

## 1. Hear Your Messages

- 1 Start reverse playback
- 2 Stop/resume playback
- 3 Start fast-forward playback
- 4 Hear the message again
- 5 Play message with envelop information (date, caller-ID).
- 6 Move or copy  
To move message, press 1.  
To copy message, press 2.  
To record a comment, press 3.
- 7 Delete
- 8 Call back  
To confirm the callback, press 1.  
To cancel the callback, press \*.
- 9 Skip
- 0 Help

## 2. Change Your PIN

Enter your new access code.

- 1 Use the access code.
- \* Return to the main menu without using the new access code.

## 3. Record Your Name

Record your name and press the # sign. Then choose from the following options:

- 1 Listen to recording
- 2 Use recording
- 3 Record again
- 4 Delete recording

## 4. Record a Greeting

Record your greeting\* and press the # sign. Then choose from the following options:

- 1 Listen to recording
- 2 Use recording
- 3 Record again
- 4 Delete recording

\*You can record up to five greetings.

**Star code: \*98**

## 5. Record a Message

Record your message and press the # sign. Then choose from the following options:

- 1 Move message
- 2 Copy message

## 9. Select a Mailbox Greeting

Choose a greeting from the list provided by PBX . You can have up to five choices:

- 1 Greeting 1
- 2 Greeting 2
- .
- .
- 9 Greeting 5