

Quick Reference

Main Menu

- 1** Message Menu
- ABC 2** Send Messages Menu
(See Forward/Reply/Send Menu on far right)
- DEF 3** Manage Mailbox *(See Below)*
- OP* 0** Exit User Mode
- #** Hang Up

Manage Mailbox

- 1** Change Personal Greeting
*Enter the number of the greeting to change or ***X** to return to the "Manage Mailbox" Menu. If you enter a greeting number, the following menu is available:*
 - 1** Play Current Greeting
 - ABC 2** Record Selected Greeting
 - 1** Review Selected Greeting
 - ABC 2** Record Selected Greeting
 - WXYZ 9** Return to Previous Menu
 - GHI 4** Delete Personal Greeting
 - WXYZ 9** Return to Previous Menu
- ABC 2** Change your User Options
- DEF 3** Manage Your Lists
*Enter the list number or ***X** to Return to "Manage Mailbox" Menu. If you enter a list number, the following menu is available:*
 - 1** Review Your Current List
 - ABC 2** Add a User ID to the List
 - DEF 3** Delete a User ID from the List
 - WXYZ 9** Return to Previous Menu
- WXYZ 9** Return to Previous Menu

Message Menu

"You have _ new and _ saved messages. To play next message, press 1..."

After you press 1 and listen to a message, the following options are available:

- 1** Play Next Message
- ABC 2** Save Current Message
- DEF 3** Delete the Current Message
- JKL 5** Forward Current Message
- MNO 6** Reply Current Message or New Send
- PRS 7** Special Handling Functions
 - GHI 4** Message Date and Time
 - MNO 6** Delete All Messages
 - TUV 8** Continuous Play (Power Play)
 - WXYZ 9** Return to Previous Menu
- *X 1** Replay the Current Message
- *X ABC 2** Play the Previous Message
- WXYZ 9** Return to Previous Menu

User Options Menu

- 1** Block All Calls
- ABC 2** Screen All Calls
- DEF 3** Change Your Password
- MNO 6** Record Name
- PRS 7** Change Message Notification
 - 1** Toggle Notification
 - ABC 2** Change Notification Digits
- WXYZ 9** Return to Previous Menu

Forward/Reply/Send

You will be prompted to enter the destination.

- To send to a single User, enter the **[User ID]**.
- To send to a personal distribution list, enter **[**OP* 0** + Personal List Number (0-9)]**.

After you enter the destination, the following menu will be available:*

- #** Forward Without Prefix/Send
- 1** Review Recording
- ABC 2** Record Prefix (*Forward Only*)/Re-record
- DEF 3** Append Recording
- GHI 4** Select User ID
 - #** Return to Previous Menu
- PRS 7** Special Delivery Options
 - 1** Set Urgent Status
 - ABC 2** Set Private Status
 - DEF 3** Set Return Receipt
 - WXYZ 9** Return to Previous Menu
- TUV 8** Set Future Delivery
 - Prompts you to enter MM DD (month & day)
 - Prompts you to enter HH MM (hour & minute)
 - States what was requested...
 - WXYZ 9** Return to Previous Menu
- *X** Change Destination
- *X *X** Cancel and Return to Main Menu

**The menu may vary slightly depending on whether you are forwarding, replying or sending a new message.*

Log into Your Mailbox

To listen to your messages (or perform other User functions) you must log into your mailbox.

Dial Perfect Voice

Enter the System Access Code.


(Check with your System Administrator for the System Access Code and write it in the above space.)

Enter your mailbox number.

Enter your security code.

User Tips

Directory Assistance

If you do not know someone's User ID, you may enter the directory assistance code () to spell out their name.


Forwarding Messages

To forward a single message to more than one User without re-recording the forward prefix, simply re-select the destination and forward the message.



Logging in

When logging in, you don't have to wait for the prompt to finish before entering the information requested.

Logging out

From almost anywhere in User Mode, you may press  to log out and return to the main greeting.

Returning to the Previous Menu

From any level, you may press  and return to the previous menu level. If you are in the Main Menu, pressing  logs you out of User Mode and takes you back to the main greeting.



Quick Reference Card

Name: _____

User ID: _____

Password: _____

System Access Code: _____