Record A Voice Mail Greeting

To Record Your Name and Personal Greeting (what callers will hear)
- From the Main Menu, press 4 for Personal Options, press 3 for Greetings, then press 3 to record your name.
- After you have recorded your name, press 1, then press 2 to record your Personal Greeting.
- Press 1 to record a greeting that tells callers you are away from your desk (no answer).
- Press 2 to record a greeting that tells callers you are on the phone (busy).

Extended Absence Greeting (allows callers to know that you will not be reviewing messages promptly)
- From the Main Menu, press 4 for Personal Options, press 3 for Greetings, then press 2 for an Extended Absence Greeting.
- At the tone, record your Extended Absence Greeting. When finished, press the # (pound). (This greeting cannot be skipped by callers).
- Callers must press 3 to leave a message.

Send Messages

To Record a Message
- From the Main Menu, press 2 to record. Two “beeps” signal the end of recording time available.
- Optional — Press 1 to replay your message. Press * (star) to re-record.
- Press # when finished recording.
- Enter the recipient’s Voice Mailbox number.

To Send Messages to Voice Mailboxes on the Other Campus
Record your message. When prompted for a destination:
- Dial “E” (or 3) to specify Evanston from Chicago, then enter the recipient's mailbox number.
- Dial “C” (or 2) to specify Chicago from Evanston, then enter the recipient's mailbox number.

To Directly Leave a Message in a Voice Mailbox (direct messaging without calling the recipient)
- Dial 7-7777 (Evanston) or 3-5555 (Chicago).
- Enter your password, then press 2 for Send Messages.
- Record your message. Be specific. Provide enough information for recipients. Press # when finished recording.
- Enter the recipient’s Voice Mailbox number and press # to Send. Enter additional destinations, or press * to Exit.

Delivery Options (can be selected after you enter the destination and before you send the message)
- Press 1 to mark your message “Private.” This prevents the recipient from sending a copy to anyone else.
- Press 2 to mark your message “Urgent.” Use with discretion.
- Press 3 for “Message Confirmation” options. (See below).

Message Confirmation
- Press 1 to Confirm Receipt. The system sends you a message telling you the recipient has listened to your message.
- Press 2 to Notify of Non-Receipt. You get a message from the system only if the recipient does not review your message within 5 days.

Review and Locate Messages

To Review Voice Messages
- From the Main Menu, press 1 to review all messages, new, skipped and saved, OR...
- Press 1 1 (press the “1” key twice) to hear unheard messages.
To Skip Messages
• Press #. Any message you skip remains available for your review later. Skipped messages are included in the total number of messages your Voice Mailbox can hold.

To Cancel Message Review
• Press * to stop message review at any time while listening to messages. You will return to the Main Menu.

End of Message Options (See Playback Controls to adjust volume, rewind, etc. while message is playing)
4 Replay message.
5 Envelope — i.e. Date, Time, Return Address
6 Send Copy with all introductions.
6, 6 Send Copy—remove other introductions.
   — Record your Introduction. When finished, press #.
   — Enter destination mailbox number(s). Press * if no more destinations. To “Send,” press #.
7 Erase message — once erased, cannot be retrieved.
8 Reply by Voice Mail to other NU Voice Mail subscribers — only available on the same campus.
8, 8 Reply “Live” by calling sender’s telephone number — only available on the same campus.
9 Save message.

To Locate Messages SENT
• From the Main Menu: Press 3 to Locate Messages.
• Press 1 to locate messages you SENT to other Voice Mail subscribers.
• Identify the recipient's mailbox by entering the mailbox number or by spelling the name.
• The System will reply any message you sent that has not yet been heard by the recipient.

To Locate Messages RECEIVED
• From the Main Menu: Press 3 to Locate Messages.
• Press 2 to locate messages RECEIVED from other Voice Mail subscribers and outside callers.
• Press 1 to locate messages from a specific subscriber. Identify sender's by entering their mailbox by number or by spelling their name.
• Press 2 to locate messages received from outside callers.
• The System will reply both new and saved messages from your specified source.

Group Lists, Prompts, Date & Time Playback and Notification Schedules

To Create a Group Distribution List
From the Main Menu: press 4 for Personal Options, press 2 for Administrative Options, press 1 for General Options, then 2 for Group Lists. Then:
• Press 1 to create a list
• Assign a two-digit number, from 11 to 25, to the list you want to create.
• Record the name of the list.
• Enter the mailbox number for each person you want to add to the distribution list.
• Press 1 to review the list
• Press * (star) to exit and save the list.
• Note: You can have as many as 15 group distribution lists (numbered from 11 - 25), each with up to 25 mailbox numbers. To send a message to a group distribution list, enter the two-digit number for the list when prompted for a destination.

To Revise a Group Distribution List
From the Main Menu: press 4 for Personal Options, press 2 for Administrative Options, press 1 for General Options, then 2 for Group Lists. Then:
• To Edit a Group List, press 2.
• To Delete a Group List, press 3.
• To Review and/or Rename a Group List, press 4.
Prompt Levels
There are three levels of system prompts. New subscribers are automatically prompted at the Standard level. To change Prompt Levels, press 4 for Personal Options, then press 2, press 1, press 3 for Prompt Levels, and choose from the options presented.
- Standard Prompts--Guides you through basic Send and Receive functions at the Main Menu.
- Extended Prompts--Provides more detailed instructions including prompts for all features.
- Rapid Prompts--Covers all features briefly and allows you to move quickly through the system once you are familiar with it.

Date and Time Playback
You can use this feature to automatically hear the date and time each message was received before listening to the message. To access Date and Time Playback, press 4, 2, then 4.
- Press 1 to turn it ON.
- Press 2 to turn it OFF. (If OFF, press 5 at the end of each message to hear Date & Time info).

Set Up a Notification Schedule
From the Main Menu: press 4 for Personal Options and press 4 again for Notification Schedule menu. Select first, second, or temporary schedule. Press 1 to update or 2 to cancel the notification schedule. Enter the telephone number where the system should call you. Enter the weekday and weekend notification periods. Select Outcall Notification for Normal, Urgent, or Group Distribution messages. Select how soon the system should call after receiving messages. Press 1 to confirm the schedule, or press 2 to change it.

Other Voice Mail Controls

Recording / Playback Controls
1 Rewinds 10 seconds
1, 1 Rewinds to the beginning
2 Pauses 20 seconds. Press 2 again = restart
3 Fast-Forwards 10 seconds
3, 3 Fast-Forwards to the end
4 Slows down the message. Press 4 again = slower
5 After pausing, allows you to resume recording or record over what you previously recorded
   In Playback, gives envelope information about the sender.
6 Speeds up the message. Press 6 again = faster
8 Normal volume
9 Louder volume.
* Deletes recorded message and prompts you to re-record

Dial-By-Name
If you can’t remember a subscriber’s mailbox number, you can address a message by spelling the recipient’s last name. After you record your message, press # to Dial-By-Name. Use the letters on the telephone keys (Q = 7, Z = 9). The system offers you a choice among all subscribers who match that spelling. Follow the prompts to select the proper recipient.

System-Wide Shortcuts
- Press * to back up, re-record, or exit.
- Press # to indicate completion of a step or to “Send.”
- Press # to skip greetings or messages.
- Press 4 to replay a message.