

# Voice Mail



## Direct Dial

Outside: 305-960-2402 \* EXT

|                      |   |
|----------------------|---|
| Hear new message     | 1 |
| Send a message       | 2 |
| Review old messages  | 3 |
| <b>Setup options</b> | 4 |

|                    |   |
|--------------------|---|
| Conversation help  | 0 |
| Cancel or backup   | * |
| Skip or move ahead | # |

|   |    |
|---|----|
| <b>Notes:</b>                                     |    |
| To reach voice mail when calling 2402 main number | *  |
| To skip a greeting when leaving a message         | #  |
| To address a message by phone extension           | ## |

| Hear new message |   |                          |   |
|------------------|---|--------------------------|---|
| Repeat message   | 1 | Mark as new              | 6 |
| Save message     | 2 | Move backward in message | 7 |
| Delete message   | 3 |                          |   |
| Reply to message | 4 |                          |   |
| Forward message  | 5 | Hear summary             | 9 |

| Send a message   |                 |   |
|------------------|-----------------|---|
| Address / record | Send message    | # |
|                  | Message options | 1 |

| Review old messages |   |                          |   |
|---------------------|---|--------------------------|---|
| Repeat message      | 1 | Mark as new              | 6 |
| Save message        | 2 | Move backward in message | 7 |
| Delete message      | 3 |                          |   |
| Reply to message    | 4 |                          |   |
| Forward message     | 5 | Hear summary             | 9 |

| Setup options           |   |                   |   |
|-------------------------|---|-------------------|---|
| Greetings & transfer    | 1 | Personal settings | 3 |
| <b>Message settings</b> | 2 |                   |   |

| Press during a message |   |                   |   |
|------------------------|---|-------------------|---|
| Repeat                 | 1 | Reverse           | 7 |
| Save                   | 2 | Pause or continue | 8 |
| Delete                 | 3 | Fast-forward      | 9 |
| Change volume          | 5 |                   |   |

| Message options      |   |
|----------------------|---|
| Change addressing    | 1 |
| Change recording     | 2 |
| Set special delivery | 3 |
| Review messages      | 4 |

| Greetings & transfer |   |
|----------------------|---|
| Change greetings     | 1 |
| Change call transfer | 2 |

| Message settings                      |   |
|---------------------------------------|---|
| <b>Change message notification</b>    | 1 |
| Change playback (full or brief menus) | 3 |
| Edit private lists                    | 4 |

| Personal settings               |   |
|---------------------------------|---|
| Change password                 | 1 |
| Change recorded name            | 2 |
| Change directory listing status | 3 |

| Change addressing  |   |
|--------------------|---|
| Add name           | 1 |
| Hear current names | 2 |
| Remove name        | 3 |

| Change recording |   |
|------------------|---|
| Hear recording   | 1 |
| Save recording   | 2 |
| Rerecord         | 3 |
| Add to recording | 4 |

| Set special delivery |   |
|----------------------|---|
| Urgent               | 1 |
| Return receipt       | 2 |
| Private              | 3 |
| Future delivery      | 4 |

| Message notification |   |
|----------------------|---|
| <b>Home Phone</b>    | 2 |

| Phone Options                         |   |
|---------------------------------------|---|
| <b>Activate ON/OFF</b>                | 1 |
| Settings                              | 2 |
| <b>Phone Number</b><br>9 305 361 5600 | 3 |

| Shortcuts                          |          |          |          |
|------------------------------------|----------|----------|----------|
| Task                               | Keys     |          |          |
| Change greetings                   | 4        | 1        | 1        |
| Change call transfer               | 4        | 1        | 2        |
| <b>Change message notification</b> | <b>4</b> | <b>2</b> | <b>1</b> |
| Full or brief menus                | 4        | 2        | 3        |
| Change passwords                   | 4        | 3        | 1        |
| Change recorded name               | 4        | 3        | 2        |
| Change directory listing status    | 4        | 3        | 3        |