



Voice Processing System

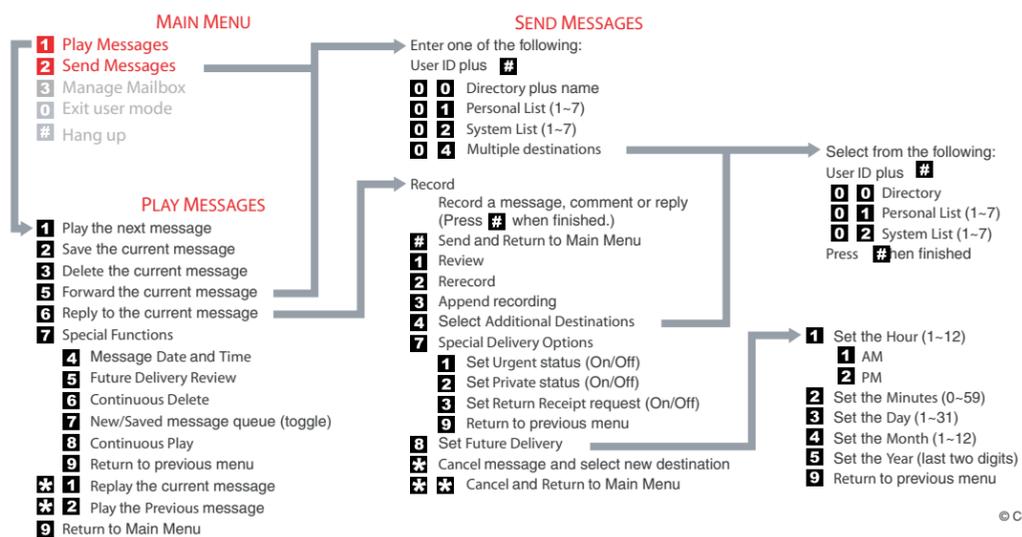
Quick Reference Guide

Access Voice Mail

Call voice mail at _____.
 Press *****, enter your User ID and press **#**.
 Enter your security code, and press **#**.
 Voice mail plays the number of messages you have and prompts you with Main Menu choices.

MESSAGE CONTROLS

While playing a message, press:
4 Pause/Resume (toggle or 30 secs.)
8 Turn Up volume
0 Turn Down volume
***** Back Up (rewind)
Go Forward (advance)
 While recording a message, press:
4 Pause/Resume (toggle or 30 secs.)





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MANAGE MAILBOX HINTS

Select a greeting for your mailbox: You can record seven different greetings that can be selected at any time, or choose to use the prerecorded system greeting. Check your greeting frequently to ensure your information is accurate.

Name (and extension) recording is used for directory information, system greeting, and user identification.

Change your security code on a regular basis.

Record a List Comment to identify/name the list.

MAIN MENU

- 1 Play Messages
- 2 Send Messages
- 3 **Manage Mailbox**
- 0 Exit user mode
- # Hang up

MANAGE MAILBOX

- 1 Change your Greeting
- 2 Change your User Options
- 3 Manage your Lists
 - Select 1-7 for a Personal List
 - 1 Review your current list
 - 2 Add a User ID to the list
 - 3 Delete a User ID from the list
 - 4 Record a list Comment
 - 9 Return to a previous menu
- 9 Return to a previous menu
- 4 Manage your Guest User ID
 - 1 Create a Guest User ID
 - 2 Delete a Guest User ID
 - 3 Review your Guest User IDs
 - 9 Return to a previous menu
- 9 Return to Main Menu

CHANGE YOUR GREETING

- Select 1-7 for a Personal Greeting or # for the System Greeting
- 1 Review selected greeting
- 2 Record (new) greeting
 - 1 Review greeting
 - 2 Rerecord
 - 3 Append to recording
 - 4 Cancel recording
 - 9 Save recording
- 9 Return to a previous menu
- * Review current greeting
- 9 Return to a previous menu

CHANGE YOUR USER OPTIONS

- 1 Change your Do Not Disturb (On/Off)
- 2 Change your Call Screening (On/Off)
- 3 Change your Security Code
- 4 Select your Busy Greeting (toggle)
- 5 Record your Busy Greeting
- 6 Record your Name
- 7 Change message Notification
- * Review your Option Settings
- 9 Return to previous menu

MESSAGING HINTS

New Messages play before Saved Messages unless you press 77

Urgent Messages play first in the New Message Queue.

Message Forward Comments play first, followed by the original message.

Private Messages cannot be forwarded.

Pause/Resume: Press 4 while playing/recording a message to pause (30 seconds); press 4 resume playing/recording.

To send a Direct Message from the Company Greeting, press 998 or _____ followed by the User ID.

To access the Directory, press 411 from the Company Greeting.

Your voice mail may be configured so that you can press 0 from the Main Menu and enter another User ID without having to hang up (exit User Mode).

DIRECTORY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____