


How do I check my messages in the Voice Mail System?


Log-in your mailbox. Enter password if requested. Press 1

Press 1 to play new messages	Press 2 to play old messages	Press 3 for deleted messages
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Repeat message: 1	<i>System will repeat the message you are playing</i>
Play next message: 1 2	<i>System will play the next message</i>
Pause: 2	<i>Pause</i>
Delete message: 3	<i>Deletes the message, it will remain as a deleted message until the end of the following day</i>
Transfer to another user: 7	<i>System will ask you to enter the destination number which is the mailbox where you want to send the message being transferred.</i>
(7, Box Number, 2, 1)	Enter the mailbox number
or	
(7, Box Number, 2, 2)	Press 2 to accept if correct or 3 to repeat the number you entered or press 1 to change
	Press 1 to transfer or 2 if you want to leave a comment
	If you pressed 2, leave comment at the tone, press 1, press 2 to accept
For help: 0	<i>System will repeat above options and items below</i>
Rewind: 5	<i>Backs up message about 5 seconds during playback, you can press more than once</i>
Fast forward: 6	<i>fast Forwards message about 5 seconds during playback, you can press more than once</i>
Adjust volume: 8	<i>Pressing 8 will raise the volume. After the third time you press 8 it will return to the original volume level.</i>

 # 6 mail box: transfers directly to the persons greeting.

 # 8 mail box: rings desk before forwarding to greeting.

 2 lets you skip greeting and leave your message.

