

Voice Mailbox Quick Tip Sheet

While you are *listening to your messages*, you can:

Press 1	Skip backwards five seconds within the message
Press 2	Repeat the message or resume playing if you have paused it.
Press 3	Skip forward five seconds within the message.
Press 4	Skip back to the previous message.
Press 6	Skip to the next message.
Press 9	Call the ext. number the message came from.
Press *	Help menu.
Press #	Pause the message you are listening to. Press 2 to continue.
Press 73, ext. number forwarding to, # button, # button again, (press 5 to include/record a message from you followed by # button to end recording). Press 79 to send.	Forward message to another extension. (A message copy is put into your mailbox).
Press 76	Delete the message you are listening to.