

Phone Mail

Quick Reference Guide

ACCESSING YOUR MAILBOX

From your phone press the (msgwt) button (if you have a message, it will be blinking).

Press # then your password (this is your extension # unless you have modified it).

Press # *At this point you will hear instructions. You can override the instructions at anytime.*

From another campus phone press the (msgwt) button

Press your extension number

Press # then your password

Press #

From off campus Dial 356-3917 this brings you into our system.

At the tone, dial 794999 this brings you into the phone mail system

Press your extension number

Press # then your password

Press #

KEYPAD FUNCTIONS

- | | |
|-----------|---|
| 3 Listen | 2 Skip to next message |
| 6 Reverse | *72 Skip back to previous message |
| 9 Forward | *73 replay entire message |
| | *78 replay last few words |
| | *98 move ahead a few words |
| | *93 skip to end of current message |
| | *77 replay time the message was created |

After message has ended

Takes you to the next message

4 Save

6 Delete

73 replay message

1 record and send an answer to the message sender

70 automatically dials the message sender

9 forwards message to another extension

CHANGING YOUR PERSONAL GREETING

Access your mailbox

Press 8

Press 1 for personal greeting

Press 1 for External Calls

Press 2 for Internal Calls

Press 1 again to record

Press * # when complete

Tip

Press 1 to skip the greeting when phonemail answers the extension you are calling!

Tip

Press * # 3
To mark your message urgent!

Tip

People prefer a live voice over the system greeting.
Keep your greeting short and informative.
Make sure your caller knows their call is important and when to expect their call to be returned.

FOR MORE DETAILED PHONE MAIL FEATURES, LISTEN TO THE PROMPTS GIVEN. FOR SUPPORT, CALL MARY AT 2406.