Voice Mailbox Menu Instructions

1. Review Messages
   - Review Messages Menu
     - 1. Voice Mail

2. Listen to Message
   - Hear Message
     - 1. Repeat
       - 2. Save
       - 3. Erase
       - 4. Reply
       - 5. Send a Copy
       - 6. Mark Saved Message as New
     - 2. Enter phone or group list #, then #
       - 1. Review Message
       - 2. Mark as Urgent
       - 3. Mark as Private
       - 4. Re-Record Message
       - 5. Report on Send
       - 6. Report on Read
       - 7. Add Recipient
       - # Send as is

3. Work with Greetings Menu
   - Greeting Options Menu
     - 1. Personal Greeting
     - 2. Extended Absence
     - 3. Sys-Gen Greetings and Name Recording
     - 4. Group Mailbox Greetings
     - 5. Busy Greetings
     - 6. Out-of-office Hours Greeting
     - 7. Forward All Calls to Voice Mail Greeting
     - 8. Exit Menu

4. Mailbox Settings
   - Mailbox Settings Menu
     - 1. Group Lists
     - 2. Hands-free and Time-saver Options
     - 3. Security Options
     - 4. Group Mailbox Settings
     - 5. Notification Settings
     - 6. Additional Settings
Review Erased Messages

Select Message Type

1 Voice Mail

Hear Messages

1 Repeat
2 Restore
3 Permanently Erase
4 Reply
5 Send a Copy
6 Next Message

Switch Account

Enter phone number, then # or * if error

Help

Exit

Helpful Hints

# Next Hint
* Return to Main Menu
1 Replay from Start of Menu

Goodbye and Exit

Common Keys

Cancel Input or Move Up a Level
8 End Input or Move Forward in a List
0 Helpful Hints
8 Pause/Resume