

VOICE MAIL “SHORTCUTS”

Log into your mailbox.

Press **1** to listen to your new messages. While you are listening to a message, you can use the following options:

- Press **#** to skip to the end of the recording.
- Press **1** to back up.
- Press **2** to pause. (Then press any key to continue).
- Press **3** to skip ahead.
- Press **4** to lower the volume.
- Press **5** to play the message envelope again.
- Press **6** to raise the volume.
- Press **9** to save the new message in your mailbox.
- Press **7** to delete the message from your mailbox.

The system plays the message. When the message has finished playing, you have the following options:

- Press **1** to replay the message from the beginning.
- Press **2** to reply to the message (or make a return call, if enabled).
- Press **3** to forward a copy of the message to another subscriber.
- Press **4** to listen to the previous message.
- Press **5** to play the introductory message envelope again.
- Press **6** to listen to the next message.
- Press **9** to save the new message in your mailbox.
- Press **7** to delete the message from your mailbox.

To send voice mail messages, log into your mailbox:

- Press **2**.
- **Dial the mailbox number** where you want to leave a message.
- After hearing the subscriber's name, press **#** to accept it.
- When you hear the tone, **record your message**.
- When you have completed your message, **hang up or press # and listen for more options**.