Quick Reference Card

To access voicemail: **On campus - Dial 6-6245.**
Off campus - Dial 805-756-6245, then #.

** Depending on how your CX system is set up, this command may not be available. Please consult your system administrator for additional information.*

Main Menu

Listen to messages	1
Record and send a message	2
Listen to saved messages †	5
Listen to selected messages	6
Listen to deleted messages†	7

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

PhoneManager™

Set user options	3

Message Ordering*

Voice messages	1
Fax messages*	2
Email messages*	3
Messages from outside callers	4
Messages from a specific mailbox	5
All messages	9

Listening Options

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
Change language*	3
Increase speed*	4
Set bookmark	5
Decrease speed*	7
Resume from bookmark	8

Reply Options

Select mailbox	1
Record	2
Transfer to extension	3
Transfer to number	4
Reply all*	5

Info/Group Options

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

Recording Message

Record your message

Recording Options

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	*

Routing Options

Future delivery	1
Set urgent status	2
Restrict forwarding	3
Append a fax*	4
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**

User Options (PhoneManager™)

Personal options	1
Messaging options	2
Automated attendant options	3
Record your standard greeting	4
Record your busy greeting*	5
Record 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

Automated Attendant Options

Change call screening*	1
Change call blocking*	2
Change extension-specific processing*	3
Change diverted call processing*	4

Personal Options

Change Immediate msg notification*	1
Change daily message reminder*	2
Record personal greeting	3
Change security code	4
Record your name	5
Record an announcement for a mailbox you sponsor	6
Change language*	7
Change SMS notification*	8

Record Personal Greetings

Busy greeting*	1
Standard greeting	2
Out-of-office greeting*	3
Availability greeting*	4