YOUR VOICE MESSAGING SYSTEM

LOG IN
- Dial your voice messaging system number. (You may need to dial an extension only, a complete local phone number, or, for long distance, the area code and phone number.)
- Enter extension # (if calling from your extension, enter #)
- Enter password #.
- Get your initial password from your system administrator.

Record and Send Messages
- Record Message
- Stop Recording/ Restart
- Play Back
- Delete
- Approve

Get and Respond to Messages
- Listen
- Reply/Handoff
- Forward
- Delete
- Approve

Create Personal Greetings
- Listen
- Change/Create/Delete
- Scan
- Activate
- Call Type
- Finished?

Check Outgoing Messages
- Listen
- Change/Record/Delete
- Skip
- Next Category

Change Password/Create Lists/Personal Directories
- Listen
- Change/Record
- Delete
- Next Category

Scan Messages Quickly
- Listen
- Change/Record
- Delete
- Skip

ACTIVITY MENU
- Record Message Summary
- Hear Message Summary
- Hear Greeting Played in List

HELP
- Help
- Return to Activity Menu
- Delete
- Undelete (may not be available with your system)
- Wait
- Transfer out of system
- Look up name/ext. in Directory
- Exit system
- Hold message in category

USE WHILE ADDRESSING:
- Alternate addressing (switch between name/ext.)
- Use mailing list

MORE EXTENSIONS OR NAMES
- Extension or Name
- Group List
- User List
- S.O.

FINISH ADDRESSING
- Record
- Get Addressing
- Approve

PLAY-BACK CONTROLS
- Playback Controls
- Press 3 to pause and 5 again to continue.

FOR MORE INFORMATION:
- Press # for Help at any time.
- Contact your system administrator.