

To cancel all your Messages Waiting:

Note:

This includes messages you have left for other extensions and messages other extensions have left for you.

1. Press the Speaker key.
2. Dial 773.
3. Press the Speaker key.

To cancel the Messages Waiting you have left at a specific extension:

1. Press the Speaker key.
2. Dial 771.
3. Dial the number of the extension you do not want to have your messages.
4. Press the Speaker key.

-OR-

Press the Cncl Softkey

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HORIZON BUSINESS PHONE SYSTEMS

For Service: 740-772-8588/1-866-418-8126