1. First Time Set Up:
Access the Messages option ( Press the message button or dial 3000 )
When prompted, enter default password 100
User will be guided through set up of greeting
To finish, change password

**2. Accessing Messages by Phone:**
Press Messages Button directly on phone, OR
Dial : 3000

Enter ID **(your voice mail extension number only if dialing from another extension or phone),** press #
Enter password, press #

**3. For Voice Mail Only users ( No IP Phone) or for access from off campus**

Dial ????
Enter ID (your voice mail extension number), press #
Enter password, press

**A. Managing Multiple Voice Mail Greetings:**
   1. Current Greeting
   2. Closed Greeting
   3. Alternate Greeting
   4. Busy Greeting
   5. Internal Greeting

Call into Voice Mail
Press # 4 for Set Up Options
Press # 1 for Greetings
Press # 3 to Edit Other Greetings
Press number that corresponds with Greeting you would like to edit
Press # 1 to record chosen greeting, OR
Press # 2 to enable system greeting
Then Press # 3 to turn it on
Then Press # 1 to set an End Date, OR
Press # 2 for No End Date
Enter Date Criteria if applicable
You will then be returned to the menu that allows for the greeting to be turned off
Press✷   to Exit, changes will be saved

# Retrieve Messages

- **1** New
- **3 1** Saved
- **3 2** Deleted

# During Message

- **1** Restart Message
- **2** Save
- **3** Delete
- **4** Slow Playback
- **5** Change Volume
- **6** Fast Playback
- **7** Rewind Message
- **8** Pause/Resume
- **9** Fast-Forward
- **#** Fast Forward to End
- **# #** Skip Message, save as is

## After Message

- **1** Replay Message
- **2** Save/Restore as a Saved Message
- **3** Delete
- **4** Reply
- **4 2** Reply to All
- **4 4** Call the User
- **5** Forward Message
- **6** Save/Restore as New Message
- **7** Rewind Message
- **9** Message Properties
- **#** Save as Is

# Find Voice Messages

- **5** Find Messages
- **1** From Another User
- **2** From All Outside Callers
- **3** From a Specific Outside Caller

# Send a Message

- **2** Send
- Address and Record Message
  - **#** Send Now
  - **1** Add Name
  - **3** Message Options
    - **1** Change Address
    - **2** Change Recording
      - **1** Hear Recording
      - **2** Save Recording
      - **3** Rerecord
      - **4** Add to Recording
    - **3** Set Special Delivery
      - **1** Urgent
      - **2** Return Receipt
      - **3** Private
    - **4** Review Message
    - **#** Send
- **1** Add Name
  - **1** Add Name
  - **2** Hear All Names
  - **3** Remove Name

# Change Preferences

- **4** Setup Options
  - **1** Greetings
    - **1** Record this Greeting
    - **2** Turn on/off Alternate Greeting
    - **3** Edit Other Greetings
    - **4** Hear All Greetings
  - **2** Message Settings
    - **1** Change Message Notification
      - **1** Pager
      - **2** Home Phone
      - **3** Work Phone
      - **4** Spare Phone
    - **3** Change Menu Type
      - **1** Select full or brief Menu
    - **4** Edit Private Lists
      - **1** Hear Lists
      - **2** Change Names on a List
  - **3** Personal Settings
    - **1** Change Password
    - **2** Change Recorded Name
    - **3** Change Directory Listing
      - **1** Change Listing Status
  - **4** Transfer Settings

# Use These Keys Anytime

- **0** Help
- **\*** Cancel or Back up