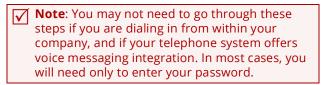
Accessing Your Mailbox

1. Dial into the system.

From inside:

From outside:

2. Press # when the system answers.



- 3. Enter your Mailbox number.
- 4. Enter your password.

Commonly Used Functions

Mailbox Configuration	
Change your Name Greeting	8-2-9
Change your Personal Recording	8-2-1
Change your Location to In Office	8-2-4-1
Change your Password	8-4
Change Auto Forwarding Settings	8-5-1

Note: The keys entered here assumes that you've listened to or are listening to a message.

Reply to Sender of the Message	7-1
Forward Message	7-3
Compose a Voice Message	7-5

Note: Following commands are available from most locations.

Repeat Current Menu (Help)	*
Return to Previous/Main Menu	#



Quick Reference Card

(Telephone User Interface)



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