ITX VOICE MAIL INSTRUCTIONS – UPDATED 7/2/2019

Dial the Pager Number with Advanced Features
Press 0 to interrupt the greeting
Enter the **4 digit security code**, then the # sign

MAIN MENU

The system will announce how many *new* messages and how many *saved* messages are in the mailbox. Saved messages will play first. New messages will play next.
Press 3 to **Delete** a message
Press 4 for the P**revious** message
Press 5 for the **Next** message
Press 6 to **Resend** a message – *please note you must have this special feature enabled*
Press 7 to **Repeat** a message
Press 8 for **Time and Date** of message
Press 9 for **Additional Features and Options**

ADDITIONAL FEATURES AND OPTIONS MENU

Press 1 for **Greetings**
Press 2 for **Security Code**
Press 3 for **Forwarding**
Press 9 to **Return to Main Menu**
Press 0 for **Help**

Greetings Menu

Press 1 to **Play** the current greeting
Press 2 to **Record** a new greeting
> **Press 1** to **Accept**
> **Press 2** to **Replay**
> **Press 3** to **Discard** and re-record

Press 3 to **Delete** the current greeting
Press 9 to **Return** to Additional Features and Options menu

Security Code Menu

Press 1 to **Change** your security code
Press 9 to **Return** to Additional Features and Options menu

Forwarding Menu – *please note both parties must have this special feature enabled*

Press 1 to **Forward Messages** (callers will hear *your* greeting)
Press 2 to **Forward Calls** (callers will hear the person's greeting you have *forwarded to*)
Enter the full 10 digit Pager Number to Forward to and press the # sign
> **Press 1** to **Confirm**
> **Press 2** to **Re-enter**
> **Press 3** to **Discard**

Press 3 to **Remove** Forwarding
Press 9 to **Return** to Features and Options Menu