Quick Reference Card

Main Subscriber Menu

Listen	1
Locate messages	3
Send	2
User options	4

Message Access

Unread voice messages	1
All voice messages	2
Saved messages	5

While Listening

Transfer to the operator	0 0
Back up five seconds	1
Return to start	1 1
Pause or continue	2
Advance five seconds	3
Advance to end	3 3
Decrease speed	4
Slowest speed	4 4
Play message info	5
Increase speed	6
Fastest speed	6 6
Go to saved messages	# #

After Listening

Review	4
Play message info	5
Forward	6
Delete	7
Reply	8
Transfer to sender's extension	8 8
Save	9
Skip (mark as read)	#
Go to saved messages	# #

Locating Messages

From another subscriber	1
From outside callers	2

Record at the tone. Then...

Stop when message is complete	#
Stop and replay message	1

Enter a mailbox number or Directory	#
Review Routing Option	0

Send	*
or	
Add another recipient	

While Recording

Back up five seconds	1	Continue recording	5
Return to start	1 1	Increase speed	6
Pause	2	Fastest speed	6 6
Advance five seconds	3	Cancel recording	*
Advance to end	3 3		
Decrease speed†	4		
Slowest speed†	4 4		

Delivery Options

Restrict message forwarding	1
Set urgent status	2
Request a receipt	3
Specify future delivery	4
Leave a callback number	8
Send	#

User Options (PhoneManager™)

Personal options	1
Messaging options	2
Record your standard greeting	4
Record your out-of-office greeting	6

Personal Options

Change message notification	1
Change daily message reminder	2
Record personal greeting	3
Change security code	4
Record your name	5
Record an announcement for a mailbox you sponsor	6
Change language selection	7
Change SMS notification	8

Standard greeting	2
Out-of-office greeting	3

Messaging Options

Record a name for a sponsored mailbox	2
Change a personal distribution list	3
Change message forwarding	4
Change message Presentation Ordering	5
Change message envelope settings	6