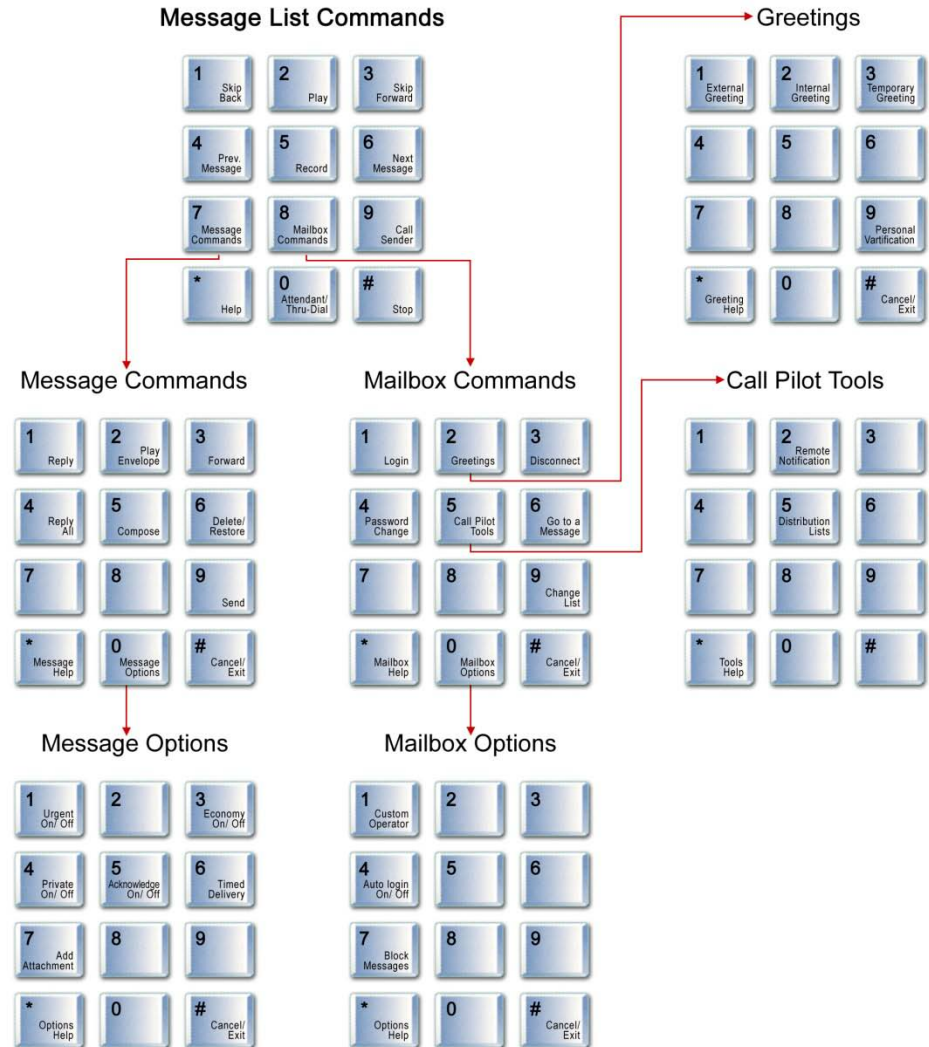


Quick Reference

- Two main families of commands:
 - Message Commands begin with 7*
 - Mailbox Commands begin with 8*

*Press * at any time for a list of available options.*



Getting Started: Accessing Your Voice Mailbox

- From Campus: Dial 4116
 - Off Campus: Dial 846-4116
- Enter your box number: the box number is the same as your 4 digit campus extension.
- Enter your temporary password: 1 2 + your 4 digit campus extension, then press the # key.

Changing Your Password

- Change your password upon initial login to your mailbox.
 - Press 8* to access the mailbox options.
 - Press 4 for the password option.
 - Enter the temporary password.
 - Enter new password.
 - Verify new password

*Press * at any time for a list of available mailbox options.*

Recording Greetings

- External Greeting
plays for all callers if no other greeting is in place.
- Internal Greeting
plays a different message for calls from on campus.
- While logged into your mailbox press 8* for mailbox commands.
- Press 2 for the greetings option.
- Press 1 for external.
- Press 2 for internal.

Other Optional Greetings

- Temporary Greeting records a temporary message for a specified time that will play instead of a regular greeting.
- Personal Verification is a recorded name announcement that will play instead of announcing your mailbox extension when leaving messages for others. Ideal if your campus extension is an unpublished number.

*Press * at any time for a list of available mailbox options.*

Playing & Deleting Messages

Playing Messages

- After logging in you will be at the beginning of your messages
- Press 2 to play the first message
- Press 6 to skip to the next message
- Press 4 to return to a previous message

Deleting Messages

- At any time during or after the message, press 7 6 to delete it
- You can also restore messages by pressing 7 6 before exiting your mailbox
- Hang up to exit

*Press * at any time for a list of available message options.*

Message Features

- Responding to a voice mail message
Call the sender of the message, reply to the voice mailbox of the sender, reply to the sender as well as all other message recipients, or forward the message to another mailbox.
- Composing a message to be sent to multiple mailboxes
Recipients are assigned by entering their mailbox numbers. Then a message can be composed and sent to all.
- Distribution lists
Up to 99 personal distribution lists can be created containing up to 200 mailbox numbers each.
- Express messaging
Dial 4117, enter the recipients mailbox number, and leave them a message.

Mailbox Features

- Assigning a custom operator
Gives callers the option to leave a message or to speak with an assistant or colleague.
- Blocking messages
Prevents callers from leaving messages. Recording a temporary greeting is recommended.
- Autologin
Bypasses the mailbox number and password login when calling the message center from your phone.
- Remote notification
Notifies you of new messages at a remote telephone or pager.

Transferring a Call to Voice Mail

Analog Phones

- Press the Flash button (or use the flash function of your phone)
- When you hear the tone dial 4117
- Enter the desired box number and press the # key
- Hang up before the greeting begins to connect the caller



Digital Phones

- On an incoming call press the Transfer key
- Dial 4117 to access Express Messaging
- At the prompt enter the mailbox number
- Press Transfer again before the greeting begins

Forward All Calls to Voice Mail

You can forward all incoming calls on your phone directly to voice mail.

Digital Phone

- Press the Forward key
- Enter 4116 as the forwarding destination
- Press Forward again to activate
- To cancel, press Forward again

Analog Phone

- Lift the handset
- Press the # key and 1
- When you hear the tone dial 4116
- Lift handset, press # key and 1
- At the regular dial tone, hang up