Mailbox Main Menu Instructions

1 Review Messages → Listen to Message

Review Messages Menu

- 1 Voice Mail
- 2 Email
- 3 Faxes

Hear Message

- 1 Repeat
- 2 Save
- 3 Erase
- 4 Reply
- 5 Send a Copy
- 2 2 Mark Saved Message as New

2 Send Message

Enter phone or GL number, then #

- 1 Review Message
- 2 Mark as Urgent
- 3 Mark as Private
- 4 Re-Record Message
- 5 Report on Send
- 6 Report on Read
- 7 Add Recipient
- # Send as is

3 Work with Greetings Menu

Greeting Options Menu

- 1 Personal Greeting
- 2 Extended Absence
- 3 Sys-Gen Greetings and Name Recording
- 4 Group Mailbox Greetings
- 5 Busy Greetings
- 6 Out-of-office Hours Greeting
- 7 Shared Greetings
- # Forward All Calls to Voice Mail Greeting
- * Exit Menu

4 Mailbox Settings

Mailbox Settings Menu

- 1 Group Lists
- 2 Hands-free and Time-saver Options
- 3 Security Options
- 4 Group Mailbox Settings
- 5 Notification Settings
- 6 Additional Settings
- 7 Advanced Call Feature Settings
- * Exit Menu

5 Reminders

Reminders Menu

- 1 Reminders Settings
- 2 Add New Reminder
- 3 Recurring Reminders Settings
- 4 One-Off Reminder Settings

6 Review Erased Messages → Erased Messages

Select Message Type

- 1 Voice Mail
- 2 Email
- 3 Faxes

Hear Messages

- 1 Repeat
- 2 Restore
- 3 Permanently Erase
- 4 Reply
- 5 Send a Copy
- # Next Message

7 Switch Account

Enter phone number, then # or * if error

0 Help

Helpful Hints

- # Next Hint
- * Return to Main Menu
- 1 Replay from Start of Menu

* Exit

Goodbye and Exit

Common Keys

- * Cancel Input or Move Up a Level
- # End Input or Move Forward in a List
- 0 Helpful Hints
- 8 Pause/Resume