New Voice Mail System

The chart on the next page shows the menus available by phone using the new voice mail system telephone user interface.

Some of the touchtone keys used to manage messages by phone are different from those described in the other documents.

Please refer to this chart when managing messages by phone.

The first time you call

1. Dial the internal or external unified messaging system phone number.
2. If you dialed the external phone number, press * when the system answers.
3. If required, enter your extension, then press #.
4. If required, enter your password.
5. Depending on how the system is set up, you might be asked to:
   - Record your name.
   - Record a greeting.
   - Set a new password.
New Voice Mail System

Access the system by phone
1. Dial the internal or external unified messaging system phone number.
2. If you dialed the external number, press # after the system answers.
3. If required, enter your extension, then press #.
4. If required, enter your password.

7
Listen to new messages
3
Listen to old messages

6
Send a message

9
Exit mailbox
0
Transfer to operator
2
Where you are

During message header
2. Reply to sender
3. Delete message
4. Forward message
5. Save message
6. Create new message
7. Play message
8. Skip header

During message
2. Reply to sender
3. Delete message
4. Forward message
5. Save message
6. Create new message
7. Play message
8. Skip message

After message or during message footer
2. Reply to sender
3. Delete message
4. Forward message
5. Save message
6. Create new message
7. Repeat

Address and record the message, then:
3. Re-record message
4. Finish go to delivery options
5. Finish and review message
6. Pause recording
7. Send message go to main menu
8. Finish, go to after recording options
9. Finish recording

3. Private message
4. Future delivery
5. Set expiration
6. Urgent
7. Send
8. Add/remove name
9. Approve
6. Re-record
7. Delivery options
8. Review
9. Send and exit
0. Cancel

Use these keys anytime:
0. Help
* Cancel or back up
# Skip or move ahead