

## ACCESS YOUR MAILBOX

Call ProtecéVoice™

Internal Number

---

External Number

---

Press the # key

Enter your mailbox number

---

Enter your access code

Press your menu selection at  
the Subscriber's Main Menu

## SUBSCRIBER MAIN MENU

- 1 Retrieve your messages
- 2 Send a message
- 3 Personal options menu
- 4 Check delivery status
- 9 Check mailbox status
- \* Hang up and disconnect
- # Return to system greeting
- 0 Dial an internal number

## OPTIONS WHILE LISTENING

- 1 Repeat the message
- 2 Save the message
- 3 Delete the message
- 4 Reply to message
- 5 Check time/date stamp
- 6 Copy message to someone
- 7 Rewind 5 seconds
- 8 Pause/resume
- 9 Fast forward 5 seconds
- # # Skip to next message
- \* Cancel message review

## MESSAGE COPY OPTIONS

When copying a message:

- 1 Copy with comments  
Record/Edit comments  
# to accept comment  
\* to cancel comment
- 2 Copy without comments

## SELECT COPY DESTINATION

Enter mailbox number,  
group number or personal  
group number to receive  
the message copy. Press #  
to use the directory.

- # send message now
- # Delivery options menu
- \* cancel destination

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### HINTS and TIPS

Change your security access code on a regular basis.

Record your mailbox name and greeting in a clear voice.

From any menu option, press the [\*] go up a menu level.

Pressing [\*][\*][\*] will always exit the system.

Use your temporary greeting when you are out of the office.

Use transfer options to put your mailbox in Do Not Disturb.

Mat Code: 699483  
9/97

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### DELIVERY OPTIONS MENU

- 1 Confidential message
- 2 Priority message
- 3 Proof of delivery
- 4 Specific delivery date
- \* Cancel delivery

### PROOF OF DELIVERY MENU

- 1 Return receipt message
- 2 Non-delivery notification

### SPECIFIED DELIVERY DATE

- 1 Enter a specific date
- 2 Pick a day in the week

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### PERSONAL OPTIONS MENU

Select the option to modify and follow the prompts:

- 1 Greetings
- 2 Access codes
- 3 Group list maintenance
- 4 Message notifications
- 5 Transfer options

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