



# VOICEMAIL SETUP

**MAIN MENU**  
1 -- voice messages  
2 -- personal options  
3 -- access fax messages \* 4  
-- access another mailbox.  
6 -- compose a message. \*  
8 -- make a call \*

**ACCESSING VOICEMAIL**  
1 -- from landline or wireless: call 763-217-6245  
2 -- from wireless: hold down the "1" on key pad

**PLAY MESSAGE MENU**  
*during message playback*  
1 -- rewind  
2 -- pause  
3 -- fast-forward  
4 -- replay  
5 -- timestamp  
6 -- forward message\*  
7 -- delete message

**PERSONAL OPTIONS**  
1 -- greetings  
2 -- access password.  
3 -- spoken name  
4 -- pager setup  
5 -- call forwarding  
6 -- toggle timestamp  
7 -- toggle bypass  
8 -- group lists

**MESSAGING OPTIONS**  
1 -- compose a message  
2 -- access group lists

**GROUP LISTS**  
select a list, then  
1 -- add a member  
2 -- remove a member  
3 -- review your list  
4 -- record a name for list  
5 -- play the recorded name

**COMPOSE MESSAGE**  
**Step 1.**  
Enter mailboxes and group lists to send messages to.  
**Step 2.**  
Record message.  
**Step 3.**  
1 -- send message.  
2 -- review message.  
3 -- re-record message.  
4 -- more options  
\* -- cancel.

**GREETINGS**  
1 -- record 1-9 greetings.  
2 -- activate greeting 1-9  
3 -- review greeting 1-9  
4 -- review current greeting  
5 -- use system (digits)  
6 -- use recorded name

**CALL ROUTING**  
1 -- modify 1-9 CF numbers  
2 -- activate CF 1-9  
3 -- review CF 1-9  
4 -- review current CF

**SENDING OPTIONS**  
1 -- send message  
2 -- tag as urgent  
3 -- request a receipt  
4 -- mark private  
8 -- reply / return this call  
\* 9 -- save message.  
0 -- more options.  
\* -- Main Menu.  
# -- next message