Accessing Your Mailbox

1. Dialing into the system.

   From On Campus: 2887

   From Off Campus: 208-792-2887

2. Mailbox number:

3. Password:

To access a mailbox other than your own or multiple mailboxes:

Dial 2887.

Press the * key.

Enter the number of the mailbox.

Enter password.

Commonly Used Functions

Mailbox Configuration setup/change

Name Greeting	8-2-9
Personal Greeting	8-2-1
Extended Absence Greeting Refer to detailed info on right	----------➔
Password	8-4
Auto Forwarding Settings	8-5-1

> The keys entered here assumes that you've listened to or are listening to a message

Reply to Sender of the Message	7-1
Forward Message	7-3
Compose a Voice Message	7-5
Rewind 5 seconds	1
Fast forward 5 seconds	3
Pause Message	#

Time saving tip:

To skip a greeting when leaving a message	5

> Following commands are available from most locations.

Repeat Current Menu (Help)	*
Return to Previous/Main Menu	#

Extended Absence Greeting:

To record/change greeting login to your voicemail account:

Press 8-2-3 and follow the prompts to record

When finished press the # key to go back to the previous menu.

(You must activate the greeting)

To activate greeting:

Press 4-2 and follow the prompts.

To deactivate greeting and go back to your standard greeting, login to your voicemail.

Press 8-2-4-1.

Express Messaging:

Call directly into voicemail to leave a message:

Dial 3000

Enter the mailbox number

Transferring a caller directly to voicemail:

Press the Transfer Key

Dial 3000

Enter the mailbox number

Complete Transfer

Officelinx
CallPilot TUI

Message List Commands
- 2 Review Message
- 4 Skip to Previous Message
- 6 Skip to Next Message
- 7 Message Commands
- 8 Mailbox Commands
- 9 Call Back to Sender
- 0 Return to Auto Attendant
- * Repeat these options

Compose/Record a Message
(after recording and selecting recipients)
- 2 Review Recorded Message
- 4 Go to previous message
- 5 Append to Recorded Message
- 6 Save Recorded Message
- 7 Send Message Menu
- 8 Mailbox Commands
- 0 Return to Auto Attendant
- * Repeat these options

Main Menu
- 8 Mailbox Commands
- 0 Return to Auto Attendant
- Default Listen to Messages

Message Commands
- 1 Reply to Sender Only
- 2 Envelope Information
- 3 Forward Message
- 4 Reply to All Recipients
- 5 Compose a Message
- 6 Delete Message
- * Repeat these options
- # Main Menu
- Default Disconnect

Send Message Menu
- 2 Review Recorded Message
- 5 Send Message
- 6 Cancel Message and Exit
- 8 Mailbox Commands
- 9 Send Recorded Message
- 0 Message Options
- * Repeat these options
- # Main Menu
- Default Disconnect

Mailbox Commands
- 2 Greetings Options
- 3 Disconnect
- 4 Set Password
- 5 Mailbox Tools
- 6 Browse Inbox Folder
- 9 Listen to Messages in Inbox
- 0 Mailbox Options
- * Repeat these options
- # Main Menu

Greetings Options
- 1 Record Personal Greeting
- 3 Record Greeting (Extended Absence)
- 4 Location Menu
- 5 Record Busy Greeting
- 6 Record Customized Greeting
- 9 Record Name Greeting
- * Repeat these options
- # Main Menu

Mailbox Options
- 3 Define Default Fax Address
- * Repeat these options
- # Main Menu

Notification Settings
- 1 Add Notification Schedule
- 2 Delete Notification Schedule
- 3 Modify Notification Schedule
- 4 Return to Main Commands
- 5 Listen to Notification Schedule
- 8 Mailbox Commands
- * Repeat these options
- # Main Menu

Location Menu
- 1 Change Location (In Office)
- 2 Change Location (Extended Absence)
- 4 Return to Greetings Options

Message Options
- 1 Toggle Urgent Flag
- 4 Toggle Confidential Flag
- 5 Toggle Certified Flag
- 6 Send Recorded Message
- * Repeat these options
- # Main Menu

Mailbox Tools
- 1 Auto Forward Message
- 2 Notification Settings
- 5 Distribution List
- 8 Mailbox Commands
- * Repeat these options
- # Main Menu

Distribution List
- 1 Add Distribution List
- 2 Listen to Distribution List
- 3 Delete Distribution List
- 4 Modify Distribution List
- 8 Mailbox Commands
- * Repeat these options
- # Main Menu

Message Playback Options
(while listening to message)
- 1 Rewind (5 sec)
- 3 Fast Forward (5 sec)
- # Pause Message (5 sec)

Common Commands
(available in most menus)
- 8 Go to Mailbox Commands
- * Repeat Current Menu (Help)
- # Return to Previous/Main Menu

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This flowchart only reflects the commonly used commands. Not all functions available on the Telephone User Interface may be present.