

To Access Voice Mail

1) Dial: _____

2) Then Dial: _____

3) Dial Password: _____

VOICE PROCESSING SYSTEM



KEY VOICE
Technology To Carry Your Voice Further

USER GUIDE

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TRIFOLD

Press...

1 Listen to Messages

MESSAGE MENU

- [1] Listen to new messages
- [2] Listen to old messages
- [*] Get Faxmail*
- [#] Exit

DURING PLAYBACK

- [5] Adjust volume
- [8] Rewind
- [9] Fast forward
- [0] Pause

MESSAGE OPTIONS

- [1] Replay message
- [2] Save and hear next message
- [3] Save message as new
- [4] Delete and hear next message
- [5] Adjust volume
- [6] More options
- [7] Tag Faxmail for retrieval*
- [*] Get Faxmail*
- [#] Exit

Press...

2 Send a Message

Enter mailbox number to send a message to, or press [*] for directory.

SEND MESSAGE MENU

- [1] Send this message
- [2] Replay this message
- [3] Re-record this message
- [4] Cancel message
- [5] Receive message receipt
- [6] Send to multiple mailboxes
- [7] Add Fax Document*
- [8] Resume recording from end
- [9] Play last 5 seconds
- [*] Future delivery

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

OPTIONS MENU

- [1] Change name
- [2] Change greeting
- [3] Change password
- [4] Call transfer feature
- [5] Message notification no.
- [6] Pager number
- [7] Review future delivery
- [8] Distribution lists
- [*] Edit a sent message

MORE OPTIONS

- [1] Forward the message
- [2] Reply to the message
- [3] Transfer to sender
- [4] Delete the message
- [5] Message time and date
- [#] Exit

Press...

3 Change Mailbox Options

Press...

9 Shortcut to Listen to New Messages

- [1] Play a greeting
- [2] Re-record a greeting
- [3] Delete a greeting
- [5] Select a greeting
- [#] Exit

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

Press...

Exit

Name	Box

*Requires Optional Fax Package