



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 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** Edit Options Menu

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