		Getting Started		While Listening to a Message		Setting Up Your Mailbox	
o access your	If you want to	Enter	If you want to	Enter	If you want to	Enter	
4000	Listen to new messages	1	Increase playback speed	14	Change your name recording	315	
4900	Record message for another	2	Decrease playback speed 17		Change your out-of-office greeting	3133	
	subscriber		Increase playback volume	16	Change your password	314	
215-895-4900	To delete a message	4	Decrease playback volume	19	Change your standard greeting	3132	
	To save a message or listen to saved messages	5	Skip ahead five seconds	9	Set Immediate Message	311	
Typically your 10 digit phone number beginning with area code.	Review, forward, delete, save messages	6	Skip back five seconds	3	Notification†		
		0	Skip to the next message	7	Set message presentation ordering	325	
	Listen to and recover messages	7			_		
ır Mailbox	marked for deletion (in this session only)		Irt rdaft version 1.0 1/2014 mcn				
nal number.	To exit the system	* * * *					
m a campus phone that							
sary, press <b>*</b> to be ox number.	After Recording a Message						
	Mark the message urgent						
rt/phones if you need	Request a return receipt0 5Restrict forwarding of the message0 3						
<i>59</i> 5-0000.					UNIVERSITY		
	4900 215-895-4900 Typically your 10 digit phone number beginning with area code. <b>r Mailbox</b> nal number. n a campus phone that sary, press * to be two number. typhones if you need 895-6666.	4900Listen to new messages4900Record message for another subscriber215-895-4900To delete a messageTypically your 10 digit phone number beginning with area code.Review, forward, delete, save messagesr Mailbox nal number. m a campus phone that sary, press * to be tx number.Review, forward, delete, save messagesAfter Recording a Message Mark the message urgentAfter Recording a Message Request a return receipt Restrict forwarding of the message	4900Listen to new messages14900Record message for another subscriber2215-895-4900To delete a message4To save a message or listen to saved messages5Typically your 10 digit phone number beginning with area code.Review, forward, delete, save messages6Listen to and recover messages marked for deletion (in this session only)7To exit the system* * * * *After Recording a MessageAfter Recording a MessageMark the message urgent0 2Request a return receipt0 5Restrict forwarding of the message0 3	4900Listen to new messages1Increase playback speed215-895-4900To delete a message4Decrease playback volumeTo delete a message or listen to saved messages5Skip ahead five secondsTypically your 10 digit phone number beginning with area code.Review, forward, delete, save messages6Skip back five secondsListen to and recover messages marked for deletion (in this session only)7Increase playback volumeTo exit the system* * * * *After Recording a Message war number.0 2Request a return receipt0 5Restrict forwarding of the message0 3	4900Listen to new messages1Increase playback speed1 44900Record message for another subscriber2Decrease playback speed1 7215-895-4900To delete a message4Decrease playback volume1 6To delete a message or listen to saved messages5Skip ahead five seconds9Typically your 10 digit phone number beginning with area code.Review, forward, delete, save messages6Skip back five seconds3T mailbox and number. m a campus phone that sary, press * to be xnumber.Increase playback volume1 9Skip to the next message7To exit the system********Increase playback volume1 6Mark the message urgent0 2Request a return receipt0 5Increase playback volume1 6Restrict forwarding of the message0 30 3Increase playback volume1 6	4900       Listen to new messages       1       Increase playback speed       1 4       Change your name recording         215-895-4900       Record message for another subscriber       2       Decrease playback volume       1 6       Change your out-of-office greeting         1       To delete a message       4       Decrease playback volume       1 9       Change your out-of-office greeting         1       To delete a message       4       Decrease playback volume       1 9       Change your out-of-office greeting         1       To delete a message       6       Skip back five seconds       9       Skip back five seconds       3         1       Review, forward, delete, save messages code.       6       Skip back five seconds       3       Skip to the next message       7         1       To exit the system       ****       Arter Recording a Message       *****         Mark the message urgent       0 2       Request a return receipt       0 5         Restrict forwarding of the message       0 3       0       Discover seconds       0 3	

## How to Print the Drexel University Voicemail Pocket Guide

This Pocket Guide has been produced as a completely editable Microsoft Word document. To produce it, do the following:

- 1. Print the document double-sided.
  - a. The margins of this document are set at .5". If Microsoft Word produces a dialog

box reading "The margins of this Document are set outside of the printable area," select **Yes** and continue to print.



