

Voicemail & Shortcut Keys for CSN Phones



Accessing Voicemail Off Campus

- 1- Dial your assigned phone number: 702-651-your assigned extension
- 2- During/after greeting, press *
- 3- Enter your ID (your extension), then # then enter your PIN number followed by #
If you are setting up the first time, the default PIN is 1234

Main Menu

Key	Task
1	Hear new messages
2	Send a message
3	Review old messages
4	Change setup options*
6	List Meetings

* Refer to next page for options after entering setup options menu

Main Menu Shortcuts

Key	Task
4>1	Change greetings
4>1>2	Turn on/off alternate greeting
4>2>1	Change message notification
4>2>3	Choose full or brief menus
4>3>1	Change phone password
4>3>2	Change recorded name
4>4	Change call transfer

Forwarding Calls

- 1- From your CSN phone, press "forward" button (bottom of screen)
- 2- Enter 9+ phone number you are forwarding to (must be a local #)
- 3- Confirm, screen should show your calls are being forwarded and the number

**To end forwarding, press the "end forward: button on phone.*

During Message

Key	Task
1	Restart message
2	Save
3	Delete
4	Slow playback
6	Fast playback
7	Rewind message
8	Pause/resume
9	Fast-forward
#	Fast-forward to end
#>#	Save as is
*	Return to Main Menu

During Message Shortcuts

Key	Task
#>3	Skip + delete message
#>4	Skip + reply
#>4>2	Skip + reply to all
#>5	Skip + forward message
#>6	Skip + save as new
#>9	Skip + play message properties
#>#	Skip + save as is
*	Return to Main Menu

After Message

Key	Task
1	Replay message
2	Save
3	Delete
5	Forward message
6	Save as new
7	Rewind
9	Play message properties
#	Save as is
*	Return to Main Menu

After Message Shortcuts

Key	Task
#	Send message
3	Play message
4	Re-record
5	Add to message
6	Discard message

Voicemail Setup Options

Press 4 in Main Menu to access the Setup Options menu.

Greetings - 1 Pressed

Key	Task
1>1	Re-record greeting
1>2	Alternate greeting on/off
1>3	Edit greetings
1>3>1	Edit standard greeting
1>3>2	Edit closed greeting
1>3>3	Edit alternate greeting
1>3>4	Edit busy greeting
1>3>5	Edit internal greeting
1>3>6	Edit holiday greeting

Message Settings - 2 Pressed

Key	Task
2>1	Set message notification
2>1>1	Set pager
2>1>2	Home phone
2>1>3	Work phone
2>1>4	Mobile phone
2>3	Menu style
2>3>1	Enable brief menu
2>4	Private lists
2>4>1	Hear private list
2>4>2	Change names of private list

Preferences - 3 Pressed

Key	Task
3>1	Change PIN
3>2	Change recorded name
3>3	Directory listing

Transfer Settings - 4 Pressed

Key	Task
4>1	Standard transfer rule
4>1>2	Send to Voicemail
4>1>3	Change number call is transferred to
4>2	Alternate transfer rule
4>2>1	Enable
4>2>2	Send to voicemail
4>2>3	Change number call is transferred to
4>3	Closed transfer rule
4>3>1	Enable
4>3>2	Send to Voicemail
4>3>3	Change number call is transferred to

When in Setup Options menus, the following can be pressed at any time:

- 0 - Help
- * - Exit