

Voice-Mail User Guide 8.0

TO ACCESS YOUR MAILBOX:

From your phone

Press the message key or dial 4220
Enter your PIN (password) followed by #

From another phone in Concordia

Dial 4220
Press *
Enter your ID (extension) followed by #
Enter your PIN (password) followed by #

From outside the university

Dial 514-848-4220 and then press *
Enter your ID (extension) followed by #
Enter your PIN (password) followed by #

Main menu	
Play new messages	1
Send a message	2
Review old messages	3
Setup options	4
Exit	*
Help	0

During message	
Rewind	1
Pause / resume	2
Fast-forward	3
Fast-forward to end	3 3
Slow playback	4
Play message properties	5
Fast playback	6
Skip message	#

After message	
Skip back	1
Repeat message	4
Play message properties	5
Forward message	6
Delete	7
Save	9
Next message	#
Mark Message as new	# #
Go to a message	1 2
Previous message	1 4
Next message	1 6
Cancel playing messages	*

Send a message	
➤ Record message and press	#
➤ Enter extension and press	#
OR	
➤ Switch between name or number entry press	# #
THEN	
➤ To send now press	#
➤ Help	0
<i>HOLD FOR MESSAGE OPTIONS</i>	

Change address	
Add a name	9 1
Send	#
Mark Urgent	1
Return receipt	2
Mark Private	3
Future Delivery	4
Review recording	5
Rerecord	6
Add to message	7
Review names	9 2
Send copy to yourself	9 5
Cancel	*
Help	0

Greetings	
Record	1
Turn on/off alternate greeting	2
Edit other greetings (Standard / Closed / Alternate/ Busy / Internal / Holiday)	3
Hear all greetings	4

Setup options	
Greetings	1
Message settings	2
Personal Settings	3
Call transfer settings	4

Message settings	
Change message notification (optional)	1
Change menu type (full or brief)	3
Edit private list (20)	4

Message notification (optional)	
Pager	1
Home phone	2
Work phone	3
Spare phone	4

SHORTCUTS

Help	0
Cancel or back up	*
Skip and/or confirm	#
Change greetings settings	4 1
Change PIN (password)	4 3 1
Change your name	4 3 2

Personal settings	
PIN (password)	1
Recorded Name	2
Directory Listing	3

Call transfer	
Switch between transferring calls to extension or voice mail	1
Change extension or phone number	2