

Anytime

Skip or move ahead, complete or confirm addressing, accept changes, send message, start and stop recording.
 0 Help * Cancel, exit, or back up

To Address Messages

Spell name, press #, select the match. Or press ## to enter by extension, then press #.
 Press * to cancel the selection or # to confirm the selection. Press 1 to add more names, or ## to start recording.

Retrieve Messages

1 New
 3 1 Saved
 3 2 Deleted

During or After Playback

1 Restart
 2 Save
 3 Delete
 4 Reply (and begin recording)
 4 1 Stop recording/ listen
 4 3 Delete recording/restart
 4 # Stop recording
 4 # 1 2 Mark as urgent
 4 # 1 3 Mark as private
 4 # # Send (see "After Recording a Reply")

44 Live reply
 5 Forward with optional recording
 5 1 Stop optional recording/listen
 5 3 Delete optional recording
 5 # Stop optional recording
 5 # 1 1 Mark as private
 5 # 1 2 Mark as urgent
 5 # # Send optional recording
 6 Save as new
 9 Message Properties

During Playback Only

7 Go back 3 seconds
 8 Pause message
 8 7 Restart from prior 3 seconds

8 8 Restart
 8 9 Restart from next 3 seconds
 9 Go forward 3 seconds
 # Skip message summary

After Recording a Reply

Send
 1 Message Options
 1 1 Change address
 1 2 Change recording

1 3 Special delivery options
 1 4 Review the message
 1 # Send
 1 * Cancel

Send a Message

2 Send

Mail to Nonsubscribers
 Select Send (2), then press #4

Enter address, then record your message.

During Recording

1 Stop recording and listen
 3 Delete recording/restart
 # Stop recording
 # * Cancel message
 # # Send message

1 Message options
 (see "After Recording a Reply" above)

1 # 1 Mark as private
 # 1 # 2 Mark as urgent

Addressing

1 Change addressing
 1 1 Add addresses
 1 2 Hear all addresses
 1 3 Remove address
 1 # Send
 1 * Cancel
 2 Change recording
 3 Change delivery type

3 1 Mark as urgent
 3 3 Mark as private
 3 4 Future message delivery
 4 Review message
 4 1 Hear recording
 4 3 Rerecord
 4 # Send
 4 # 1 Mark as private
 4 # 2 Mark as urgent
 4 * Return to message options

Change Preferences

4 Setup Options

1 Greetings
 1 1 Rerecord greeting
 1 2 Alternate greeting on/off
 1 3 Edit greetings
 1 3 1 Edit standard greeting
 1 3 2 Edit alternate greeting
 1 4 Hear all greetings
 2 Message settings

2 1 Set up message notification
 2 1 5 Cascading notification
 2 4 Distribution lists
 3 Personal settings
 3 1 Change password
 3 2 Change recorded name
 4 Language options (if available)

9 General Delivery Mailboxes

First select mailbox from list.
 Then:

1 Review new messages
 2 Send message
 3 Review old messages
 4 Access setup options