

# ACTIVITY MENU

**Record and Send Messages**

(record, edit, address,  
deliver)

1

**Get and Respond to Messages**

(retrieve, sort/save, respond)

ABC

2

**Create Personal Greetings**

(record, edit, activate)

DEF

3

**Check Outgoing Messages**

(retrieve, sort/save,  
review/modify, resend)

GHI

4

**Change Password/Create**

**Lists/Personal Directories**

(create, review/modify, scan)

JKL

5

**Scan Messages Quickly**

(and/or headers)

PRS

7

# BASIC COMMANDS

Help	*4 or *H
Restart at Activity Menu	*7 or *R
Wait	*9 or *W
Transfer to an extension	*8 or *T
Look up name/extension	**6 or **N
Exit system	**9 or **X
Transfer call to operator	*0
Delete	*3 or *D
Undelete (may not be available with your system)	**8 or **U
Hold message in category	**4 or **H
Re-log in	**7 or **R
Skip call answer greeting	1

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## Use while addressing:

Alternate addressing (switch between name/ext.)	*2 or *A
Use mailing list	*5 or *L

# PLAY-BACK CONTROLS



Rewind



Play/Pause



Louder



Back Up



Advance



Softer



Slower



Faster



Listen/Replay



Skip



Press 3 to pause and 3 again  
to continue. Q=7 Z=9

Voice Messaging Wallet Card  
585-300-704, Issue 2, 11/93