





1. Dial **77** for your Mailbox
2. Dial your personal extension, or **0** for single lines
3. Put in your Password

Press **1** for your messages: **5** to repeat this message **4** for the previous mess. **6** for the next message
7 to delete this message **8** to forward this message **9** to save this message
 for help **#** to exit

Press **2** to change folder: **0** for new messages **1** for old messages **2** for word messages
3 for family mess. **4** for friend's mess. **#** to exit

Press **3** for advanced options: **1** send a reply **3** to hear envelope **5** to leave a message  return to menu

Press **0** for mailbox options: **1** record your unavailable message **2** record your busy message **3** record your name
4 record your temporary greeting **5** change your password  return