

Setting up Voice Mail

- Record Standard (Ring No Answer) greeting - 4, 3, 1, 1
- Record Busy greeting - 4, 3, 1, 2
- Record Extended Absence greeting - 4, 3, 2
 - Press 4 for Personal Mailbox options, then press 3 for Greeting options, then press 2 to record Extended Absence greeting.
- Set Extended Absence greeting to answer - 4, 6, 6
 - Press 4 for Personal Mailbox options, then press 6 to Change Location , then press 6 for Extended Absence
- Record Recorded Name - 4, 3, 3
 - Press 4 for Personal Mailbox options, then press 3 to change Greeting Options, then press 3 to change Recorded Name

Listening to messages

*if you have no messages you will hear End of Messages

*if you have no unread messages your archived and read messages will immediately begin to play

*if you press * to skip while or after listening to a new message that message will be considered a read message

*if you press 9 for listen to All messages, messages will play in First In First Out orders, so saved/read messages will play first then any unread messages will play

Press 1 to review your messages

Press 1 for Unread messages

Press 2 for Read messages

Press 9 for All messages

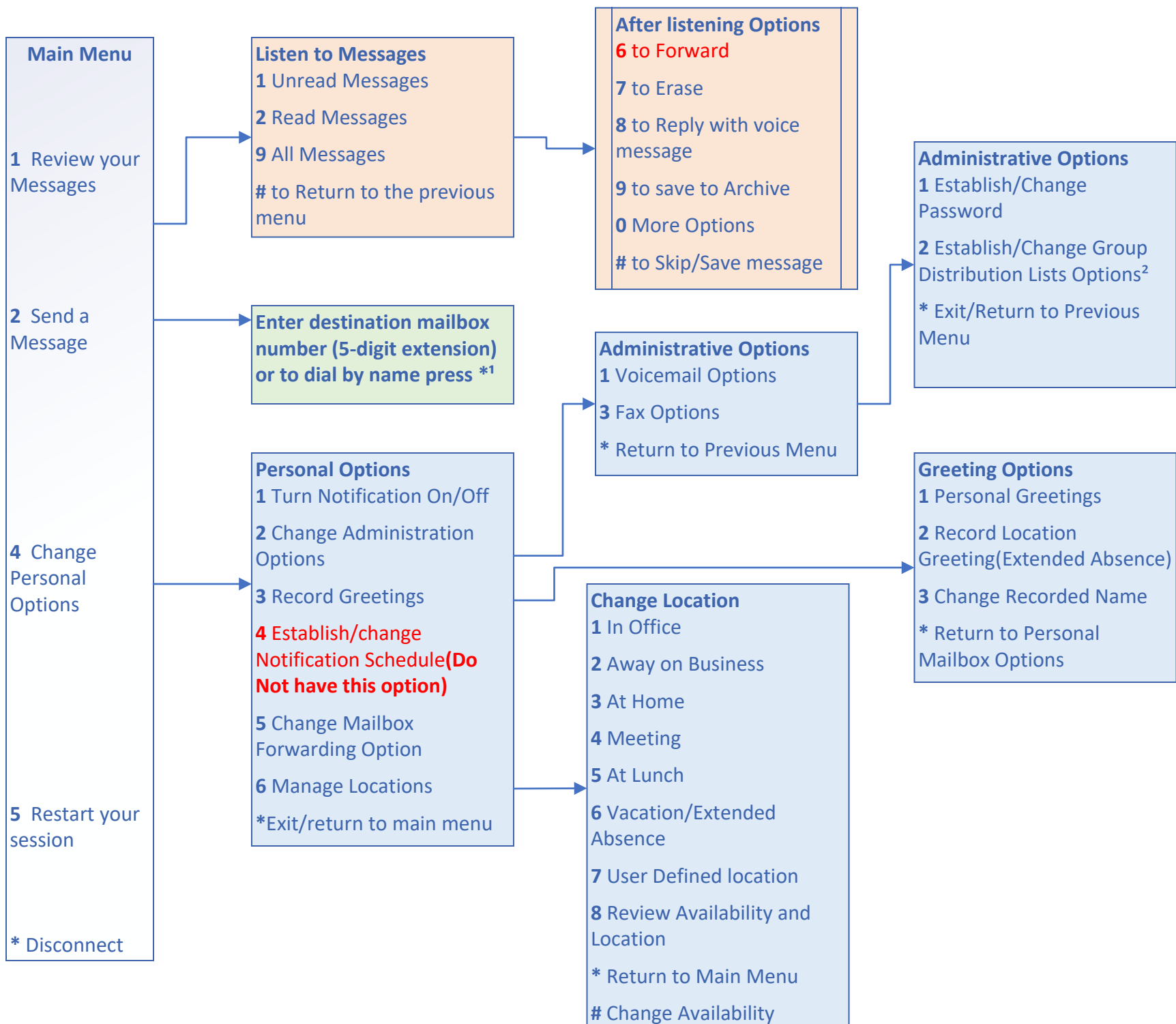
After listening to a message you can:

Press 6 to forward the message

Press 7 to erase the message

Press 8 to reply with voice message

Press 9 to save to archive the message. This will save it to be presented the next time you log into listen to your messages.



NOTE 1

Send Forward/Reply
1 Hear Recorded Message
2 Erase & Rerecord Message
0 Set Delivery Options
Send Message
* Cancel Message and Return to Main Menu

NOTE 2

Group Distribution List
1 Create Group Distribution List
2 Modify a List
3 Delete a List
4 Name of Group List
* Exit/Return to Administrative Options

Enter List Number to Add and press #
Record List Name, then press #

Modify Distribution List
1 Add Distribution List Member
3 Delete Distribution List Member
4 Review Distribution List Members
* To Exit

