

## Voice Mailbox Quick Tip Sheet

### While you are *listening to your messages*, you can:

Press 1	Skip backwards five seconds within the message
Press 2	Repeats the message or resumes playing if you have paused it.
Press 3	Skips forward five seconds within the message.
Press 4	Skips back to the previous message.
Press 6	Skips to the next message.
Press 9	Calls the ext. number the message came from.
Press *	Help menu.
Press #	Pauses the message your listening to. Press 2 to continue.
Press 73, ext. number forwarding to, # button, # button again, (press 5 to include/record a message from you followed by # button to end recording). Press 79 to send.	Forward message to another extension. (A message copy is put into your mailbox).
Press 76	Deletes the message your listening to.