

Voice Mail Controls

Menu 1	Key
Save	#
Delete	7
Replay Message / Skip Envelope	2
Fast Forward	3
Rewind	4
Play Message Envelope	5
Call Back Sender	8
Go to Menu 2	9
Menu 2	Key
Reply	1
Forward	2
Go to Menu 1	*

Voice Mail

To Access Your Voice Mail:

- Dial Your **MESSAGES** button.
- Enter your password.
- To navigate, follow the menu choices.

From Outside the Office:

- Dial your phone number.
- When the voice mail system answers, press the ***** key.
- Enter your password.
- To navigate, follow the menu choices.