

## CONNECTING TO YOUR MAILBOX

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### ***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

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# QUICK REFERENCE GUIDE

**Stanford Hospital & Clinics  
Lucile Packard Children's Hospital  
School of Medicine**

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 **\***

**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**

**PLAYBACK OPTIONS**

- Rewind **1**
- Advance **3**
- Softer **4**
- Louder **6**
- Delete **7**
- Envelope **8**
- Save **9**
- Pause **\***
- 0**
- Skip **#**

**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 [medvoicemessaging.stanford.edu](http://medvoicemessaging.stanford.edu).