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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