

Voice Mail Only User Guide

You will receive a new PIN to access your new voice mailbox via email.

To access the new voice mail system:

- From on campus - you will dial **2.2010** from your phone.
- From off campus - dial your own phone number and press * when the greeting plays.

The first time you log in the system will walk you through resetting your PIN, recording your name and recording your greeting.

Phone Access

Mailbox Log On

- Access your mailbox from your phone
- Dial 2.2010
 - Hear your name
 - Enter your PIN and press #

Or, you can enter your PIN and press # immediately after "Welcome"

Touchtone Interface

| Touchtone Interface | |
|---------------------|--|
| Main Menu | You can press: 1 - Voice Mail 4 - Find a Contact 5 - Compose a Voice Message 6 - Personal Options 0 - Repeat Menu |

If you select **Voice Mail** Voice mail messages are played, with "from" and "date" indicated.

| | |
|---------------------------------------|--|
| If you select Personal Options | You can press: 1 - Turn On/Off Telephone Out of Office Status 2 - Record Greetings 3 - Change PIN 4 - Use the Touchtone or Voice Interface 5 - Set Local Time Zone 6 - Use 12- or 24-Hour Time Format * - Return to Main Menu 0 - Repeat This Menu |
|---------------------------------------|--|

If you press 2 to
Record Greetings

You can press:

- 1 - Record Personal Greeting
- 2 - Record Out of Office Greeting
- 3 - Record Your Name (Voice Signature)
- * - Cancel
- 0 - Repeat this menu

While Listening to
Voice Mail Message

You can press:

- 1 - Rewind (rewinds a few seconds)
- 11 - Repeat (goes back to beginning)
- 2 - Pause (press any key to continue)
- 3 - Fast Forward
- 33 - Skip to End
- 4 - Slower
- 6 - Faster

While or After
Listening to Voice Mail
Message

- # - Next Message
- 44 - Flag for Follow-up
- 5 - Envelope Information [\(a\)](#)
- 7 - Delete
- *7 - Restore
- 8 - Reply [\(b\)](#)
- 9 - Mark as unread
- 0 - Repeat this menu
- * (star) - Exit to Main Menu
- 00 - More Options

After Listening to Voice
Mail Message

- 1 - Replay message
- 11 - Previous Message
- 2 - Call this contact
- 6 - Forward Message [\(c\)](#)

Notes:

- a. Envelope includes date/time/from/length
- b. Reply allows you to send a reply message to the caller's mailbox, if the caller is also an Exchange subscriber.
- c. Forward Message forwards the current message to the mailbox of another Exchange subscriber or an external email address.

Message Waiting
Indicator (MWI)

"On" with each new message; "off " when all new messages are played.

PLAYBACK CONTROLS

Use these controls **while** listening to a voice message.

| | | | |
|-----------------|--------------------------------|--------------------------------|--------------------------------|
| | REWIND | PAUSE | FORWARD |
| Position | <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="3"/> |
| | SLOWER | ENVELOPE | FASTER |
| Speed | <input type="text" value="4"/> | <input type="text" value="5"/> | <input type="text" value="6"/> |
| | DELETE | REPLY | MARK AS UNREAD |
| | <input type="text" value="7"/> | <input type="text" value="8"/> | <input type="text" value="9"/> |
| | | PLAYBACK MENU | NEXT MESSAGE |
| | <input type="text" value="*"/> | <input type="text" value="0"/> | <input type="text" value="#"/> |

PLAYBACK CONTROLS

Use these controls **after** listening to a voice message.

| | | | |
|-----------------|--------------------------------|--------------------------------|--------------------------------|
| | REPLAY | CALL | |
| Position | <input type="text" value="1"/> | <input type="text" value="2"/> | <input type="text" value="3"/> |
| | | ENVELOPE | FORWARD |
| Speed | <input type="text" value="4"/> | <input type="text" value="5"/> | <input type="text" value="6"/> |
| | DELETE | REPLY | MARK AS UNREAD |
| | <input type="text" value="7"/> | <input type="text" value="8"/> | <input type="text" value="9"/> |
| | EXIT | REPEAT MENU | NEXT MESSAGE |
| | <input type="text" value="*"/> | <input type="text" value="0"/> | <input type="text" value="#"/> |

