

MC Voicemail Menu Reference Sheet

Accessing Your Messages

Dial Extension 71701 (External dial 240-567-1701)
 Enter your security code when prompted
 (External enter your mailbox number followed by * key; enter security code when prompted.)

Main Subscriber Menu

Play next available message	P (7)
Make a new message	M (6)
User options	U (8)
Exit	X (9)

Message Menu

Play message again	P (7)
Answer message	A (2)
Give message to another	G (4)
Keep (save) message	K (5)
Discard message	D (3)
Make a new message	M (6)
Skip to next message	T (8)
Exit	X (9)
Recover last deleted message	*

Addressing Your Message

Key in the next mailbox number
 Or
 Delete the last number you entered *

Recording Menu

Review your recording	R (7)
Discard and start over	D (3)
Append and continue	A (2)
Message addressing options	M (6)
Send & exit to Main Subscriber Menu	X (9)
Stop recording	#

Messaging Addressing Options

Set or clear Confidential Status	C (2)
Set or clear Receipt notification	R (7)
Set or clear Urgent priority	U (8)
Set or clear Future delivery	F (3)
Exit and return to Recording Menu	X (9)

For User Options - Flip over Card

User Options

Personal Options	1
Messaging Options	2
Record your standard greeting	4
Record your busy greeting	5
Record your out-of-office greeting	6
To Quit (return to previous menu)	*

Personal Options

Record personal greeting	3
Change security code	4
Record your name	5
Record an announcement for a mailbox you sponsor	6
To Quit (return to previous menu)	*

Messaging Options

Record a name for a sponsored mailbox	2
Change a personal distribution list	3
Change Message Presentation Ordering	5
Change message envelope settings	6
To Quit (return to previous menu)	*

Busy greeting	1
Standard greeting	2
Out-of-office greeting	3

For Assistance

Call The IT HELPDESK at X77222