2 CALL MANAGEMENT
- **1** Play Current Personal Greeting
- **2** Block All Calls
- **4** Select Next Personal Greeting
- **5** Record Current Personal Greeting

3 DISTRIBUTION LIST MANAGEMENT
- **1** Review First Member
- **2** Review Current Member
- **3** Remove All Members From List
- **4** Remove Current User From List
- **5** Review Last Member
- **6** Create or Select List Number
- **7** Add New User ID to List
- **8** Add New Network ID to List

4 CHANGE NOTIFICATION
- **1** Notification Status
- **2** Enable All Notification
- **3** Block Notification
- **4** Change Notification Number

5 CHANGE USER SETUP
- **1** Change Password
- **2** Record Name
- **3** Review Name
- **4** Change Message Playback Order
- **5** Change Directory Listing
- **6** Review Directory Listing

7 QUICK SETUP
8 SYSTEM DATE AND TIME
0 LOG OUT OF USER MODE

WIN
WINVOICE

Quick Reference Card

Name: _____
Telephone Extension: _____

TO LOG IN TO USER MODE
- Call Receptionist
  from inside: _____
- from outside: _____
- Enter System Access Code: _____
- Enter User ID: _____
- Enter Password: _____

USER MENU
- **1** MESSAGE MANAGEMENT
- **2** CALL MANAGEMENT
- **3** DISTRIBUTION LIST MANAGER
- **4** CHANGE NOTIFICATION
- **5** CHANGE USER SETUP
- **7** QUICK SETUP
- **8** SYSTEM ADMINISTRATION

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1 MESSAGE MANAGEMENT
- **1** Play Next Message
- **2** Replay Message Just Heard
- **3** Advanced Options
  - **1** Play Previous Message
  - **3** Quick Messaging
  - **4** Erase All Messages
  - **5** UnErase All Messages
  - **6** Check Unheard Sent Messages
  - **7** Play First Message
  - **8** Play Saved Message   ...ctnd

Message Playback Controls
7 Rewind   **8** Fast-Forward   **★** Pause

User Tips
- Press **0** to log out from anywhere.
- Press **9** to return to previous menu.
- Press **#** to terminate any recording.
- Press **★** to replay menu options.

1 MESSAGE MANAGEMENT...ctnd
- **4** Erase Message Just Heard
- **5** Forward Message Just Heard
  - User or Distribution List.
    - **1** Forward Message
    - **2** Record Message Prefix
    - **3** Review Message Prefix
    - **4** Forward with Special Deliver Options
      - **1** Deliver Message
      - **2** Set Private
      - **3** Set Certified
      - **4** Set Urgent
      - **5** Set Future Delivery
      - **8** Reset Delivery Options
      - **9** Cancel Delivery
    - **5** Append to Message Prefix
    - **6** Select Personal List Number
    - **7** Select User ID
    - **8** Select Network ID

1 MESSAGE MANAGEMENT ...ctnd
- **6** Reply or Send New Message
  - **1** Send Message
  - **2** Record Message
  - **3** Review Message
  - **4** Send with Delivery Options
    - **1** Deliver Message
    - **2** Set Private
    - **3** Set Certified
    - **4** Set Urgent
    - **5** Set Future Delivery
    - **8** Reset Delivery Options
    - **9** Cancel Delivery
  - **5** Append to Message
  - **6** Select Personal List Number
  - **7** Select User ID
  - **8** Select Network ID
- **7** Replay From End
- **8** Power Playback