

To access voice mail, dial x3500 or select Messages button.

Retrieve Messages

1 New

3 1 Saved

3 2 Deleted*

During Message

1 Restart message	7 Rewind message
2 Save	8 Pause/Resume
3 Delete	9 Fast-forward
4 Slow playback	# Fast-forward to end
5 Change volume*	# # Skip message, save as is
6 Fast playback	

After Message

1 Replay message	5 Forward message
2 Save/Restore as saved*	6 Save as new/Restore as new*
3 Delete	7 Rewind message
4 Reply	8 Deliver e-mail or fax to fax machine*
4 2 Reply to all	9 Play message properties
4 4 Call the subscriber*	# Save as is

Find Voice Messages

5 Find messages*

- 1** From another subscriber
- 2** From all outside callers
- 3** From a specific outside caller

Send a Message

2 Send

Address and record message

# Send message	5 Review recording
1 Urgent	6 Rerecord
2 Return receipt	7 Add to recording
3 Private	9 1 Add name
4 Future delivery	9 2 Hear all names (and delete names)

Change Preferences

4 Setup options

1 Greetings	<div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 2px;"> 1 Record this greeting 2 Turn on/off alternate greeting 3 Edit other greetings 4 Hear all greetings </div>																				
2 Message settings	<table border="0" style="width: 100%;"> <tr> <td>1 Change message notification</td> <td>1 Pager</td> <td>2 Home phone</td> <td>3 Work phone</td> <td>4 Spare phone</td> </tr> <tr> <td>2 Change fax delivery*</td> <td>1 Keep this number</td> <td>2 Enter new number</td> <td colspan="2"></td> </tr> <tr> <td>3 Change menu type</td> <td>1 Select full or brief menus</td> <td colspan="3"></td> </tr> <tr> <td>4 Edit private lists</td> <td>1 Hear lists</td> <td>2 Change names on a list</td> <td colspan="2"></td> </tr> </table>	1 Change message notification	1 Pager	2 Home phone	3 Work phone	4 Spare phone	2 Change fax delivery*	1 Keep this number	2 Enter new number			3 Change menu type	1 Select full or brief menus				4 Edit private lists	1 Hear lists	2 Change names on a list		
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3 Personal settings	<table border="0" style="width: 100%;"> <tr> <td>1 Change password</td> <td>2 Change recorded name</td> <td>3 Change directory listing</td> <td>1 Change listing status</td> </tr> </table>	1 Change password	2 Change recorded name	3 Change directory listing	1 Change listing status																
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Use These Keys Anytime

0 Help

***** Cancel or back up

*Not available on some systems.