1. Listening to Inbox Messages

Press the Messages Messages button or dial 101 to access mailbox system. Enter PIN number (default is 1234) and press # To login as a different user, press # Press on your telephone keypad to listen to INBOX messages. a. Press to Play information about message. to Replay message. to Save message. to **Delete message**. to Forward message to another user. o Press to Record comments to accompany the message. Record comments, then press #. Press to Play comments. Press 2 to Accept comments and send. Dial extension number, then press Press to Send recorded message to another extension or distribution list. Press 8 to Send to user defined distribution list. Press to Use the Dial By Name Directory. 3 to Delete comment and try again. to Forward message without comments. to Cancel. to return to Main Menu.

to continue to Next Message.

2. Listen to Saved Messages

Press the Messages Messages button or dial 101 to access mailbox system. Enter **PIN** number (default is 1234) and press Press to Listen to saved messages. a. Press to Play information about message. to Replay message. c. Press 4 to Delete message. d. Press to Forward message to another user. to Record comments to accompany the message. Record comments, then press Press to Play comments. Press to Accept comments and send. Dial Extension number, then press Press to Send recorded message to another extension or Press to Send to user defined distribution list. Press to Use the Dial By Name Directory. Press to Delete comment and try again. to Cancel. to Forward message without comments

to Cancel

to return Main Menu

to listen to **Next Message.**

3. Listen to deleted messages

Press the Messages Messages button or dial 101 to access mailbox system. Enter **PIN** number (default is 1234) and press #. Press 3 to Listen to Deleted messages. a. Press to Play information about message. to Replay message. to Restore to INBOX. to Permanently delete message. to Forward message to another user Press to Record comments to accompany the message. Record comments, then press # Press to Play comments. Press to Accept comments and send. Dial Extension number, then press # Press to Send recorded message to another extension or Press to Send to user defined distribution list. Press to Use the Dial By Name Directory. Press to Delete comment and try again. Press to Cancel. to Forward message without comments to Cancel

to listen to Next Message.

to return Main Menu

4. Send a Message

Press the Messages



button or dial 101 to access mailbox system.

Enter PIN number (default is 1234) and press #



To login as a different user, press #



on your telephone keypad to Send a Message.





Record the message, then press



a. Press to Play Recorded Message





Dial Extension number, then press



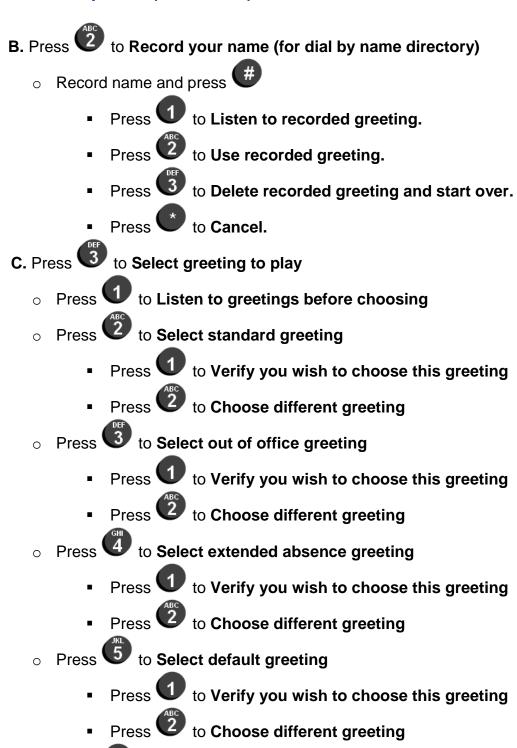
- Press to Send recorded message to another extension or distribution
 - Press to Send to user defined distribution list.
 - Press to Use the Dial By Name Directory.
- to Delete comment and try again.
- to Cancel and Return to Main Menu.

5. Voicemail Options

Messages Press the Messages button or dial 101 to access mailbox system. Enter **PIN** number (default is 1234) and press To login as a different user, press # on your telephone keypad to access Voicemail Options. A. Press to Record personal greeting. Press to Record standard voicemail greeting. Record greeting and press #. Press to Listen to recorded greeting. Press 2 to Use recorded greeting. Press to Delete recorded greeting and start over. Press to Cancel. Press to Record Out of Office voicemail greeting. Record greeting and press #. Press to Listen to recorded greeting. Press to Use recorded greeting. Press 3 to Delete recorded greeting and start over. to Cancel. Press to Record extended absence greeting. Record greeting and press. Press to Listen to recorded greeting. to Use recorded greeting. to Delete recorded greeting and start over. to Cancel.

to Cancel and Return to Main Menu.

Voicemail Options (continued)



o Press to Cancel

Voicemail Options (continued)



- E. Press to Change PIN

 o Enter your current PIN number.
 o Enter your desired PIN number.

 - o Enter your desired PIN number again
 - o Press to Return to main menu

Press 8 to Log off

Press to Call the Operator.