

Access Your Mailbox

1. Call the Coral System using the:

Internal Number:

Or

External Number:

2. Press the **#** key.
3. Enter your Mailbox Number:

Mailbox Number:

4. Enter your Access Code:

Access Code:

Enter selection from **Main Menu**.

Main Menu

- 1** Retrieve your Messages
- 2** Send a Message
- 3** Mailbox Options Menu
- 4** Check Delivery Status
- 9** Check Mailbox Status
- *** Hang up/Disconnect
- #** Return to System Greeting
- 0** Dial to internal number

Message Listening Options

- 1** Repeat the message
- 2** Save the message
- 3** Delete the message
- 4** Reply to the message
- 5** Check time/date stamp
- 6** Send a Copy
- 7** Rewind 5 seconds
- 8** Pause/Resume
- 9** Fast forward 5 seconds
- #** Skip to next message
- *** Cancel message review

Message Copy Options

When copying a message:

- 1** Copy with comments
 - Record your comment
 - Edit as desired
 - #** to accept comment
 - *** to cancel comment
- 2** Copy without comments

Select Copy Destination


Enter the mailbox number, group number or dial **8** and personal group number to receive the message copy. Press **#** to use the directory.

- #** Send the message now
- 0** Delivery Options Menu
- *** Cancel Destination

Hints & Tips






Change your security access code on regular basis.

Record your mailbox name and greeting in a clear voice.



From any menu options, pressing the  key will always go back up one menu level.

Pressing    will always exit the system.



Delivery Options Menu

-  Confidential message
-  Priority message
-  Proof of Delivery
-  Specific delivery date
-  Cancel delivery

Proof of Delivery Menu






-  Return receipt message
-  Non-delivery notification

Specified Delivery Date

-  Enter a specific date
-  Pick a day

Personal Options Menu

Select the option you wish to modify and follow the prompts.

-  Greetings
-  Access codes
-  Group list maintenance
-  Message notification
-  Transfer options



**Simplicity
for
Coral**

Pocket User Guide

Coral FlexiCom

The flexible way to communicate