



To skip over a message in your mailbox:

1. Press the “#” key to skip to the end of the message.
2. Press the “#” key again to save the message you just skipped over for future access.



To rewind a message during playback:

1. Press the “7” key while the message is playing.



To slow down message playback:

To slow the speed that the messages are being played in your mailbox, press the “4” key during message playback.



To speed up message playback:

To increase the speed that the messages are being played in your mailbox, press the “6” key during message playback.



To fast forward to the end of a message:

Press the “#” key at any time during the message.



To recover a deleted message:

1. Press the “3” key to access your old messages.
2. Press the “2” key to access Deleted messages.
3. Press the “1” key to review your Deleted messages.
4. For each message....
 - A. Press “1” to **Replay** the message.
 - B. Press “2” to **Restore** the message as a “saved” message.
 - C. Press “3” to **Delete** the message.
 - D. Press “4” to **Reply** to the message.
 - E. Press “5” to **Forward** the message.
 - F. Press “6” to **Restore** the message as New.
 - G. Press “7” to **Step Back** to the previous level.
 - H. Press “9” to **Play** the message properties.
 - I. Press “#” to access the next Deleted message.



To skip over a greeting when leaving a message for someone:

1. Enter the extension of the desired recipient, followed by the “#” key.
2. Press the “#” key again to confirm the extension without waiting to listen to the details or greeting associated



To review a message before sending it:

1. Press the “#” key when you are finished recording the message.
2. Press the “5” key to review the recording.
3. After reviewing the recording...
 - a. Press the “#” key to send the message, or....
 - b. Press the “6” key to re-record it, or....
 - c. Press the “7” key to add on to the existing recording,



To avoid sending a recorded message:

1. Press the “*” button to cancel the delivery of a message you have just been recording.



To set a future message delivery time:

1. Record the message. Press the “#” key when you are finished.
2. To indicate you want to set a future delivery date, press the “4” key...
 - a. To deliver the message later today, press “0”.
 - b. To deliver the message tomorrow, press “1”.
 - c. To deliver the message the day after tomorrow, press “2”, and so on.
 - d. To enter a specific delivery date and time, press “9”. Key in the desired delivery time (e.g. “730”)
 - e. Press the “1” key to specify an a.m. delivery time; press the “2” key to specify a p.m. delivery time.

