

CALL CENTRAL QUICK REFERENCE

START

Enter the System
Dial access number
Enter pass code

MAIN MENU

1
Play a
Message

ABC 2
Make a
Message

DEF 3
User
Options

WXY 9
Exit

1	Play (again)
ABC 2	Keep
DEF 3	Discard
GHI 4	Give
JKL 5	Answer
MNO 6	Make New Message
TUV 8	Fax Transmittal (if fax) Skip to Next Msg (if not)
TUV 8 *	Back to Previous Msg
TUV 8 GHI 4	Time stamp

Enter Mailbox #	
*	Delete Mailbox #
RECORD	

GHI 4	Greeting
MNO 6	Name
PRS 7	Pass Code
JKL 5	Distribution List
ABC 2	Call Schedule
TUV 8	Tutorial
1	Unified Message Portal
WXY 9	Exit

PRS 7	Pause for 30 sec
*	Move back 5 sec
#	Move forward 5 sec

Any other key to unpause

Enter Mailbox #	
*	Delete Mailbox #
RECORD MESSAGE	

1	Send & Exit
ABC 2	Discard/Record Over
DEF 3	Review
GHI 4	Append
JKL 5	Leave a Fax
TUV 8	Message Addressing

#	Discard Permanently
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1	Exit to Main Menu
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PRS 7	Primary
GHI 4	Extended Absence
JKL 5	Dialog
MNO 6	Dialog Menu
WXY 9	Exit

JKL 5	Listen to Greeting
PQRS 7	Record Greeting
WXY 9	Exit

1	Greeting On/Off
ABC 2	Review
DEF 3	Return Date
GHI 4	Msg. Taking On/Off
WXY 9	Exit

ABC 2	Confidential
PRS 7	Receipt
TUV 8	Urgent
DEF 3	Future Delivery
WXY 9	Exit
<i>Use all or one command</i>	

1	Save
ABC 2	Discard/Record Over
DEF 3	Review
GHI 4	Append

Enter Distribution List # If new use "01"	
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DEF 3	Audit Future Delivery
WXY 9	Exit

ABC 2	Add Members
DEF 3	Drop Members
MNO 6	Record List Name
PRS 7	Play Member List
WXY 9	Exit