

**LISTENING AND RESPONDING [1]****Reviewing messages**

Review:

- New voice messages [1]
- Saved voice messages [1] [2]
- New e-mail messages [2]
- Saved e-mail messages [2] [2]
- New fax messages [3]
- Saved fax messages [3] [2]

**TIP:** Use playback controls as desired (see reverse).

**Forwarding a message**

- At end of message [6]
- To forward message...
  - ...Without comment [1]
  - ...With comment [2]
- When finished [#]
- Specify address
- When finished [#]
- After entering all addresses [#] [#]
- Send message [#]

**Replying to a message**

- At end of message
  - Reply to sender [8] [1]
  - Reply to all [8] [2]
  - Reply to sender with original [8] [3]
  - Reply to all with original [8] [4]
- Record reply
- When finished [#] [#]

**Replying by calling internal caller**

- At end of message [8] [8]

**PRINTING A FAX OR E-MAIL [1]****Printing a message after reviewing**

At the end of the message, choose:

- To print to default fax number [2] [1]
- To print to alternate fax number [2] [2]
- To print from the fax machine you are using [2] [3]
- To send a fax to another recipient [2] [4]

**Printing messages before reviewing**

Print:

- All new fax messages [8] [1]
- A list of all messages in inbox [8] [2]
- A list of all new messages in inbox [8] [3]

Choose:

- To print to default fax number [1]
- To print to alternate fax number [2]
- To print from the fax machine you are using [3]
- To send a fax to another recipient [4]

**PERSONALIZING YOUR MAILBOX [4]****Recording or changing prompts or greetings [1]**

Record prompt or greeting:

- Personal greeting [1]
- Extended Absence greeting [2]
- Optional greeting 1 [3]
- Optional greeting 2 [4]
- Please Hold prompt [5]
- Name prompt [6]

If prompt or greeting is already recorded:

- Accept recording [1]
- Rerecord [2]
- Delete prompt or greeting [3]

**Using special features [2]**

To set:

- Find Me on or off [2] [1]
- Call Me on or off [3] [1]
- Caller requested Notify Me on or off [4] [1]
- Automatic Notify Me [4] [2]
- Call screening [5]
- Intercom paging [7]

To review active options [9]

**Changing call handling [3]**

Choose:

- Block all incoming calls [1]
- Prompt when extension not answered [2]
- Prompt when extension busy [3]

Select:

- Optional greeting 1 [1]
- Optional greeting 2 [2]

To review active options [8]

To return to normal call handling [9]

**Setting a default fax number [4]**

Enter the new telephone number

- Confirm [1]
- Change [2]

**Recording or changing announcements [5]**

Enter the announcement number

**OR**

If announcement is already recorded:

- Accept recording [1]
- Rerecord [2]
- Delete announcement [3]

**Managing personal distribution lists [6]**

- Create list [1]
- Edit list [2]
- Delete list [3]
- Review active lists [4]

**Changing your password [9]**

- Enter new password, followed by [#]
- Reenter new password, followed by [#]

**RECORDING AND SENDING [2]****Creating a new voice message**

- Record message
- When finished [#]
- Enter destination address, followed by [#]
- After entering all addresses [#] [#]
- Specify delivery options (see below)
- Send [#]
- To cancel recording [\*]
- To spell name [#]

**Delivery options**

- Send immediately [#]
- Mark as priority/not priority [2]
- Mark for future delivery [4]
- Mark as private [5]

**CALL ANSWERING**

When answering Find Me, Call Me, or screened calls:

- To accept a call [#]
- To reject a call [1]
- To replay a Find Me or Call Me message [3]

**SHORTCUTS**

Bypass welcome greeting [#]

When reviewing messages, skip:

- From New to Saved to Deleted [#] [#]
- To start of message [1] [1]
- To end of message [3] [3]

**GENERAL TIPS****Pressed the wrong key?**

To cancel or back up, press [\*] [1]

**Go back to Main menu?**

Press [\*] repeatedly until you hear "Main menu..."

**Exiting your mailbox**

Return to the Main menu, and press [\*] again, or hang up.

**Want to hear the menu again?**

While listening to a menu, press [0]

**NOTE:** Your system may not support all features. For more information, check with your system administrator.

To log into voice mail when on-campus dial 4990, when off-campus dial 718-368-4990

