

SHORTCUTS:

IF THE MAILBOX YOU ARE WORKING WITH HAS AN “UNKNOWN” PASSCODE, YOU CAN REMOVE THE CODE BY: DIAL 47 & AFTER GREETING BEGINS, PRESS # (pound)
ENTER ADMINISTRATIVE MAILBOX NUMBER, 201
IF 201 HAS A PASSCODE, YOU MUST ENTER IT HERE
PRESS 4 FOR SYSTEM ADMINISTRATION
ENTER 4 TO REMOVE PASSCODE
ENTER EXT. NUMBER OF PASSCODE TO REMOVE
HANG UP

ACCESS M/BOX BY PRESSING “MSG” BUTTON AT YOUR EXTENSION OR IF AT ANOTHER EXTENSION, DIAL 47 & AFTER MAIN GREETING BEGINS, PRESS # (pound) & ENTER YOUR EXT. NUMBER.
ENTER PASSCODE IF PROMPTED

TO RE-RECORD PERSONAL GREETING:

PRESS 3 FOR USER OPTION MENU
PRESS 2 FOR MAILBOX GREETING MGMT.
PRESS 2 TO RECORD A GREETING
ENTER THE GREETING NUMBER YOU WISH TO RECORD AND RECORD AFTER TONE
PRESS # TO STOP RECORDING
 <you may listen to recording by pressing 1 OR re-record by pressing 2>
PRESS 4 TO SAVE

TO SELECT GREETING TO PLAY:

PRESS 3 FOR USER OPTION MENU
PRESS 2 FOR MAILBOX GREETING MGMT.
PRESS 1 TO SELECT ACTIVE GREETING

TO LISTEN TO A PREVIOUSLY RECORDED GREETING:

PRESS 3 FOR USER OPTION MENU
PRESS 2 FOR MAILBOX GREETING MGMT.
PRESS 3 TO PLAY A GREETING

TO CHANGE YOUR MAILBOX PASSCODE:

PRESS 3 FOR USER OPTION MENU
PRESS 3 TO CHANGE PASSCODE

TO RE-RECORD YOUR MAILBOX NAME

PRESS 3 FOR USER OPTION MENU
PRESS 1 TO RECORD NAME