

# Voice Mail Cheat Sheet

## Setting up Voice Mail

1. Press Messages Button (envelope), follow voice mail instructions
2. Enter your password (12345)
3. Prompt will ask you to say your name, then press # using the keypad
4. Prompt will ask you to put in a greeting or keep the system greeting, then press #
5. Prompt will then ask you to change your password. The password can be more than 4 or more numbers but non-consecutive numbers, **YOU MUST CHANGE YOUR PASSWORD.** Then press #
6. Prompt asks you to put in the new password again. Press #, Be a part of the address Book, press #.
7. Prompt tells you your enrollment is finished, press \* (If you don't hear this prompt, you should start over.)



## Accessing your Voice Mail

1. Press the Message Button (Envelope)
2. Put in your password, press #
3. Listen to the prompts
  - Press 1 to Listen to your messages
  - Press 2 to Send a Message
  - Press 3 to Listen to Old messages
  - Press 4 to Change your settings
  - Press 5 to Forward a message

## Access Your voice Mail from Outside the College

1. Dial (Area Code 708, if outside area code) 974-5600
2. Prompt asks for ID#, put in your extension number
3. Prompt asks for your password
4. Listen to prompts:
  - Press 1 to Listen to your messages
  - Press 2 to Send a message
  - Press 3 to Listen to Old messages
  - Press 4 to Change your settings
  - Press 5 to Forward a message

## Listen to Your Messages

1. Press 1 to listen to New messages or 3 to listen to Old messages
2. Listen to message
3. Choose one of the following using the keypad
 

Press 1 to Replay message	Press 6 to Save as new
Press 2 to Save message	Press 7 to Rewind, small
Press 3 to Delete message	Press 9 to Play message summary
Press 4 to Reply	Press * to Cancel or back up
Press 5 to Forward a message	Press # to Skip or move ahead
4. Use the following keys to control playback:
 

Press 1 to Restart message	Press 6 for Fast playback
Press 2 to Save message	Press 7 to Rewind, small
Press 3 to Delete message	Press 8 to Pause or resume
Press 4 to Slow playback	Press 9 to Fast-forward to end
Press 5 to Change Volume	

## Send a Message

1. Using keypad enter the extension, press #
2. To switch between spelling and number entry press # #
3. Listen to prompt, press #
4. Record message, press #
5. For Message Options, press 1, or send message press #
6. Message Options
  - Press 1 to Change addressing
  - Press 2 to Change recording
  - Press 3 to Set special delivery
  - Press 4 to Review message
  - Press 8 to Pause & Resume
  - Press # to End recording
7. Press #

## Change Settings

1. Press 4 to Set Up Options
2. Press 3 for Personal Settings to change your password or recorded name

### Change Password

- Press 1 to Change your Password
- Enter your new password then press #
- Enter your new password again to confirm, press #

### Change Recorded Name

- Press 2 to Change your recorded name
- Prompt repeats your recorded name
- Press \* to keep recorded name
- Otherwise say your recorded name, press #

3. Press 1 to change Greetings and Transfers

### Change Greetings

- Press 1 to Change your Greeting
- Prompt repeats you're old Greeting
- Press \* to keep your old Greeting
- Otherwise Press 1 to record new Greeting
- Press #

## Use Alternate Greeting

- Press 1
- After listening to current Greeting
- Prompt gives you the option to choose your Alternate Greeting
- Press 2 for Alternate Greeting
- Prompt asked if you want to give a date and time when alternate greeting can be turned off
- Press 1 to set end date
- Press 2 to set no date
- To set a date and month press 9
- Prompt asked you for a month by using a number, then day up to 31
- Prompt asks you for the time, enter time, including minutes
- Press 1 for AM
- Press 2 for PM
- Listen to current Alternate Greeting
- Press 1 to record new Alternate Greeting
- Press # after recording Greeting

## Forward Message

1. Press 5
2. Enter extension, press #
3. Prompt plays name of person, press # to except, press \* to cancel
4. To switch between spelling and number entry press # #
5. To add another name, press 1
6. To Record an Introduction, press 2
7. Record message, press #
8. Message Options, press 1
  - For Address, press 1
  - For Recording, press 2
  - For Special Delivery, press 3
  - To review, press 4
  - To send Message, press #
  - To cancel and exit, press \*
9. Or to just send Message, press #

**Tip:** To leave a message for an employee dial \* before their extension.

## Adjunct Voice Mail Instructions

### To Set Up Your Voice Mail

1. From Home Dial 708 974-5600 or from College dial 5600
2. Put in ID# (which is your 2000 extension number)
3. Prompt asks you for your password, 12345
4. Prompt asks for your Name, Greeting, and new password twice
5. Must receive notification YOUR ENROLLMENT IS FINISHED

### To Access Voice Mail

1. From Home dial 708 974-5600 or from College dial 5600
2. Put in ID# which means your 2000 extension number
3. Put in your Password

### For Students to leave a message on your Voice Mail

1. Dial 708 974-5602
2. Then dial 2000 extension number