

Voice Mail Information

Accessing Your Messages While On Campus

- A) From *Your* Extension: If the display shows that you have a new message, press the MSG button
Enter your password
Press "play" to hear the messages
Follow the onscreen instructions for saving/deleting the messages
- B) From *Another* Extension: Press Feature 981
LOG will appear in the display (if LOG does not appear, press OTHER first)
Enter your extension number and your 4 digit password
Press OK (or #)
- C) Accessing your 400 series messages: Use steps in "B", above.

Accessing Your Messages While Off Campus

Dial the main school number. (407-876-7500)
When the automated attendant answers, press **
Enter your extension number and 4 digit password

Prompts You Will Use While Listening To A Message

To listen to new messages	Press 2
To listen to saved messages	Press 6
To replay a message	Press 1 1
To replay 9 seconds of the message	Press 1
To pause/continue a message	Press 2
To fast forward 9 seconds of the message	Press 3
To skip to the end of a message	Press 3 3
To play the previous message	Press 4
To forward a copy of the message	Press 5
To skip a message	Press 6
To play envelope information	Press 7
To save a message	Press 7 7

To erase a message	Press 8
To reply to a message	Press 9
To adjust the volume of a message	Press *

To Send a Message To Someone

Press Feature 980
Enter the extension and #
Record your message
Press # to end the message
Press # to send the message

Change Your Voice Mail Message

Press Feature 981
Enter your password, press OK
Press Admin
Press Greet
Press Rec
Press Prime
When asked "record new?", Press Yes
Record your greeting
Press OK
When prompted with "accept greeting?", press OK
At the "Mailbox Admin" prompt, press Quit

Programming Speed Dial Numbers

External Numbers

Press Feature *1
Select button (use may also use the shift key)
Enter the number (remember to use 9, Area Code and the number for 10-digit dialing)
Press OK

Internal Numbers (extensions)

Press Feature *2
Select button (you may also use the shift key)
Enter the number

Press OK