

# ENTER THE SYSTEM

"Thank you for calling"



**Enter Your Mailbox**

Press **#**

- Enter your mailbox number
- Enter your security code

OR

(Integrated, calling from your extension)

Press **#H#**

- Enter your security code

**Quick Message**

Record message without entering your mailbox

Press **\***

- Enter the recipient's mailbox number
- Record your message
- Hang up

**Quick Fax**

Send fax from fax phone

Press **\***

- Enter the recipient's mailbox number
- Record voice annotation (optional) **\***
- Start fax transmission
- Hang up

**Get Help**

Current feature **0**

List of all functions **0-0**

**Exit Mailbox**

Initiate exit **9**

Erase deleted messages & listen to new messages **#**

End session **9**

Exit mailbox & make another call or enter another mailbox **0**

Cancel exit and return to Ready **\***

## LISTENING

READY

**Listen To Message(s)**

Listen **5**

Listen to last **1-5**

Your mailbox has one or the other of these options.

**New Message(s)**

Listen **5**

Listen to last **1-5**

Saved message(s) **1-2-2**

**NameScan**

Toggle on/off **\*-5**

**NameScan**

Activate **1-9-5**

**Saved Message(s)**

Listen **5**

Listen to last **1-5**

New message(s) **1-9-1**

Previous name **2**

Erase message **3**

Next name **4**

Listen to message **5**

Save message **7**

Time/Date **8**

Listen to previous message **1-5**

Return to Ready **#**

Back up **2**

Back up to beginning **2-2**

Erase **3**

Go forward **4**

Listen to next **5**

Save **7**

Time/Date **8**

Pause/Resume **\***

Forward **1-3**

Immediately call **1-4**

Listen to previous **1-5**

Reply **1-7**

Volume **1-8**

Resume NameScan **1-9-5**

Print-all-fax options **1-9-7**

Fax device delivery **1**

Print to group fax delivery number **2**

Print to personal fax delivery number **3**

Cancel all print requests **\***

Print-fax options **1-9-8**

Fax device delivery **1**

Print to group fax delivery number **2**

Print to personal fax delivery number **3**

Cancel previous request **\***

## MESSAGING

READY

**Record/Address Message**

Record message **6**

Your mailbox has one or the other of these options.

**Address/Record Message**

Address message **6**

Back up **2**

Back up to beginning **2-2**

Erase message **3**

Pause/Resume **\***

End recording **#**

Enter one or more addresses

Address via Dial-by-Name **0-0**

Cancel address **\***

Erase message **\*-\***

Addressing options **#**

Return receipt **1**

Overnight/Immediate delivery **2**

Enter additional addresses **3**

Private **4**

Future delivery **5**

Urgent **6**

Erase **\*-\***

Send **#**

Enter one or more addresses

Address via names directory **0-0**

Cancel address **\***

Return to Ready **\*-\***

Record message **#**

Back up **2**

Back up to beginning **2-2**

Erase **3**

Pause/Resume **\***

End recording **#**

Return receipt **1**

Overnight/Immediate delivery **2**

Enter additional addresses **3**

Private **4**

Future delivery **5**

Urgent **6**

Erase **\*-\***

Send **#**

## MANAGING

READY

**Record or Change Greeting**

Greetings **4**

Turn on **1**

Turn off **2**

Listen **5**

Record new greeting **6**

Record extended-absence greeting **7**

Leave unchanged **#**

Back up **2**

Back up to beginning **2-2**

Erase **3**

Pause/Resume **\***

End recording **#**

**Check Message Sent**

Check on messages sent **1-2**

Enter recipient's mailbox number

**Customize Mailbox**

Custom options **1-3**

Message waiting **1**

Security code **2**

Offsite or pager **3**

Auto copy **4**

Personal Assistance™ **5**

Personal distribution list **6**

Listen to future delivery **7**

Record name **8**

Fax

Personal fax number **9**

Auto print **1**

Auto delete **2**

No change and return to Ready **#**

**Future Delivery Messages**

Future delivery messages **1-2-3**

Listen **5**

Listen to last **1-5**

Return to Ready **#**

**Print-All-Fax**

Print-all-fax options **1-2-7**

Fax device delivery **1**

Print to group fax delivery number **2**

Print to personal fax delivery number **3**

Cancel all print requests **\***