

Calling Voicemail ...

1. Dial Voicemail at:

6100

Dial the following if outside the University Telephone Network:

Hobart: 6226 6100
 Launceston: 6324 6100
 Burnie: 6430 6100

2. Enter your mailbox number, then your security code.

At all times while using VoiceMail, you can use these two keys:

***** To cancel the present option and return to the previous menu.

To list all options available to you

3 Black Numbered options indicates prompt is not heard unless **#** is pressed.

System Prompt: "You have two new messages and one saved message..."

Main Menu

Listen To:

- 1** New Messages
- 5** Saved Messages
- 6** Selected Messages
- 7** Retrieve Deleted
- 2** Record and Send a Message (Voice Mail Only)
- 3** Phone Manager™
- 0** Return to Operator
- 9** Call an Extension

Optional Menu

- 1** Voice Messages
- 2** Fax Messages
- 3** E-Mail Messages
- 4** Outside Callers
- 5** Specific Mailbox
- 9** All Messages

Message is Played Back

Options During Playback

- 1** Start/Stop
- 2** Forward
- 3** Backup 5 secs
- 4** Discard/Recover
- 5** Save
- 6** Review
- 7** Skip to Next Message
- 8** Reply
- 9** Advance 5 secs
- 0** Info/Group Selection

- 1** Resume
- 4** Increase Speed
- 5** Set Bookmark
- 6** Increase Volume
- 7** Reduce Speed
- 8** Resume Bookmark
- 9** Reduce Volume

- 0** Message Sender Info
- 1** Select Message
- 2** Cancel Selection
- 7** Select All Messages
- 8** Cancel All Selections

- 1** Select Mailbox
- 2** Record Reply
- 3** Transfer to Extension
- 4** Transfer to Number

If a message has completed playing, then options 1 and 9 are not valid.

During message playback, if the user presses 4 to delete the message, a confirmation will be requested.

System Prompt: "Enter the mailbox number of the person to whom your message should be sent"

Enter the mailbox number

Record Options

- 2** Start/Stop
- 3** Backup - 5 secs
- 4** Discard
- 5** Send
- 6** Review
- 9** Advance - 5 secs

0 Message Routing Options

Message Routing Options

- 1** Specify future delivery
- 2** Set Message priority (normal/urgent)
- 3** Restrict Forwarding (authorised/unauthorised)
- 4** Append a Fax
- 5** Request Receipt Notification
- 8** Change Callback Number

After you send the message, you can send it to another subscriber (press **1**) or return to the main menu (press **9**).

1 Personal Options

- 1** Set immediate Message Notification
- 2** Set Daily Message Reminder
- 3** Record a Personal Greeting
 - 1** Busy Greeting
 - 2** Standard Greeting
 - 3** Out of Office
- 4** Change Security Code
- 5** Record Your Name
- 6** Record an Announcement for the Mailbox You Sponsor

2 Messaging Options

- 2** Record Name for Mailbox you Sponsor
- 3** Change a Personal Distribution List
- 4** Change Automatic Message Forwarding
- 5** Change Message Presentation
- 6** Change Envelope Info

OPTIONAL MENU

3 Extended Options

- 1** Change Call Screening
- 2** Change Call Blocking
- 3** Change Extension Specific Processing
- 4** Change Diverted Call Processing