

# Voicemail System Short Cuts for Students

## Checking VM from your room phone:

● Dial x3333. When the system answers enter your 5-digit extension (either xxxx1 or xxxx2) -- all residence hall phones have two numbers for each main extension. You will then be prompted to enter your password. Once in the system, follow the recorded prompts.

## From off-campus:

● Dial 415-422-3333, press the \* button, enter your 5-digit extension (either xxxx1 or xxxx2). You will then be prompted to enter your password. Once in the system, follow the recorded prompts.

**To expedite VM time:**

- When accessing your mailbox press the "#" key after entering your password
- When leaving a message press the "#" key to bypass the greeting

<b>Hear new messages</b>	<b>1</b>
<b>Send a message</b>	<b>2</b>
<b>Review old messages</b>	<b>3</b>
<b>Setup options</b>	<b>4</b>

<b>Conversation help</b>	<b>0</b>
<b>Exit or Cancel</b>	<b>*</b>
<b>Skip or move ahead</b>	<b>#</b>

<b>During a message</b>	
Repeat	1
Save	2
Delete	3
Change volume	5
Reverse-rewind	7
Pause / continue	8
Fast-forward	9

<b>** After a message</b>	
Delete	3
Reply	4
Forward message	5
Mark as new	6
Hear summary	9

<b>1 - Hear new messages</b>			
Repeat message	1	Reverse-rewind	7
Save message	2	Pause / continue	8
Delete message	3	Fast-forward /	
**Reply to message	4	**Hear summary	9
Change volume /		Skip to end	#
**Forward message	5		

<b>2 - Send a message</b>			
Address / record		Send message	#
message		Message options	1

<b>3 - Review old messages</b>			
Repeat message	1	**Mark as new	6
Save message	2	Reverse-rewind	7
Delete message	3	Pause / continue	8
**Reply to message	4	Fast-forward /	
Change volume /		**Hear summary	9
**Forward message	5		

<b>4 - Setup options</b>			
Greeting & transfer	1	Personal settings	3
Message settings	2		

### Shortcuts from Main Menu (examples):

- (21) Message options
- (212) Change recording
- (41) Change greeting
- (431) Change password

<b>1 - Message options (21)</b>	
Change addressing	1
Change recording	2
Set special delivery	3
Review message	4
Send as is	#

<b>1 - Greetings &amp; transfer (41)</b>	
Change greetings	1
Change call transfer	2

<b>2 - Message settings (42)</b>	
Change notification	1
Change fax delivery - N/A	2
Change full or brief menu	3
Edit private list	4

<b>3 - Personal settings (43)</b>	
Change password	1
Change recorded name	2
* Change directory listing	3

<b>1 - Change addressing (211)</b>	
Add name (extension)	1
Hear current names	2
Remove name	3

<b>2 - Change recording (212)</b>	
Hear recording (listen)	1
Save recording	2
Rerecord	3
Add to recording	4

<b>3 - Set special delivery (213)</b>	
Urgent	1
Return receipt	2
Private (can't forward)	3
Future delivery	4

<b>4 - Private list (424)</b>	
Hear lists	1
Change names (edit list)	2

<b>2 - Change names (4242)</b>	
Add names (extensions)	1
Hear names	2
Remove names	3
Record list name	4

\* If allowed in Class of Service

If you need to **reset your voicemail password** you **MUST** call x6668 from the extension that needs the password reset. Be sure to tell the Help Desk staff if you are #1 or #2 on your extension.