

2 CALL MANAGEMENT

- 1 Play Current Personal Greeting
- 2 Block All Calls
- 3 Screen All Calls
- 4 Select Next Personal Greeting
- 5 Record Current Personal Greeting
- 6 Delete any Personal Greeting
- 7 Choose Personal Greeting
- 8 Record any Personal Greeting

3 LIST MANAGEMENT

- 1 Review Next User
- 2 Re-Review Current User
- 3 Remove All User IDs From List
- 4 Remove Current User ID From List
- 5 Review Last User ID
- 6 Create or Select List Number
- 7 Add New User ID to List
- 8 Add New Network ID to List

4 CHANGE NOTIFICATION

- 1 Notify Status
- 2 Enable All Notification
- 3 Disable All Notification
- 4 Change Notification Number

5 CHANGE USER SETUP

- 1 Change Password
- 2 Record Name
- 3 Review Name
- 4 Change Message Playback Order
- 5 Change Directory Listing
- 6 Review Directory Listing

7 QUICK SETUP

8 SYSTEM DATE AND TIME

0 LOG OUT OF USER MODE



Quick Reference Card

Name: _____

Telephone Extension: _____

TO LOG IN TO USER MODE

- Call Receptionist from inside: _____
- from outside: _____
- Enter System Access Code: _____
- Enter User ID: _____
- Enter Password: _____

USER MENU

- 1 MESSAGE MANAGEMENT
- 2 CALL MANAGEMENT
- 3 LIST MANAGEMENT
- 4 CHANGE NOTIFICATION
- 5 CHANGE USER SETUP
- 7 QUICK SETUP
- 8 SYSTEM ADMINISTRATION

1 MESSAGE MANAGEMENT

- 1 Play Next Message
- 2 Replay Message Just Heard
- 3 Advanced Options
 - 1 Play Previous Message
 - 2 Skip Ahead 5 Messages
 - 3 Quick Messaging
 - 4 Erase All Messages
 - 5 UnErase All Messages
 - 6 Check Unheard Sent Messages
 - 7 Play First Message
 - 8 Play Saved Message ...ctnd

Message Playback Controls

- 7 Rewind 8 Fast-Forward ★ Pause

User Tips

- Press 0 to log out from anywhere.
- Press 9 to return to previous menu.
- Press # to terminate any recording.
- Press ★ to replay menu options.

1 MESSAGE MANAGEMENT...ctnd

- 4 Erase Message Just Heard
- 5 Forward Message Just Heard
 - User or Distribution List.
 - 1 Forward Message
 - 2 Record Message Prefix
 - 3 Review Message Prefix
 - 4 Forward with Special Deliver Options
 - 1 Send Message with Options
 - 2 Set Private
 - 3 Set Certified
 - 4 Set Urgent
 - 5 Set Future Delivery
 - 8 Reset Delivery Options
 - 5 Append to Message Prefix
 - 6 Select Personal List Number
 - 7 Select User ID
 - 8 Select Network ID

1 MESSAGE MANAGEMENT ...ctnd

- 6 Reply or Send New Message
 - 1 Send Message
 - 2 Record Message
 - 3 Review Message
 - 4 Send with Delivery Options
 - 1 Send Message with Options
 - 2 Set Private
 - 3 Set Certified
 - 4 Set Urgent
 - 5 Set Future Delivery
 - 8 Reset Delivery Options
 - 5 Append to Message
 - 6 Select Personal List Number
 - 7 Select User ID
 - 8 Select Network ID
- 7 Replay From End
- 8 Power Playback