

# 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

**Note:** The keys entered here assumes that you're logged in and are currently in the main menu.

### Mailbox Configuration

Change your Name Greeting	7-7-5
Change your Busy Greeting	7-4-8
Change Personal (Standard) Recording	7-4-6
Change your Location (Phone Number)	7-6-4-4
Change your Password	7-7-4
Turn Auto Forwarding on/off	7-6-4

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

Reply to Message	4
Delete Message	6



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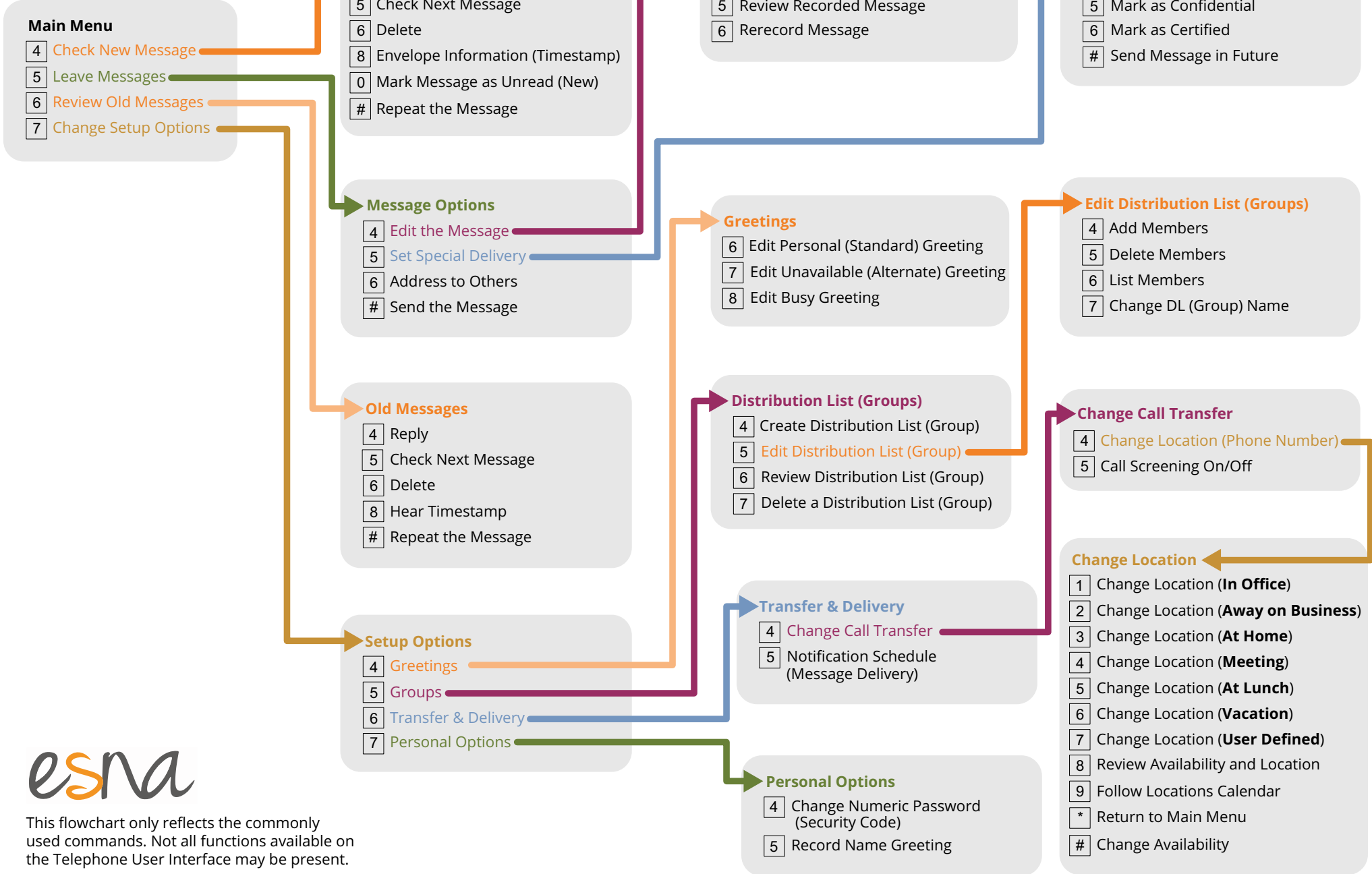
## Quick Reference Card

for Repartee Emulation TUI

(Telephone User Interface)



# Officelinx Repartee Emulation TUI



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