

**PanaVOICE**  
**COURIER**

**Quick Reference Card**

**Internal Access**

1. Dial the voice mail extension.
2. Enter your password.

**Remote Access**

1. Dial main office number.
2. During main greeting press **\***.
3. Enter your mailbox number.
4. Enter your password.

**Voice Mail Main Menu**

- |                      |                     |                        |
|----------------------|---------------------|------------------------|
| <b>1</b> New Msg     | <b>LISTEN TO MY</b> | Old Msg <b>2</b>       |
| <b>3</b> Regular Msg | <b>SEND A</b>       | Scheduled Msg <b>4</b> |
| <b>5</b> Telephone   | <b>GREETINGS</b>    | Voice Mailbox <b>6</b> |
| <b>7</b> Calls       | <b>FORWARD MY</b>   | Msgs <b>8</b>          |
| <b>9</b> Notify      |                     | Setup <b>*</b>         |

**Listen Options Menu**

- |                  |                  |
|------------------|------------------|
| <b>1</b> Save    | Delete <b>2</b>  |
| <b>3</b> Play    | Reply <b>4</b>   |
| <b>5</b> Forward | Skip <b>6</b>    |
| <b>7</b> Stamp   | Reverse <b>8</b> |
| <b>9</b> Advance | Pause <b>*</b>   |

**Setup Voice Mailbox**

- |                               |                  |
|-------------------------------|------------------|
| <b>1</b> Password             | Name <b>2</b>    |
| <b>3</b> Screen               | Confirm <b>4</b> |
| <b>5</b> Dist. List           | Branch <b>6</b>  |
| <b>7</b> Queue                | Totals <b>8</b>  |
| <b>9</b> Recycle              | FIFO <b>*</b>    |
| <b>#</b> Voice Mail Main Menu |                  |

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