LISTENING AND RESPONDING

Reviewing messages
- New voice messages [1]
- Saved voice messages [1] [2]
- New e-mail messages [2]
- Saved e-mail messages [2] [2]
- New fax messages [3]
- Saved fax messages [3] [2]

TIP: Use playback controls as desired (see reverse).

Forwarding a message
- At end of message [6]
- To forward message...
  …Without comment [1]
  …With comment [2]
- When finished [2]
- Specify address
- When finished [2]
- After entering all addresses [2] [2]
- Send message [2]

Replying to a message
- At end of message [6] [1]
- Reply to sender [8] [1]
- Reply to all [8] [2]
- Reply to sender with original [8] [3]
- Reply to all with original [8] [4]
- Record reply
- When finished [6] [6]

Replying by calling internal caller
- At end of message [8] [8]

PRINTING A FAX OR E-MAIL

Printing a message after reviewing
At the end of the message, choose:
- To print to default fax number [2] [1]
- To print to alternate fax number [2] [2]
- To print from the fax machine [2] [3]
  you are using
- To send a fax to another recipient [2] [4]

Printing messages before reviewing
Print:
- All new messages [8] [1]
- A list of all messages in inbox [8] [2]
- A list of all new messages
  in inbox [8] [3]

Choose:
- To print to default fax number [1]
- To print to alternate fax number [2]
- To print from the fax machine
  you are using
- To send a fax to another recipient [4]

PERSONALIZING YOUR MAILBOX

Recording or changing prompts or greetings
- Record prompt or greeting:
  - Personal greeting [1]
  - Extended Absence greeting [2]
  - Optional greeting 1 [3]
  - Optional greeting 2 [4]
  - Please Hold prompt [5]
  - Name prompt [6]
- If prompt or greeting is already recorded:
  - Accept recording [1]
  - Rerecord [2]
  - Delete prompt or greeting [3]

Using special features
To set:
- Find Me on or off [2] [1]
- Call Me on or off [3] [1]
- Caller requested Notify Me
  on or off [4] [1]
- Automatic Notify Me
  on screening [4] [2]
- Call screening [5]
- Intercom paging [7]
- To review active options [9]

Changing call handling
Choose:
- Block all incoming calls [1]
- Prompt when extension
  not answered [2]
- Prompt when extension busy
  [3]
- Select:
  - Optional greeting 1 [1]
  - Optional greeting 2 [2]
  - To review active options [8]
  - To return to normal call handling [9]

Setting a default fax number
Enter the new telephone number
  - Confirm [1]
  - Change [2]

Recording or changing announcements
Enter the announcement number
OR
If announcement is already recorded:
  - Accept recording [1]
  - Rerecord [2]
  - Delete announcement [3]

MANAGING PERSONAL DISTRIBUTION LISTS

Create list [1]
Edit list [2]
Delete list [3]
Review active lists [4]

Changing your password
Enter new password, followed by [2]
Reenter new password, followed by [3]

Creating a new voice message
- Record message [6]
- When finished [6]
- Enter destination address, followed by [6]
- After entering all addresses [6] [6]
- Specify delivery options (see below) [6] [6]
- Send [6]
To cancel recording
To spell name [6]

Delivery options
- Send immediately [6]
- Mark as priority/not priority [2]
- Mark for future delivery [4]
- Mark as private [5]

CALL ANSWERING

When answering Find Me, Call Me, or screened calls:
- To accept a call [4]
- To reject a call [1]
- To play a Find Me or Call Me message [3]

SHORTCUTS

Bypass welcome greeting [6]
When reviewing messages, skip:
- From New Message to Deleted [6] [6]
- To start of message [1] [1]
- To end of message [3] [3]

GENERAL TIPS

Pressed the wrong key?
To cancel or back up, press [*]

Go back to Main menu?
Press [*] again, or hang up.

Exiting your mailbox
Return to the Main menu, and press [*] again, or hang up.

Want to hear the menu again?
While listening to a menu, press [0]

NOTE: Your system may not support all features. For
  more information, check with your system administrator.
To log into voice mail when on-campus dial 4990, when off-campus dial 718-368-4990