

Voice Mail Instructions

Outgoing/Filed Messages

Follow steps 1, 2, and 3 to see if an outgoing message was delivered. To modify or resend a message, follow steps 1 through 6.

Access Outgoing Messages

1. Press **4** from the Activity Menu.
2. Listen to first message header.

Select Message

3. Press any or none of the following:
 - **0** to listen to the message.
 - **2** and then **3** to play back the message header.
 - *** D** or *** 3** to delete and skip to the next message.
 - **2** and **2** again to return to previous messages.
 - **#** to save and skip to the next message.
 - *** #** to skip to the next message category

NOTE: For Delivered or Accessed messages, you can listen to the headers only. You can't change or resend these messages. After you review an accessed message header; the system deletes the header automatically.

Modify Message

4. Press **1** to modify and/or resend the selected message.
5. Do one of the following:
 - To resend the message as is, press **#** and go to step 6.
 - To re-record:
 - a. Press **1**.
 - b. Speak message at the tone.
 - c. Edit normally.
 - d. Press **#** to approve.

Tips

You can modify/resend three types of outgoing messages: *Undelivered* (scheduled for future delivery), *Nondeliverable* (bad address or recipient's mailbox is full), and *Filed*.

Be sure to delete messages and headers regularly. The Outgoing Message file consumes much of your system's resources.

Press **# #** to resend an undelivered message to the original recipient only (step 6).

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Resend Message

6. Do one of the following:

-For Filed and Nondeliverable Messages -

- a. Enter addresses (or list via * L or * 5).
- b. Press # # to approve and send immediately.

Or

Enter delivery options and press #.

-For *Undelivered* Messages -

- a. Enter additional addresses and press # or enter * 1 to review and edit original addresses.
- b. Change delivery times or options.

Note: If you resend a filed message, it leaves the file cabinet portion of your mailbox. You must file a copy again to retain it.

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