

## Quick Reference Sheet (when using a Tone Dial phone)

### Access your Voice Mailbox:

Interstate      Off-campus      On-campus

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**0 7 4 6 3 1 2 2 0 0** for Voice Mail

(ie, your Voice Mailbox Number)

Enter your Security Code

### Menu 1 - Listen to Messages:

- 1** New Messages
- 1** Voice Messages\*
- 2** Fax Messages
- 3** Email Messages

\* If you haven't received any Voice Messages, you will not be prompted to listen to any.

#### Options during Playback:

- 1** Start/Stop
- 2** Forward
- 3** Backup 5 seconds
- 4** Discard
- 5** Save
- 6** Review
- 7** Skip to next message
- 8** Reply
- 9** Advance 5 seconds



If a message has completed playing, then options **1** and **9** are not valid. During playback, if the user presses **4** to delete the message, a confirmation will be requested. Remember, deleting messages through the phone is permanent!

### Menu 2 - Record and Send a Message:

- 2** To Record and Send a Message
- 2** To Start/Stop
- 4** Discard
- 5** Send
- 6** Review

- 0** Message Routing Options
  - 1** Specify future delivery
  - 2** Set Message Priority

### Menu 3 - Phone Manager for Personal Options:

#### To Record a New Personal Greeting:

- 3** Phone Manager
- 1** Personal Options
- 3** Record a Personal Greeting
- 2** Start Recording
- 2** Stop Recording

- 6** Review your Greeting
- 4** Discard your Greeting and start over
- \*** Cancel
- 5** Save your Greeting

#### To Change your Security Code:

- 3** Phone Manager
- 1** Personal Options
- 4** Change your Security Code

- (You will be prompted to end new code with **#**)
- 1** If code is correct
  - 9** If code is incorrect

#### To Record your Mailbox Name:

- 3** Phone Manager
- 1** Personal Options
- 5** Record your Mailbox Name

- 2** Start Recording
- 2** Stop Recording
- 6** Review the Name
- 4** Discard the Name and start over
- 5** Save the Name

**\*** Cancel - present option and return to the previous menu. **#** Help - lists all options available for the current feature.

**Always press **\*** several times to correctly "Exit from your Voice Mailbox"**