



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** NOTIFICATION MANAGEMENT
- 5** CHANGE USER SETUP
- 6** QUICK SETUP
- 7** SYSTEM DATE AND TIME
- 9** LOG OUT

## 1 MESSAGE MANAGEMENT

- 1** Play Next Message
- 2** Replay Message Just Heard
- 3** Advanced Options
  - 1** Play Previous Message
  - 2** Fax Delivery
  - 3** Quick Messaging
  - 4** Erase All Messages
  - 5** Unerase All Messages
  - 6** Check Unheard Sent Messages
  - 7** Play First Message
  - 8** Play Saved Message
  - #** Erase All Messages

### Message Playback Controls

- 7** Rewind    **8** Fast-Forward    **★** Pause

### User Tips

- Press **0** to log out from anywhere.
- Press **9** to return to previous menu.
- Press **#** to terminate any recording.
- Press **★** to replay menu options.

## 1 MESSAGE MANAGEMENT...ctnd

- 4** Erase Current Message & Play Next Message
- 5** Forward Message Just Heard
  - User or Distribution List.
  - 1** Forward Message
  - 2** Record Message Prefix
  - 3** Review Message Prefix
  - 4** Forward with Special Deliver Options
    - 1** Send Message with Options
    - 2** Set Private
    - 3** Set Certified
    - 4** Set Urgent
    - 5** Set Future Delivery
    - 8** Reset Delivery Options
- 5** Append to Message Prefix
- 6** Select Personal List Number
- 7** Select User ID
- 8** Select Network ID

## 1 MESSAGE MANAGEMENT ...ctnd

- 6** Reply or Send New Message
  - 1** Send Message
  - 2** Record Message
  - 3** Review Message
  - 4** Send with Delivery Options
    - 1** Send Message with Options
    - 2** Set Private
    - 3** Set Certified
    - 4** Set Urgent
    - 5** Set Future Delivery
    - 8** Reset Delivery Options
  - 5** Append to Message
  - 6** Select Personal List Number
  - 7** Select User ID
  - 8** Select Network ID
- 7** Replay From End
- 8** Power Playback

## 2 CALL MANAGEMENT

- 1** Play Current Personal Greeting
- 2** Change Call Blocking
- 3** Change Call Screening
- 4** Select Next Personal Greeting
- 5** Record Current Personal Greeting
- 6** Delete any Personal Greeting
- 7** Choose Personal Greeting
- 8** Record any Personal Greeting
- 9** Return to Main Menu
- \*** Replay Options

## 3 LIST MANAGEMENT

- 1** Review Next User
- 2** Re-Review Current User
- 3** Remove All User IDs From List
- 4** Remove Current User ID From List
- 5** Review Last User ID
- 6** Create or Select List Number
- 7** Add New User ID to List
- 8** Add New Network ID to List
- 9** Return to Main Menu
- \*** Replay Options

## 4 CHANGE NOTIFICATION

- 1** Notify Status
- 2** Enable All Notification
- 3** Disable All Notification
- 4** Change Notification Number

## 5 CHANGE USER SETUP

- 1** Change Password
- 2** Record Name
- 3** Review Name
- 4** Change Message Playback Order
- 5** Change Directory Listing
- 6** Review Directory Listing
- 9** Return to Main Menu
- \*** Replay Options

## 6 QUICK SETUP

## 8 SYSTEM DATE AND TIME

## 9 LOG OUT OF USER MODE