



## IPECS EMG80 VOICEMAIL QUICK REFERENCE GUIDE

MAILBOX MAIN MENU	
Play NEW Messages	1
Play SAVED Messages	2
Play URGENT Messages	3
Send a Message	4
Personal Options	5
Set Greeting or Password	8
Disconnect	#
Operator	0
Replay Options Above	9

1 PLAY MESSAGES	
REPLAY Message	1
NEXT Message /SAVE Current Msg	2
DELETE Message	3
FORWARD Message	4
Call the Sender of the Message	5
SKIP Message	6
Add Preamble Memo to Message	7
Return to Main Menu	9

8 Set Greeting or Password	
EDIT your Greeting	1
EDIT your Password	2
Return to Main Menu	9

1 EDIT your Greeting	
Listen to current greeting	5
Record new greeting	7

NOTE: Personal Greetings Available 1-4

Record Name in Company Directory	
to allow dial-by-name ability	
Lift Handset	
Dial *563	
Press 1, press #	
Record Your Name	
Press Hold/Save key	