

**Press your Voicemail key**

You will hear: "Hello, (Your Name) and the system will ask you for your passcode

The system will then announce, "You have "X" New Messages, "X" Saved Messages"

**Main Menu Options**

Press P (7) to Play First Message  
Press U (8) to Change User Options  
Press "0" to Return To The Attendant

Press M (6) to make a New Message  
Press X (9) to Exit System  
Press "#" to Dial An Extension

**P (7) To Play Messages**

- Press P(7) to Re-Play Message
- Press A (2) to Answer Message
- Press G (4) to Give Message to user
- Press K (5) to Keep Current Message
- Press D (3) to Discard Current Message
- Press \* to Retrieve the last message you discarded

**When Playing A Message**

- Press \* to Move Backwards 5 Sec.
- Press "#" to Move Forward 5 Sec.
- 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. Press \* to delete the mailbox if incorrect or press \_\_\_ to dial by name. Press # when finished. System will prompt you to begin recording. You can enter a max. of 10 mailbox numbers.

- Press # (or wait) to End Recording
- Press R (7) to Review Recording
- Press D (3) to Discard Message and Re-Record
- Press A (2) to Append Message and Continue Recording
- Press M (6) to Access Message Addressing Options
- Press X (9) to Send Message and Exit To Main Menu

**U (8) For User Options**

- Press G (4) to change Greeting
- Press N (6) to change Name
- Press P (7) to change Passcode
- Press L (5) to change Distribution List
- Press C (2) for Call Schedule Options
- Press T (8) to activate Tutorial
- Press X (9) to Exit User Options

**M (6) Message Addressing Options**

- Press C (2) to Mark Confidential
- Press R (7) to Request a Receipt
- Press U (8) to Mark Message Urgent
- Press F (3) for Future Delivery
- Press X (9) to exit Message Options