VOICE MAIL SYSTEM
ADJUNCT FACULTY – VIRTUAL LINES

HOW TO USE THE VOICE MAIL SYSTEM

HOW TO GET STARTED:

Access Voice Mail System from off campus
Dial (818) 364-7600
Auto attendant answers, dial your virtual line number
Press STAR (*)

Access Voice Mail System from on campus
Dial XXXX (your four digit virtual line number
Auto attendant answers press STAR (*)

To Set Up Your Voice Mailbox
You should have a tutorial set on your virtual line. The system will probably identify the name of the previous user. You will be recording over that name. With the tutorial set the system will walk you through the process of 1) recording your greeting, 2) recording your name, 3) setting your passcode. If you do not have the tutorial set, contact your department secretary.

After your voice mail is set you may want to make changes. Enter your voice mail using the instructions above. The commands listed below will assist you in making your changes.
Press  U   User Options
Press  G   Change Greeting
Press  N   Change Name
Press  P   Change Passcode
Press  X   Exit

After set up you can:
Press  P   Play message
Press  A   Answer message
          G   Give message to another user
          K   Keep message
          D   Discard Message
          X   Exit
OPTIONS AND USES:

Playing Options:
While listening to your message you can:
Press  *  Move Backwards 5 seconds
Press  #  Move Forwards 5 seconds
Press  T  Move to top of next message

Make A Message Option:
Press  M  Make message option
Enter mailbox (extension) numbers
Press  #  End entering mailbox number(s)
Record message
Press  X  Exit system

Other Addressing Options:
Press  M  Other Message Addressing Options
Press  C  Mark Confidential
Press  R  Request Receipt
Press  U  Mark Urgent
Press  F  Future Delivery
X - Exit messaging options