

Accessing Your Mailbox

1. Dial into the system.

From inside:

From outside:

2. Press # when the system answers.

Note: You may not need to go through these steps if you are dialing in from within your company, and if your telephone system offers voice messaging integration. In most cases, you will need only to enter your password.

3. Enter your Mailbox number.

4. Enter your password.

Commonly Used Functions

Note: The keys entered here assume that you're logged in and are currently in the main menu.

Mailbox Configuration	
Change your Name Greeting	4-1-4
Change your Busy Greeting	4-1-2
Change your Personal Recording	4-1-1
Change your Location	5
Change your Password	4-9-2
Turn Auto Forwarding on/off	4-3-5
Turn Message Notification on/off	4-2-5

Note: The keys entered here assume that you've listened to or are listening to a message.

Reply to Message	5
Forward Message	4
Delete Message	2

Note: While listening to a message, you have the following 3 options.

Rewind message several seconds	7
Pause message, press button again to continue playback	8
Fast Forward message several seconds	9



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Quick Reference Card for Default Advanced TUI (Telephone User Interface)



Listen to Messages

- 1 Voice Messages
- 2 E-mail Messages
- 4 Meeting Requests
- 9 Listen to All Messages
- # Return to Main Menu

Meeting Requests

- 1 Accept Meeting
- 2 Accept Meeting Tentatively
- 3 Decline Meeting
- 4 Skip Message
- 6 Review Message
- 0 Return to Auto Attendant
- # Return to Main Menu

End of Message Options (you are sent here after message playback)

- 1 Save Message
- 2 Delete Message
- 3 Review Message
- 4 Forward Message
- 5 Reply to Sender Only
- 6 Date & Time of Message
- 7 Print Fax
- 8 Reply to All
- 9 Call Back to Sender
- 0 Return to Auto Attendant
- * Skip without change in the Read Status
- # Return to Main Menu

Send Message Menu

- 1 Send Recorded Message
- 2 Review Recorded Message
- 3 Rerecord Message
- 4 Append to Recorded Message
- 5 Mark Message as Confidential
- 6 Delete Recipient
- 7 Add Recipient
- 8 Mark Message as Urgent
- 9 Certify Message
- 0 Send Message (Future Delivery)
- * Cancel Message and Exit
- # Return to Main Menu

Main Menu

- 1 Listen to Messages (Inbox, New)
- 2 Listen to Messages (Inbox, Old)
- 3 Send A Message
- 4 Mailbox Options
- 5 Change Location
- 6 Listen to Messages (Deleted)
- 7 Listen to Messages (Future Delivery)
- 8 Review Availability and Location
- 9 Call Contact
- 0 Return to Auto Attendant
- * Current Caller ID as Active Address
- # Disconnect

Mailbox Options

- 1 Record Greetings
- 2 Notification Options
- 3 Call Transfer Options
- 4 Change Auto Forwarding
- 5 Distribution Maintenance
- 6 Voice Print Training
- 7 Active Features
- 8 Set Wakeup Call
- 9 Change Password
- 0 Return to Auto Attendant
- * Disable Speech Command
- # Return to Main Menu

Call Transfer Menu

- 1 Turn Call Screening On/Off
- 2 Turn Pre Paging On/Off
- 3 Turn Post Paging On/Off
- 4 Turn Call Queuing On/Off
- 5 Turn Call Forwarding On/Off
- 0 Return to Auto Attendant
- # Return to Mailbox Options

Notification Menu

- 1 Add Notification Schedule
- 2 Modify Notification Schedule
- 3 Delete Notification Schedule
- 4 Listen to Notification Schedule
- 5 Turn Notification Schedule On/Off
- 0 Return to Auto Attendant
- # Return to Mailbox Options

Record Greetings

- 1 Record Personal Greeting
- 2 Record Busy Greeting
- 3 Record Unavailable Greeting
- 4 Record Name Greeting
- 5 Record Internal Personal Greeting
- 6 Record Internal Busy Greeting
- 7 Record Internal Unavailable Greeting
- 8 Record Location Greeting
- 0 Return to Auto Attendant
- # Return to Mailbox Options

Change Location

- 1 Change Location (In Office)
- 2 Change Location (Temporary)
- 3 Change Location (At Home)
- 4 Change Location (Meeting)
- 5 Change Location (At Lunch)
- 6 Change Location (Vacation)
- 7 Change Location (User Defined)
- 8 Review Availability and Location
- 9 Follow Locations Calendar
- 0 Return to Auto Attendant
- * Change Availability
- # Return to Main Menu

Distribution List Menu

- 1 Listen to Distribution List
- 2 Add Distribution List
- 3 Modify Distribution List
- 4 Delete Distribution List
- 0 Return to Auto Attendant
- # Return to Mailbox Options

Change Password Menu

- 1 Listen to Numeric Password
- 2 Set Numeric Password
- 3 Clear Numeric Password
- 0 Return to Auto Attendant
- # Return to Mailbox Options

Future Delivery Folder

- 1 Save Message
- 2 Delete Message
- 3 Review Message
- 4 Say Delivery Date and Time
- 5 Deliver Now
- 7 Keep Future Delivery Date/Time
- 8 Change Future Delivery Date/Time
- 0 Return to Auto Attendant
- # Return to Main Menu

Record Location Greeting

- 1 Record Greeting (In Office)
- 2 Record Greeting (Temporary)
- 3 Record Greeting (At Home)
- 4 Record Greeting (Meeting)
- 5 Record Greeting (At Lunch)
- 6 Record Greeting (Vacation)
- 7 Record Greeting (Extended Absence)
- 8 Record Greeting (User Defined)
- 0 Return to Auto Attendant
- # Return to Greeting Options

This flowchart only reflects the commonly used commands. Not all functions available on the Telephone User Interface may be present.