


**Access the System**

**From on campus:**  
 Press the voicemail key   
 Enter your PIN  
 (your six digit numerical password)  
 Press #  
 Follow the prompts

**From off campus:**  
 Call your extension (337-XXXX)  
 When your voicemail message starts, press \*  
 Enter your ID  
 (your four digit extension)  
 Press #  
 Enter your PIN  
 (your six digit numerical password)  
 Press #  
 Follow the prompts

**Main Menu**

- Listen to Messages 1
- Send 2
- Review Old Messages 3
- Setup Options 4
- Cancel or back up \*X
- Help 0

**Listening Options**

Restart message Save Delete

Position 1 2 3

Slow Playback Volume Fast Playback

Speed 4 5 6

Rewind Pause/Resume Fast forward

Volume 7 8 9

Cancel/Backup Help Skip/Save as is

\*X 0 ##

**After Message Options**

- Replay Message 1
- Save 2
- Delete 3
- Reply 4 Reply All 4 2
- Forward 5
- Save as new 6
- Save as is #
- Rewind message 7
- Play message Properties 9

**Record Message**

Record Message #

**Review Saved**

- Saved Messages 1
- Deleted Messages 2

**First Destination**

Spell name of recipient, Distribution list

# #

To switch to extension entry

**Special Delivery**

- 1 Mark urgent 5 Review
- 2 Return Receipt 6 Re-Record
- 3 Mark Private 7 Add to Message
- 4 Future Delivery 9 1 Add Name
- # Send 9 2 Hear/Delete Names
- 9 5 Copy Yourself

**Greetings**

- Re-record Standard 1
- Alternate On/Off 2
- Edit Other 3
- Hear all greetings 4

**Reach Numbers**

- Pager 1
- Home phone 2
- Work phone 3
- Mobile phone 4

**Setup Options**

- Greetings 1
- Message Settings 2
- Preferences 3
- Transfer Settings 4

**Message Settings**

- Change Message notification 1
- Change Menu Type 3
- Edit Private Lists 4

**Message Settings**

- Select full or brief menus 1

**Transfer Rules**

- Standard Rule 1
- Alternate Rule 2
- Closed Rule 3

**Preferences**

- Change Pin 1
- Record Name 2

**Distribution List**

- Hear Lists 1
- Change Names On a list 2

**Transfer Rules**

- Enable 1
- Send to Voicemail 2
- Send to a Number 3

Listen to Messages

