

Voicemail Quick Reference Guide--Gideon School District

Voice Mail lets callers leave recorded messages for you and lets you leave recorded messages for co-workers. Messages get stored in each person's mailbox. To listen to your messages or use other Voice Mail features, you call your mailbox and access the Main Menu. **Automated Attendant** answers your company's calls with a recorded message and gives dialing instructions for callers to follow.

Main Menu

L Listen to Messages 5

While listening you can:

RE	Record REply	73
MF	Have Msg Forwarded	63
MC	Make Call to Sender	62
TI	Get Time, Date, [Sender]	84
SA	SAve Message	72
E	Erase Msg	3

L	Listen to Next Msg	5
B	Backup	2
G	Go Ahead	4
*	Pause/Resume Listening	*

#	Exit Listen Mode	#
See also "Select Listen Mode" on the Main Menu		

RS Record & Send a Message 77

While recording you can:

*	Pause/Resume	*
E	Erase Recording	3
#	End Recording	#

After entering a mailbox number or name you can:

#	Enter another mailbox number.	#
#	Send msg and return to Main Menu.	#
*	Re-enter the mailbox number.	*
Press the Back soft key to erase the message and go to Main Menu.		

When done recording you can:

#	Enter a mailbox number to receive the message.	#
*	Send the message as a Broadcast Message	*
#	Erase message and return to Main Menu.	#

Mailbox Greetings

You can have 3 different greetings. *UX IntraMail* plays the greeting you select as "active." If Auto Attendant DVM is ON, the Auto Attendant does not ring your phone. Callers immediately hear your greeting. If OFF, the Auto Attendant will try your extension. Callers hear your greeting only if you do not answer or are busy.

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Record Mailbox Name

UX IntraMail will play your mailbox name in the voice prompts instead of your mailbox number.

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Calling Your UX IntraMail Mailbox and Accessing the Main Menu

To call your mailbox from outside the company:

- Dial company phone number **573-448-3594**
- Wait for the Automated Attendant to answer.
- Dial # and your mailbox number.
 - Optionally dial * and a co-worker's mailbox number to leave them a message.
 - The codes in your system may be different.

To call your mailbox from your UX 5000 terminal:

- Press Voice Mail key or your VMsg soft key.
 - Optionally press an idle CALL key and dial *8.
 - From a single line extension, lift handset and dial *8 instead.

To access a feature from your mailbox's Main Menu:

- Dial the letters shown to the left of the feature name.
 - The corresponding numbers are shown to the right.
 - The letters you dial to access a feature match some of the letters in the feature name.
 - To get a recorded help message at any time, press 0.