Accessing Unified Messaging

To dial in:
1. Dial 258-6747 (8-MSGS).
2. From an outside line, enter your 5-digit extension, 8-nnnn or 6-nnnn.
3. Enter your pin number, followed by #.

By default, you can speak your commands. If you prefer to use the keypad to navigate, press *, then 0, as soon as you are signed in.

To switch to the keypad permanently (until you turn on voice recognition again), say “Personal Options” or press 6, then press 4.

At any time, you can:
- Say “Main Menu” or press *.
- Say “Repeat Menu” or press 0.
- Say “More Options” or press 00.
- Say “Cancel or Exit” or press *.
- Say “Help”.

Voice Messages & E-mail

1. Say “Voice Mail” or press *, 0, 1, or “Say ‘e-Mail’” or press *, 0, 2.
2. To skip the message header, say “Play.”

During message playback, you can:
- To Press Say
  - Replay 11 Beginning
  - Pause message 2 Pause
  - Skip to end 33 End

At any time, you can:
- Play next # Next Message
- Delete 7 Delete
- Reply / to all 8 / 88 Reply/Reply all
- Get info 5 Play header
- Mark unread 9 Mark as new
- After playback, you can:
  - Play previous 11 Previous
  - Forward 6 Forward to ...

Calendar

1. Say “Calendar” or press *, 0, 3.

Tips! You can specify which day’s calendar you want to hear, e.g., “Today’s calendar,” “Tomorrow’s calendar,” “Monday’s calendar,” or “Calendar for March 15th.”

For meetings, you can use all voice and e-mail commands, plus the following:
- To Press Say
  - Accept 4 Accept
  - Decline 7 Decline/Cancel
  - Clear calendar 77 Clear my calendar
  - Notify you’ll be late 3 I’ll be late / I’ll be n minutes late
  - Call organizer 22 Call organizer
  - Call location 2 Call location
  - Get details 5 Meeting details
  - Get attendees 55 Attendance details

At any time, you can:
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- After playback, you can:
  - Play previous 11 Previous
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  - Mark unread 9 Mark as new

Setting Personal Options

To turn on your away greeting:
1. Say “Personal Options” and press 1, or press *, 0, 6, 1. Listen to your greeting.
2. Press 2 to change your greeting, or 1 to keep it.
3. Say your new greeting, and press #.
4. To confirm the greeting, press 1; to re-record, press 2.
5. Press 1 to turn on your e-mail away response, using your current e-mail settings.

To turn off the away greeting:
Say “Personal Options” and press 1, or press *, 0, 6, 1.

To change your standard greeting:
1. Say “Personal Options” and press 2, 1, or press *, 0, 6, 2, 1. Listen to your greeting.
2. Press 2 to change your greeting.
3. Say your new greeting, and press #.
4. To confirm the greeting, press 1; to re-record, press 2.