Forwarding a Message

While listening to messages, you can send a copy of the message to another recipient.

- To Forward the current message, press **5**.
- Enter an extension number or Distribution Group Number. Repeat this step until you've entered all the desired destinations.
- Press **#** when finished entering destinations.
- You will be prompted to record an introduction.
- After the tone, record your introductory message and press **#** when finished.
- Press **#** to send or press **1** for delivery options, followed by **#** to send. Delivery options include the following.

DELIVERY OPTIONS MENU

Option	Before Message
Review the message	**1**
Mark message as urgent	**2**
Mark message as private	**3**
Re-record your message	**4**
Request a delivery report	**5**
Request a read report	**6**
Add or remove recipients	**7**
Schedule the message to be delivered in the future	**9**
Send the message as is	**#**
Exit or cancel press	*

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