



2 Call Management

- 1 Play Current Personal Greeting
- 2 Change Call Blocking
- 3 Change Call Screening
- 4 Select Next Personal Greeting
- 5 Record Current Personal Greeting
- 6 Delete a Personal Greeting
- 7 Choose a Personal Greeting
- 8 Record Any Personal Greeting

3 List Management

- 1 Review First User ID
- 2 Review Current User ID
- 3 Remove all Users in List (# to confirm)
- 4 Remove Current User from List
- 5 Review Last User ID
- 6 Create or Select List Number
- 7 Add New User ID to List
- 8 Add New Network ID to List

4 Notify Management

- 1 Summarize Notify Status
- 2 Enable all Notification
- 3 Disable all Notification
- 4 Change Notification Number

5 User Setup

- 1 Change Your Password
- 2 Record Name
- 3 Review Name Recording
- 4 Change Message Playback Order
- 5 Change Your Directory Listing
- 6 Review Your Directory Listing

7 Quick Setup

8 System Date & Time

0 Log Out Of User Mode

Call Receptionist:
from inside: _____

Enter System Access Code: _____

Enter User ID: _____

Enter Password: _____

Name: _____

Mailbox: _____

PVREF1203

1 Message Management

- 1 Play Next Message
- 2 Replay Current Message
- 3 Advance Options
 - 1 Play Previous Message
 - 2 Fax Mail Delivery
 - 1 Same Call Delivery
 - 2 Call Back Domestic
 - 3 Call Back International
 - 4 Set Fax ID Extension
 - 5 Set Default Fax (Domestic)
 - 6 Set Default Fax (International)
 - 7 Enable/Disable Auto Delivery
 - 3 Quick Messaging
 - 4 Erase All Messages
 - 5 Un-Erase All Messages
 - 6 Check Unheard Sent Messages
 - 7 Play First Message
 - 8 Play Saved Messages
- 4 Erase Current Message & Play Next

Message Management

- 5 Forward Current Message to Another User or Distribution List
 - 1 Forward Message & Exit
 - 2 Record Forwarding Prefix
 - 3 Review Forwarding Prefix
 - 4 Forward with Delivery Options
 - 1 Forward with Options
 - 2 Set Private
 - 3 Set Certified
 - 4 Set Urgent
 - 5 Set Future Delivery
 - 8 Reset Delivery Options
 - 5 Append to Forwarding Prefix
 - 6 Select Personal List Number
 - 7 Select User ID
 - 8 Select Network ID (User ID # Site Number)

User Tips
 Press 0 to log out from anywhere.
 Press 9 to return to previous menu.
 Press * to replay menu options.
 Press # to terminate any recording.

Message Management

- 6 Reply or Send a New Message to Another User or Distribution List
 - 1 Send Message & Exit
 - 2 Record Message
 - 3 Review Message
 - 4 Send with Delivery Options
 - 1 Send Message with Options
 - 2 Set Private
 - 3 Set Certified
 - 4 Set Urgent
 - 5 Set Future Delivery
 - 8 Reset Delivery Options
 - 5 Append to Message
 - 6 Select Personal List Number
 - 7 Select User ID
 - 8 Select Network ID
 - 7 Replay Current (from end if saved)
 - 8 Power Playback (play first message if end)

Message Playback Controls
 7 Rewind 8 Fast-Forward * Pause