Replying to Messages

You can record a reply to a message sender, and send your reply to all the other recipients of the message, if they are known to Voice Messaging.

To reply to the sender

1. After listening to the message, press 7 1 to reply to the sender.

2. When you are ready, press 5 to record your reply. Wait for the tone, then begin recording.

3. When you have finished recording, press #.

   To edit or tag your reply, see “Checking and editing your messages” on page 18, and “Tagging messages” on page 20.

4. To send the message, press 7 9.

   “Message sent.”
### To send a reply to all recipients

1. If you want to play the list of recipients to whom your reply will be sent, press 2 2.

2. Press 7 4 to reply to all recipients.

3. To record and send your reply, repeat steps 2 to 4 above.

You hear the contents of the message envelope, containing the list of recipients.

"Reply all. To (sender's mailbox number or name)." Voice Messaging automatically addresses your reply to all recipients.