#### SYSTEM ACCESS

Dial \*98 (or \*99) from home

From outside, follow these steps:

- Dial your home phone number.
- · While listening to your greeting, press \*.
- Enter your password, then press #.

#### **COMMON KEYS**

- 6 Increase volume
- 7 Slow playback
- 77 Skip back 5 seconds
- 8 Pause/Resume
- 9 Speeds playback
- 99 Skip forward 5 seconds
- 11 Previous message
- \* Cancel input / Move up a level
- # End input /Move forward in a list

### 1 - LISTEN TO YOUR MESSAGES

### WHEN LISTENING

- 1 Hear/Repeat
- 2 Save/Marked as new on listening save messages
- 3 Erase
- 4 Reply
- 5 Send a copy
- 6 Increase volume
- 7 Slow playback
- 77 Skip back 5 seconds
- 8 Pause/Resume
- 9 Speeds playback
- 99 Skip forward 5 seconds
- # Marked as new message
- Quit this menu
- 11 Previous message

# 2 - SEND A MESSAGE

**CREATE A MESSAGE -**

1 Enter the telephone number followed by the (#) (repeat the operation for each phone

number).

- 2 Press # to go to recording or press \* to cancel all entries.
- 3 After the tone, record your message and press #.

#### SEND THE MESSAGE

- # Send the message
- 1 Delivery options

# 3 - GREETINGS MENU

**GREETINGS MENU** 

Personal greeting

MAIN MENU

- 2 Prolonged absence greeting
- 3 Sys-Gen greetings and Name recording
- Busy greeting
- Out of hour office greeting
- \* Quit this menu

## 6 - ERASED MESSAGES

#### **HELPFUL HINTS**

These are the possible options on an erased message (keep in memory 10 days):

- 1 Hear/Repeat
- 2 Restore
- 3 Permanently erase
- 4 Reply
- 5 Send a copy
- 11 Previous message

0 - HELP

**HELPFUL HINTS** 

- # Next hint
- 1 Previous hint
- \* Quit this menu

## \* Quit this menu

#### **DELIVERY OPTIONS**

- 1 Review your message
- 2 Marked as Urgent
- 3 Marked as Private
- 4 Re-record your message
- 5 Request a report on send
- 6 Request a report on read
- Add/Delete a recipient
- \* Quit this menu
- # Send the message as it is

## 4 - MAILBOX SETTING

#### SETTINGS

- 1 Group list
- 2 Handsfree and Time Saver Options
- Security Options
- Notification Options
- Additional Settings
- Quit this menu

### 7 - SWITCH ACCOUNT

#### SWITCH ACCOUNT

Enter the phone number of the account on which you want to switch and the associated PIN