

How to use you Mailbox:

Inside the Office: 4000

- 1) Dial and wait for system to answer
- 2) During system greeting press (#) Key
- 3) Enter your mailbox number followed by your password.

Reviewing Messages:

- 1) Upon entering your mailbox, you are prompted with the amount of messages in your mailbox.
- 2) Press [1] [1] to review New Unheard messages.
- 3) While listening, options are:
 - [1] Back-up 10 seconds
 - [1] [1] Back-up to beginning
 - [2] Pause and resume review of message
 - [3] Advance 10 seconds
 - [3] [3] Advance to end of message
 - [4] Slow down playback speed of message
 - [5] Hear envelope information of message
 - [6] Speed up playback of message
 - [9] Increase volume
 - [8] Return volume to normal
 - [#] Skip message, advance to next message
 - [*] Cancel msg playback/return to Main Menu

Some of the options after message playback:

- [1] Back-up 10 seconds
 - [1] [1] Back-up to beginning
 - [4] Replay message
 - [5] Hear envelope information of message
 - [7] Erase message
 - [9] Save message
 - [#] Skip message, advance to next message
 - [*] Cancel msg playback/return to Main Menu
- 4) Repeat step 3 to check each additional message
 - 5) When finished listening to messages, you will be returned to your mailbox Main Menu.
 - 6) To end the session, press the [*] key.

Sending a Copy of a Message

- 1) After listening to a message, press [6] to Copy that message to another subscriber(s).
- 2) You will be given the option to forward message with or without an introduction.
 - 1) Without and introduction
 - 2) with an introduction
- 3) Enter the mailbox(es) to forward to, pressing the [#] key after each destination

Note: Erase or Save the original message.

Messages marked "Private" cannot be forwarded.

Outside the Office:

- 1) Dial 267-4000 and wait for system to answer.
- 2) During system greeting, press [#] key
- 3) Enter you mailbox number followed by your password.

Replying to Messages:

- 1) After listening to message, press [8] to Reply sending a message to the sender.
- 2) Record your reply at the tone and when finished recording, press [#].
- 3) Press [#] again to send the message

Note: Erase or Save the original message.

Note: To listen to your recorded reply prior to sending, press [1] [1] (instead of [#]) when finished recording.

Reply by Calling

When listening to a message identified as being sent by a mailbox subscriber on the system, you can immediately call the sender by pressing [8] [8] immediately after the message. Your mailbox calls the sender's phone extension. If that person answers, you will be automatically exited from your mailbox and connected to the called party.

Sending Messages

- 1) At the *Main Menu*, press [2] to send a message
- 2) Record your message, when finished press [#]
- 3) When prompted to enter the destination mailbox number, enter the mailbox to send to.
- 4) As a confirmation, you will hear the recorded name of the destination you entered. If correct, you may send by pressing the [#] key

Or, Enter optional delivery options:

- [1] Private delivery
 - [2] Urgent
 - [3] Message confirmation
 - [4] Future delivery
- 5) When done sending the message to all destinations, press the [*] key to return to the *Main Menu*