



TO ACCESS VOICE MAIL

Dial: _____

Then Dial: _____

Dial Password: _____



**Key Voice®
Voice Processing**

**VOICE MAIL
SUBSCRIBER
KEYPAD MAP**

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KEY VOICE®
Everything Your Business Calls For

1

LISTEN TO MESSAGE

MESSAGE MENU

- 1 New Voice Mail Messages
- 2 Saved Voice Mail Messages
- 3 New E-mail Mail Messages*
- 4 Saved E-mail Mail Messages*
- 5 All New Messages*
- 6 All Saved Messages*
- # Exit

DURING PLAYBACK

- 5 Adjust Volume
- 8 Rewind
- 9 Fast Forward
- 0 Pause

MESSAGE OPTIONS

- 1 Replay Message
- 2 Save Message
- 3 Save Message As New
- 4 Delete Message
- 5 Adjust Volume
- 6 More Options
- 7 Tag Fax Mail
- * Get Fax Mail
- # Exit

2

SEND MESSAGE

Enter mailbox number to which message is to be sent or press * for directory

SEND MENU

- 1 Send Message
- 2 Replay Message
- 3 Re-record Message
- 4 Cancel Message
- 5 Receive Message Receipt
- 6 Send to Multiple Boxes
- 7 Add Fax Document
- 8 Resume Recording at End
- 9 Play Last 5 Seconds
- * Future Delivery

MORE OPTIONS

- 1 Forward Message
- 2 Reply via Voice Mail
- 3 Transfer to Sender
- 4 Delete Message
- 5 Message Time and Date
- 6 Reply via E-mail*
- # Exit

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MAILBOX OPTIONS

OPTIONS MENU

- 1 Record Name
- 2 Record Greeting
- 3 Change Password
- 4 Call Transfer Feature
- 5 Message Notification
- 6 Pager Notification
- 7 Review Future Delivery
- 8 Distribution Lists
- * Edit a Sent Message

- 1 Normal
- 2 Urgent
- 3 Private
- 5 Receipt
- * Future

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SHORTCUT TO NEW MESSAGES

#

EXIT

To block calls to your extension, PRESS 4 then *.
To cancel blocking, PRESS * again.

- 1 Play Greeting
- 2 Re-record Greeting
- 3 Delete Greeting
- 5 Select Greeting
- * Exit

Not all options are available on all systems.

* Requires unified messaging feature.

