

Voice Mail Message Retrieval/Quick Check-In Instructions

1. Dial your a) call forwarding number with MLT _____.
b) office phone number if lines are forwarded
2. During the Front End Greeting press 8
3. Enter your pass code number ____ then press #
4. The announcer will greet and advise you of message status (i.e. # of messages not played and saved messages)
5. Follow prompts to play your messages
6. The typical check in sequence is 7# (play first message), 3# (delete message) and 9# (exit)

Main Check in Menu

7 to play first message
8 for user options
0 for assistance
9 to disconnect

While Playing a Message

to rewind the message
* to fast forward the message

After Playing a Message

3 to delete the current message
5 to keep current message
7 to replay the current message
4 to give message to another user

User options

4 changes mailbox greeting
2 changes auto answer greeting
7 changes the pass code
3 edits message distribution lists

Notes:

- Initial pass code matches your main account number (even for sub boxes off the main mailbox).
- Press # after each action. This will speed up verification.
- Pressing 0 at any time will connect you with a TSR (operator)
- All messages (played and not played) will be purged from the system, typically in 5 days.