

### **While Listening to a Message...**

At any time during message playback you can press:

- 1 to pause for 30 seconds,
- \* to move back 5 seconds,
- # to move forward 5 seconds,
- 8 or the Skip softkey to skip to your next message, and
- 8\* to go back to the beginning of your previous message.

### **After Listening to a Voice Message...**

When are finished listening to a voice message, you can press:

- **7** or the **Play** softkey to play the message again.
- **2** to answer the person who sent the message. When you are finished recording your answer, press **9** or the **Send** softkey to send it and continue your session, and then press \* to send your answer to additional mailboxes if you wish.
  - **4** to give the message to another mailbox, distribution list, or offsystem telephone number. The system will also give you the opportunity to record additional comments before sending the message to someone else. Once you have added your comments, press **9** or the **Send** softkey to send your message and continue your session, and then press \* to give the message to additional mailboxes if you wish.
  - **5** or the **Keep** softkey to keep the message. Kept messages cannot be accessed until you have skipped through your unplayed messages and message receipt queues.
  - **3** or the **Del** softkey to discard the message.
  - **84** for the time and date when the message was sent.

**NOTE:** Be careful not to discard a message until *AFTER* you have answered or given it to someone else. If you accidentally discard a message, you can retrieve it by immediately pressing  or the **Undelete** softkey. You can retrieve a deleted message only after listening to ALL unplayed messages in your mailbox.

### **User Options**

The user options menu allows you to change your greetings, record your name, define your passcode, create distribution lists, select call scheduling and fax delivery options, and listen to the user tutorial. **Press 8** or the Options softkey to access user options from the main menu.

#### **Greetings, Name and Passcode**

When you first set up your mailbox, you recorded a greeting and your name and selected a passcode. The user options menu allows you to change these at any time. You should update your greeting(s) regularly--for example, to let callers know whether you're in or out of the office. From the user options menu:

- Press 4 or the Greetings softkey to change your greeting.
- Press 6 to re-record your name.
- Press 7 to change your passcode.