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PCS Mail
Quick Reference Card

MAIN MENU

LISTEN TO MESSAGES

1

While Playing Messages
(1) Replay message
(6) Copy message to another mailbox
  (1) Copy with comments
  (2) Copy without comments
(7) Rewind 5 seconds
(8) Pause / restart message
(9) Fast forward
(#) Skip to next message
(*) Cancel play of message

After Listening To Message
(1) Replay
(2) Save
(3) Delete
(#) Confirm deletion
(4) Reply to sender
(5) Time and date
(6) Send copy
  (1) Copy with comments
  (2) Copy without comments

SEND A MESSAGE

ABC **2**

Record Message
(#) End recording

If Satisfied With Message (Press # to Accept)
(1) Review
(2) Re-record
(3) Append
(*) Cancel

Enter Mailbox Number
(#) To send message
(*) To cancel sending message

PERSONAL OPTIONS

DEF **3**

1

Mailbox Greetings
(1) Review
(2) Record
(3) Delete

(1) Name
(2) Mailbox Greeting
(3) Temporary Greeting

ABC **2**

Password
Enter New Password

DEF **3**

Outcall Notification
(1) Activate / De-activate
(4) Dial Beeper Number

GHI **4**

Transfer Options
(1) Transfer to your extension
(2) Transfer to your mailbox

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