

User Guide

To Access your mailbox dial _____
Then dial _____
Then dial your password.

For External Callers dial your main number
when Xpress Mail answers dial __ followed
by your mailbox number and then your
password.

*NOTE: If any option is not allowed
that option has not been enabled for
your mailbox. Please see your
system administrator for details.*

User's Main Menu

1

Retrieve Messages

2

Mailbox Parameters

8

Send Message

9

Return To Auto Attendant

Retrieve Message Menu

Next Msg	Reply Msg	Save Msg
Frwd Msg	Reply To Msg	6
7	Delete Msg	Auto Attn.
*	0	#

Record Greeting/Name Menu

Play Back	Record	3
4	5	6
7	Delete	Previous Menu
*	0	#

Change Password Menu

Play Back	Change	3
4	5	6
7	8	Previous Menu
*	0	#

Mailbox Parameters

Record Greeting	Record Name	Dir. Listing
Change Psswr	DND	External Notif.
Pager Notif.	8	Previous Menu
*	0	#

Directory Listing Menu

Play Back	Change	3
4	5	6
7	Delete	Previous Menu
*	0	#

External/Pager Notification Menu

Change Mode	Tel/Pager Number	Play Back
4	5	6
7	8	Previous Menu
*	0	#

