

CALL VMS NUMBER

Dial 594-7444
Enter personal password then #

SDSU Voice Mail Flow Chart

For assistance dial 594-2293

END-OF-MESSAGE OPTIONS

Replay	4
Date/Time (envelope)	5
Forward Copy (with introduction)	6
Forward Copy (remove former introduction)	66
Erase	7
Reply	8
Reply by calling phone	88
Save (archive)	9

DURING MESSAGE OPTIONS

Replay 10 secs	1	Date/Time (envelope)	5
Go to beginning	11	Faster Playback	6
Pause (on/off)	2	Normal Volume	8
Advance message (10 seconds)	3	Louder	9
Advance to end	33	Cancel	*
Slower playback	4	Help	0
		Skip	#

REVIEW MESSAGES

Unheard voice messages	1
All messages (skipped, heard, saved)	2

Erase & Cancel *

Replay 1

DELIVERY OPTIONS

Private	1
Urgent	2
Message Confirmation	3
Future Delivery	4

To Main Menu *

Enter next destination

To send #

To Review Messages 1

To Send Messages 2

To Locate Messages 3

Personal Options Menu 4

MESSAGE TYPE

Messages sent	1
Messages received	2

SENT WHERE?

Enter mailbox number

FROM WHERE?

Specific mail box number

PERSONAL OPTIONS

Notification on/off*	1
Administrative options	2
Greetings	3
Notification Schedule*	4
Security options	6

ADMINISTRATIVE OPTIONS

Passwords	1
Group lists	2
Prompt levels	3
Automatic Date/time playback	4

PASSWORDS

Personal	1
Home (Mailbox 93)	2
Guest 1 (Mailbox 91)	3
Guest 2 (Mailbox 92)	4
Secretary	5

GROUP LISTS

Create	1
Edit	2
Delete	3
List names	4

PROMPT LEVELS

Standard	1
Extended	2
Rapid	3

GREETINGS

Personal greeting	1
Extended absence	2
Mailbox user's name	3

PERSONAL GREETING TYPES

Standard	1
Personal	2

Record at the tone. Press #.
Press # again to confirm greeting.

NOTIFICATION SCHEDULE

1st Schedule	1
2nd Schedule	2
Temporary	3

SECURITY OPTIONS

Access security on	1
Access security off	2
Security tutorial	3

To Restart a Session 5

Exit VMS *

POWER KEYS

Help	0
Cancel function	*
Exit Menu	*
End process	#
Skip event	#