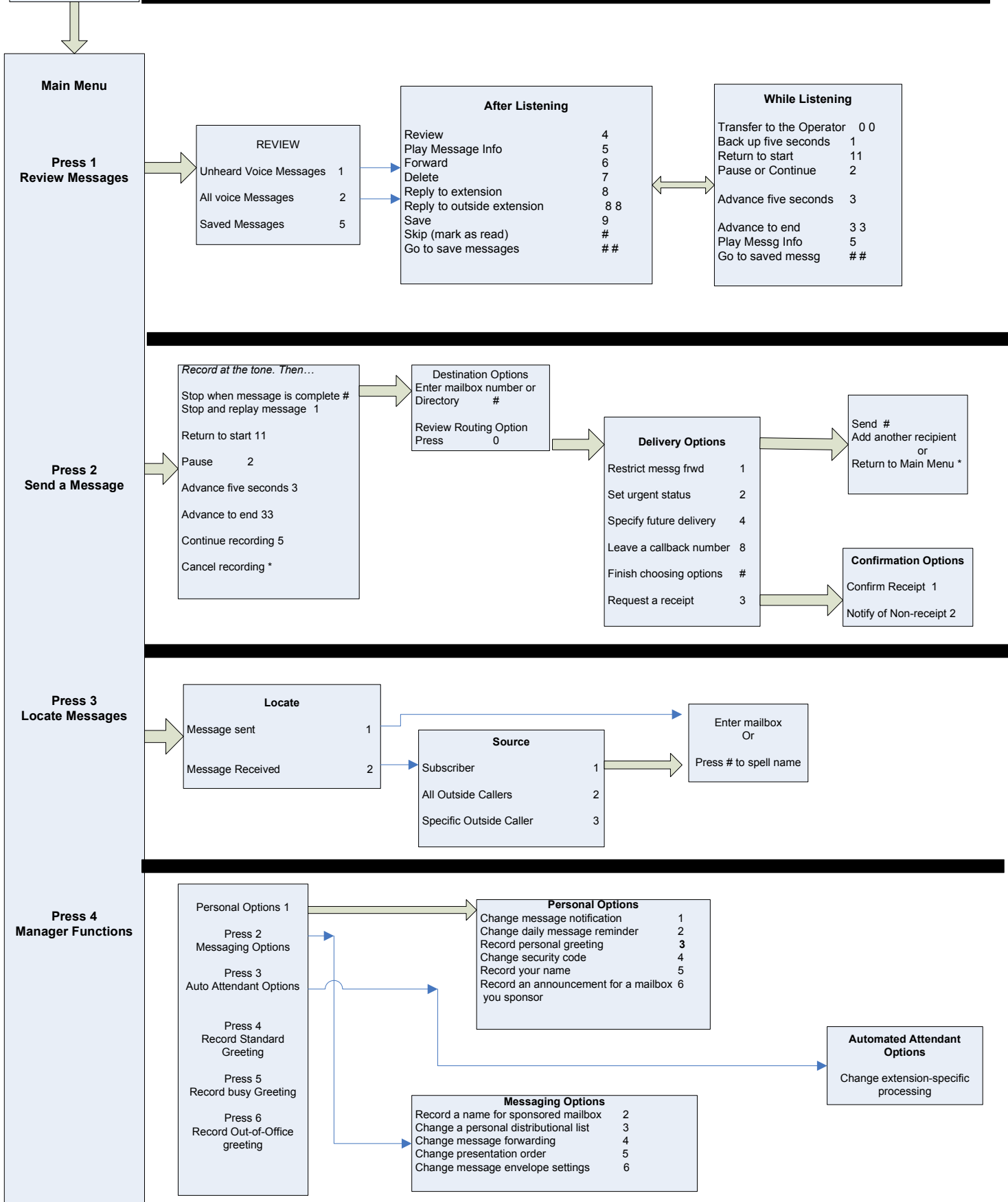


ENTER THE SYSTEM

- * Call the System
- * Listen to the introductory prompt
- * Press #
- * Enter your MB
- * Enter your PW

MX-One AT-A-Glance



Main Menu

**Press 1
Review Messages**

REVIEW	
Unheard Voice Messages	1
All voice Messages	2
Saved Messages	5

After Listening	
Review	4
Play Message Info	5
Forward	6
Delete	7
Reply to extension	8
Reply to outside extension	8 8
Save	9
Skip (mark as read)	#
Go to save messages	##

While Listening	
Transfer to the Operator	0 0
Back up five seconds	1
Return to start	11
Pause or Continue	2
Advance five seconds	3
Advance to end	3 3
Play Messg Info	5
Go to saved messg	##

**Press 2
Send a Message**

Record at the tone. Then...	
Stop when message is complete #	
Stop and replay message	1
Return to start	11
Pause	2
Advance five seconds	3
Advance to end	33
Continue recording	5
Cancel recording *	

Destination Options	
Enter mailbox number or Directory	#
Review Routing Option	0

Delivery Options	
Restrict messg frwd	1
Set urgent status	2
Specify future delivery	4
Leave a callback number	8
Finish choosing options	#
Request a receipt	3

Send #	
Add another recipient or	
Return to Main Menu *	

Confirmation Options	
Confirm Receipt	1
Notify of Non-receipt	2

**Press 3
Locate Messages**

Locate	
Message sent	1
Message Received	2

Source	
Subscriber	1
All Outside Callers	2
Specific Outside Caller	3

Enter mailbox
Or
Press # to spell name

**Press 4
Manager Functions**

Personal Options 1	
Press 2	Messaging Options
Press 3	Auto Attendant Options
Press 4	Record Standard Greeting
Press 5	Record busy Greeting
Press 6	Record Out-of-Office greeting

Personal Options	
Change message notification	1
Change daily message reminder	2
Record personal greeting	3
Change security code	4
Record your name	5
Record an announcement for a mailbox you sponsor	6

Messaging Options	
Record a name for sponsored mailbox	2
Change a personal distribution list	3
Change message forwarding	4
Change presentation order	5
Change message envelope settings	6

Automated Attendant Options	
Change extension-specific processing	