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LISTEN TO MESSAGE

- MESSAGE MENU**
- 1 - New Voice Mail Messages
 - 2 - Saved Voice Mail Message
 - 3 - New E-mail Mail Messages**
 - 4 - Saved E-mail Mail Messages**
 - 5 - All New Messages**
 - 6 - All Saved Messages**
 - # - Exit

- DURING PLAYBACK**
- 5 - Adjust Volume
 - 8 - Rewind
 - 9 - Fast Forward
 - 0 - Pause

- MESSAGE OPTIONS**
- 1 - Replay Message
 - 2 - Save Message
 - 3 - Save Message As New
 - 4 - Delete Message
 - 5 - Adjust Volume
 - 6 - More Options
 - 7 - Tag Fax Mail
 - * - Get Fax Mail
 - # - Exit

ABC 2

SEND MESSAGE

Enter mailbox number to which message is to be sent, or press * for directory

- SEND MENU**
- 1 - Send Message
 - 2 - Replay Message
 - 3 - Re-record Message
 - 4 - Cancel Message
 - 5 - Receive Message Receipt
 - 6 - Send to Multiple Boxes
 - 7 - Add Fax Document
 - 8 - Resume Recording at End
 - 9 - Play Last 5 Seconds
 - * - Future Delivery

- 1 - Normal
- 2 - Urgent
- 3 - Private
- 5 - Receipt
- * - Future

- MORE OPTIONS**
- 1 - Forward Message
 - 2 - Reply via Voice Mail
 - 3 - Transfer to Sender
 - 4 - Delete Message
 - 5 - Message Time/Date
 - 6 - Reply via E-mail**
 - # - Exit

DEF 3

MAILBOX OPTIONS

- OPTIONS MENU**
- 1 Record Name
 - 2 Record Greeting
 - 3 - Change Password
 - 4 - Call Transfer Feature
 - 5 - Message Notification
 - 6 - Pager Notification
 - 7 - Review Future Delivery
 - 8 - Distribution Lists
 - * - Edit a Sent Message

- 1 - Play Greeting
- 2 - Re-record Greeting
- 3 - Delete Greeting
- 5 - Select Greeting
- * - Exit

To block calls to your extension, press 4 then *. To cancel blocking press * again.

WXY 9

SHORTCUT TO NEW MESSAGES

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EXIT



Not all options are available on all systems.
** Requires unified messaging feature.

To Access Voice Mail

Dial: _____

Then Dial: _____

Dial Password: _____

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-Notice-

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**Interchange/
Corporate Office
Telephone Keypad Map**