## 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 ready/main menu.

| Mailbox Configuration | |
|---|---|
| Change your Personal Greeting | 3-3 |
| Change your Busy Greeting | 3-4 |
| Change your Password | 4-2-2 |
| Configure Auto-Forwarding | 5-8 |

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

| | |
|---|---|
| Reply to Sender of the Message | 7 |
| Forward Message | 5 |

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**Main Menu**
- 1 Listen to Messages (inbox)
- 2 Send A Message
- 3 Greetings and Location
- 4 Mailbox Options
- 5 Extended Mailbox Options
- 0 Transfer to Operator
- # Return to Auto Attendant

**Message Menu**
- 1 Review Message
- 2 Save Message
- 3 Delete Message
- 4 Envelope Information
- 5 Forward Message
- 6 Call Back to Sender
- 7 Reply to Sender Only
- 8 Move Message to Inbox
- 0 Skip without changing Read Status
- # Return to Main Menu

**Send Message Options**
- 1 Send Recorded Message
- 2 Review Recorded Message
- 3 Rerecord Message
- 4 Append to Recorded Message
- 5 Add Recipient
- 6 Delete Recipient
- 7 Toggle Confidential Flag
- 8 Toggle Urgent Flag
- 9 Toggle Certified Flag
- 0 Return to Auto Attendant
- * Cancel Message and Exit
- # Return to Main Menu

**Message Playback Options
(while listening to message)**
- 7 Rewind (5 sec)
- 8 Pause (10 sec)
- 9 Fast Forward (5 sec)

**Greetings and Location**
- 1 Record Customized Greeting
- 2 Record Unavailable Greeting
- 3 Record Personal Greeting
- 4 Record Busy Greeting
- 5 Change Availability
- 6 Change Location (in Office)
- 7 Change Location (on Vacation)
- 8 Change Location (Away on Business)
- 9 Record Location Greeting (Away on Business)
- 0 Return to Auto Attendant
- * Record Location Greeting (Vacation)
- # Return to Main Menu

**Extended Mailbox Options**
- 2 Turn Call Screening On/Off
- 3 Turn Call Forwarding On/Off
- 5 Turn Call Queuing On/Off
- 7 Make Caller ID Active Address
- 8 Auto Forward Message
- 0 Return to Auto Attendant
- # Return to Main Menu

**Change Mailbox Options**
- 1 Active Features
- 2 Change Password
- 3 Record Personal Greeting
- 4 Record Name Greeting
- 5 Return to Auto Attendant
- 6 Return to Mailbox Options

**Change Password**
- 1 Listen to Numeric Password
- 2 Set Numeric Password
- 3 Clear Numeric Password
- 4 Voice Print Training
- 0 Return to Auto Attendant
- # Return to Mailbox Options

**Mailbox Options**
- 1 Review Availability and Location
- 2 Change Mailbox Options
- 3 Distribution List
- 4 Notifications
- 6 Listen to Deleted Messages
- 7 Set Wakeup Call
- 0 Return to Auto Attendant
- # Return to Main Menu

**Notifications**
- 1 Add Notification Schedule
- 2 Modify Notification Schedule
- 3 Delete Notification Schedule
- 4 Listen to Notification Schedule
- 5 Turn Notification Schedule On/Off
- 0 Return to Auto Attendant
- # Return to Mailbox Options

**Distribution List**
- 1 Listen to Distribution List
- 2 Add Distribution List
- 3 Modify Distribution List
- 4 Delete Distribution List
- 5 Add Distribution List Member
- 6 Delete Distribution List Member
- 7 Review Distribution List Members
- 0 Return to Auto Attendant
- # Return to Mailbox Options

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