



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** Notify Management
- 5** User Setup
- 7** Quick Setup
- 8** System Date & Time

4 Notify Management

- 1** Summarize Notify Status
- ABC 2** Enable All Notification
- DEF 3** Disable All Notification
- GHI 4** Change Notification Number

5 User Setup

- 1** Change Your Password
- ABC 2** Record Name
- DEF 3** Review Name Recording
- GHI 4** Change Message Playback Order
- JKL 5** Change Your Directory Listing
- MNO 6** Review Your Directory Listing

7 Quick Setup

- 8** System Date & Time
- 0** Log Out of User Mode

2 Call Management

- 1** Play Current Personal Greeting
- ABC 2** Change Call Blocking
- DEF 3** Change Call Screening
- GHI 4** Select Next Personal Greeting
- JKL 5** Record Current Personal Greeting
- MNO 6** Delete A Personal Greeting
- PRS 7** Choose Personal Greeting
- TUV 8** Record Any Personal Greeting

3 List Management

- 1** Review First User ID
- ABC 2** Review Current User ID
- DEF 3** Remove All Users (# to confirm)
- GHI 4** Remove Current User from List
- JKL 5** Review Last User ID
- MNO 6** Create or Select List Number
- PRS 7** Add New User ID to List
- TUV 8** Add New Network ID to List



1 Message Management

- 1 Play Next Message
- ABC 2 Replay Current Message
- DEF 3 Advanced Options
 - 1 Play Previous Message
 - ABC 2 Fax Mail Delivery
 - 1 Same Call Delivery
 - ABC 2 Call Back Domestic
 - DEF 3 Call Back International
 - GHI 4 Set Fax ID Extension
 - JKL 5 Set Default Fax (Domestic)
 - MNO 6 Set Default Fax (International)
 - PRS 7 Enable/Disable Auto Delivery
 - DEF 3 Quick Messaging
 - GHI 4 Erase All Messages
 - JKL 5 Un-Erase All Messages
 - MNO 6 Check Unheard Sent Messages
 - PRS 7 Play First Message
 - TUV 8 Play Saved Messages
- GHI 4 Erase Current Message & Play Next

- JKL 5 Forward Current Message
 - 1 Forward Message & Exit
 - ABC 2 Record Forwarding Prefix
 - DEF 3 Review Forwarding Prefix
 - GHI 4 Forward with Delivery Options
 - 1 Forward with Options
 - ABC 2 Set Private
 - DEF 3 Set Certified
 - GHI 4 Set Urgent
 - JKL 5 Set Future Delivery
 - TUV 8 Reset Delivery Options
 - JKL 5 Append to Forwarding Prefix
 - MNO 6 Select Personal List Number
 - PRS 7 Select User ID
 - TUV 8 Select Network ID
(User ID Site Number)

User Tips

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

- MNO 6 Reply or Send a New Message
 - 1 Send Message & Exit
 - ABC 2 Record Message
 - DEF 3 Review Message
 - GHI 4 Send with Delivery Options
 - 1 Send Message with Options
 - ABC 2 Set Private
 - DEF 3 Set Certified
 - GHI 4 Set Urgent
 - JKL 5 Set Future Delivery
 - TUV 8 Reset Delivery Options
 - JKL 5 Append to Message
 - MNO 6 Select Personal List Number
 - PRS 7 Select User ID
 - TUV 8 Select Network ID
- PRS 7 Replay Current (from end if saved)
- TUV 8 Power Playback (Play first message if end)

Message Playback Controls

- Rewind Fast-forward Pause

