



RJUHSD's Messenger Flow

Accessing Voice Mail

Set Up Your Voice Mail:

Dial 1111 or

Enter Default Passcode: **9876**

The system will walk you through setting up your Voice Mail, follow the prompts

Checking Your Messages

From Your Phone:

Dial 1111 or

Enter Passcode _____

From Any Other Phone

Dial 1111 or

Enter *

Mailbox Number _____

Enter *

Enter Passcode _____

Transfer Caller Direct to a VM

With the caller on the line...

Press

Dial the mailbox number and hang-up

Play Messages (7)

- 7** to **Play**
- Rewind in 5 second increments
 - Fast Forward in 5 second increments
 - Pause in 30 second increments
 - 8** To skip to Top of next message

- 7** Play again
- 2** Answer
- 4** Give to another user
- 5** Keep
- 3** Discard
- 6** Make a new message
- 9** Exit message review

Enter destination mailbox, & record introduction ...

- 7** Review
- 3** Discard and Re-Record
- 2** Append
- 6** Message Addressing Options
- 9** Send and Exit

Make Message (6)

- 6** to **Make (record) Msg**
- Enter Mailbox Number(s),
 - #** when finished entering mailboxes
 - #** When finished recording message.

- 7** Review
- 3** Discard and Re-Record
- 2** Append
- 6** Message Addressing Options
- 9** Send and eXit to Main Menu

Message Addressing Options:

- 2** to mark Confidential
- 7** to Request Receipt
- 8** to mark Urgent
- 3** to mark for Future delivery

Press (9) to eXit and return to previous menu options.

User Options (8)

- 8** for **User Options**

- 4** change Greeting
- 6** to change Name
- 7** change Passcode
- 5** Distribution Lists (01 - 99)
- 8** repeat Tutorial (*reset passcode, greeting, and passcode*)
- 9** eXit to Main Menu

- 5** Listen to Greeting / Name
- 7** Record Greeting/Name
- 9** eXit to Previous Menu

9 to Exit

0 Operator