

CONNECTING TO YOUR MAILBOX

From Your Office

Use this procedure when you are calling from a telephone line in your office with the SAME number as your voice mailbox.

DIAL: 5-0000

ENTER: YOUR PASSWORD

From Other Locations, Including Off-Campus

Use this procedure when you are calling from a telephone line other than the phone in your office (including off-campus).

DIAL: (650) 725-0000

Dial 5-0000 from a Stanford telephone.

**ENTER: YOUR 10-DIGIT MAIL
BOX NUMBER**

PRESS: #

ENTER: YOUR PASSWORD

PRESS: #

VOICE MESSAGING

QUICK REFERENCE GUIDE

STANFORD
UNIVERSITY

INFORMATION TECHNOLOGY SERVICES

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MAIN MENU	Review new messages	1
	Leave message for other mailboxes	2
	Review other messages	3
	Personal options	4
	Access another mailbox	7
	Exit	*

PERSONAL OPTIONS	Personal greeting	1
	Change password	2
	Manage distribution lists	3
	Record name	4
	Other greetings	6
	Manage notification options	7
	Message playback options	8
	Manage personal assistant	9
	Return to main menu	*

PLAYBACK OPTIONS	Rewind	1	Advance	3
	Softer	4	Louder	6
	Delete	7	Envelope	8
	Pause	*	Skip	#
		0		

REVIEW OTHER MESSAGES	Old messages	1
	Deleted messages	2
	Future messages	3

MANAGING NOTIFICATION OPTIONS	Phone	1
	Numeric page	2
	Text page	3
	Change # for phone notification	4
	Change # for pager notification	5

OTHER GREETINGS	Extended absence greeting	1
	Busy greeting	7

OPTIONS AFTER MESSAGE PLAYBACK	1	2	3			
	Reply	4	5	Fwd	6	
	Delete	7	Envelope	8	Save	9
	Cancel	*	0	Skip	#	

RECORDING OPTIONS	Pause	1
	Resume	2
	End	#
	Cancel	*

RECORDING OPTIONS AFTER PAUSE OR END	Send	#
	Replay	1
	Append to recording	2

DELIVERY OPTIONS	Send	#
	Mark Urgent	1
	Mark Private	2
	Return receipt	3
	Future delivery	4
	Reset delivery options	5
Add more addresses	6	

Accept recording	#
Enter address	

At-A-Glance

This chart represents frequently used functions of the Stanford Voice Messaging system. For a complete diagram of functions, see the Schematic PDF at voicemailing.stanford.edu.