

TO LOG-IN TO YOUR MAILBOX

1. Dial the system access number from any phone:

Coral Gables: 305-284-3888 or on campus: 8-3888

Medical: 305-243-3888 or on campus: 6-3888

Rosenstiel: 305-284-3888 or on campus: 8-3888

Kendall: 305-284-3888 or on campus: 8-3888

2. When the system greets you, enter your mailbox number and passcode:

(5-digit extension #) + (passcode #)

COMMON SHORTCUTS

Listen to New Voicemail:	1 + 1
Listen to Saved Voicemail:	1 + 2
Personal Notification Options:	5 + 5 + 5
Send A Message:	4 + five digit ext
Set your Status:	5 + 1 + Selection
Record a Greeting:	5 + 4 + 1
Turn Greeting On/Off:	5 + 4 + 9
Record Name:	5 + 4 + 3 + 5
Manage Follow-Me Options:	5 + 2
Manage Personal Groups:	5 + 5 + 1
Modify Playback Options:	5 + 5 + 4
Change Passcode:	5 + 5 + 3
Previous Menu:	*

MORE COMMON SHORTCUTS

After message playback, you may:

Save Current Message:	1
Forward with No Comment:	2
Forward with Comment:	2 + Ext # + 2
Skip to Next Message:	3
Replay Current Message:	4
Reply to Message:	5
Call Sender:	5 + 1
Delete Message:	7
Play Envelope:	8
Dial another Extension:	5 + 4
Previous Menu:	*

Telecommunications Customer Support:

305-284-6565, Option # 1

Please visit <http://www.miami.edu/network> and select Quick Links>New voicemail system for more instructions and messaging tips.

This document describes features that may not be active for all users. If you have question about feature availability, please contact Telecommunication Customer Support.

Rev. 060705

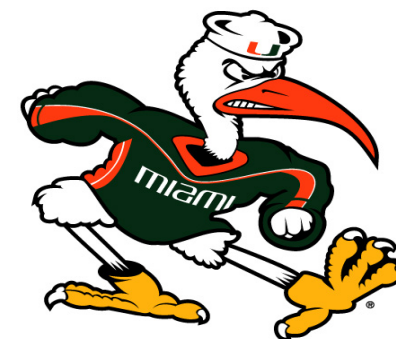
Communité

UNIVERSITY OF MIAMI

TELECOMMUNICATIONS

VOICE MESSAGING SYSTEM

QUICK REFERENCE GUIDE



Voicemail Login:

305-284-3888 (8-3888)

305-243-3888 (6-3888)

Web Page Login:

<http://voicemail.miami.edu>



For support contact the Help Desk

Phone (305) 284-6565 Option #1

MESSAGE COMMANDS

Features available at all times:

- Return to previous menu *
- Finish a key entry #

During message playback:

- Save current message 1
- Forward message to extension 2
- Skip to next message 3
- Replay current message 4
- Rewind 6 seconds 5
- Fast forward 6 seconds 6
- Delete this message, play next 7
- Decrease volume 8
- Increase volume 9

MANAGE VOICE MESSAGES 1

- Listen to New Messages 1
- Listen to Saved Messages 2
 - 1 Save current voicemail message
 - 2 Forward message to extension - enter extension number followed by #
 - 3 Skip to next message
 - 4 Replay current message
 - 5 Reply to current message
 - 1) Call back this number
 - 2) Reply using voicemail
 - 3) Listen to this number again
 - 4) Call a different number
 - 6 Play text in message body
 - 7 Delete this message, play next or
 - 1) Delete all others with this subject (*not heard by listeners*)
 - 2) Delete all others addressed to this recipient list
 - 8 Play envelope information

SEND VOICEMAIL 4

- Dial by name 2
- Dial by personal group 3

- Dial by personal contact 4
- Enter one or more extensions (separated by #, end list with ##). Record message...
 - 1 Send
 - 2 Review
 - 3 Rerecord
 - 6 Set priority
 - * Cancel reply and return

PERSONAL OPTIONS 5

- Set User Status 1**
 - Available 1
 - At Lunch 2
 - Away from Desk 3
 - Do Not Disturb 4
 - Gone Home 5
 - In a Meeting 6
 - On Vacation 7
 - Out of the Office 8
 - Out of Town 9
 - Working at Home 10
- *Set date, time, or both, depending on status selected.*

- Manage Follow Me 2**
 - Turn on or off 1
 - Listen to options 2
 - Add a phone number 3
 - Edit a phone number 4
 - Delete a phone number 5
 - Activate/Deactivate call screening 6

- Activate and Deactivate Rules 3**
 - Toggle rule on/off 1

- Manage Personal Prompts 4**
 - Record voicemail greeting 1
 - Listen to your voicemail greeting 2
 - Record your name 5

PERSONAL OPTIONS CONTINUED

- Listen to your name prompt 6
- Toggle greeting on and off 9

** Options 2, 6 and 9 are only heard if the respective prompt exists.*

- Administrative Options 5**
 - Personal Groups 1
 - Passcode 3
 - Playback options 4
 - Notification options 5

- Manage Deleted Messages 7**
 - Manage Deleted Voicemail 1
 - 1 Save current voicemail
 - 2 Forward message to extension
 - 3 Skip current message
 - 4 Replay current message
 - 5 Reply to current message
 - 6 Play text in message body
 - 7 Permanently remove this message
 - 8 Play envelope information

PLACE A CALL 9

- Enter the telephone number you want to call, followed by #.
 - Dial by name 2
 - Enter the first 3 characters of the party's name
 - Dial by personal group 4
 - Enter the first 3 characters of the party's name