

Adelphi University Voicemail - Quick Reference Card



Main Menu

Listen to messages **1**

Record and send a message **2**

Locate messages **3**

Restart **5**

To access your mailbox:

From your campus phone:
Dial 3990.

From other campus phones:
Dial 3990. After system
answers enter your extension.

From off campus: Dial
516.877.3990. After system
answers enter your extension.

PhoneManager

Set user options **4**

Message Ordering*	
Voice messages	1
All messages	2
Quit	*

Listening Options	
Back up five seconds	1
Pause/Continue Advance	2
five seconds	3
Decrease speed	4
Message Envelope Info	5
Increase speed	6
Return to Beginning	1,1
Skip to end	3,3
Skip to next message	9
Info/group options	0
Delete	7
Save	9
Reply	8
Help	0

Pause Options	
Continue listening	2
Change language	3
Increase speed	4
Set bookmark	5
Decrease speed	7
Resume from bookmark	8

Reply Options	
Record	2
Transfer to extension	8

Recording Message	
<i>Record your message</i>	

Recording Options	
Approve for sending	#
Review message	1
Stop recording	2
Continue recording	5
Cancel message	*

Addressing Message	
Enter an address	Mail box Number
Directory by name	#
Cancel Message	*

Locate Messages	
Specific mailbox	1
Outside callers	2
Quit	*

Personal Options	
Change Immediate msg notification	1
Change daily message reminder	2
Record personal greeting	3
Change security code	4
Record your name	5
Record an announcement for a mailbox you sponsor	6

Record Personal Greetings	
Standard greeting	2
Out-of-office greeting	3

User Options (PhoneManager™)	
Personal options	1
Messaging options	2
Record your standard greeting	4
Record your out-of-office greeting	6

Messaging Options	
Record a name for a sponsored mailbox	2
Change a personal distribution list	3
Change message forwarding	4
Change message presentation order	5
Change message envelope settings	6