

# 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 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

**1**

#### Review Messages

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

**2**

#### Send Messages

**4**

#### Personal Options

**5**

#### Restart Session

**\***

#### Exit System

#### 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

#### 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 #

#### 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 \*

#### 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

#### 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

#### GENERAL OPTIONS

- Password 1
- Group lists 2
- Prompt levels 3
- Date/Time playback 4
- Autoplay ON/OFF 6

#### PASSWORDS

- Enter new password

#### GROUP LISTS

- Create 1
- Edit 2
- Delete 3
- Names of group lists 4

#### NOTIFICATION OPTIONS

- Outcall Schedule 1

#### FAX OPTIONS

- Change primary fax destination 1
- Auto print On/Off 2
- Store/delete fax cover sheet 3

#### CALL REDIRECT

- Call redirect On 1
- Call redirect Off 2
- Change call redirect number 3

#### OUTCALL SCHEDULE

- First Schedule 1
- Second Schedule 2
- Temporary Schedule 3

#### GREETINGS

- Personal greeting 1
- Extended absence 2
- Name 3

### POWER KEYS & CONTROLS

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

- Rewind to beginning 1 1
- Fast forward to end 3 3
- Delete message 7 7

**POWER KEYS**  
 These controls are almost always available.

- Operator 0 0
- Skip current queue # #

#### PLAYBACK CONTROLS

- |             |               |          |
|-------------|---------------|----------|
| <b>1</b>    | <b>2</b>      | <b>3</b> |
| Rewind      | Pause         | Forward  |
| <b>4</b>    | <b>5</b>      | <b>6</b> |
| Slower      | Envelope      | Faster   |
| <b>7</b>    | <b>8</b>      | <b>9</b> |
|             | Normal Volume | Louder   |
| <b>*</b>    | <b>0</b>      | <b>#</b> |
| Cancel/Exit | Help          | Skip     |