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When you access your mailbox for the first time, a user tutorial is automatically activated. This tutorial will guide you through your first mailbox session, explain how to record a greeting and your name, and prompt yI

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- Access your mailbox
- When prompted enter your passcode
- Press U (8) for user options
- Press G (4) to record your greeting
- Press P (7) to change your primary personal greeting
- Press R (7) to record your greeting
- Press X (9) to save and exit to the previous menu
- Press X (9) to exit the system

Note: You must completely exit out of the system or your greeting will not be changed"

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- Access your mailbox
- When prompted enter your passcode
- Press U (8) for user options
- Press G (4) to record your greeting
- Press C (2) to change your conditional greeting
- Press B (2) to change your Busy greeting
- Press F (3) to change your Call Forwarding greeting
- Press N (6) to change your No answer greeting
- Press X (9) to exit to the previous menu
- Press X (9) to exit the system

Note: You must completely exit out of the system or your greeting will not be changed"

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- "Hi, this is Bob Smith with the California Maritime Academy. I am either on another line or away from my desk. Please leave your name, telephone number and a detailed message at the tone and I will return your call as soon as possible. Thank you for calling."

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- Access your mailbox
- Enter your passcode
- Press P (7) to play the first message
- After listening to your message you have the option to
 1. Press A (2) to answer the message
 2. Press G (4) to give the message to an

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- After listening to the message, press G (4) to give the message to another user
- Enter the mailbox number of the party you want to give the message to
- Record added comments
- Press X(9) to send your message"

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- Press flash
- Dial 1300
- Press *
- Enter mailbox
- Hang up"

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- Access your m