



Messages

Press the Messages button or call 28689 232-8689 (off campus)

Recording Messages and Changing Password

Press Message Button

Enter password – temporary password is 1234321

Mailbox Options	<p>Mailbox options</p> <p>Press 0 –</p> <ul style="list-style-type: none"> Press 1 Record your unavailable message Press 2 Record your busy message Press 3 Record your name Press 4 Manage your temporary greeting <ul style="list-style-type: none"> Press 1 Record your temporary greeting Press 2 Erase your temporary greeting Press 5 Change your password 	<p>Setting voice messages playback:</p> <p>Press soft key My Stat</p> <ul style="list-style-type: none"> Online – plays busy message when not answered Busy – plays busy message Be Right Back – plays busy message Away – plays temporary message
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Managing Messages

On Campus

- Press Message Button or call 28689 810-232-8689 (off campus)
- Enter password
- Press “1” to listen to message in current folder

Off Campus

- Call 810-232-8689
- Enter your mailbox number (last 5 digits of phone number)
- Enter password
- Press “1” to listen to message in current folder

During Message Playback

- Press * Rewind the message by 3 seconds
- Press # Fast forward the message by 3 seconds
- Press 0 Pause the message – press any other key to continue
- Press 1, 4,5,6,7,8, or 9 to halt the message and use “After Message Playback” option

After Message Playback

- Press 1 Go to the first message in the current folder
- Press 2 Change folders

Advanced Options	<p>Press 3 Advanced options</p> <ul style="list-style-type: none"> Press 1 Record a message and send it to the mailbox of the person that sent the current message Press 2 Call the person that left the message back Press 3 Play the message envelope <ul style="list-style-type: none"> Pressing 1 <i>during</i> the message envelope will play the message Date & Time of message Caller ID information Duration of message
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- Press 4 Place an outgoing call
- Press 5 Leave a message for another user on the system
- Press * Return to the main menu
- Press 4 Go to previous message
- Press 5 Replay current message
- Press 6 Go to the next message in the folder
- Press 7 Delete or undelete the message
- Press 8 Forward to another user on the system

Press 9 Save the message in a different folder
Press 0 New messages
Press 1 Old messages
Press 2 Work messages
Press 3 Family messages
Press 4 Friends messages
Press 5 Folder 5 messages
Press 6 Folder 6 messages
Press 7 Folder 7 messages
Press 8 Folder 8 messages
Press 9.Folder 9 messages
Press #. Cancel the change folder operation
Press 0.Mailbox options
Press * Replay the prompt
Press # Exit the voice mail system

Conference Calls

Conference Calls

- Call the first party
- Press Conference or the soft **Confnc** key to create a new call
- Place a call to the second party
- When the second party answers press Conference or the soft **Confnc** key to join all parties in the conference
- Press Split will split the conference call into separate calls on hold
- Initiate a conference call between an active call and a party on hold by pressing the Join soft key
- If you end the conference call on the originator's phone, the other parties can continue their conversation

Call Transfer

Call Transfer

- During a call press **Transfer** or the soft **Trnsfer** key
- Place a call to the party to which you want to transfer the call
- After speaking with the second party, press Transfer or the soft Trnsfer key to complete the transfer
- Press the Blind soft key to transfer the call without speaking to the second party
- Transfer may be cancelled during establishment by pressing the **Cancel** soft key. The original call is resumed.