



BARUCH COLLEGE

Enter Voice Mail System
CALL THE SYSTEM



From Your Desk	From Another Desk	From an Outside Line
1) Dial 1111 2) Enter password	1) Dial 1111 5) Enter password 2) Press * 3) Enter mailbox number 4) Press *	1) Dial 646-312-1111 2) Press 9 5) Enter password 3) Enter mailbox number 4) Press *

MAIN MENU

7 Play Message

8 User Options

6 Make Message

9 Exit

- 3** Discard
- 2** Answer Message
- 7** Play Again
- 8** Skip/Save
- *** Rewind
- 5** Keep/Save
- 4** Give to Another User
- 1** Pause/Restart
- *** Undelete
- #** Fast Forward

- 4** Change Greeting
- 7** Change Password
- 2** Call Scheduling Options
- 5** Distribution List
- 6** Change Name
- 8** Tutorial
- 9** Exit to Main Menu
- 3** Fax Delivery Options

- 7** Review
- 3** Discard & Rerecord
- 2** Append
- 5** Leave a Fax
- 9** Exit to the Main Menu
- 6** Message Addressing Options

- 2** Fax Cover Page Options
- 3** Enable/Disable Auto Delivery
- 6** Personal Telephone Number
- 7** Retrieve Unplayed Fax Message
- 9** Exit Options Menu

- 2** Confidential
- 3** Future Delivery
- 7** Receipt Request
- 8** Urgent
- 9** Exit Options Menu