

Voice Mailbox Menu Instructions

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Review Messages



Listen to Message

2

Send Message

Review Messages Menu

1 Voice Mail

Hear Message

- 1 Repeat
- 2 Save
- 3 Erase
- 4 Reply
- 5 Send a Copy
- 2 2 Mark Saved Message as New

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

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Work with Greetings Menu

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Mailbox Settings

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
- 9 Forward All Calls to Voice Mail Greeting
- Exit Menu

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

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Review Erased Messages



Erased Messages

Select Message Type

1 Voice Mail

Hear Messages

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

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Switch Account

Enter phone number, then # or * if error

0

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 | 0 Helpful Hints |
| # End Input or Move Forward in a List | 8 Pause/Resume |