## Retrieve Messages

- 1 New
- 3 1 Saved
- 3 2 Deleted*

### During Message

- 1 Restart message
- 2 Save
- 3 Delete
- 4 Slow playback
- 5 Change volume*
- 6 Fast playback
- 7 Rewind message
- 8 Pause/Resume
- 9 Fast-forward
- # Fast-forward to end
- # # Skip message, save as is

### After Message

- 1 Replay message
- 2 Save/Restore as saved*
- 3 Delete
- 4 Reply
- 4 2 Reply to all
- 4 4 Call the subscriber*
- 5 Forward message
- 6 Save as new/Restore as new*
- 7 Rewind message
- 8 Deliver e-mail or fax to fax machine*
- 9 Play message properties
- # Save as is

*Not available on some systems.

## Send a Message

2 Send → Address and record message →

- # Send now
- 1 Message options →
  - 1 Change address →
    - 1 Add name
    - 2 Hear all names
    - 3 Remove name
  - 2 Change recording →
    - 1 Hear recording
    - 2 Save recording
    - 3 Rerecord
    - 4 Add to recording
  - 3 Set special delivery →
    - 1 Urgent
    - 2 Return receipt
    - 3 Private
    - 4 Future
  - 4 Review message
  - # Send

## Change Preferences

4 Setup options →

- 1 Greetings →
  - 1 Record this greeting
  - 2 Turn on/off alternate greeting
  - 3 Edit other greetings
  - 4 Hear all greetings
- 2 Message settings →
  - 1 Change message notification →
    - 1 Pager
    - 2 Home phone
    - 3 Work phone
    - 4 Spare phone
  - 2 Change fax delivery* →
    - 1 Keep this number
    - 2 Enter new number
  - 3 Change menu type →
    - 1 Select full or brief menus
  - 4 Edit private lists →
    - 1 Hear lists
    - 2 Change names on a list
- 3 Personal settings →
  - 1 Change password
  - 2 Change recorded name
  - 3 Change directory listing →
    - 1 Change listing status
- 4 Call transfer →
  - 1 Switch between transferring calls to extension or voice mail
  - 2 Change extension or phone number

*Not available on some systems.

## Use These Keys Anytime

- 0 Help
- * Cancel or back up