

### Enter the System

1. Call the system
2. Listen to the introductory prompt
3. Press **#**
4. Enter your mailbox number
5. Enter your password

### Main Menu

- Review Messages **1**
- Send Messages **2**
- Locate Messages **3**
- Personal Options **4**
- Restart **5**
- Applications **6**
- Exit **\***

### Review Messages

- Unheard voice messages **1**
- All voice messages including heard/skipped **2**
- Fax Messages **3**

*When reviewing voice messages, use playback controls (see Legend)*

### Fax Options

- Unheard fax\* **1**
- Archived fax\* **2**
- Print all unprinted fax messages\* **4**

\* UNPROMPTED OPTIONS

### End-of-Message Options

- Print fax **2**
- Replay\* **4**
- Envelope\* **5**
- Send copy\* (with introduction) **6**
- Send copy\* (remove other introductions) **6 6**
- Erase **7**
- Reply **8**
- Reply by calling\* **8 8**
- Save **9**

### Printing Options

- Primary destination **1**
- Alternate destination **2**
- Current location **3**
- Send copy to non-subscriber **4**

### To choose an alternate fax destination:

- Enter fax destination number
- Wait for confirmation
- If correct **#**
- If not correct, **\*** then re-enter fax destination number

### To send a copy of a message with an introduction:

- Record introduction **#**
- When finished **#**
- Send **#**

### To send a voice message :

- Record message **#**
- When finished **1**
- Replay the message **1**
- Use playback controls (see Legend)

### Destination Options

- Enter destination number or Press **#** spell name
- AMIS networking **# #**

### To use AMIS networking:

- Enter access phone number
- Confirm **#**
- Enter mailbox number
- Confirm **#**
- Send **#**

### Delivery Options

- Private **1**
- Urgent **2**
- Message confirmation **3**
- Future delivery **4**

### Confirmation Options

- Confirm receipt **1**
- Notify of non-receipt **2**

- Send **#**
- Enter next destination or
- When finished **\***

### Locate

- Messages sent **1**
- Messages received **2**

### Source

- Specific subscriber **1**
- Outside callers **2**

### Enter mailbox number or press **#** then spell name

### Personal Options

- Notification on/off **1**
- Administrative options **2**
- Greetings **3**
- Notification schedule **4**
- Mailbox forwarding **5**
- Security **6**

### Administrative Options

- General **1**
- Fax **3**

### Fax Options

- Set up/change primary faxprinting destination **1**
- Auto print on/off **2**

### Greetings

- Personal greeting **1**
- Extended absence **2**
- Name **3**

- Standard **1**
- Personal **2**
- Away from phone **1**
- On the phone **2**

### Notification Schedule

- 1st Schedule **1**
- 2nd Schedule **2**
- Temporary **3**

### Mailbox Forwarding

- Establish/change forwarding destination **1**
- Cancel forwarding destination **2**

### Security Options

- Access security on **1**
- Access security off **2**
- Hear tutorial **0**

### General Options

- Passwords **1**
- Group lists **2**
- Prompt levels **3**
- Date & time playback **4**
- Application mailbox **6**

### Passwords

- Personal **1**
- Home (Mailbox 93) **2**
- Guest 1 (Mailbox 91) **3**
- Guest 2 (Mailbox 92) **4**
- Secretary **5**

### Prompt Levels

- Standard **1**
- Extended **2**
- Rapid **3**

### Group Lists

- Create **1**
- Edit **2**
- Delete **3**
- List names **4**

**NOTE:** Depending on the way your system is set up, some features may not be available to you and you will not be prompted for those options. In addition, your telephone system may not support some features.

### LEGEND

**POWER KEYS**  
These controls are always available:

- Help **0**
- Operator **0-0**
- Cancel/exit **\***
- Finish/skip **#**

**Playback Controls**  
Use these controls while listening to messages. Some controls are available while recording messages.

- Position: Rewind **1**, Pause/restart **2**, Forward **3**
- Speed: Slower **4**, Envelope **5**, Faster **6**
- Volume: Normal **7**, Louder **8**, Skip **9**
- Cancel **\***, Help **0**, Skip **#**

**Heard only in Extended & Rapid Prompts**