

**To Call  
Voicemail**

**Voicemail Access Numbers:**

Storrs: 6-5555; (860) 486-5555  
 Hartford: 0-3555; (959) 200-3555

**From an outside line:**

- Dial the 10-digit VM access number
- Press \*
- Enter your **Mailbox ID** number, followed by #
- Enter you **PIN**, followed by #

**From your phone:**

- Dial the VM access number
- Enter you **PIN** followed by #

**From another campus phone:**

- Dial the VM access number
- Press \*
- Enter your **Mailbox ID** number, followed by #
- Enter you **PIN**, followed by #

**Main Menu**

1: Hear New Messages	During Message Review			After Message Review		
	Rewind 1	Pause 2	F. Fwd. 3	Skip Back 1	2	3
3: Review Saved Messages	Slow 4	Properties 5	Fast 6	Replay 4	Properties 5	Forward 6
	Volume - 7	8	Volume + 9	Delete 7	Reply 8	9
	Cancel *	Help 0	Skip #	Cancel *	Help 0	Save As Is #

**2: Send a Message**

- Record your message
- Enter the recipient's extension number or spell the name of the recipient or enter the distribution list number, followed by #
- Press # to confirm
- Press **9 1** to add a name
- Press # to send or chose a message option

**Message Options:**

- Press **1** -- Mark message urgent
- Press **2** -- Request return receipt
- Press **3** -- Mark message private
- Press **4** -- Set future delivery
- Press **5** -- Review recording
- Press **6** -- Re-record message
- Press **7** -- Add to the message
- Press # -- Send message

**4: Change Setup Options**

- Press 1 -- Greetings:**  
 Press 1 -- Edit the standard greeting  
 Press 2 -- Turn alternate greeting on/off  
 Press 3 -- Edit other greetings  
 Press 4 -- Play all greetings
- Press 2 -- Message Settings:**  
 Press 3 -- Select full or brief menus  
 Press 4 -- Create private lists
- Press 3 -- Preferences**  
 Press 1 -- Change PIN  
 Press 2 -- Change recorded name

**Mailbox ID Number:**  
 10-digit extension number  
**Starter PIN = 1 4 7 2 5 8**

**Tips:**  
 \* = Exit or back up  
 0 = Help  
 ## = Extension number and name entry toggle