GETTING MESSAGES YOU RECEIVED

Listening to voice/e-mail messages
1. From the activity menu [2]
2. Listen to voice or e-mail message [0]

Responding to messages (optional)
After listening to your message, press [1] to respond to or forward the message. Then select one of the following:
- Call sender (exits mailbox) [0]
- Reply to sender by voice mail [1]
- Forward with comment at beginning [2]
- Record and address a new message [4]
- Reply to all recipients [5]
If you select any key from the above except [0]:
1. Record and address your message
2. When finished [#]
3. Specify delivery options
4. Send message [#]

GENERAL TIPS
Not sure which key to press?
- Listen to Help at any time [*] [4]
- Go back to activity menu [*] [7]

Want to save time?
- Bypass greeting when recording [1]
- Bypass header when listening [0]

Want to adjust the way your messages are played?
- Faster [9]
- Slower [8]
- Louder [4]
- Softer [7]
- Skip forward [6]
- Skip backward [5]

Want to configure Personal Operator?
- To set up or change Personal Operator [5] [6]

Other options
- Transfer to covering extension [*] [0]
- Transfer to another mailbox [*] [8]
- Make system wait [*] [9]
- Access names or numbers directory [*] [*] [6]
- Disconnect [*] [*] [9]

CREATING MULTIPLE PERSONAL GREETINGS

Creating, changing, deleting greetings
1. From the activity menu [3]
2. Do one of the following:
   - Listen to a greeting [0]
   - Record or re-record a greeting [1]
   - Delete a greeting [3]
3. Enter greeting number [1-3]
4. For optional greetings only, enter the optional greeting number [1-9]
5. If Multilingual Call Answer is enabled, select a language [1-3]
6. When finished [#]

Scanning greetings
1. From the activity menu [3]
2. Scan greetings [2]

Activating greetings
1. From the activity menu [3]
3. Enter greeting number [1-3]
4. For personal greeting only, you may need to confirm your choice [1]
5. For optional greetings only, enter the optional greeting number [1-9]

Setting up rules for optional greetings
- Activate for all calls [0]
- Activate for internal calls → external calls → all calls (rotate) [1]
- Activate for business hours → out of business hours → any time (rotate) [2]
- Activate for busy → no answer → busy or no answer (rotate) [3]
- Deactivate for all calls [9]

Reviewing optional greeting rules
1. From the activity menu [3]
2. Review optional greeting rules (in the order they will be evaluated) [6]

Allow/disallow callers to leave a message when Extended Absence greeting is active [3] [7] [1]

NOTE: Your system may not support all features.