Voicemail Quick Reference Chart

Main Menu

Listen to messages — **1**

Listen to saved messages †† — **5**

Listen to deleted messages †† — **7**

Record and send a message — **2**

Listen to selected messages — **6**

†† Keys **5** & **7** go to Message Ordering (same as Key **1**).

PhoneManager™

Set user options — **3**

Message Ordering†

Voice messages	1
Messages from outside callers	4
Messages from a specific mailbox	5
All messages	9

While Listening

Pause	1
Forward	2
Back up five seconds	3
Delete	4
Save	5
Review	6
Skip to next message	7
Reply	8
Advance five seconds	9
Info/group options	0

Pause Options

Continue listening	1
Increase speed	4
Set bookmark	5
Decrease speed	7
Resume from bookmark	8

Info/Group Options

Message info	0
Select message	1
Cancel selection	2
Select all messages	7
Cancel all selections	8

Reply Options

Select mailbox	1
Record	2
Transfer to extension	3
Transfer to number	4

Recording Message

Record your message

While Recording

Approve for sending	#
Stop / continue recording	2
Back up five seconds	3
Discard and start over	4
Review	6
Advance five seconds	9
Set routing options	0
Cancel message	*

Delivery Options

Future delivery	1
Set urgent status	2
Restrict forwarding	3
Request a receipt	5
Leave callback number	8
Return to Recording Options	*

Addressing Message

Enter an address	Mailbox Number
Directory	9
Cancel previous address	*
(available after one or more addresses have been entered)	
Erase message	**
Send	#

Manage Selected Messages

Listen	1
Forward group	2
Delete group	4
Save group	5

Go to **Message Ordering**

Personal Options

Change Immediate msg notification	1
Change daily message reminder†	2
Listen to or Record personal greeting	3
Change security code	4
Record your name	5
Record an announcement for a mailbox you sponsor	6

User Options (PhoneManager™)

Personal options	1
Messaging options	2
Record only your standard greeting	4
Record only your out-of-office greeting	6

Messaging Options

Record a name for a sponsored mailbox	2
Change a personal distribution list	3
Change message forwarding	4
Change message presentation order	5
Change message envelope settings	6

Listen to or Record Personal Greetings

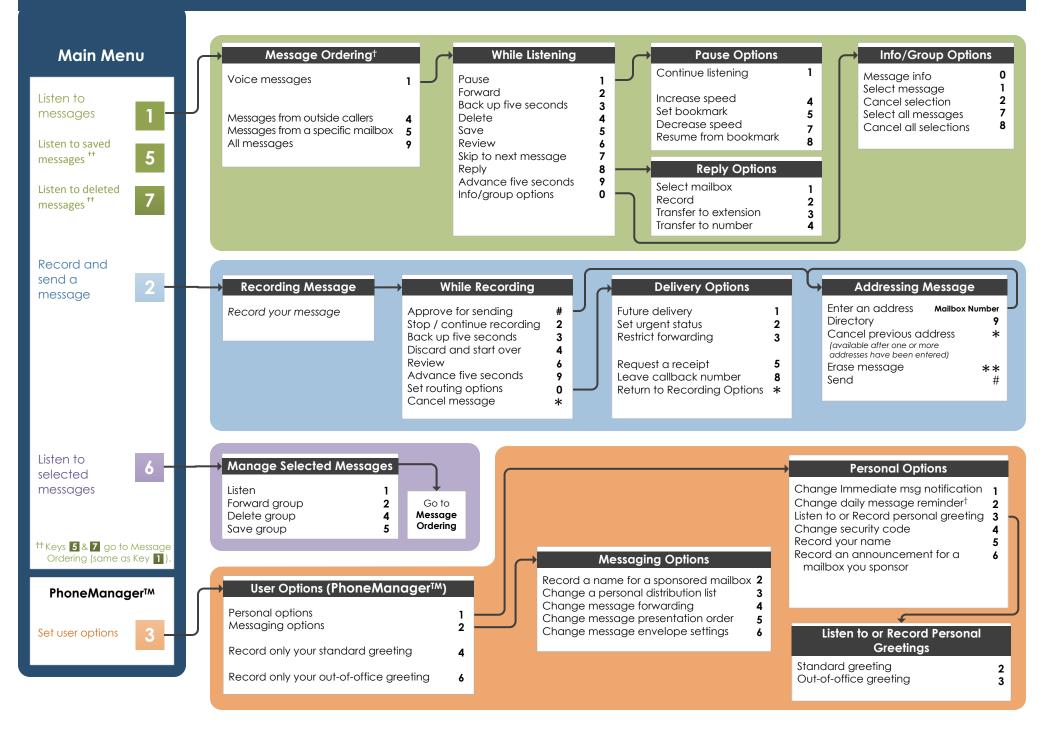|	
Standard greeting	2
Out-of-office greeting	3

Welcome!

UCI's new Voicemail system is designed to provide you with the same convenient access to your voice and email messages whether you are at your desk or calling in over the telephone.

‡ Please be sure that this is the most recent version of the document.

Before You Start

To set up your Voicemail mailbox, your system administrator will give you the following information.

Voicemail internal number: 48989

Voicemail external number: (949) 824-8989

Your subscriber mailbox number: Your Extension Number

Your system administrator may also give you a default security code to use when you log on to Voicemail for the first time: 654123

Gaining Access to Your Mailbox

Follow these simple steps to start using Voicemail.

1. Call the Voicemail internal or external number.
2. If necessary, press *
3. If prompted, enter your subscriber mailbox number.
4. Enter your security code (or the default code, if your administrator has given you one).

Performing Common Tasks

If you are looking for a quick hint on how to perform a specific task, here is the list of the shortcut commands.

Getting Started...

If you want to…	Then enter...
Listen to new messages	1
Record and send a message	2
Listen to saved messages	5
Review, forward, delete, or save messages you have selected	6
Listen to and recover messages you have marked for deletion **(in this session only)** Note: Once you logout from the voicemail, the deleted messages cannot be recovered	7

Changing Your Mailbox Options

If you want to…	Then enter...
Change name	3 1 5
Change password	3 1 4
Change standard greeting	3 4 or 3 1 3 2
Change out-of-office greeting	3 6 or 3 1 3 3
Set automatic message forwarding	3 2 4
Set message presentation ordering	3 2 5
Set Immediate Message Notification	3 1 1

While Listening to Message

If you want to…	Then enter...
Increase playback speed	1 4
Decrease playback speed	1 7
Skip back five seconds	3
Skip to next message	7
Skip ahead five seconds	9
Reply to an extension	8
Forward message	2

While Recording Message

If you want to…	Then enter...
Request future delivery	0 1
Mark the message urgent	0 2
Restrict forwarding of the message	0 3
Request a return receipt	0 5
Leave a callback number	0 8