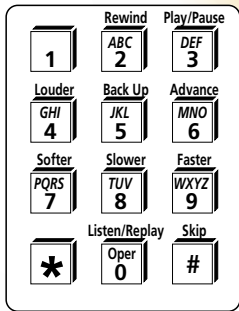


## PLAY-BACK CONTROLS



Press 3 to pause and 3 again to continue.

## Communication Manager Messaging

## ACTIVITY MENU

- Record and send messages** **1**  
(record, edit, address, deliver)
- Get and respond to messages** **2**  
(retrieve, sort/save, respond)
- Create personal greetings** **3**  
(record, edit, activate)
- Check outgoing messages** **4**  
(retrieve, sort/save, review/modify, resend)
- Change password/create lists/personal directories** **5**  
(create, review/modify, scan)
- Set outcalling options** **6**  
(call yourself when away, or when you have messages)
- Scan messages quickly** **7**  
(and/or headers)



## BASIC COMMANDS

Help                           \* 4 or \* H

Restart at  
activity menu               \* 7 or \* R

Wait                           \* 9 or \* W

Undelete  
(may not be  
available with  
your system)               \* \* 8 or \* \* U

Hold message  
in category               \* \* 4 or \* \* H

Log in again               \* \* 7 or \* \* R

Skip call answer greeting   1

Transfer to an  
extension                   \* 8 or \* T

Look up name/  
extension                   \* \* 6 or \* \* N

Exit system               \* \* 9 or \* \* X

Transfer call to operator   \* O

Delete                      \* 3 or \* D

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### Use while addressing:

Alternate addressing       \* 2 or \*