

Main Menu

1 Listen to Current Voicemails

While Listening to a Message you can execute the following commands

- | | | | | | |
|---|------------------------|---|------------------------|---|---------------------|
| 4 | Play Previous Message | 7 | Delete Current Message | # | Fast Forward 3 Secs |
| 5 | Repeat Current Message | 8 | Forward Message (1) | * | Rewind 3 Secs |
| 6 | Play Next Message | 9 | Save Message | | |

2 Change Voice-mail Folders

Pick Which Folder you would like to listen to voicemails in:

- | | | | |
|---|-------------------------|---|----------------------------|
| 0 | Switch to New Messages | 3 | Switch to Family Messages |
| 1 | Switch to Old Messages | 4 | Switch to Friends Messages |
| 2 | Switch to Work Messages | * | Cancel |

3 Advanced Options

Please choose from the following options;

- | | |
|---|------------------------------|
| 4 | Place Outgoing Call |
| 5 | Leave Voicemail for User (1) |
| * | Return to Main Menu |

0 Malbox Options

Please choose from the following options;

- | | | | |
|---|-------------------------------------|---|------------------------------|
| 1 | Record Unavailable Greeting (2) | 4 | Record Temporary Message (2) |
| 2 | Record Busy Greeting (2) | 5 | Change Your Password |
| 3 | Record Your Name (2) | * | Return to main Menu |

NOTE: Use Temporary Messages for longer-term leaves only, and erase them when you are able to answer your phone again.

NOTE: options 2 & 3 are not available on our system

(1) While Forwarding A Message or Leaving A Message For A User You Can Choose The Following:

1	Enter The Extension Direct	1	Prepend Your Message before Sending
		2	Send Message Without Prepending
2	Lookup Name by Directory		

(2) While Recording Your Greeting You Can Choose The Following Commands:

1	Accept Your Recording	2	Review Your Recording	2	Re-Record Your Recording
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