

## Modular Messaging

### Basic Commands

<b>*H</b>	<b>(*4)</b>	<b>Help</b>	Will play the corresponding help menu for wherever you are in the system as well as a list of your menu options.
<b>*R</b>	<b>(*7)</b>	<b>Return to Activity Menu</b>	Will return you to the main Modular Messaging Activity menu.
<b>*D</b>	<b>(*3)</b>	<b>Delete</b>	Deletes the current message
<b>**U</b>	<b>(**8)</b>	<b>Undelete</b>	This will only bring back the LAST message that was deleted. After you exit MODULAR MESSAGING you CANNOT recover deleted messages.
<b>*W</b>	<b>(*9)</b>	<b>Wait</b>	Will pause Modular Messaging for you. Once you press <b>*W</b> , MODULAR MESSAGING will wait for appx. 45 seconds. Press <b>*H</b> to return to MODULAR MESSAGING or wait for hold to time out.
<b>*T</b>	<b>(*8)</b>	<b>Transfer</b>	Will Transfer you out of a subscriber's mailbox to another mailbox on the phone system. ( Press <b>*T</b> extension number, followed by the #).
<b>**N</b>	<b>(**6)</b>	<b>Directory</b>	If you do not have the extension number of a person within your system, you can press <b>**N</b> and touch-tone pad will become an alpha pad. You will then spell the person's last name on the touch-tone pad and MODULAR MESSAGING will tell you that person's extension.

### Shortcuts

<b>1</b>	<b>Bypass</b>	Will bypass the users voicemail greeting and allow you to leave your message immediately
<b>1, 7</b>	<b>Reply</b>	Allows you to reply to the message in voicemail
<b>*2</b>	<b>Rewind to Prev. Msg.</b>	Rewinds to the previous message
<b>7,2</b>	<b>Scan</b>	Scans message bodies only

### Playback Controls

<b>2</b>	<b>Rewind</b>	Will rewind message to the beginning
<b>3</b>	<b>Play / Pause</b>	Will pause your message until you press 3 to play again
<b>4</b>	<b>Louder</b>	Will increase the volume on your message
<b>5</b>	<b>Backup</b>	Will rewind the message 5 seconds
<b>6</b>	<b>Advance</b>	Will forward the message 5 seconds
<b>7</b>	<b>Softer</b>	Will decrease the volume on your message
<b>8</b>	<b>Slower</b>	Will decrease the playback rate of your message
<b>9</b>	<b>Faster</b>	Will increase the playback rate of your message
<b>0</b>	<b>Listen/Replay</b>	Use to listen to message or replay message
<b>#</b>	<b>Skip</b>	Will skip to next message