

Press the **Voicemail Key** or
Dial **6000** from your phone or ***8**

Enter Your **Passcode**

Main Menu Options

Press **6** to Make a New Message
Press **7** to Listen to a New Message

Press **8** for User Options

Press **9** to Send & Exit
Press **0** Transfer to Operator
Press **#** for Auto Attendant

6 – Make a New Message

Select Destination
Enter **Mailbox No.** of intended recipient
Press **9** for Personnel Directory
Send Menu
Press **7** to Review
Press **3** to Discard Message
Press **2** to Append Message
Press **6** for Message Addressing
Press **9** to Send & Return

Addressing Options

Press **2** Confidential Set/Cancel
Press **7** Receipt Set/Cancel
Press **8** Urgent Set/Cancel
Press **9** to go Back

7 - New Messages

While Message is Playing
Press **1** to Pause Message
Press **2** to Answer Message
Press **3** to Discard Message
Press **4** to Give or Forward Message
Press **5** to Keep Message
Press **6** to Play Envelope
Press **7** to Play Again
Press **8** to Listen to Next Message
Press **#** to Fast Forward Message
Press ***** to Rewind Message
Press **#** to Skip to end of Message

8 – User Options

Press **2** Additional Options
Press **3** Memo
Press **4** Greeting
Press **5** Distribution Lists
Press **6** Name
Press **7** Passcode
Press **8** Temporary Greeting

2 - Additional Options Menu

Press **1** Message Notification
Press **2** Personal Contacts
Press **3** Forward to Email