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 4444 from your phone.
- From off campus - dial your own phone number, wait 4 rings 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 4444
- Hear your name
- Enter your PIN and press #

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

Touchtone Interface

<table>
<thead>
<tr>
<th>Touchtone Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Menu</strong></td>
</tr>
<tr>
<td>You can press:</td>
</tr>
<tr>
<td>1 - Voice Mail</td>
</tr>
<tr>
<td>4 - Find a Contact</td>
</tr>
<tr>
<td>5 - Compose a Voice Message</td>
</tr>
<tr>
<td>6 - Personal Options</td>
</tr>
<tr>
<td>0 - Repeat Menu</td>
</tr>
</tbody>
</table>

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.

Position
- REWIND
- PAUSE
- FORWARD

Speed
- SLOWER
- ENVELOPE
- FASTER

DELETE
- PLAYBACK
- MENU

REPLY
- 1
- 2
- 3

PLAYBACK CONTROLS

Use these controls after listening to a voice message.

Position
- REPLAY
- CALL
- FORWARD

Speed
- DELETE
- REPLY
- REPEAT
- MENU

EXIT
- *