

Voicemail Quick Reference Guide

Westmont College Telecommunications

	MAIN MENU SHORTCUTS	Key Selections Available in Most Cases: Bypass/Finish (#) Cancel/Go to Prev. Menu (*) Help/Repeat Menu (0)			
LISTEN	NEW 1 SAVED 3 - 1 DELETED 3 - 2 - 1	During Message Playback			
		Repeat	1	Mark as New	6
		Save	2	Rewind (few sec.)	7
		Delete	3	Pause Playback	8
		Reply	4	Message Properties	9
		Forward	5	Skip to End of Message	#
GENERATE	SEND 2	During Recording	While Paused	After Recipient is Added	
		Send Message #	Continue Recording 8	Add a Name 91	
		Pause Recording 8	Re-record *	Send Message #	
		Re-record **	Rewind (few sec.) 7	Mark Urgent 1	
		Cancel ***	Rewind to Start 77	Return Receipt 2	
			Save and Send #	Mark Private 3	
			Cancel **	Future Delivery 4	
				Review 5	
				Re-record 6	
				Add to Message 7	
				Hear/Delete Names 92	
				Copy Yourself 95	
				Cancel *	
SETUP OPTIONS	GREETINGS 4 - 1	Re-record		1	
		Alternate Greeting		2	
		Edit Other Greetings		3	
		Play All Your Greetings		4	
MESSAGE SETTINGS	4 - 2	Change Message Notification		1	
		Change Menu Style		3	
		Change Private Lists		4	
PREFERENCES	4 - 3	Change PIN		1	
		Change Recorded Name		2	
		Change Directory Listing		3	
TRANSFER SETTINGS	4 - 4	Change Standard Transfer Rule		1	
		Change Alternate Transfer Rule		2	
		Change Closed Transfer Rule		3	