

# Message Processing System User's Guide

• Your Extension Number \_\_\_\_\_ Your password \_\_\_\_\_

- To access voice mail from the outside dial: \_\_\_\_\_, press **#** enter your user ID and your password.
- To access voice mail from the inside dial: \_\_\_\_\_, enter your password.
- For first time setup, dial voice mail and follow the prompts (be prepared to record your name, your default greeting and change your password)
- If you have a digital phone with message waiting indication, press on the blinking message waiting button on your telephone to access your messages.
- At the "Enter Password Prompt", press **0** get your extension number.

**1** Play New Messages

**2** Play Saved Messages

**3** Play Recorded Messages

**4** Play Deleted Messages

**6** Play Email \* Messages

**7** Forward FAX \* Documents

**9** Send a Message

**Message Options**

- 0** Message Info ( Date/Time/Info)
- 1** Replay Message
- 2** Save and Play Next Message
- 3** Delete Message
- 4** Save Message As New
- 5** Forward To Another Mailbox
- 6** Reply to Sender / Call back Sender

**During Playback**

- 7** Rewind 5 Seconds
- 8** Pause / Play ( 10 second timeout)
- 9** Fast Forward 5 Seconds

**Message Options**

- 0** Message Info ( Date/Time/Info)
- 1** Replay Message
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**During Playback**

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**Forward FAX Document**

- 1** Send FAX document
- 2** Move to next FAX document

**Send Message**

- Record the message to send
- 1** Rerecord
- 2** Listen to the recorded message
- 3** Accept

**Reply to Sender**

- leave message in sender's mailbox

**Forwarding to another Mailbox**

- Enter destination mailbox number
- \*** To dial by name

**Forwarding Number**

- Enter destination FAX number
- #** To finish dialing

**Send a Message to a Mailbox**

- Enter destination mailbox number
- \*** To dial by name

**Dial by name**

- 1** By last name
- 2** By first name

**Dial by name**

- 1** By last name
- 2** By first name

**Forward Message Options**

- 1** Send the message
- 2** Add another mailbox
- 3** Append at the beginning
- 4** Append at the end
- #** Exit without sending

**Send Message Options**

- 1** Send the message
- 2** Add another mailbox
- 3** Exit without sending

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