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 [1] on your telephone keypad to listen to **INBOX** messages.

    a. Press [1] to **Play information about message.**

    b. Press [2 ABC] to **Replay message.**

    c. Press [3 DEF] to **Save message.**

    d. Press [4 GHI] to **Delete message.**

    e. Press [5 JKL] to **Forward message to another user.**

        o Press [1] to **Record comments to accompany the message.**

            ▪ Record comments, then press [#] .

                • Press [1] to **Play comments.**

                • Press [2 ABC] to **Accept comments and send.**

                    o Dial extension number, then press [#] .

                    o Press [1] to **Send recorded message** to **another extension** or **distribution list.**

                        ▪ Press [8 TUV] to **Send to user defined distribution list.**

                        ▪ Press [9 WXYZ] to **Use the Dial By Name Directory.**

                • Press [3 DEF] to **Delete comment and try again.**

                • Press [*] to **Cancel.**

        o Press [2 ABC] to **Forward message without comments.**

        o Press [*] to **Cancel.**

    f. Press [*] to return to **Main Menu.**

    g. Press [#] 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 **2** to **Listen to saved messages.**

  a. Press **1** to **Play information about message.**

  b. Press **2** to **Replay message.**

  c. Press **4** to **Delete message.**

  d. Press **5** to **Forward message to another user.**

  - Press **1** to **Record comments to accompany the message.**

    o Record comments, then press **#**

    o Press **1** to **Play comments.**

    o Press **2** to **Accept comments and send.**

    o Dial Extension number, then press **#**

      ▪ Press **1** to **Send** recorded message to another **extension** or **distribution list.**

        - Press **8** to **Send to user defined distribution list.**

        - Press **9** to **Use the Dial By Name Directory.**

    o Press **3** to **Delete comment and try again.**

    o Press ***** to **Cancel.**

  - Press **2** to **Forward message without comments**

  - Press ***** to **Cancel**

  e. Press ***** to return **Main Menu**

  f. Press **#** 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 [1] to **Play information about message.**

    b. Press [2] to **Replay message.**

    c. Press [3] to **Restore to INBOX.**

    d. Press [4] to **Permanently delete message.**

    e. Press [5] to **Forward message to another user**

- Press [1] to **Record comments to accompany the message.**
  - Record comments, then press [#]
  - Press [1] to **Play comments.**
  - Press [2] to **Accept comments and send.**
  - Dial Extension number, then press [#]
    - Press [1] to **Send** recorded message to another **extension** or **distribution list.**
      - Press [8] to **Send to user defined distribution list.**
      - Press [9] to **Use the Dial By Name Directory.**
  - Press [3] to **Delete comment and try again.**
  - Press [*] to **Cancel.**
- Press [2] to **Forward message without comments**
- Press [*] to **Cancel**

    f. Press [*] to return **Main Menu**

    g. Press [#] to listen to **Next Message.**

4. Send a Message

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 **3** (DEF) on your telephone keypad to **Send a Message.**

Record the message, then press **#**

    a. Press **1** to **Play Recorded Message**

    b. Press **2** (ABC) to **Send Recorded Message**

        o Dial Extension number, then press **#** .

            ▪ Press **1** to **Send** recorded message to another **extension** or **distribution list.**

                • Press **8** (TUV) to **Send to user defined distribution list.**

                • Press **9** (WXYZ) to **Use the Dial By Name Directory.**

        o Press **3** (DEF) to **Delete comment and try again.**

        o Press ***** to **Cancel and Return to Main Menu.**

5. Voicemail Options

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 **5** on your telephone keypad to access **Voicemail Options.**

A. Press **1** to **Record personal greeting.**

- Press **1** to **Record standard voicemail greeting.**
- Record greeting and press **#** .
  - Press **1** to **Listen to recorded greeting.**
  - Press **2** to **Use recorded greeting.**
  - Press **3** to **Delete recorded greeting and start over.**
  - Press ***** to **Cancel.**
- Press **2** to **Record Out of Office voicemail greeting.**
- Record greeting and press **#** .
  - Press **1** to **Listen to recorded greeting.**
  - Press **2** to **Use recorded greeting.**
  - Press **3** to **Delete recorded greeting and start over.**
  - Press ***** to **Cancel.**
- Press **3** to **Record extended absence greeting.**
- Record greeting and press **#** .
  - Press **1** to **Listen to recorded greeting.**
  - Press **2** to **Use recorded greeting.**
  - Press **3** to **Delete recorded greeting and start over.**
  - Press ***** to **Cancel.**
- Press ***** to **Cancel and Return to Main Menu.**

Voicemail Options *(continued)*

B. Press **2** to **Record your name (for dial by name directory)**

- o Record name and press **#**

  - ▪ Press **1** to **Listen to recorded greeting.**
  - ▪ Press **2** to **Use recorded greeting.**
  - ▪ Press **3** to **Delete recorded greeting and start over.**
  - ▪ Press ***** to **Cancel.**

C. Press **3** to **Select greeting to play**

- o Press **1** to **Listen to greetings before choosing**
- o Press **2** to **Select standard greeting**

  - ▪ Press **1** to **Verify you wish to choose this greeting**
  - ▪ Press **2** to **Choose different greeting**

- o Press **3** to **Select out of office greeting**

  - ▪ Press **1** to **Verify you wish to choose this greeting**
  - ▪ Press **2** to **Choose different greeting**

- o Press **4** to **Select extended absence greeting**

  - ▪ Press **1** to **Verify you wish to choose this greeting**
  - ▪ Press **2** to **Choose different greeting**

- o Press **5** to **Select default greeting**

  - ▪ Press **1** to **Verify you wish to choose this greeting**
  - ▪ Press **2** to **Choose different greeting**

- o Press ***** to **Cancel**

Version 051010A

Voicemail Options *(continued)*

D. Press **4** (GHI) to **Clear deleted messages**

E. Press **5** (JKL) 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** (TUV) to **Log off**

Press **0** (OPER) to **Call the Operator.**