

**# 1 22N 4730**

To access your Voicemail Box. . . .

> CALL THE VOICE MESSAGING SYSTEM  
 INSIDE: At your desk: Dial 1300  
 OUTSIDE: \_\_\_\_\_

From Another phone: Dial 1300  
 > WHEN THE SYSTEM GREETES YOU:  
 ( Not required when at your own telephone)  
 ENTER PERSONAL I.D. ( 9 + Ext ) \_\_\_\_\_

> ENTER YOUR SECURITY CODE \_\_\_\_\_

**# 2 Main Menu Voice Msg. SHORTCUTS**

Personal I.D. + Security Code + Shortcut	
4	Check new messages
5	Leave a message
6	Review old messages
7	Change setup options
744	Hear current greetings
745	Switch greetings
746	Re-Record Standard greeting
764	Change call transfer
765	Change message delivery
774	Change your security code
*	To finish a recording
***	To exit the system quickly
3	To hear menu options

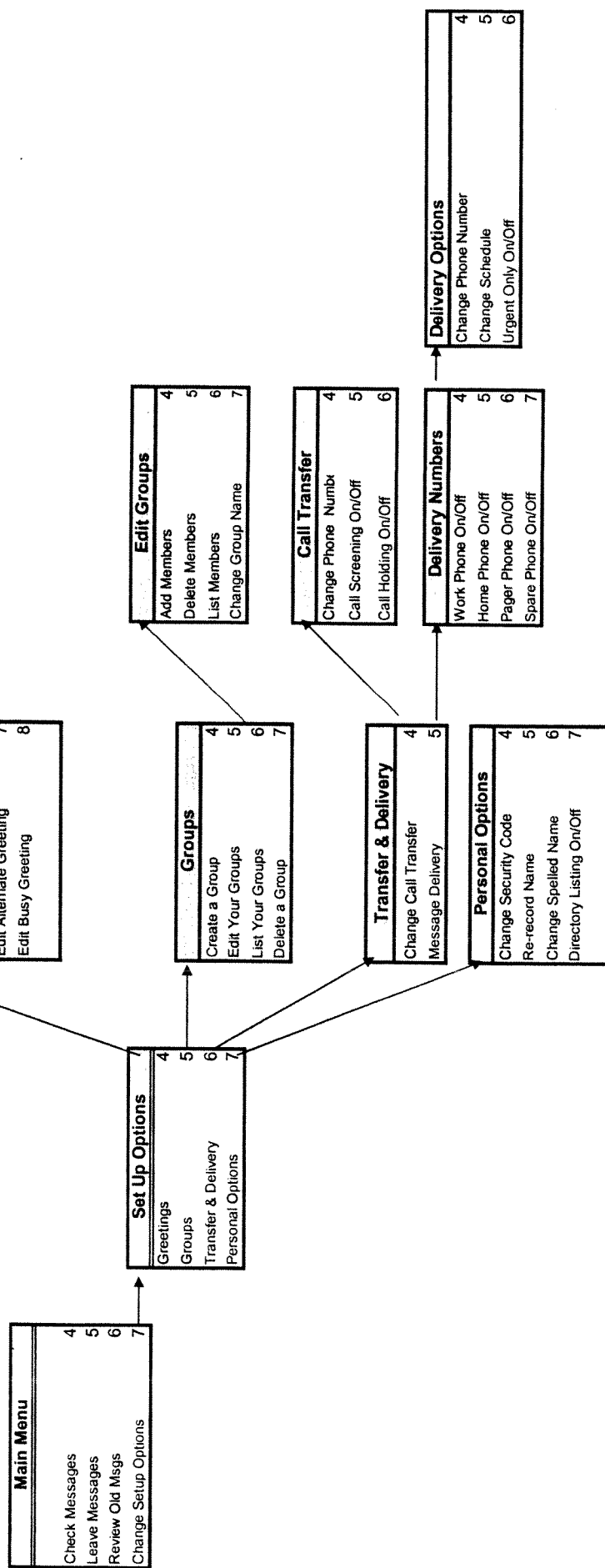
**# 3 While Listening to Message**

MENU OPTIONS	
4	SLOWER
5	SOFTER/LOUDER
6	FASTER
7	BACKWARDS (rewind)
8	PAUSE
9	FORWARD (3 SEC.)

**\*\* After Message has Completed Playing**

3#	
30	REPEAT THE MESSAGE (only)
34	SAVE AS NEW (New msgs. only)
35	REPLY
36	SKIP TO NEXT MESSAGE
37	DELETE
38	ARCHIVE
39	HEAR TIME/DATE
	REDIRECT

**Flow Chart explanation for "Voice Message Shortcuts"**  
 (Step # 2 above)



**PRESS: "1" for YES "2" for NO "3" for CURRENT MENU "\*" for MAIN MENU "#" for PREVIOUS MENU**

