## **Main Menu and Shortcuts**

Key	Task
1	Hear new message
2	Send a message
3	Review old messages
4	Change setup options
4-1	Change greetings
4-1-2	Turn on/off alternate greeting
4-2-1	Change message notification
4-2-3	Change full or brief menus
4-3-1	Change password*
4-3-2	Change recorded name

## **During Message Menu**

While listening to a message, press:

Key	Task
1	Restart message
2	Save message
3	Delete message
4	Slow playback
6	Fast playback
7	Rewind five seconds
8	Pause/Resume
9	Fast-forward five seconds
#	Fast-forward to end
#-#	Skip message, save as is

## Send Message Menu

After addressing and recording, press: