

# Shortcuts available during message playback

While listening to a message, press **3** to hear a menu of quick message actions. Except as noted, these actions are available for both new and old messages.

After using a quick message action, you can continue with the next part of the conversation or take another action on a message. For example, you can:

Press **3 4 4** to reply to a message, then **3 5** to check the next message.

Press **3 9** to redirect a message. After you finish redirecting the message, you can press **3 4 4** to reply to the original sender. After you reply, you can press **3 6** to delete the message.

When you exit the quick message actions, the system saves your message as an old message. The system also saves your message as old when you press **3 5** to check the next message.

| TASK                   | SHORTCUT     | TASK                            | SHORTCUT   |
|------------------------|--------------|---------------------------------|------------|
| Reply                  | <b>3 4 4</b> | Archive                         | <b>3 7</b> |
| Return call            | <b>3 4 5</b> | Hear when the message was sent  | <b>3 8</b> |
| Hear Caller ID         | <b>3 4 6</b> | Redirect                        | <b>3 9</b> |
| Check the next message | <b>3 5</b>   | Save as new (new messages only) | <b>3 0</b> |
| Delete                 | <b>3 6</b>   |                                 |            |

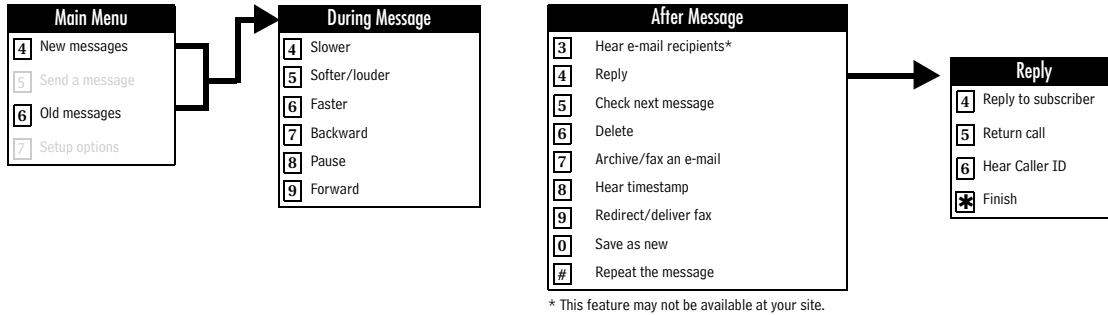
# Shortcuts for other common tasks

Use shortcuts to accelerate your responses to the system. Press your personal ID and security code (if required), then enter the following shortcuts to do these common voice messaging tasks.

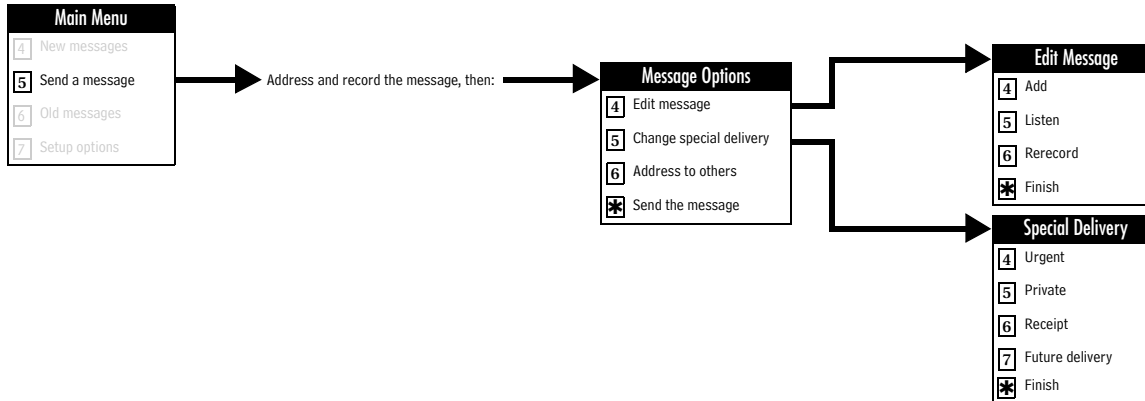
| TASK                           | SHORTCUT | TASK                                      | KEY       |
|--------------------------------|----------|---|-----------|
| Check new messages             | 4        | Change your security code                 | 7 7 4     |
| Leave a message                | 5        | Turn call transfer off                    | 7 6 4 2   |
| Review old messages            | 6        | Turn call transfer on                     | 7 6 4 1   |
| Change setup options           | 7        | Change the phone number for call transfer | 7 6 4 1 4 |
| Switch personal greetings      | 7 4 5    | Turn call screening options off           | 7 6 4 1 5 |
| Change your standard greeting  | 7 4 6    | Add a message group                       | 7 5 4     |
| Change your alternate greeting | 7 4 7    | Edit a message group                      | 7 5 5     |
| Change your busy greeting      | 7 4 8    | List your message groups                  | 7 5 6     |
|                                |          | Change your recorded name                 | 7 7 5     |

# Menu options diagrams

## Checking messages



## Sending a message



Continued ➤