RECORDING AND SENDING

Creating a voice message
- ▶ From Ready — `6`
- ▶ Record message
- ▶ When finished — `#`
- ▶ Enter up to 10 addresses
  (individual addresses and/or
  personal distribution lists)
- ▶ When finished — `#`
- ▶ Specify addressing options (see below)
- ▶ Send — `#`

TIPS:
- *Erase message while recording* — `3`
- *Erase message after pressing # to finish* — `*` `*`
- *If you don't know the mailbox number, spell last name (Q = 7, Z = 9)* — `0` `0`
- *Cancel the last address you entered* — `*`

Specifying addressing options before sending

Return receipt — `1`
  (get notification when your
  message is received)
Enter additional addresses — `3`
  (enter up to 10 addresses)
Private — `4`
  (private messages can't be forwarded)
Future delivery — `5`
  (send up to 31 days
  in advance of delivery)
Urgent — `6`
  (urgent messages are first
  in the recipient's queue)

Listening to messages marked for future delivery
- ▶ From Ready — `1` `9` `3`
- ▶ Listen — `5`

LISTENING AND RESPONDING

Reviewing voice messages
- ▶ From Ready
  Listen — `5`
  Skip to next — `5`
  Listen to previous — `1` `5`
  Saved messages — `1` `9` `2`

TIPS:
- *Hear the message's time and date received* — `8`
- *Turn up the playback volume* — `1` `8`
- *Speed up the playback* — `*` `8`
- *Slow down the playback* — `*` `3`

Replying to a message
- ▶ During or at end of message — `1` `7`
- ▶ Record reply
- ▶ When finished — `#`
- ▶ Send — `#`

Forwarding a message
- ▶ During or at end of message — `1` `3`
- ▶ Record cover comments
- ▶ When finished recording or if you
  choose not to record comments — `#`
- ▶ Enter address
- ▶ Send — `#`

MANAGING YOUR MAILBOX

Changing your security code
- ▶ From Ready — `1` `6` `2`
  Always make your code 6 characters long

Recording personal greeting
- ▶ From Ready — `4` `6`
  Heard by callers who reach your voice mailbox

Recording extended-absence greeting
- ▶ From Ready — `4` `7`
  Blocks messages from callers, but
  not from other USC mailboxes

Using personal distribution lists (PDLs)
- ▶ From Ready — `1` `6` `6`
  Add list or list entry — `1`
  Delete list or list entry — `2`
  Review list — `3`
  Modify list name — `4`

Forwarding calls to a personal assistant

If you have a personal assistant defined, in your
greeting tell callers to press 0 to be connected with
your personal assistant.

Checking status of messages sent

Find out if someone has received a message you
sent. You'll be told if the recipient's mailbox
contains any messages from you. (This works only
on messages sent to someone on your voice mail
system.)
- ▶ From Ready — `1` `2`
- ▶ Enter recipient's mailbox address

GENERAL TIPS

Exiting your mailbox
- ▶ Immediate exit — `9` `9`
  or
- ▶ To hear exit choices — `9`
  Erase deleted messages and listen to new — `#`
  End the session — `9`
  Cancel exit and return to Ready — `*`

Not sure which key to press?

Listen to help on current feature — `0`
Hear list of features — `0` `0`

Want to save time?

Bypass a call answering greeting — `#`

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ACCESSING YOUR MAILBOX
From Your Desk Phone
Call system access number x45400
Press # #
Enter your security number

From Another User's Desk or Any Phone
Call system access number x45400 or 323 224-5400
Press # and enter your mailbox number
Enter your security number

USC VOICE MESSAGING AT-A-GLANCE

ENTER SYSTEM

Enter Your Mailbox

From your desk phone
Press #-#
• **Enter your security code**

OR

From any other phone
Press #
• **Enter your mailbox number**
• **Enter your security code**

Get Help
Current feature | 0
List of all functions | 0-0

Exit Mailbox
Initiate exit | 9

Erase deleted messages &
listen to new messages | #
End session | 9
Exit mailbox & make another call
or enter another mailbox | 0
Cancel exit and return to Ready | *

LISTENING

READY

Listen To Message(s)
Listen | 5
Listen to last | 1-5

Back up	2
Back up to beginning	2-2
Erase	3
Go forward	4
Listen to next	5
Save	7
Time/Date	8
Pause/Resume	*
Forward	1-3
Immediately call	1-4
Listen to previous	1-5
Reply	1-7
Volume	1-8
Speed up	*-8
Slow down to normal	*-3

Print-all-fax options	1-9-7
Fax device delivery	1
Print to personal fax delivery number	3
Cancel all print requests	*
Print-fax options	1-9-8
Fax device delivery	1
Print to personal fax delivery number	3
Cancel previous request	*

MESSAGING

READY

Record/Address Message
Record message | 6

Back up	2
Back up to beginning	2-2
Erase message	3
Pause/Resume	*
End recording	#

Enter one or more addresses	
Address via Dial-by-Name	0-0
Cancel address	*
Erase message	*-*
Addressing options	#

Return receipt	1
Enter additional addresses	3
Private	4
Future delivery	5
Urgent	6
Erase	*-*
Send	#

MANAGING

READY

Record or Change Greeting
Greetings | 4

Listen | 5
Leave unchanged | #

Record new greeting | 6
Record extended-absence greeting | 7

Back up	2
Back up to beginning	2-2
Erase	3
Pause/Resume	*
End recording	#

Check Message Sent
Check on messages sent | 1-2

Enter recipient's mailbox number

Set Options
Custom options | 1-6

Security code	2	Personal distribution list	6	Fax	9	No change and return to Ready	#
Offsite or pager	3	Listen to future delivery	7	Personal fax number	1	
Personal Assistance™	5	Record name	8	Auto print	2	
				Auto delete	3	

Future Delivery Messages
Future delivery messages | 1-2-3

Listen | 5
Listen to last | 1-5
Return to Ready | #

Print-All-Fax
Print-all-fax options | 1-2-7

Fax device delivery | 1   Cancel all print requests | *