

Accessing Your Mailbox

1. Dial into the system.

On campus: Press "Messages" Button

Off campus: 1 (844) 456-0215

2. Press # when the system answers.

Note: You may not need to go through these steps if you are dialing from any phone on campus. In most cases, you will need only to enter your password.

3. Enter your Mailbox number.
4. Enter your password.

Commonly Used Functions

Note 1: The keys entered here assume that you are logged in and at the ready/main menu.

Note 2: To access the main menu, press the "Messages" button then enter your mailbox number followed by your password.

Mailbox Configuration	From Main Menu Select ↓	Select Option ↓
Change Personal Greeting	3	1
Change Busy Greeting	3	2
Change Password	5	4

Note: The keys entered here assume that you've listened to or are listening to a message.

	Select ↓	Option ↓
Reply to Message	1	1
Forward Message	1	2



Voicemail System Quick Reference Guide

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Officelinx Audix Emulation TUI

Main Menu

- 1 Send A Message
- 2 Listen to Messages in Inbox
- 3 Personal Greeting Options
- 4 Listen to Draft Messages
- 5 Personal Options Menu
- 6 Notification Options

Notification Options

- 1 Turn Notification Schedule On/Off
- 2 Add Notification Schedule
- 3 Delete Notification Schedule
- 0 Listen to Notification Schedule
- # Return to Main Menu

Personal Options Menu

- 1 Manage Distribution List
- 3 Define Default Fax Address
- 4 Set Numeric Password
- 5 Record Name Greeting
- # Return to Main Menu

Manage Distribution List

- 1 Add Distribution List
- 2 Listen to Distribution List
- 3 Modify Distribution List
- 4 Delete Distribution List
- # Return to Personal Options Menu

Message Recording Options

- 2 Review Recorded Message
- 5 Append to Recorded Message
- 8 Save Recorded Message in Draft and Exit
- * Re-Record Message
- # Send Recorded Message

Message Recording

- 3 Review Recorded Message
- Default Return to Message Recording Options

Re-record Message

- 3 Re-record Message
- Default Return to Message Recording Options

Personal Greeting Options

- 1 Record Personal Greeting
- 2 Record Busy Greeting
- 3 Change Current Location
- 4 Record Location Greeting (At Home)
- 5 Record Location Greeting (In Office)
- 6 Record Location Greeting (Away on Business)
- 7 Record Location Greeting (Meeting)
- 8 Record Location Greeting (At Lunch)
- 9 Record Location Greeting (Vacation)
- 0 Record Customized Greeting
- * Change Location (In Office)
- # Return to Main Menu

Change Location Menu

- 1 Change Location (In Office)
- 2 Change Location (Away on Business)
- 3 Change Location (At Home)
- 4 Change Location (Meeting)
- 5 Change Location (At Lunch)
- 6 Change Location (Vacation)
- 7 Change Location (User Defined)
- 8 Review Availability and Location
- 9 Go Back to the Locations Calendar
- * Return to Main Menu
- # Change Availability

Add Distribution List Mem

- 1 Add Distribution List Member
- # Return to Distribution List Management

Modify Distribution List

- 1 Add Distribution List Member
- 2 Delete Distribution List Member
- 3 Review Distribution List Members
- 4 Review List Name
- 5 Rerecord List Name
- # Return to Main Menu

Message Draft Options

- 1 Rerecord Message
- 2 Outbound Message Review
- 5 Send A Message
- 0 Review Message
- * Delete Outbound Message
- # Save Message

Delete Outbound Message

- 3 Delete Message
- Default Return to Message Draft Options

Outbound Message Review

- 2 Skip to Previous Message without changing Read Status
- 3 Review Message
- Default Return to Message Draft Options

Respond to Message Options

- 1 Reply to Sender Only
- 2 Forward Message
- 4 Send A Message
- 0 Call Back to Sender

Get Message Options

- 1 Respond to Message Options
- 0 Review Message
- * Message Menu
- # Save Message

Message Menu

- 1 Print Fax
- 3 Delete Message
- # Auto Play Messages

This flowchart only reflects the commonly used commands. Not all functions available on the Telephone User Interface may be present.

Message Playback Options (while listening to message)

- 1 Pause (10 sec)
- 5 Rewind (5 sec)
- 6 Fast Forward (5 sec)