

Main menu

Task	Shortcut
CHECK NEW MESSAGES	4
LEAVE MESSAGES	5
REVIEW MESSAGES	6
CHANGE SETUP OPTIONS	7
CHANGE CALL TRANSFER, MESSAGE DELIVERY	7 6
CHANGE SECURITY CODE, VOICE MAILBOX NAMES	7 7
SWITCH PERSONAL GREETINGS	7 4 5

1 FOR YES 2 FOR NO

Quick message actions

Task	Shortcut
REPEAT THE MESSAGE	3 #
SAVE MESSAGE AS NEW (NEW MESSAGES ONLY)	3 0
CHECK THE NEXT MESSAGE	3 5
DELETE A MESSAGE	3 6
ARCHIVE A MESSAGE	3 7
HEAR WHEN THE MESSAGE WAS SENT	3 8
REDIRECT A MESSAGE	3 9
EXIT QUICKLY (TOUCHTONE PHONES ONLY)	*

Message playback options

For	Press
SLOWER	4
SOFTER/LOUDER	5
FASTER	6
BACKWARD	7
PAUSE	8
FORWARD	9
EXIT	*

Repartee®

To access your mailbox from
outside your organization

1. CALL THE VOICE MESSAGING SYSTEM
2. WHEN THE SYSTEM GREETES YOU, ENTER
PERSONAL ID:

SECURITY CODE:

ACTIVE VOICE.

ACTIVE VOICE.