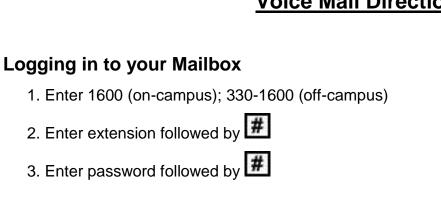
Voice Mail Directions



Playing your messages

When you log in to your mailbox, you are at your first new message.

- 1. Press 2 to play the current message.
- 2. Press 6 to go to the next message; or press 4 to go to the previous message.
- 3. To disconnect, press 8 3 or hang up.

While playing a message:

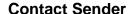
- To skip back five seconds, press 12; to skip forward five seconds, press 3.
- To play the message slower, press 21; to play the message faster press 23
- To play the message softer, press 24; to play the message louder, press 26.
- To pause, press #; to continue, press 2.

Deleting and Restoring Messages

- Before, during, or after playing a message, press **7 6** to delete it.
- To restore a deleted message, including a message that has been auto deleted by the system, return to the message and press 76.

Responding to messages

Before, during, or after playing a message:



- 1. To contact the sender, press Speak to the person or leave a message
- 2. Hang up

Reply

- 1. To reply to a message, press Record a reply
- 2. Press 7 9 to send it.

Reply All

- 1. To reply to the sender and all recipients of a message, press 74
- 2. Record a reply
- 3. Then press **79** to send it.

Forward

- 1. To forward a message, press 7 3
- 2. Address the message, then press **79** to send it.
 - -You can record an introduction before sending the message.
- To play the message envelope, press 7 2

Composing messages

1. While logged in to your mailbox, press 75.
2. Enter the first address, then press #.
-You can enter more addresses followed by #. (To cancel an address,
press 0 #.)
3. When you have finished, press # again.
4. Press 5 .
5. At the tone, record your message.
6. Press #.
-To play the message press 2.
-To add options and attachments press 70 , then:
Urgent 1
Private 4
Acknowledge 5
Timed Delivery 6
Add Attachment 7
7. Press 7 9 to send the message.

Name Dialing

- 1. At the address prompt, enter the Name Dialing prefix, or press *.
- 2. Spell the last name, then the first name
- 3. Stop when the system finds the name.

Express Messaging

- 1. Dial 1605 (on-campus); or 612-330-1605 (off-campus)
- 2. Enter the mailbox number of the person for whom you are leaving the message
- 3. Press #
- 4. At the tone record your message
- 5. Hang up

Using Standard Commands

Skip back 1

Play 2

Skip forward 3

Previous message 4

Record 5

Next message 6

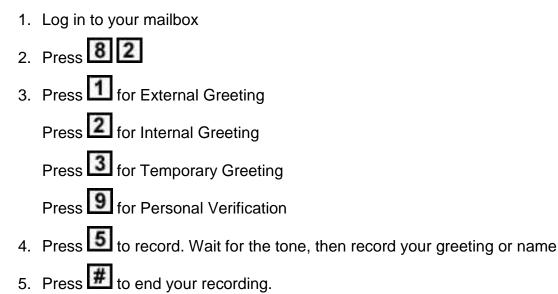
Message commands begin with

Mailbox commands begin with 8

Changing your password

- 1. Log on to your voicemail system
- 2. Press **8 4**
- 3. Enter your current password, then press
- 4. Enter your new password, then press #
- 5. Enter your new password again, then press

Recording greetings and name



To review your recording press 2

To delete a greeting press 7 6

6. Press 4 to return to your messages

When you record a temporary greeting, tell your callers the times or dates of your absence, and when you will retrieve your messages. You can set the month, day, and time for the greeting to expire. If you don't set and expiry date, the temporary greeting will stay in effect until you delete it.