

Receiving fax messages

To print a fax sent to your mailbox

- From main menu **1-3**
- Print **2**
- Choose destination
 - Primary **1**
 - Alternate **2**
 - Current **3**

To set or change your primary fax destination

- From main menu **4-2-3-1**

Changing your password

To secure your mailbox, change your password frequently

- From main menu **4-2-1-1**

Recording special greetings

Personal greeting

- From main menu **4-3-1-2**

Extended absence greeting

- From main menu **4-3-2**

Changing prompt levels

To change detail level of system prompts

- From main menu **4-2-1-3**
- Choose prompt level
 - Standard (new users) **1**
 - Extended (experienced users) **2**
 - Rapid (expert users) **3**

General tips

Press the wrong key?

Cancel or back up *****

Not sure which key to press?

Get help **0**

Talk to an attendant **0-0**

Go back to main menu?

Repeat ***** until you hear prompts for reviewing and sending messages

Other tips and shortcuts

To bypass system greeting **#**

If prompted to press a key twice, be sure to do it close together