

<u>Voicemail Quick Reference Guide</u>	Main Menu	Quick Message Actions	Message Playback Options
To access your mailbox:	Check New Messages 4	Repeat the Message 3 #	Slower 4
Dial 6850	Leave Messages 5	Save Message as New (New Messages Only) 3 0	Softer/Louder 5
Enter your Security Code (You MUST have one)	Review Messages 6	Check the Next Message 3 5	Faster 6
To access your mailbox from <u>outside</u> Concordia:	Change Setup Options 7	Delete a Message 3 6	Backward 7
Dial 949-854-8002	Change Security Code 7 7	Archive a Message 3 7	Pause 8
When you here the recording dial:	Voice Mail Names 7 7	Time Stamp 3 8	Forward 9
9 + Extension	Switch Greeting 7 4 5	Redirect a Message 3 9	Exit *
	Repeat #	Exit the System ***	Repeat #
	1 = YES 2 = NO		When Leaving a Voicemail for Another Extension:
			Skip Intro/Greeting *

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