Quick Reference Card

* Depending on how your CXs ystem is set up, this command may not be available. Please cors ult your system administrator for additional information. Message Ordering* **Listening Options** Pause Options Info/Group Options Main Menu 1 0 Voice messages Pause Continue listenina Message info Fax messages* Change language* Select message 2 Forward 2 3 1 4 Email messages* Back up five seconds Increase speed* Cancel selection 2 3 5 Select all messages 7 Messages from outside callers Delete 4 Set bookmark Listen to messages Messages from a specific mailbox Cancel all selections Save 5 Decrease speed* 7 All messages Review 6 Resume from bookmark 8 7 Skip to next message Reply 8 Reply Options Advance five seconds 9 Record and send a Select mailbox 1 To access voicemail: Info/group options 2 2 Record message On campus? Dial 6-6245. Transfer to extension 3 Off campus? Dial 805-756-6245. Transfer to number 4 5 Reply all* Listen to saved 5 Recording Message Recording Options **Routing Options** Addressing Message messages † Approve for sending # Future delivery Enter an address Record your message Mailbox Number Stop / continue recording 2 Set urgent status 2 Directory Back up five seconds 3 Restrict forwarding 3 Cancel previous address * (available after one or more Discard and start over 4 Append a fax* addresses have been entered) Review 6 5 Request a receipt ** Erase message Advance five seconds Listen to selected 9 6 Leave callback number Send Set routing options messages 0 Return to Recording Options Cancel message Manage Selected Messages Listen to deleted Personal Options Messaging Options messagest Listen Change Immediate msg notification* Record a name for a sponsored mailbox Forward group 2 Change daily message reminder* 2 Go to Change a personal distribution list Record personal greeting Delete group 3 Message Change message forwarding Change security code 4 4 Save group Ordering Record your name Change message presentation order 5 Record an announcement for a † Keys 5 & 7 go to Message Change message envelope settings mailbox vou sponsor Ordering (same as Key 11). Change language* Change SMS notification* User Options (PhoneManagerTM) PhoneManager[™] **Automated Attendant Options** Personal options Messaging options 1 Record Personal Greetings Change call screening* Automated attendant options Set user options 3 Change call blocking* 2 Record your standard greeting Busy greeting* 3 Change extension-specific processing* Record your busy greeting* Standard greeting 2 Change diverted call processing* Record your out-of-office greeting* 6 Out-of-office areetina* 3 Availability greeting*