

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