

University of Guelph

Voice Mail Quick Reference



More information can be found at:
www.uoguelph.ca/ccs/phone
 or, if you have a problem that requires immediate assistance call: **x58888**



www.uoguelph.ca/ccs

Voice Mail Access

On campus: Press the **Messages** button or dial **40000**

Off campus: You have the option of dialing either of the following numbers. Both numbers reach the same voice mail system.

Guelph: 519-824-4120
 Kemptville: 613-258-8336

Press the ***** key when you hear the "welcome" greeting. Enter your ID number (which is your extension). Enter your password, then follow the prompts

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
##	Save as is

After Message Menu

After listening to a message press:

Key(s)	Task
1	Replay message
2	Save
3	Delete
4	Reply
42	Reply to all
44	Call the subscriber
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
421	Change message notification
423	Choose full or brief menus
431	Change phone password
432	Change recorded name

After recording a message, press:

Key(s)	Task
11	Change addressing
12	Change recording
14	Review recorded messages

After recording a message, press:

Key(s)	Task
#3	Skip + delete message
#4	Skip + reply
#42	Skip + reply to all
#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