

Voice Mail Comparison Chart

New System

Old System

Main Menu

To access voice mail from...

On-Campus

3-7800

Enter your mailbox number, plus #
or press # (shortcut)

3-7800

Enter your mailbox number, plus #
or press #, # (shortcut)

Off-Campus

Enter your mailbox number, plus #

Enter your mailbox number, plus #

then...

Enter your security password

Please enter your password and #

Enter your security code

Greeting

4

Delete a greeting	2	2
Review (Back up to the beginning)	2, 2	2, 2
Listen to your greeting	5	5
Pause recording	*	*
Re-record greeting	6	6
End and/or accept recording	#	#

Play Messages

5

Playback commands (during the message):

Next Message	5	5
Go Back	2	2
Go Back to Start/Re-play	2, 2	2, 2
Go Forward	4	4
Pause/Resume Playback	*	*
Go to End	#	#

Respond commands (during or after a message):

Re-play Message	2, 2	2, 2
Delete (Erase)	3	3
Save	7	7
Envelope (Time Stamp)	8	8
Forward message	1, 3	1, 3
Call sender	1, 4	1, 4
Reply/Reply to All	1, 7	1, 7
Previous message	1, 5	1, 5
First New Message	1, 9, 1	1, 9, 1
First Saved Message	1, 9, 2	1, 9, 2

Compose/Send Messages

6

Record	Record your message	
Play/Review	2, 2	2, 2
Erase before accepting recording	3	3
Accept recording	#	#
Address (one or more addresses)	Enter destination number, press #	Enter destination number, press #
Acknowledge (Confirm)	End address list with a final #	End address list with a final #
Send	1 (after Addressing is complete)	1 (after Addressing is complete)
End recording	#	#
Private	*	#
Urgent	4 (after Addressing is complete)	4 (after Addressing is complete)
	6 (after Addressing is complete)	6 (after Addressing is complete)

Mailbox Commands

Personal Verification (record name)	1, 6, 8	1, 6, 8
Password change	1, 6, 2	1, 6, 2
Custom Operator (Personal Assistant)	1, 6, 5	1, 6, 5
EXIT/DISCONNECT	9, 9	9, 9
HELP	0	0
RETURN TO MAIN MENU	#	#