

Voice Mail Instructions

Get & Respond to Messages

Press **2** from the Activity Menu.

Listen to Header or Message

Press any combination of the following:

- **0** to listen to the message.
- **2** to rewind the message (or return to previous).
- **2** then **3** to play back the header.
- (See other playback options on the next page.)

Respond to Header or Message

You can respond to a message during or after listening to the message or header.

OPTIONAL	<p>Do one of the following:</p> <ul style="list-style-type: none">- To reply to sender by voice mail, press 1, 1, 6 or 1, 7. To reply and attach original, press 1, 1, and 9. After recording, press # to approve, then schedule delivery or press # to send now.- To call sender, press 1, 0.- To record a message to someone other than the sender, press 1, 4. (See “Record and Send Messages” steps 2 through 6 to complete this or the next option. Use * L or * 5 to send to mailing lists.)- To forward with comment, press 1, 2.- To go back to listening to Header or Message, press #.
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Act on Header/Message

4. Press any combination:

- *** D** or *** 3** to delete message.
- **** U** or **** 8** to restore the last message you deleted.
- **#** to save and skip to the next message.
- **** H** or **** 4** to hold message in current category and skip to next message.
- ***#** to skip to the next message category.

Tips

Pressing **** H** or **** 4** to hold a message in the New category lets your message waiting indicator stay on. When recording a response, press **1** to skip the record prompt. The system saves messages for the length of time set by your administrator, then automatically deletes them. Each message header tells you the length of the message in minutes and/or seconds.

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Scan Messages Quickly

If you are in a hurry and want to check your messages quickly, you don't have to listen to each one. You can scan your messages.

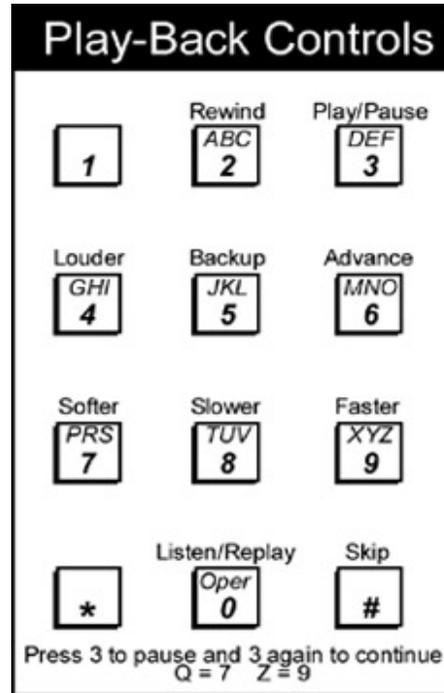
1. Press **7** from the Activity Menu.
2. Press one of the following:
 - Press **1** to listen to both the headers and the messages.
 - Press **2** to listen to only the headers.
 - Press **3** to listen to only the messages.
3. Use the Respond and Act on options (steps 3 and 4 on pervious page) as necessary. The system pauses three seconds between messages.
4. Press **#** at any time during the message to save and skip it.

NOTE: Don't forget to delete messages so your mailbox doesn't fill up.

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Playback Options

Use these options when listening to a message in manual or scan mode.



Press **0** to listen or replay a message from the beginning without replaying the header.

Press **3** to pause the message, and press **3** again to continue.

Press **5** to backup the message a few seconds.

Press **6** to advance the message a few seconds.

Press **4** to increase the volume.

Press **7** to soften the volume.

Press **8** to slow down the message.

Press **9** to speed up the message.