

Main Menu	
1	Review Messages
2	Scan Messages
3	Send a Message
4	More options
	More Options
1	Change Personal Profile
2	Recording Name or Greeting
3	Auto Attendant Options
4	To make a phone call
5	Control your presence and login status
	Change Presence & Login
1	To change user presence
	User Presence
1	Available
2	Not Available
3	Busy
4	At Lunch
5	In a Meeting
6	Be Right Back
7	Appear Off Line
*	To return to the previous menu
2	To change agent presence
	Agent Presence
1	Available
2	Not Available
3	Wrap up
*	To return to the previous menu
3	To change login from phone status
	Phone Login
1	To login to this phone
2	To logout of this phone
3	To log all users out of this phone
4	To log out an individual user from this phone
*	To return to the main menu
4	To change call group login status
	Group Login
1	To logout of all call groups
2	To logout of a specific call group
3	To login to all call groups
4	To login to a specific call group
5	To hear the list of call groups you are currently logged into
6	To hear the list of call groups you are a member of
*	To return to the main menu
*	To return to the main menu
6	Call Forwarding
*	Return to main menu
*	Transfer to another mail box

Message Review Menu	
1	Repeat
2	Save message
3	Erase message
4	Reply to message
44	Call back using Caller ID
5	Forward message to another mailbox
6	Play previous message
7	Rewind 3 seconds
8	Pause message
9	Skip forward 3 seconds
#	Play next message
*	Skip Date/Time

Voice Mail DID _____

Voice Mail Extension _____

Name	Extension