Creating a voice message
> From Ready 6
> Record message 8
> When finished 8
> Enter up to 10 addresses (individual addresses and/or personal distribution lists) 8
> When finished 8
> Specify addressing options (see below) 8
> Send 8

TIPS:
- Erase message while recording 3
- Erase message after pressing # to finish 4
- If you don’t know the mailbox number, spell last name (Q = 7, Z = 9) 0
- Cancel the last address you entered *

Specifying addressing options before sending
> Return receipt 1
> Enter additional addresses (enter up to 10 addresses) 3
> Private (private messages can’t be forwarded) 4
> Future delivery (send up to 31 days in advance of delivery) 5
> Urgent (urgent messages are first in the recipient’s queue) 6

Listening to messages marked for future delivery
> From Ready 1 1
> Listen 5

Listening and Responding

Reviewing voice messages
> From Ready 5
> Listen 5
> Skip to next 5
> Listen to previous 1 2
> Saved messages 1 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 8
> When finished 8
> Send 8

Forwarding a message
> During or at end of message 1 3
> Record cover comments 8
> When finished recording or if you choose not to record comments 8
> Enter address 8
> Send 8

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 2 7
> Blocks messages from callers, but not from other USC mailboxes

Using personal distribution lists (PDLs)
> From Ready 1 5 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 *