The Pocket Guide
to

Managing Your Voicemail

CASE WESTERN RESERVE
UNIVERSITY   EST. 1826

Shortcuts: Managing Voicemail Messages

From the main menu

0	Help
1	Play new message
2	Review old messages
4	Send a message
5 3 1	Change phone password
9	Call a number
#	Repeat menu options

After listening to a message

0	Help
1	Save
1 2	Play message by number
1 4	Go to previous message
1 6	Go to next message
2	Forward message
4	Repeat message
4 2	Reply to all
4 4	Call the sender
5	Rewind
7	Delete
9	Play message properties
#	Save as is
# #	Skip message, save as is
*	Cancel or back up

While listening to a message

0	Help
1	Save
2	Forward message
3	Skip message, save as is
4	Repeat message
5	Rewind
6	Fast-forward
7	Delete
8	Decrease volume
9	Increase volume

After recording and addressing a message

1	Mark urgent
2	Request return receipt
3	Mark private
4	Request future delivery
5	Review recording
6	Re-record
7	Add to recording
9 1	Add a recipient
9 2	Play all recipients (and delete recepients)
*	Cancel message
#	Send message

While selecting message recipients

0	Help
1	Repeat name
7	Previous name
7 7	First name in list
9	Next name
9 9	Last name in list
#	Select name
*	Exit list

To change recipient entry mode

# #	Switch between addressing a message by name and addressing by extension

Shortcuts: Managing Voicemail Settings

Settings menu

1	Greetings
2	Message settings
3	Preferences
4	Transfer settings
5	Alternate settings

Message settings menu
(option 2, settings menu)

1	Message notification
2	Fax delivery
3	Menu style
4	Private lists

Preferences menu
(option 3, settings menu)

1	Change voicemail passcode (PIN)
2	Change recorded name
3	Menu style