



Accessing Voice Mail

From Your Phone:

Press VoiceMail/Message Key

Passcode: _____

From any other Phone:

Dial 80000 or press Voicemail key

Enter: * plus your own
Mailbox Number

followed by another *

Passcode: _____

Dial 410-547-5555

At the start of the Co. greeting . . .

• Press * (not prompted in the company
greeting!)

• Enter your Mailbox number

• Press *

• Followed by your Passcode

IF YOU HAVE A DID NUMBER:

Dial your own DID,

At the start of your greeting....

Press * (tells system owner is calling)

Enter your Passcode: _____

Play Messages (7)

P to Play

- *** Rewind in 5 second increments
- #** Fast Forward in 5 second increments
- T** Pause in 30 second increments
- 8** To skip to Top of next message

P (7) to Play again

A (2) to Answer

G (4) to Give to another user

K (5) to Keep

D (3) to Discard

M (6) to Make a new message

X (9) to eXit message review

R to Review

D to Discard and Re-Record

A to Append

M for Message Addressing Options

X to Send and Exit

Make Message (6)

M to Make (record) Msg

- Enter Mailbox Number(s),
 - #** when finished entering mailboxes
 - #** When finished recording message.

R (7) to Review

D (3) to Discard and Re-Record

A (2) to Append

M (6) for Message Addressing Options

X (9) to Send and eXit to Main Menu

C (2) to make Confidential

R (7) to Request Receipt

U (8) to mark Urgent

F (3) to mark for Future delivery

Press (9)**X** to eXit and return
to previous menu options.

User Options (8)

U for User Options

G (4) to change Greeting

N (6) to change Name

P (7) to change Passcode

L (5) for Distribution Lists (01 - 09)

T (8) to repeat Tutorial (reset mbx passcode, greeting, and passcode)

X (9) to eXit to Main Menu

G (4) For the Extended Absence Greeting

R (7) to Record Extended Absence Greeting

X (9) to eXit to Previous Menu

X to Exit

0 for an Operator