RECORDING AND SENDING

Creating a voice message
- From Ready
- Record message
- When finished
- Enter up to 10 addresses (individual addresses and/or personal distribution lists)
- When finished
- Specify addressing options (see below)
- Send

TIPS:
- Erase message while recording
- Erase message after pressing # to finish
- If you don’t know the mailbox number, spell last name (Q = 7, Z = 9)
- Cancel the last address you entered

Specifying addressing options before sending
- Return receipt
- Enter additional addresses
- Private
- Future delivery
- Urgent

Listening to messages marked for future delivery
- From Ready
- Listen

LISTENING AND RESPONDING

Reviewing voice messages
- From Ready
- Listen
- Skip to next
- Listen to previous
- Saved messages

TIPS:
- Hear the message's time and date received
- Turn up the playback volume
- Speed up the playback
- Slow down the playback

Replying to a message
- During or at end of message
- Record reply
- When finished
- Send

Forwarding a message
- During or at end of message
- Record cover comments
- When finished recording or if you choose not to record comments
- Enter address
- Send

MANAGING YOUR MAILBOX

Changing your security code
- From Ready
- Always make your code 6 characters long

Recording personal greeting
- From Ready
- Heard by callers who reach your voice mailbox

Recording extended-absence greeting
- From Ready
- Blocks messages from callers, but not from other USC mailboxes

Using personal distribution lists (PDLs)
- From Ready
- Add list or list entry
- Delete list or list entry
- Review list
- Modify list name

Forwarding calls to a personal assistant
If you have a personal assistant defined, in your greeting tell callers to press 0 to be connected with your personal assistant.

Checking status of messages sent
Find out if someone has received a message you sent. You'll be told if the recipient's mailbox contains any messages from you. (This works only on messages sent to someone on your voice mail system.)
- From Ready
- Enter recipient's mailbox address

GENERAL TIPS

Exiting your mailbox
- Immediate exit
- To hear exit choices
- Erase deleted messages and listen to new
- End the session
- Cancel exit and return to Ready

Not sure which key to press?
- Listen to help on current feature
- Hear list of features

Want to save time?
- Bypass a call answering greeting
**LISTENING**

- **Listen To Message(s)**
  - Listen
  - Listen to last

**MESSAGING**

- **Record/Address Message**
  - Record message
  - Back up
  - Back up to beginning
  - Erase
  - Go forward
  - Forward
  - Go to next message
  - Save
  - Time/Date
  - Pause/Resume
  - Erase
  - Listen to previous message
  - Reply
  - Volume
  - Speed up
  - Slow down to normal

- **Send**
  - Return receipt
  - Enter one or more addresses
  - Address via Dial-by-Name
  - Cancel address
  - Erase message
  - Addressing options

**MANAGING**

- **Record or Change Greeting**
  - Greetings
  - Leave unchanged
  - Record new greeting
  - Record extended-absence greeting

- **Check Message Sent**
  - Check on messages sent

- **Set Options**
  - Custom options

- **Future Delivery Messages**
  - Future delivery messages

- **Print-All-Fax**
  - Print-all-fax options
  - Fax device delivery
  - Print to personal fax delivery number
  - Cancel all print requests
  - Print-fax options
  - Fax delivery device
  - Print to personal fax delivery number
  - Cancel previous request