Accessing Your Mailbox

1. Dial into the system.

   From inside:

   From outside:

2. Press **#** when the system answers.

> ☑ **Note**: You may not need to go through these steps if you are dialing in from within your company, and if your telephone system offers voice messaging integration. In most cases, you will need only to enter your password.

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 Calendar Default	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	#

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Quick Reference Card
for CallPilot TUI
(Telephone User Interface)

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Message List Commands
- 2 Review Message
- 4 Skip to Previous Message
- 6 Skip to Next Message
- 7 Message Commands
- 8 Mailbox Commands
- 9 Call Back to Sender
- 0 Return to Auto Attendant
- * Repeat these options

Compose/Record a Message
(after recording and selecting recipients)
- 2 Review Recorded Message
- 4 Go to previous message
- 5 Append to Recorded Message
- 6 Save Recorded Message
- 7 Send Message Menu
- 8 Mailbox Commands
- 0 Return to Auto Attendant
- * Repeat these options

Main Menu
- 8 Mailbox Commands
- 0 Return to Auto Attendant
- Default Listen to Messages

Message Commands
- 1 Reply to Sender Only
- 2 Envelope Information
- 3 Forward Message
- 4 Reply to All Recipients
- 5 Compose a Message
- 6 Delete Message
- * Repeat these options
- # Main Menu
- Default Disconnect

Mailbox Commands
- 2 Greetings Options
- 3 Disconnect
- 4 Set Password
- 5 Mailbox Tools
- 6 Browse Inbox Folder
- 9 Listen to Messages in Inbox
- 0 Mailbox Options
- * Repeat these options
- # Main Menu

Greetings Options
- 1 Record Personal Greeting
- 3 Record Greeting (Extended Absence)
- 4 Location Menu
- 5 Record Busy Greeting
- 6 Record Customized Greeting
- 9 Record Name Greeting
- * Repeat these options
- # Main Menu

Send Message Menu
- 2 Review Recorded Message
- 5 Send Message
- 6 Cancel Message and Exit
- 8 Mailbox Commands
- 9 Send Recorded Message
- 0 Message Options
- * Repeat these options
- # Main Menu
- Default Disconnect

Mailbox Options
- 3 Define Default Fax Address
- * Repeat these options
- # Main Menu

Notification Settings
- 1 Add Notification Schedule
- 2 Delete Notification Schedule
- 3 Modify Notification Schedule
- 4 Return to Main Commands
- 5 Listen to Notification Schedule
- 8 Mailbox Commands
- * Repeat these options
- # Main Menu

Location Menu
- 1 Change Location (In Office)
- 2 Change Location (Extended Absence)
- 4 Return to Greetings Options

Message Options
- 1 Toggle Urgent Flag
- 4 Toggle Confidential Flag
- 5 Toggle Certified Flag
- 6 Send Recorded Message
- * Repeat these options
- # Main Menu

Mailbox Tools
- 1 Auto Forward Message
- 2 Notification Settings
- 5 Distribution List
- 8 Mailbox Commands
- * Repeat these options
- # Main Menu

Distribution List
- 1 Add Distribution List
- 2 Listen to Distribution List
- 3 Delete Distribution List
- 4 Modify Distribution List
- 8 Mailbox Commands
- * Repeat these options
- # Main Menu

Message Playback Options
(while listening to message)
- 1 Rewind (5 sec)
- 3 Fast Forward (5 sec)
- # Pause Message (5 sec)

Common Commands
(available in most menus)
- 8 Go to Mailbox Commands
- * Repeat Current Menu (Help)
- # Return to Previous/Main Menu

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This flowchart only reflects the commonly used commands. Not all functions available on the Telephone User Interface may be present.