Playing Your Messages

Your voice mail box messages will be available for two days after they have been retrieved if you do not erase them. You should erase your voice messages as soon as you listen to them to conserve disk space on the CallPilot Mail system and to help keep the system running smoothly for everyone.

There are no provisions with Furman's system to backup messages, so be sure to document your calls carefully.
- To skip back, press \[ \text{1} \].
- To skip forward, press \[ \text{3} \].
- To play the message faster, press \[ \text{2} \text{3} \]; to play the message slower, press \[ \text{2} \text{1} \].
  You can increase the message speed to the maximum, then decrease it to normal speed.
- To pause, press \[ \text{2} \];
  to continue, press \[ \text{2} \].
- To go to the next message, press \[ \text{6} \].
- To go to the previous message, press \[ \text{4} \].
- To play the message envelope, press \[ \text{7} \text{2} \].
- To go to a specific message, press \[ \text{8} \text{6} \], (message number), and \[ \text{0} \].
- To delete a message, press \[ \text{7} \text{6} \].
  You can restore a deleted message (within the current session only) by pressing \[ \text{7} \text{6} \] again.

  Message playback moves back 5 seconds.
  Message playback moves ahead 5 seconds.
  If you delay pressing the \[ \text{1} \text{ or 3} \] longer than 1/2 seconds, you skip back or forward instead of changing speed.
  You cannot play a message slower than normal speed.

  Message playback stops.
  Message playback resumes.
  The next message plays.
  The previous message plays.
  The message envelope plays.
  The specified message plays.

  Your played messages may be automatically deleted on a schedule set by your Voice Messaging system. Ask your system administrator about backing up and restoring messages.