

ENTER THE SYSTEM

- Call the system access number
- Enter your extension
- Press **[*]**
- Enter your password
- Press **[*]**

MAIN MENU (ACTIVITY MENU)

1 Record/Send Messages

MESSAGE OPTIONS

- Voice or voice-fax
- Fax only

RECORDING OPTIONS

- Pause 1
- Play back 2 3
- Delete and begin again * 3

- Record voice message at the tone
- When finished #

Press **[*]** (bypass recording)

2 Get Messages

GET MESSAGE OPTIONS

- Listen to message 0
- Respond 1
- Skip to next category * #
- Replay header 2 3
- Skip to next header #
- Hold message in current category * * 4
- Delete * 3
- Print fax & e-mail * 1
- Undelete * * 8

RESPOND OPTIONS

- Call sender 0
- Reply by voice mail 1
- Forward w/comment at beginning 2
- Forward w/comment at end 3
- Record new message 4

PRINT FAX OPTIONS

- Print to default fax/printer #
- Print to this fax machine * 6
- Print to other fax machine: Then, press "Start" on fax machine
- Enter fax print prefix
- Enter fax machine number
- Press #
- OR
- Press * * 5
- Enter outside line number and full phone number
- Press #

3 Personal Greetings

PERSONAL GREETING OPTIONS

- Listen to greeting 0
- Record greetings 1
- Scan greetings 2
- Activate greetings 3
- Administer call types 4

RECORD GREETINGS OPTION

- Create new
- Change/delete

- Play or replay 0
- Record or re-record 1
- Review status 2
- Delete * 3
- Approve/save #

4 Outgoing and Filed Messages

Listen to first category & message header

MESSAGE OPTIONS

- Listen to message 0
- Modify/resent 1
- Playback header 2 3
- Delete & skip to next * 3
- Return to previous 2 2
- Save & skip to next #
- Skip to next category * #

5 Personal Options

PERSONAL OPTIONS

- Mailing list 1
- Personal directory 2
- Fax/text print options 3
- Password 4
- Record name 5
- Address before record on/off 6
- Call answer on/off 7
- Message media sequence 8

LIST ADMIN OPTIONS

- Create list 1
- Summary of lists 2
- Review/modify list 3

Default fax number 1
Autoprint on 9
Autoprint off 6

- No preferred media 0
- Voice first 1
- Fax first 2
- Text first 3
- Binary files first 4

- Enter list ID #
- When finished #
- Enter list owner extension #
- When finished #
- Enter list ID #
- Press #
- Listen to first name #
- Add entries 1
- Review all 2
- Review specific 3
- Return to previous #
- Autodelete on 9
- Autodelete off 6
- Enter new password #
- When finished #

6 Outcalling

Hear outcalling options 0

OUTCALLING OPTIONS

- Set outcalling only on/off
- Set number & outcalling on/off 1
- Set outcalling time 2

Listen to number & status

- Enter outcalling number #
- When finished #

OPTIONS

- Outcalling on 9
- Outcalling off 6

OUTCALLING TIME OPTIONS

- Set system to call you at any time 1
- Set system to call you during business hours 2
- Set times for system to call you 3
- Listen to summary of predefined business hours 4

7 Autoscan/Autoprint

SCAN OPTIONS

- Scan headers & messages 1
- Scan headers only 2
- Scan messages only 3
- Print all new faxes 4

PRINT OPTIONS

- Print to default machine #
- Print to other machine
- Print to machine you're calling from * 6

GENERAL TIPS

NOT SURE WHICH KEY TO PRESS?
Listen to help at any time * 4
Go back to previous menu * 7

WANT TO SAVE TIME?
Bypass the greeting 1

WANT TO ADJUST THE WAY YOUR MESSAGES ARE PLAYED?
Faster 9
Slower 8
Louder 4
Softer 7
Skip forward 6
Skip backward 5