2. Cut the document along the lower dotted line.

a management		Spatting 2 (press)		entre Lineatte tr / Mensule		Roma th Ford Multise	
Your Californial action process solds to total factors and resident		Pyloaettik	2.00	Fysu ##170	4100	Price and the	2.4
		Carlor to reacher any	6	the pasts program speed of		Cargo province generality	-
California marte		UNIT IS AN ALTERING.		DONNE CONTRACT	17		-
in types a weat		Low or an air a company		needed payment morest	**	Cards for rare strend	1004
		AND COMPANY AND AND AND A		Deletes Indel roret	1.8	Carde into successfully	
		National Second Lands, March	•	deter attend for a margine	٠	Crange your second frange your common growing	100
		-asses		Belo secoltile peoples	4		
Averaging instance		Accession and a second		Projects includes			
Constant of the second		After factoring a through		Sector of the sector of the sector		Del autorette manage finanting	-
		Assert & Ba	04	And and a second se		so people here and the	
			10.0				-
1-Del tre menu y susme	1018030	ealled	e.,	of Assist Law & Aller Street	CONCEPTION OF	AV.	(Т
		ealled		P Againer 1 and & Spectra Street	100.00	AV	ST.
- Call the improved a support and improved provided and a manufacture of the support of the subscription of the support of the Call Support of the support		eached cann ha massage agent Massage agent		Aprile Legel & March 1999     Aprile Legel & Anno 1999		AV	ST
<ul> <li>Call the mapping an exception and interaction of the plane plane.</li> <li>Call and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a second of the plane balance and a secon</li></ul>		eachel rean na maaaga agan Neuwers etun acap Anaare fuun acap	**	Apple 1 Annual States     Apple 1 Annual States     Apple 1 Annual States		AV	ST
Call in the set of second and the second of second second second second second second second second second second of provide second sec		Antini Marine Manager agent Manual A Municipal Antinitation and Antinitation and Antinitation and Antinitation and Antinitation Antinitation and Antinitation		<ul> <li>A spine and a spine and a spine of spine and a spine spine and a spine and a spine and a spine and a spine and a</li></ul>		AV	SI
<ul> <li>Carl International and a subject and international and a subject and a su</li></ul>		Annual An		A spin in the second states of	-	$\leq$	<u>S</u> I
Carlon meno a second an investigation of the the contract of the fact the contract of the fact of the contract of the local second of the		Annuel Trans in manage agent Manage in a manage agent Manage in the manage Assess from any Annuel Assess from any Annuel Data	**	A spin in the spin in the spin in the spin in the spin intervention of the spin interventintervention of the spin interve			<u>S</u> I



line.



3. Fold the document in half at the center dotted

4. Fold the panels on either side back the opposite

direction on the relevant dotted lines.

Listening - Main Menu		Recording – Main Menu		User Option	s – Main Menu				
New messages 1   Saved 5   Deleted 7		Record and Send	2	Personal	1, then 1 to change message 2				
Selected 6, then 1 to listen   2 to forward		Stop Recording	2	Options	to change daily reminder   3 to record greeting (then 2 or 3 for	Drevel University			
nessages 4 to delete 5 to save				Recording Options			standard or out-of-office)   4 to	voicemail	
Message Ordering: 1. Voice, 4 Outside callers, 5 Specific sender, 9 All		Approve to Send	#, then Mailbox number, then # to send	-	record name   7 to change				
Listening	Listening Options		Pause or Continue	2	Messaging Options	2 then 2 to record name 3 to			
Pause	Pause 1, then 1 to resume			2		change distribution list   4 to	porket avide		
Forward	d <b>2</b> + or – 5 se	+ or – 5 sec.	3 or 9	+ or – 5 seconds	3019		change message forwarding   5 to change presentation order   6		
Delete	4	Save	5	Start over	4	-	to change envelope settings		
Review	6	Skin to Next	7	Review	6	Record	4 for standard greeting   6 for		
Dealu				Set Routing	<b>0</b> , then 1 for <i>future</i>	Greeting	out-of-office greeting		
керіу	extens	, then 1 to select mailbox   2 to ecord   3 to transfer to an extension   4 to transfer to number		Options	delivery   2 to set URGENT status   3 to				
	numbe					-			
Info	Info <b>0</b> , then 0 for <i>message info</i>   1 to select message   2 to cancel   7 to select all   8 to cancel all		return to previous menu, ** to cancel message						
			<i>† These commands may not be available.</i> <i>Please consult your system administrator.</i>		-		Drexel		
								UNIVERSITY	