Benedictine Voice Mail Quick Reference Guide

- To access Voice Mail from your desk phone, press the Voice Mail button, then enter your PIN and #
- To access Voice Mail from another desk phone, call 5900, press *, then enter your extension when the recording asks for ID. Then enter your PIN and #.
- To access Voice Mail from off-campus, dial 630-829-6000, press *, then enter your extension when the recording asks for ID. Then enter your PIN and #.

Main Menu

Key	Task
1	Hear new messages
2	Send a message
3	Review old messages
4	Change setup options*

* Refer to last page for options after entering setup options menu

During Message

Key(s)	Task
1	Restart message
2	Save
3	Delete
4	Slow playback
6	Fast playback
7	Rewind message
8	Pause/resume
9	Fast-forward
#	Fast-forward to end
#▸#	Save as is
*	Return to Main Menu

After Message

Key	Task
1	Replay message
2	Save
3	Delete
5	Forward message
6	Save as new
7	Rewind
9	Play message properties
#	Save as is
*	Return to Main Menu

Main Menu Shortcuts

Keys	Task
4▸1	Change greetings
4▸1▸2	Turn on/off alternate greeting
4▸2▸1	Change message notification
4▸2▸3	Choose full or brief menus
4▸3▸1	Change phone password
4▸3▸2	Change recorded name
4▸4	Change call transfer

During Message Shortcuts

Key(s)	Task
#▸3	Skip + delete message
#▸4	Skip + reply
#▸4▸2	Skip + reply to all
#▸5	Skip + forward message
#▸6	Skip + save as new
#▸9	Skip + play message properties
#▸#	Skip + save as is
*	Return to Main Menu

After Message Shortcuts

Key	Task
#	Send message
3	Play message
4	Re-record
5	Add to message
6	Discard message

Voicemail Setup Options

Press **4** in **Main Menu** to access the Setup Options menu.

1 Greetings

Keys	Task
1▸1	Re-record greeting
1▸2	Alternate greeting on/off
1▸3	Edit greetings
1▸3▸1	Edit standard greeting
1▸3▸2	Edit closed greeting
1▸3▸3	Edit alternate greeting
1▸3▸4	Edit busy greeting
1▸3▸5	Edit internal greeting
1▸3▸6	Edit holiday greeting
1▸4	Play all greetings

2 Message Settings

Keys	Task
1▸1	Re-record greeting
1▸2	Alternate greeting on/off
1▸3	Edit greetings
1▸3▸1	Edit standard greeting
1▸3▸2	Edit closed greeting
1▸3▸3	Edit alternate greeting
1▸3▸4	Edit busy greeting
1▸3▸5	Edit internal greeting
1▸3▸6	Edit holiday greeting

3 Preferences

Keys	Task
3▸1	Change PIN
3▸2	Change recorded name
3▸3	Directory listing

4 Transfer Settings

Keys	Task
4▸1	Standard transfer rule
4▸1▸2	Send to Voicemail
4▸1▸3	Change number call is
4▸2	Alternate transfer rule
4▸2▸1	Enable
4▸2▸2	Send to voicemail
4▸2▸3	Change number call is
4▸3	Closed transfer rule
4▸3▸1	Enable
4▸3▸2	Send to Voicemail
4▸3▸3	Change number call is