Voice Mail Reference Card

Playing Messages

Main Menu

Listen	1
Locate	3
Exit	*

Message Access

Unread voice messages	1
All voice messages	2
Saved messages	5
Fax messages	3

Fax Options

Unread messages	1
All messages	2
Saved messages	3

While Listening

Transfer to the operator	0 0
Back up five seconds	1
Return to start	1 1
Pause or continue	2
Advance five seconds	3
Advance to end	3 3
Decrease speed	4
Slowest speed	4 4
Play message info	5
Increase speed	6
Fastest speed	6 6
Change playback language (email messages only)	7
Decrease volume	8
Increase volume	9
Go to saved messages	# #
Skip to next	#

After Listening

Review	4
Play message info	5
Forward	6
Delete	7
Send Reply Message	8
Call Sender (on-campus only)	88
Save	9
Skip (Mark as read)	#
Go to save messages	# #
Print (fax messages only)	2

To your default fax number	1
To a fax number of your choice	2

Sending Messages

(for leaving messages, see... www.csulb.edu/telecom)

Main Menu

Send	2
Exit	*

Record at the tone. Then. . .

Stop when message is complete	#
Stop and replay	1

While Recording

Back up five seconds	1
Return to start	1 1
Pause	2
Advance five seconds	3
Advance to end	3 3
Decrease speed	4
Slowest speed	4 4
Continue recording	5
Increase speed	6
Fastest speed	6 6
Decrease volume	8
Increase volume	9
Cancel recording	*

Enter a mailbox number	#

Delivery Options

Restrict message forwarding	1
Set urgent status	2
Request a receipt	3
Specify future delivery	4
Leave a callback number	8
Finish choosing options	#

Send	*
or	
Add another recipient	

Mailbox Options

Main Menu

Options	4
Exit	*

User Options

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

Messaging Options

Change a personal distribution list	3
Change message forwarding	4
Change order (LIFO/FIFO)	5
Change message envelope settings	6

Personal Options

Record personal greeting	3
Change security code	4
Record your name	5

Standard greeting	2
Out-of-office greeting	3