



### Main Menu

	Press
Listen to new messages	1
Leave a message	2
Listen to other messages	3
Change personal options	4
To place a call	5
To exit	*

### New Messages - 1

	Press
Play new messages	1
To save this message	9
To delete this message	7
To skip this message	#
To reply to this message	4
To forward this message	6
To call the sender	5
To replay this message	11
Pause message	*
Speed up	*1
Slow down	*3
Return to main menu	**

### Leave Message - 2

	Press
Record your message at the tone	
To end recording	#
To cancel recording	*
To pause recording	1
To accept recording	#
To review recording	1
To erase and rerecord	*
To append to recording	2
Enter address for your message	*
To go back to recording options	*
To address by name	3#
To end addressing	#
To send message	#
To mark message urgent	1
To mark message private	2
Request return receipt	3
Mark for future delivery	4
Reset delivery options	5
Add more addresses	6
Return to main menu	*

### Other Messages - 3

	Press
To listen to old messages	1
To save this message	9
To delete this message	7
To skip this message	#
To reply	4
To forward this message	6
To call the sender	5
To replay this message	11
For envelope information	8
Return to main menu	*

### Personal Options - 4

	Press
Personal greeting	1
Password	2
Distribution lists	3
Record your name	4
Other greetings	6
Message waiting notification	7
Playback options	8
Personal assistant	9
Return to main menu	*

### Place a Call - 5

Enter area code and number of the personal you wish to call, then press #

### Shortcuts

To play saved messages immediately upon entering voicemail	311	To skip messages to next message at any time	#
Forward a message while reviewing it	336#	To return to the main menu at any time	*
Record message	###	To delete a message at any time	7
Enter mailbox number	### to send	To save a message at any time	9
Forward a message while reviewing it, <i>using advance addressing options</i>	336#	To play envelope information at any time	8
Record message	###	To retrieve a deleted message	*32
Enter mailbox number	##		
Select advanced addressing option, return receipt, urgent, etc., then	# to send		
To play saved messages when not at the main menu	*311		
To play new messages when not at the main menu	*11		