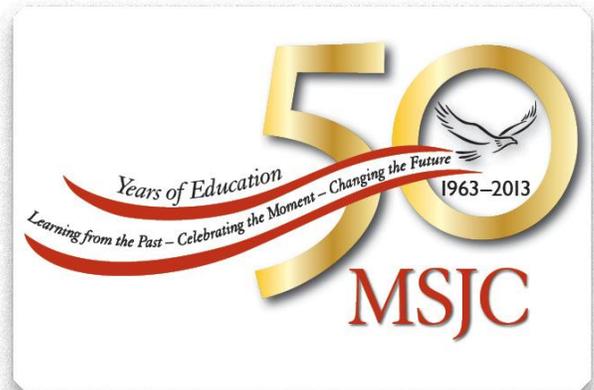


## Voice Mail Help, Phone Menus, & Shortcuts



This lists the most frequently used Voice Mail menus and shortcut keys for managing messages and personal options by phone.

### Accessing Voice Mail

1. Call the Voice Mail system.  
From your desk phone press: "Messages" button.
  - A. From another phone within the college, dial:  
San Jacinto - Dial 1010  
Menifee Valley - Dial 2010  
Temecula Valley - Dial 2010  
SGPC - Dial 1010
  - B. From outside of the college, dial:  
San Jacinto - (951) 487-6752 - then Dial 1010  
Menifee Valley - (951) 672-6752 - then Dial 2010  
Temecula Valley - (951) 487-6752 - then Dial 2010  
SGPC - (951) 487-6752 Dial 1010 - then Dial 1010
3. When prompted, enter your UserID (extension), and press #.
4. Enter your password, and press #.

# Phone Menus

## From the Main Phone Menu

Key	Task
1	Hear new messages
2	Send a message
3	Review old messages
4	Change setup options
41	Change greetings
412	Turn on/off alternate greeting
421	Change message notification
423	Choose full or brief menus
431	Change phone password
432	Change recorded name
44	Change call transfer

## While or after listening to a saved message, press:

Key	Task
12	Play a saved message by number
14	Play previous saved message
16	Play next saved message

## After recording a message, press:

Keys	Task
11	Change addressing
12	Change recording
13	Set special delivery
14	Review recorded message

## During a Message Menu

While listening to a message, press:

Key	Task
1	Restart message
2	Save
3	Delete
4	Slow playback
5	Change volume
6	Fast playback
7	Rewind message
8	Pause/Resume
9	Fast-forward
#	Fast-forward to end
##	Skip message, save as is
#2	Restore as saved*
#4	Reply
#42	Reply to all
#5	<b>Forward message</b> <b>## to switch from name dial forwarding to extension dial forwarding</b>
#6	Save as new/Restore as new
#9	Play message properties

## After Message Menu

After listening to a message, press:

Key	Task
1	Replay message
2	Save/Restore as saved*
3	Delete
4	Reply
42	Reply to all
5	Forward message
6	Save as new/Restore as new*
7	Rewind message
9	Play message properties
#	Save as is