

VOICEMAIL MESSAGING SYSTEM

Welcome!

Voice mail messaging system is designed to provide you with the same convenient access to your voice messages whether you are at your desk or calling in over the telephone. When you call in, most of the keystroke commands you use to send, retrieve and manage messages will remain the same.

Before You Start

To set up Voice mail messaging system, your system administrator will give you the following information.

Voice mail access internal number: 2001

Voice mail access external number: 687-2001

Your subscriber mailbox number: _____

Your system administrator may also give you a default security code to use when you log onto Voice mail messaging system for the first time.

Gaining Access to Your Mailbox

1. From own extension, dial 2001 and enter security code
2. From different extension on campus, dial 2001, press *, enter mailbox number and enter security code
3. From off campus, dial 687-2001, press *, enter mailbox number and enter security code

Performing Common Tasks

If you're looking for a quick hint on how to perform a specific tasks, read on.

Getting Started

<i>If you want to ...</i>	<i>Then enter ...</i>
Listen to the first new message	7
Listen to other new and saved messages	7
Make a message for another subscriber	6 and extension

After Recording a Message

<i>If you want to ...</i>	<i>Then enter ...</i>
Mark the message confidential	6 2
Mark the message urgent	6 8
Request a return receipt	6 7
Request future delivery	6 3

After Listening to a Message

<i>If you want to ...</i>	<i>Then enter ...</i>
Answer (reply to) the message	2
Give (forward) the message to another subscriber	4 and extension
Keep (save) the message	5
Make a message for another subscriber	6 and extension

Setting Up Your Mailbox

<i>If you want to ...</i>	<i>Then enter ...</i>
Change your busy greeting	8 1 3 1 or 8 5
Change your name greeting	8 1 5
Change your out-of-office greeting	8 1 3 3 or 8 6
Change your security code	8 1 4
Change your standard greeting	8 1 3 2 or 8 4
Set immediate Message Notification	8 1 1

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Message Menu	
Voice messages	1
All messages	9

Message Menu	
Play next available message	(P) 7
Make new message	(M) 6
User Option Setup	(U) 8
Exit	(X) 9
Recover last deleted message	*
Return to attendant	0

User Options	
Personal Options	1
Messaging options	2
Record your standard greeting	4
Record your busy greeting	5
Record your out-of-office greeting	6
Quit	*

Envelope information plays only on request	
Before a message	1
After a message	2
Only On Request	9
To quit	*

During Message	
Answer message	(A) 2
Discard message	(D) 3
Give message to another user	(G) 4
Keep (save) message	(K) 5
Make new message	(M) 6
Play message again	(P) 7
skip to Top of next message	(T) 8
eXit to main menu	(X) 9
# move forward 4 seconds	
* move back 4 seconds	
## skips to end of message	

After Message	
Reply	(A) 2
Delete	(D) 3
Give to another user	(G) 4
Save or keep it	(K) 5
Create or make new message	(M) 6
Replay	(P) 7
Skip	(T) 8
send and eXit to Main Menu	(X) 9

Addressing Your Message	
Key in the next mailbox number	
or	
Delete the last number entered	*

Messaging Options	
Record name for sponsored mailbox	2
Change a personal distribution list	3
Change message presentation	5
Change message envelope settings	6

Recording Menu	
Append and continue	(A) 2
Discard and start over	(D) 3
Message addressing options	(M) 6
Review your recording	(R) 7
Pause recording	(T) 8
send and eXit to Main Menu	(X) 9
Finish, go to after recording options	#
Finish recording	

Message Addressing Options	
set or clear Confidential status	(C) 2
set or clear Future delivery	(F) 3
set or clear Receipt notification	(R) 7
set or clear Urgent priority	(U) 8
eXit and return to Recording Menu	(X) 9
Send	#
Exit	*

Personal Options	
Change message notification	1
Change daily message reminder	2
Record personal greeting	3
Change security code	4
Record your name	5
Record an announcement for a mailbox sponsor	6
Quit`	*

Busy greeting	1
Standard greeting	2
Out-of-office greeting	3