Cut the Quick Reference Cards along the lines and use them.

Unified Messaging (UM) System Quick Reference

UM System Tel. _____
Your Mailbox No. _____
Note: Use **#** **6** to get to Voice Mail from other UM System services.

── To Leave Message Only ──
Enter Mailbox No. or
**1** + first 3 or 4 letters of name

── To Log-in to Your Mailbox ──
1. Press **✱**, then Mailbox No.
2. Enter Password and **#**

── Mailbox Menu ──
- **1** Listen to New Messages
- **2** Send a Message
- **3** Listen to Old Messages
- **4** Mailbox Management
- **5** Automated Attendant
- **6** Message Notification
- **7** Change Absent Message
- **8** Call-through Service
- **9** Other Features (See back)
- **✱** End Call

── During Playback ──
- **0** Repeat Voice Guidance
- **✱** Exit Menu

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Other Features
- **1** Listen to Deleted Messages
- **2** Interview Mailbox Management
- **3** External Message Delivery
- **4** Remote Call Forwarding
- **5** Timed Reminder

These features may not be available.

Commands

1	ABC 2	DEF 3
#1 Dialling by Name	#2 Custom Service	
GHI 4	JKL 5	MNO 6
	#5 (#L) Log-in	#6 (#M) Voice Mail
PRS 7	TUV 8	WXY 9
#7 (#R) Restart (Main Menu)	#8 (#T) Automated Attendant	#9 (#X) Exit
✶	0	#
✶ Return to Previous Menu	0 Help	## Switch Service Mode