

More information can be found at:

www.uoguelph.ca/ccs/internet

or, if you have a problem that requires immediate assistance just call: **x58888, option 4**

**UNIVERSITY
of GUELPH**



www.uoguelph.ca/ccs

U of G Student Housing Quick Reference

Voice Mail Access

If you are calling from on campus but not from your phone, dial the following number :

74000 + *
+ your extension

If you are calling from off campus dial the following number :

824-4120 *
+ 74000 +
+ your extension
+ voice pin + #

For security reasons, please record your pin in a place other than on this card.

Phone Menus and Shortcuts

This card lists the most frequently used menus and shortcut key sequences for managing your messages and personal options by phone.

Main Menu

Key	Task
1	Hear new messages
2	Send a message
3	Review old messages
4	Change setup options

During Message Menu

While listening to a menu, press:

Key(s) Task

1	Restart message
2	Save
3	Delete
4	Slow playback
6	Fast playback
7	Rewind message
8	Pause/resume
9	Fast-forward
#	Fast-forward to end
##	Skip message, save as is

After Message Menu

After listening to a message press:

Key(s) Task

1	Repeat message
2	Save
3	Delete
4	Reply
42	Reply to all
44	Call the sender
5	Forward message
6	Save as new
7	Rewind
9	Play message properties
#	Save as is

Shortcuts

While listening to the main menu, press:

Key(s) Task

41	Change greetings
412	Turn on/off alternate greeting
423	Choose full or brief menus
431	Change phone pin
432	Change recorded name

While listening to a message, press:

Key(s) Task

#3	Skip + delete message
#4	Skip + reply
#42	Skip + reply to all
#44	Skip + call the sender
#5	Skip + forward message
#6	Skip + save as new
#9	Skip + play message properties
##	Skip + save as is

Use these keys anytime:

Key(s) Task

0	Help
*	Cancel or back up