

Main Menu

- Skip backward (1)
- Play (ABC 2)
- Skip forward (DEF 3)
- Previous message (GHI 4)
- Record (JKL 5)
- Next msg (MNO 6)
- Message commands (PQRS 7)
- Mailbox commands (TUV 8)
- Call sender (WXYZ 9)
- Operator transfer (0)

Common Commands

Record Personal Greeting - 8 0 1 3 2

Record Out of Office Greeting - 8 0 1 3 3

Record Your Name 8 0 1 5

Change Password (security code) 8 0 1 4

Playing Message

- Decrease playback speed 2, 1
- Increase playback speed 2, 3

Message Commands

- Reply 1
- Play envelope 2
- Forward 3
- Compose 5
- Delete/restore 6
- Send 9
- Message options 0

Addressing Message

- Enter the mailbox number, then #
- To end addressing #
- Remove last entered number 0, #
- Access name dialing 1, 1

Message Options

- Urgent 1
- Normal 2
- Private 4
- Return receipt 5
- Future delivery 6

Recording Message

- Record 5
- End record #

Sending Message

- Review message 2
- End record 7, 9

- Press * to go back a level in this navigation

Mailbox Commands

- Log off 3
- Go to message 6
- Change message list 9
- Mailbox options 0

User Options

- Personal options 1
- Messaging options 2

Personal Options

- Change immediate msg notification 1
- Change daily message reminder 2
- Record personal greeting 3
- Change security code (password) 4
- Record your name 5

Record Personal Greeting

- Standard greeting 2
- Out-of-office greeting 3

Messaging Options

- Change a personal distribution list 3
- Change message forwarding 4
- Change message presentation order 5 (First in vs. Last in)

- Press * to go back a level in this navigation

Accessing the Voicemail System

- Dial x6480 to access the VM system (360-867-6480)
- If prompted for your mailbox number, enter your extension
- **DO NOT** press # after your extension or password

- To access VM from a campus phone other than yours, press * # and then follow the instructions