

ENTERING THE SYSTEM ADMINISTRATOR'S MAILBOX

1. Press MSG key to respond to message from Voice Mail OR Call Voice Mail _____ and press *
3. Enter Your Mailbox Number _____
4. Enter Your Password _____
5. Press # and then press 9.

SUBSCRIBER MAILBOX MENU

- Send A Broadcast Message 1
- Mailbox/Group List Maint. 2
- Custom Recording 3
- Import Fax 4

SENDING A MESSAGE

DURING YOUR MESSAGE:

- Pause 2
- Erase and Re-record 3

AFTER YOU FINISH:

- Hang up – OR –
- For Options #

RECORDING OPTIONS

- Replay Your Message 1
- Add To Your Message 2
- Erase And Re-record 3
- Cancel *
- Accept The Recording #

IMPORTING A FAX

Remember, this call must be placed from a fax machine!

1. Enter fax document number. (Verify if necessary.)
2. Press #.
3. Press START on your fax machine.
4. When the document has been sent:

- Send Another #
- Exit *

ENTER MAILBOX NUMBER ENTER GROUP LIST NUMBER

PERSONAL OPTIONS

- Record Greeting 1
- Record Directory Name 2
- Record Password 3
- Change Envelope Settings 4

ENVELOPE OPTIONS

- Time And Date On/Off 1
- Message Source On/Off 2
- Message Length On/Off 3
- All Options Enabled 4
- No Options Enabled 5
- Accept Settings #
- Cancel/Previous Menu *

GREETING OPTIONS

- Primary Greeting 1
- Alternate Greeting 2
- System Greeting 3
- Cancel/Previous Menu *

RECORDING OPTIONS

- Replay Your Greeting/Name 1
- Add To Your Greeting/Name 2
- Erase And Re-record 3
- Accept The Greeting/Name #
- Cancel/Previous Menu *

ASSIGN CUSTOM RECORDINGS

- Create Custom Recording 1
- Assign Custom Recording 2

ENTER EXTENSION NUMBER
OF APPLICATION

ASSIGN CUSTOM RECORDINGS

- Day Mode 1
- Night Mode 2

ENTER RECORDING NUMBER

CUSTOM RECORDING

- IF RECORDING PLAYS:
 - Accept #
 - Cancel/Previous Menu *
- IF NO RECORDING EXISTS:
 - See "MAKING A RECORDING"

ENTER RECORDING NUMBER

CREATE CUSTOM RECORDING

IF EXISTING RECORDING PLAYS:

- Replay 1
- Accept #
- Erase and Re-record 3

IF NO RECORDING EXISTS

MAKING A RECORDING

DURING YOUR RECORDING:

- Pause 2
- Erase and Re-record 3

AFTER YOU FINISH:

- Hang up – OR –
- For Options #

RECORDING OPTIONS

- Replay Your Message 1
- Add To Your Message 2
- Erase And Re-record 3
- Cancel *
- Accept The Recording #

