For anytime assistance with managing your voicemail, contact the ITS Service Desk at 216.368.HELP (4357) or help@case.edu.

The Pocket Guide

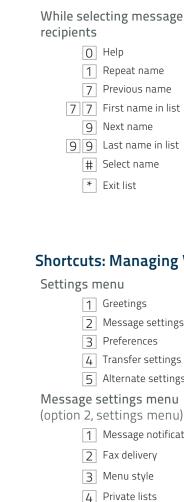
Managing Your Voicemail



Shortcuts: Managing Voicemail Messages From the main menu

Help 0 Play new message Review old messages Send a message Change phone password Call a number Repeat menu options After listening to a message 0 Help Save Play message by number Go to previous message Go to next message Forward message Repeat message Reply to all 4 4 Call the sender Rewind Delete Play message properties Save as is Skip message, save as is Cancel or back up

While listening to a message O Help Save Forward message Skip message, save as is Repeat message Rewind Fast-forward Delete Decrease volume Increase volume After recording and addressing a message Mark urgent Request return receipt Mark private Request future delivery Review recording Re-record Add to recording Add a recipient Play all recipients (and delete recepients) Cancel message Send message



```
While selecting message
                                   To change recipient entry mode
recipients
           Help
            Repeat name
            Previous name
            First name in list
            Next name
            Last name in list
            Select name
            Exit list
Shortcuts: Managing Voicemail Settings
                                   (option 3, settings menu)
            Greetings
            Message settings
```

| Shortcuts. Managing | voiceman settings |
|---------------------|-------------------|
| Settings menu | Preferences menu |
| | |

Preferences

Fax delivery

Menu style

Private lists

Transfer settings

Alternate settings

Message notification

Change voicemail passcode (PIN)

Switch between

extension

addressing a message by

name and addressing by

- Change recorded name

Menu style