

MESSAGE 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

WXYZ 9
Exit

1	Play (again)
ABC 2	Keep
DEF 3	Discard
GHI 4	Give
JKLM 5	Answer
MNO 6	Make New Message
TUV 8	Fax Transmittal (if fax) Skip to Next Msg (if not)
TUV 8 * 9	Back to Previous Msg
TUV 8 GHI 4	Time stamp

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

Any other key to unpause

Enter Mailbox #	
*	Delete Mailbox #
RECORD	

Enter Mailbox #	
*	Delete Mailbox #
RECORD MESSAGE	

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

Discard Permanently

1 Exit to Main Menu

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

PRS 7	Primary
GHI 4	Extended Absence
WXYZ 9	Exit

JKLM 5	Listen to Greeting
PRS 7	Record Greeting
WXYZ 9	Exit

ABC 2	Confidential
PRS 7	Receipt
TUV 8	Urgent
DEF 3	Future Delivery
WXYZ 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"

DEF 3	Audit Future Delivery
WXYZ 9	Exit

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

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

* If you have Fax Central along with Message Central, you will have the grayed out features above.