

## Retrieve Messages

- 1 New
- 3 1 Saved
- 3 2 Deleted\*

### During Message

- 1 Restart message
- 2 Save
- 3 Delete
- 4 Slow playback
- 5 Change volume\*
- 6 Fast playback
- 7 Rewind message
- 8 Pause/Resume
- 9 Fast-forward
- # Fast-forward to end
- # Skip message, save as is
- #

### After Message

- 1 Replay message
- 2 Save/Restore as saved\*
- 3 Delete
- 4 Reply
- 4 2 Reply to all
- 4 4 Call the subscriber\*
- 5 Forward message
- 6 Save as new/Restore as new\*
- 7 Rewind message
- 8 Deliver e-mail or fax to fax machine\*
- 9 Play message properties
- # Save as is

## Find Voice Messages

### 5 Find messages\*

- 1 From another subscriber
- 2 From all outside callers
- 3 From a specific outside caller

## Send a Message

### 2 Send

Address and record message

- # Send now
- 1 Message options

1 Change address

2 Change recording

3 Set special delivery

4 Review message

# Send

1 Add name

2 Hear all names

3 Remove name

1 Hear recording

2 Save recording

3 Rerecord

4 Add to recording

1 Urgent

2 Return receipt

3 Private

4 Future

## Change Preferences

### 4 Setup options

1 Greetings

2 Message settings

3 Personal settings

4 Call transfer

1 Record this greeting

2 Turn on/off alternate greeting

3 Edit other greetings

4 Hear all greetings

1 Change message notification

2 Change fax delivery\*

3 Change menu type

4 Edit private lists

1 Pager

2 Home phone

3 Work phone

4 Spare phone

1 Keep this number

2 Enter new number

1 Select full or brief menus

2 Change names on a list

1 Hear lists

2 Change listing status

1 Change password

2 Change recorded name

3 Change directory listing

1 Switch between transferring calls to extension or voice mail

2 Change extension or phone number

## Use These Keys Anytime

0 Help

\* Cancel or back up

\*Not available on some systems.