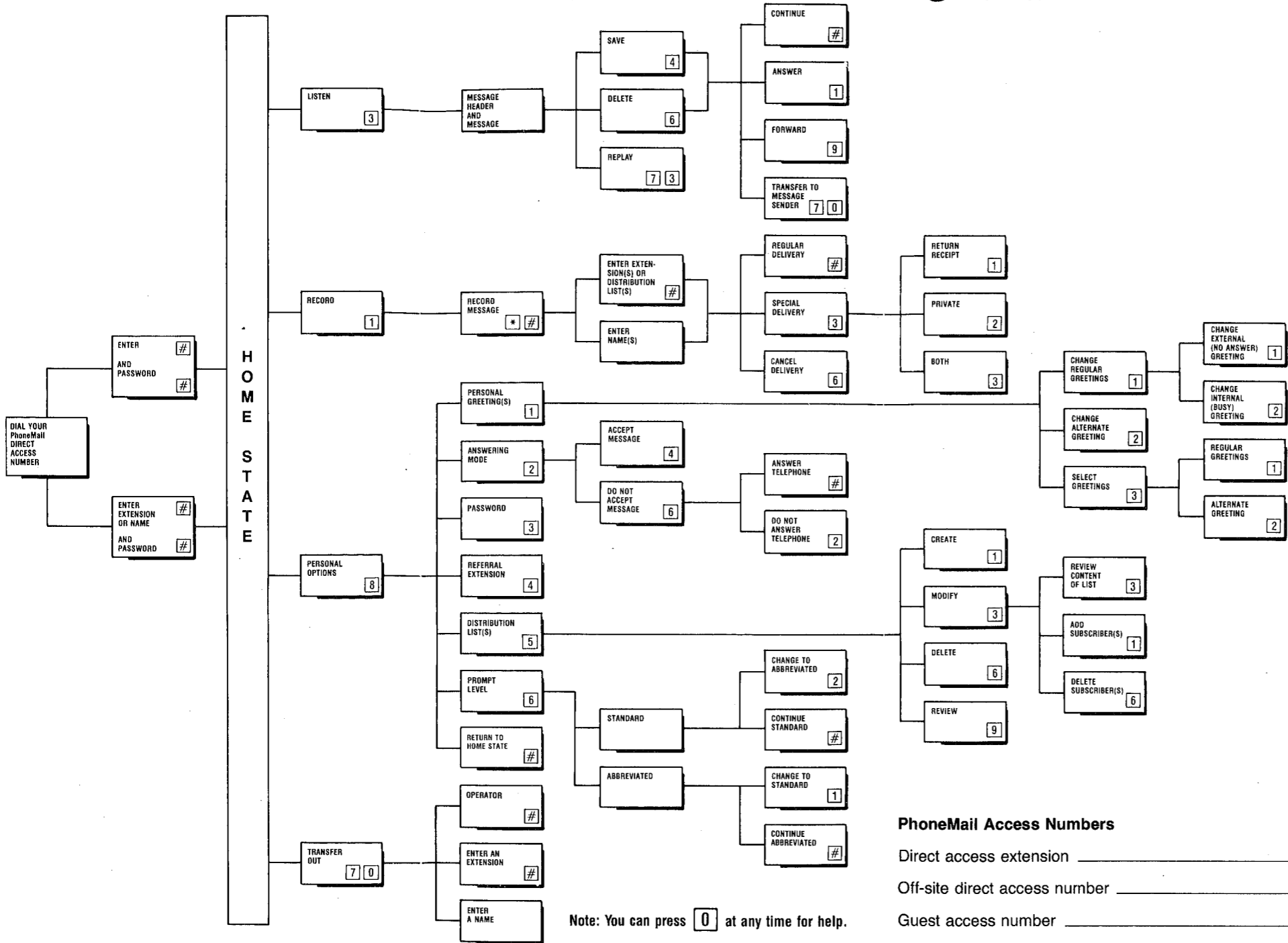


# PHONEMAIL DECISION TREE

**1** Enter the PhoneMail system by dialing your PhoneMail direct access number.

**2** Decide the branch of the PhoneMail system you want to use.

**3** Follow the voice prompts to use the features.



Note: You can press 0 at any time for help.

## PhoneMail Access Numbers

Direct access extension \_\_\_\_\_  
 Off-site direct access number \_\_\_\_\_  
 Guest access number \_\_\_\_\_

## CONTROL FEATURES

You can use the following control features when you **listen** to your messages. Refer to the PhoneMail User Guide for a complete list of listen features.

- ABC 2** Press 2 to skip from one message header to the next. (A header includes date and time, and sometimes the sender's name.)
- \* ABC 2** Press \* 2 to stop a message in progress and skip forward to the next header.
- DEF 3** Press 3 to override the message header in progress and go directly to the message.
- PRS 7 ABC 2** Press 7 2 to skip back from one message header in progress to the previous header.
- \* PRS 7 TUV 8** Press \* 7 8 to stop a message in progress and replay the previous eight seconds.
- \* WXY 9 TUV 8** Press \* 9 8 to stop a message in progress and skip forward eight seconds.

You can use the following control features when you **record** a message. Refer to the PhoneMail User Guide for a complete list of record features.

- 1** Press 1 to go directly to the tone.
- \* 1** Press \* 1 to stop, then continue recording later.
- \* MNO 6 1** Press \* 6 1 to stop recording and start over.
- \* MNO 6 #** Press \* 6 # to stop and cancel delivery of what you just recorded.
- \* PRS 7 DEF 3** Press \* 7 3 to stop and replay what you just recorded.
- \* PRS 7 TUV 8** Press \* 7 8 to stop and replay the last eight seconds of what you just recorded.