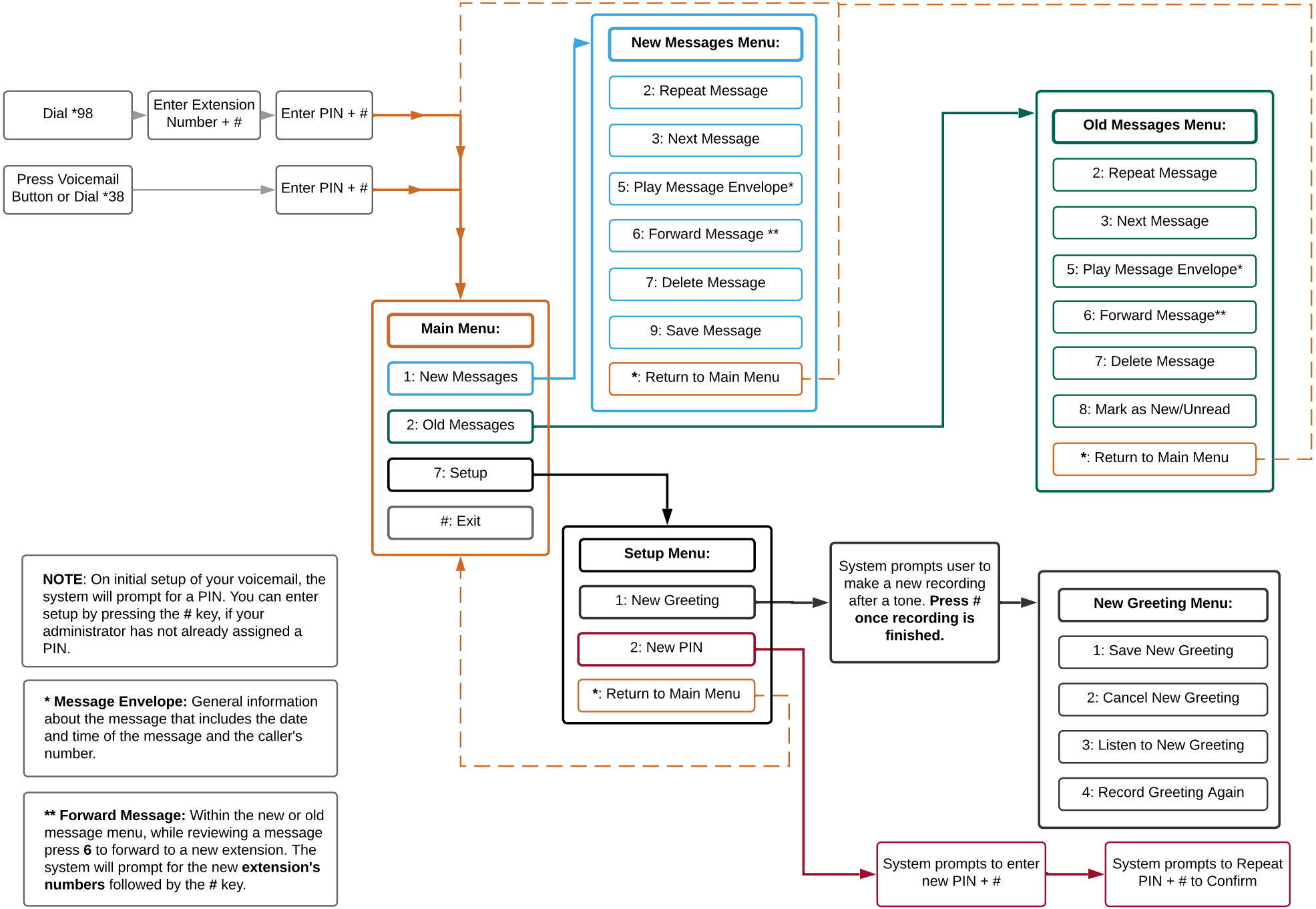
Voicemail Menu Guide



NOTE: On initial setup of your voicemail, the system will prompt for a PIN. You can enter setup by pressing the # key, if your administrator has not already assigned a PIN.

*** Message Envelope:** General information about the message that includes the date and time of the message and the caller's number.

**** Forward Message:** Within the new or old message menu, while reviewing a message press **6** to forward to a new extension. The system will prompt for the new **extension's numbers** followed by the # key.