



Main Menu

**Enter the system**

- A. Call the system
- B. Listen to welcome
- C. Press #
- D. Enter mailbox number
- E. Enter password
- F. Press #

**1 Review**

- Uheard Messages **1**
- All Messages **2**
- Fax Messages **3**

- Print Fax **2**
- Replay **4**
- Envelopoe **5**
- Send Copy **6**
- Erase **7**
- Reply **8**
- Save **9**

- Primary Fax - Printing Location **1**
- Alternate Fax - Printing Location **2**
- Fax Machine From Which Calling **3**
- Print to Non Subscriber **4**

**2 Send A Message**

- A. Record a message
- B. End #
- C. Enter Destination or # to Spell Name
- D. (Optional) Press for Delivery Options **0**

**Delivery Options**

- Private **1**
- Urgent **2**
- Messgae Confirmation **3**
- Future Delivery **4**

**Message Confirmation**

- Confirm Receipt **1**
- Notify of Non-receipt **2**

**Passwords**

- Personal **1**
- Home **2**
- Guest 1 **3**
- Guest 2 **4**
- Secretary **5**

**3 Check Receipt**

- Enter Mailbox Number or Group List Number or # Spell Name

**4 Personal Options**

- Notification On/Off **1**
- Administrative Options **2**
- Greetings **3**
- Noification **4**
- Mailbox Forwardin **5**
- Security Options **6**
- Extension Mailbox **9**
- Exit **\***

**Delivery Options**

- General Options **1**
- Fax Options **3**

**Greetings**

- Personal Greeting/ Scheduled Greeting/ Busy/No Answer Greeting **1**
- Extended Absence **2**
- Name **3**

**Security Options**

- On **1**
- Off **2**
- Tutorial **3**

**Administrative Options**

- Passwords **1**
- Lists **2**
- Prompt Level **3**
- Date/Time **4**
- Application Mailbox **5**
- AutoPlay **6**
- Mailbox Language **8**
- Telephone Answering Language **9**
- End **\***

**Prompt Level**

- Standard **1**
- Extended **2**
- Rapid **3**

**Date/Time**

- On **1**
- Off **2**

**Fax Options**

- Primary Fax Printing Destination **1**
- Auto Print **2**

**Establish/Change**

- Establish/Change **1**
- Delete **2**

**On/Off**

- On **1**
- Off **2**

**5 Restart**

**\* Disconnect**