T3 Telecom Software, Inc.

T3 CO MESSAGING

Quick Reference Card

Review Messages	Press 1
Send Messages	Press 2
Locate Messages	Press 3
Personal Options	Press 4
Restart	Press 5

Review Messages	
Unheard	Press 1
Saved	Press 2
Fax	Press 3
Email	Press 5
Undelete	Press 7
Message Count	Press 9

Record Options	
Replay	Press 1
Erase	Press *
Spell Name	Press #
Group List	Press 0

Locate Message Options	
Replay Message	Press 1
Next Message	Press 2
Delete Message	Press 3
Modify Delivery Time	Press 5

Personal Options	
Notification On/Off	Press 1
Administrative Options	Press 2
Greetings	Press 3
Notification Schedule	Press 4
Mailbox Forwarding	Press 5

Exit	Press *

Message Playback Options	
Rewind	Press 1
Rewind to Beginning	Press 1-1
Pause/Restart	Press 2
Forward	Press 3
Forward to End	Press 3-3
Slow Down	Press 4
Envelope Information	Press 5
Speed Up	Press 6
Volume Down	Press 7
Normal Volume	Press 8
Volume Up	Press 9
Cancel	Press *
Help	Press 0
Skip Message	Press #
Skip to Archived Messages	Press #-#

Fax Options	
Redirect All Faxes	Press 1
Review	Press 2

Delivery Options	
Private	Press 1
Urgent	Press 2
Message Confirmation	Press 3
Future Delivery	Press 4
Send	Press #

Message Indicator	
Notification On	Press 1
Notification Off	Press 2

Administrative Options	
Passwords	Press 1
Group Lists	Press 2

Greetings Options	
Personal Greeting	Press 1
Extended Absence Greeting	Press 2
Record Name	Press 3

Mailbox Forwarding	
Activate/Deactivate	Press 1
'Forward to' Number	Press 2

End-of-Message Options	
Replay	Press 4
Envelope Information	Press 5
Send Copy	Press 6
Erase	Press 7
Reply	Press 8
Reply by calling	Press 8-8
Save	Press 9

Copy Message Options	
Review Message	Press 1
Spell Name	Press #
Erase/Re-record	Press *
Address to Group	Press 0

Confirmation Options	
Confirm Receipt	Press 1
Non-receipt Notification	Press 2
Send	Press #

Password Options	
Enter New	Press 1
Delete	Press 2
Continue	Press *

Group List Options	
Create a List	Press 1
Record List Name	Press 2
Delete a List	Press 3
Member Options	Press 4
Continue	Press *