

**OUTSIDE CALLER MAIN MENU**  
 ENTER \* + YOUR MAILBOX NUMBER FOLLOWED BY YOUR PASSWORD

**INTERNAL CALLER MAIN MENU**  
 WHEN PROMPTED ENTER YOUR PASSWORD

**MAILBOX OWNER MENU**

- 1 LISTEN TO MESSAGES
- 2 SEND A MESSAGE
- 3 PERSONAL MAILBOX OPTIONS
- 4 LISTEN TO FAXES
- 5 RECEIVE FAXES
- 6 WAKE UP CALLS
- 7 REVIEW FUTURE DELIVERY
- 8 UNDELETE MESSAGES
- 9 DISCONNECT
- # RETURN TO CALLER SIDE

RECORD

**LISTEN MENU**

- 1 REPLAY THE CURRENT MESSAGE
- 2 PLAY NEXT MESSAGE
- 3 DELETE CURRENT MESSAGE
- 4 TIME DATE / SENDER
- 5 FORWARD OPTIONS
- 7 REMIND
- 8 PAUSE
- 9 FAST FORWARD
- # EXIT

**SEND MENU**

- 1 LISTEN TO MESSAGE
- 2 SAVE AND SEND
- 3 RE RECORD
- 4 EXIT WITHOUT SAVING

**PERSONAL OPTIONS MENU**

- 1 RECORD CURRENT GREETING
- 2 SET ACCESS CODE
- 3 FORWARDING OPTIONS
- 4 ENTER NAME
- 5 RECORD NAME
- 6 RECORD GREETINGS BY NUMBER
- 7 SET CURRENT GREETING
- # EXIT

**MESSAGE FORWARD MENU**

- 1 FORWARD
- 2 REPLY
- 3 SEND
- # EXIT

**SENDING OPTIONS**

- 1 ENTER MAILBOX NUMBER OR:
- 2 TO APPEND
- 3 TO SEND BY NAME
- 4 TO MARK URGENT
- 5 FOR RECEIPT INFORMATION
- 6 FOR PRIVATE
- 7 FOR FUTURE

**FORWARDING OPTIONS**

- 1 BEEPER NOTIFICATION
- 2 OUTBOUND MESSAGE NOTIFICATION
- 3 OUTBOUND FOLLOW ME
- 4 DISABLE FORWARDING
- 5 FORWARDING INTERVAL
- 6 NUMBER OF RETRIES
- 7 VOICE MAIL / AA SWITCH (DND)
- # EXIT

SET AUTO GREETING 1  
 SET SPECIFIC GREETING 2

**NOTE:**  
 WHEN NAVIGATING THROUGH CADENCE, PRESSING \*#\* WILL USUALLY RETURN YOU TO THE PREVIOUS MENU.