LISTENING AND RESPONDING [1]

RECORDING AND SENDING [2]

PERSONALIZING YOUR MAILBOX [4]

SHORTCUTS [1]

PRINTING A FAX OR E-MAIL [1]

PRINTING A MESSAGE AFTER REVIEWING

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  - Change Schedule [2]
Changing your password
  - Enter new password, followed by [9]
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  - When finished [5]
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  - After entering all addresses [9][4]
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  - Send [9]
To cancel recording [9]
To spell name [9]

Delivery options
  - Send immediately [9]
  - Mark as priority/not priority [2]
  - Mark for future delivery [4]
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CALL ANSWERING [2]

Changing call handling
  - Block all incoming calls [1]
  - Activate optional greetings [4]
  - Review current greeting rules [8]
  - Delete all greeting rules [9]
Setting up rules for optional greetings
  - Hear rule [0]
  - Activate for internal calls → external calls → all calls (rotate) [1]
  - Activate for busy → no answer → busy on no answer (rotate) [2]
  - Activate for business hours → out of business hours → any time (rotate) [3]
  - Delete current greeting rule [7]
  - Accept greeting rule [9]
Setting a default fax number
  - Enter the new telephone number [1]
  - Confirm [2]
Recording or changing announcements
  - Enter the announcement number [5]
OR
  - If announcement is already recorded:
    - Accept recording [1]
    - Rerecord [2]
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Managing personal distribution lists
  - Create list [1]
  - Edit list [2]
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MAIN MENU

1. REVIEW MESSAGES
   - New messages [1]
   - Saved messages [1][2]
   - Deleted messages [1][3]

2. END OF MESSAGE OPTIONS
   - Print [2]
   - Replay [4]
   - Envelope information [5]
   - List all recipients [5][5]
   - Forward message... without comment [6][1]
   - Erase [7]
   - Reply [8]
   - Save [9]
   - Skip [#]

3. PRINT MESSAGES
   - Print new fax messages [1]
   - Print inbox listing [2]
   - Print new message listing [3]

4. TO FORWARD A MESSAGE:
   - (With comment)
     - Record comment.
     - When finished, press [#].
   - (Without or without comment)
     - Enter address.
     - Press [#].
     - When finished, press [#].
     - For more addresses, repeat these two steps.
     - When finished, press [#].
     - To send, press [#].

5. END OF MESSAGE
   - At prompt, record message.
   - To replay message, press [1]
   - To pause message, press [2]
   - When finished, press [#]

6. LOCATION OF A MESSAGE
   - If sender is on same system, enter address of sender, then press [#]
   - To search for external callers, press [1][9]
   - To use Dial-by-Name, press [9] Then spell name and select from list.

7. PERSONAL CONFIGURATION
   - Greetings menu [1]
   - Special Features menu [2]
   - Change call handling [3]
   - Default fax destination [4]
   - Record announcements [5]
   - Manage personal lists [6]
   - Set Personal Operator [7]
   - Change password [9]

8. PROMPTS & GREETINGS
   - Personal greeting [1]
   - Extended Absence greeting [2]
   - Optional greetings [3]
   - Please Hold prompt [5]
   - Name prompt [6]
   - Extended Absence options [7]

9. SPECIAL FEATURE OPTIONS
   - Enable/Disable Find Me [2][1]
   - Enable/Disable Call Me [3][1]
   - Notify Me [4]
   - Toggle Call-Calendar off/on [5]
   - Intercom paging [7]
   - Review active options [9]

10. CALL HANDLING OPTIONS
    - Block all incoming calls [1]
    - Activate optional greetings [4]
    - Review current greeting rules [8]
    - Delete all greeting rules [9]

11. PERSONAL LIST OPTIONS
    - Create list [1]
    - Edit list [2]
    - Delete list [3]
    - Browse active lists [4]

12. SEND OPTIONS
    - Send immediately [#]
    - Mark (toggle) urgent / low priority [2]
    - Mark for future delivery [4]
    - Mark as private [5]

13. FUTURE DELIVERY OPTIONS
    - Set date & time [1]
    - Set delay [2]

14. NOTIFY ME OPTIONS
    - EnableDisable caller-requested notification [1]
    - Automatic notification options [2]

15. AUTOMATIC NOTIFICATION OPTIONS
    - Disable automatic notification [1]
    - Notify for all calls [2]
    - Notify for urgent calls only [3]

16. INTERCOM PAGING OPTIONS
    - Turn off paging [1]
    - Turn on paging [2]
    - Turn on automatic paging [3]

17. DEFAULT OPTIONS
    - Playback Options [1][2][3]
    - Ringback options [4][5][6]
    - QuickLang [7][8][9]
    - Cancel Ringback/Quick Lang [*][0][#]

18. DIAL BY NAME OPTIONS
    - List all recipients [5]
    - Reply to sender [8]
    - List all addresses [9]

19. DIAL-BY-NAMES OPTIONS
    - Send immediately [#]
    - Mark as private [5]

20. PERSONAL OPTIONS
    - Set Personal Operator [7]
    - Change password [9]

21.生態情報
    - To change a password:
      - Enter new password
      - Accept [9]
      - Re-enter new password
      - Accept [9]