:

1 New messages

3 Old messages

- 1 Hear messages
- 2 Remove deleted messages

During message summary

- 1 Restart summary
- 2 Save message
- 3 Delete
- 4 Reply
- 5 Forward message
- 6 Save as new
- 7 Rewind
- 8 Pause/resume
- # Skip summary

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 new

*Available on some phone systems.

After message

- 1 Replay message
- 2 Save
- 3 Delete
- 4 Reply
- 5 Forward message
- 6 Save as new
- 7 Rewind
- 8 Deliver e-mail or fax to fax machine*
- 9 Play message summary
- # Save as new

*Available only if you are using the fax option.

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 all 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

➔ 2 Message settings

- 1 Greetings and call transfer
- 3 Personal settings

- 1 Change greetings
- 2 Change call transfer
- 1 Change message notification
- 3 Change menu type
- 4 Edit private lists
- 1 Change password
- 2 Change recorded name
- 3 Change directory listing

- 1 Record this greeting
- 2 Turn on/off alternate greeting
- 3 Edit other greetings
- 4 Hear all greetings
- 1 Switch between transferring calls to extension or voice mail
- 2 Change extension or phone number
- 1 Pager
- 2 Home phone
- 3 Work phone
- 4 Spare phone
- 1 Select full or brief menus
- 1 Hear lists
- 2 Change names on list
- 1 Change listing status

Use these keys anytime

0 Help

* Cancel or back up

Skip or move ahead