

GETTING INTO YOUR MAILBOX

To get into your Campus Voice Mailbox

Dial 79666, Press #
 When prompted, enter your 5 digit phone number
 Then enter your password (default is the last 5 digits of your phone number)
 Select the desired option from the Main Menu

Note: Messages are saved on the system for 21days. After 21days the system will play the old messages before any new messages – either save them again or delete them.

Campus Voicemail Enhanced Unified

Tips:

- The first time you try to get into your mailbox, you are led through a tutorial which helps you set up and personalize your mailbox settings. You may change these settings later.
- There may be some system messages before reaching your mailbox. You should listen to these before proceeding.

MAIN MENU

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Review Messages

Messages marked for deletion may be reviewed/recovered by pressing 1 9

END-OF-MESSAGE OPTIONS Rewind to last 10 seconds 1 Rewind to beginning 1 1 Print fax message 2 Add to address book 3 Replay 4 Envelope 5 Forward (send copy) 6 Delete 7 Reply by calling 8 8 Reply 8 Save 9	PRINT FAX MESSAGE Primary destination 1 Alternate destination 2 Current location 3 Store personal Fax cover sheet 5	PLAYBACK OPTIONS Help Message 0 Rewind 10 seconds 1 Go to the beginning 1 1 Pause 2 Skip forward 3 Go to the end 3 3 Slow playback down 4 Play envelope 5 Speed playback up 6 Delete message 7 7 Normal Volume 8 Louder Volume 9 Skip message # End message review *
FORWARD (SEND COPY) To send a copy of a message with an introduction: > Record introduction. When finished, press # > Enter destination number(s). To send, press #	REPLY Record reply message When finished, press # To send, press #	

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Send Messages

SEND MESSAGE To send a voice message: > Record message When finished, press # To replay message, press 1 To send, press #	DESTINATION OPTIONS Enter destination number: To hear Delivery options, press 0 To send, press # When finished sending to all destinations press *	DELIVERY OPTIONS Private 1 Urgent 2 Confirmation 3 Future delivery 4	To send, press # To cancel, press *	CONFIRMATION OPTIONS Confirm receipt 1
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Personal Options

PERSONAL OPTIONS Notification ON/OFF 1 Administrative Options 2 Greetings or Recorded name 3 Notification Options 4	ADMINISTRATIVE OPTIONS General options 1 Call Redirect 2 Fax options 3	PASSWORDS Enter new password	ADDRESS BOOK Add 1 Update 2 Delete 3 Lookup 4 Browse 5 Manage Groups 6
NOTIFICATION OPTIONS Outcall Schedule 1	FAX OPTIONS Change primary fax destination 1 Auto print On/Off 2 Store/delete fax cover sheet 3	GENERAL OPTIONS Password 1 Address book/Group lists 2 Prompt levels 3 Date/Time playback 4 Autoplay ON/OFF 6	GROUP LISTS Create 1 Edit 2 Delete 3 Names of group lists 4
OUTCALL SCHEDULE First Schedule 1 Second Schedule 2 Temporary Schedule 3	GREETINGS Personal greeting 1 Extended absence 2 Name 3	CALL REDIRECT Call redirect On 1 Call redirect Off 2 Change call redirect number 3	PROMPT LEVELS Standard 1 Rapid 2

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Restart Session

EXTERNAL SERVICES Touchtone control 1 External email 2 Voice activated dialing 3	To return to touchtone interface from any of the other services or interfaces, press ** or # #
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External Services

POWER KEYS & CONTROLS

Use these controls while listening to messages. Most controls are also available while reviewing recorded messages.

1	2	3
Rewind	Pause	Forward
4	5	6
Slower	Envelope	Faster
7	8	9
Delete message	Normal Volume	Louder
*	0	#
Cancel/Exit	Help	Skip

POWER KEYS
 These controls are almost always available.

Operator **0 0**
 Skip current queue **# #**