

ENTER THE SYSTEM

On campus dial 3444
Off campus dial 843-3444

Press #

- Enter your mailbox number
- Enter your security code

The first time you log on to your mailbox use the default security code **38130**. Follow the system prompts to program a personal security code and record your name.

Get Help

Current feature [0]
List of all functions [0][0]

Exit Mailbox

Initiate exit [9]

Messages

New messages [1][9][1]
Saved messages [1][9][2]
Listen [5]
Listen to last [1][5]

Erase deleted messages & listen to new messages [8]
End session [9]
Cancel exit and return to Ready [*]

Back up [2]
Back up to beginning [2][2]
Erase [3]
Go forward [4]
Listen to next [5]
Save [7]
Time/Date [8]
Pause/Resume [*]
Forward [1][3]
Listen to previous [1][5]
Reply [1][7]
Volume [1][8]
Speed Up [*][8]
Slow Down [*][3]

Ready

NOTE: Messages are waiting for at least one person in the room if stutter dial tone is heard when telephone handset is lifted.

Record/Address Message

Record message [6]

Back up [2]
Back up to beginning [2][2]
Erase [3]
Pause/Resume [*]
End recording [5]

Enter one or more addresses

Address via Dial-by-Name [0][0]
Cancel Address [*]
Erase message [*][*]

Addressing Options [5]

Private [4]
Erase [*][*]
Send [5]

Record or Change Greeting

Greetings [4]

Turn on [1]
Turn off [2]
Listen [5]
Record new greeting [6]
Record extended-absence greeting [7]
Leave unchanged [5]

Back up [2]
Back up to beginning [2][2]
Erase [3]
Pause/Resume [*]
End recording [5]

Customize Mailbox

Custom options [1][6]

Security code [2] No change and return to Ready [5]
Record name [8]