

Enter the system

1. Call 334-5700
2. Listen to the introductory prompt
3. Press #
4. Enter your mailbox number
5. Enter your password

Main Menu

- 1 **Review Messages**
- 2 **Send Messages**
- 3 **Locate Messages**
- 4 **Personal Options**
- * **Exit**

Review Messages

- Unheard voice messages 1
- All voice messages 2
- Fax messages 3

FAX Options

- Unheard Fax 1
- Archived Fax 2
- Print all unprinted Fax 3

End of Message Option

- Print Fax 2
- Replay* 4
- Envelope* 5
- Send Copy* (with introduction) 6
- Send copy* (remove other intro) 66
- Erase 7
- Reply 8
- Reply by calling* 88
- Save 9

Printing Options

- Primary Destination 1
- Alternate Destination 2
- Current Location 3
- Send copy to non-subscriber 4

Choose an alternate destination:
 -Enter fax destination number
 -Wait for confirmation
 -If correct #
 If not correct press *, then re-enter

To send copy of a message with intro:
 -Record intro
 -When finished press #
 -To send press #

Send Messages

- Record message
- When finished press #
- Replay press 1

Destination Options

Enter destination number or press #, then spell name

Delivery Options

- Private 1
- Urgent 2
- Message confirmation 3
- Future delivery 4

Confirmation Options

- Confirm receipt 1
- Notify of non-receipt 2

-Send #
 -Enter next destination or *
 -when finished

Locate Messages

- Messages sent 1
- Messages received 2

Message Sent

Enter mailbox number or press #, then spell name

Source

- Specific subscriber 1
- Outside callers 2

Enter mailbox number or press #, then spell name

Passwords

- Personal 1
- Home(Mailbox 93) 2
- Guest 1(Mailbox 91) 3
- Guest 2(Mailbox 92) 4
- Secretary 5

Personal Options

- Notification on/off 1
- Administrative options 2
- Greetings 3
- Notification schedule 4
- Security 6
- Exit *

Administrative options

- General 1
- Fax 3

Fax options

- Set up/change primary fax printing destination 1
- Auto print on/off 2

General options

- Passwords 1
- Group lists 2
- Prompt levels 3
- Date and time playback 4
- Exit *

Group list

- Create 1
- Edit 2
- Delete 3
- List names 4

Security options

- Access security on 1
- Access security off 2
- Hear tutorial 0
- Exit *

Greetings

- Personal greeting 1
- Extended absence 2
- Name 3

- Standard 1
- Personal 2

Prompt levels

- Standard 1
- Extended 2
- Rapid 3

Notification schedule

- 1st schedule 1
- 2nd schedule 2
- Temporary schedule 3