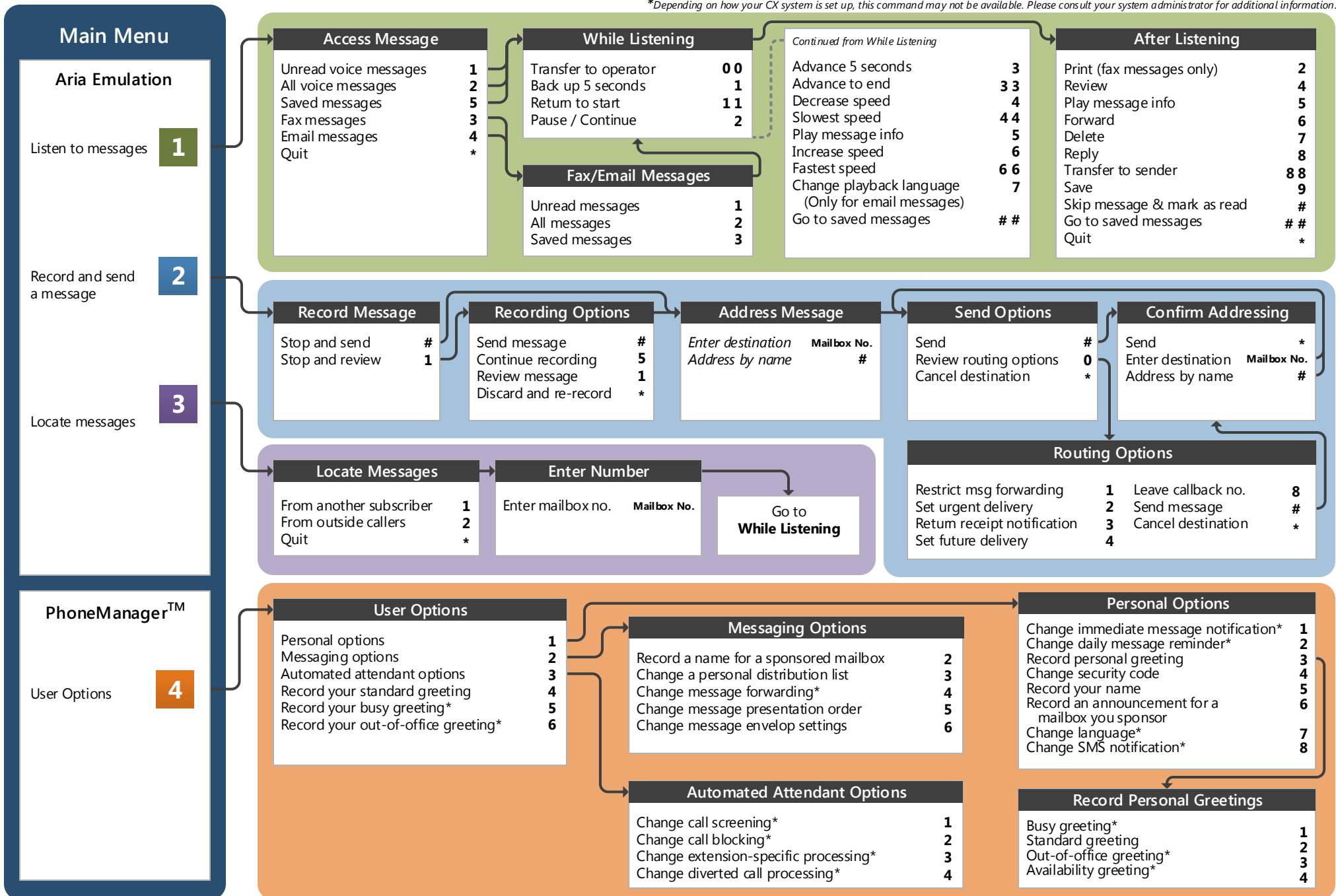


\*Depending on how your CX system is set up, this command may not be available. Please consult your system administrator for additional information.



# Performing Common Tasks

If you are looking for a quick hint on how to perform a specific task, here is the list of the shortcut commands.

\* Depending on how your CX system is set up, this command may not be available. Please consult your system administrator for additional information.

## Getting Started...

| <i>If you want to...</i>  | <i>Then enter...</i> |
|---------------------------|----------------------|
| Listen to new messages    | <b>1</b>             |
| Record and send a message | <b>2</b>             |
| Locate messages           | <b>3</b>             |
| User options              | <b>4</b>             |

## Changing Your Mailbox Options

| <i>If you want to...</i>                      | <i>Then enter...</i> |
|---|----------------------|
| Change name                                   | <b>4 1 5</b>         |
| Change password                               | <b>4 1 4</b>         |
| Change standard greeting                      | <b>4 4 or 4 1 3</b>  |
| Change out-of-office greeting*                | <b>4 6 or 4 1 3</b>  |
| Change busy greeting*                         | <b>4 5 or 4 1 3</b>  |
| Create or update a personal distribution list | <b>4 2 3</b>         |
| Set automatic message forwarding*             | <b>4 2 4</b>         |
| Set Immediate Message Notification*           | <b>4 1 1</b>         |

## After Recording & Addressing Message

| <i>If you want to...</i>                | <i>Then enter...</i> |
|---|----------------------|
| Restrict message forward                | <b>1</b>             |
| Mark the message urgent                 | <b>2</b>             |
| Request a return receipt                | <b>3</b>             |
| Request future delivery                 | <b>4</b>             |
| Leave a number where you can be reached | <b>8</b>             |

## After Listening to Message

| <i>If you want to...</i>              | <i>Then enter...</i> |
|---------------------------------------|----------------------|
| Forward message to another subscriber | <b>6</b>             |
| Delete the message                    | <b>7</b>             |
| Reply                                 | <b>8</b>             |
| Transfer to a sender's extension      | <b>8 8</b>           |
| Transfer to a sender's outside number | <b>8 4</b>           |
| Save the message                      | <b>9</b>             |
| Send message to default fax number*   | <b>2 1</b>           |
| Send message to spec. fax number*     | <b>2 2</b>           |