

VERMONT LAW SCHOOL

ACCESSING YOUR MAILBOX

- Enter the Messaging system access number. (Ext. 2050)
- Enter your mailbox number (followed by the * key if accessing your mailbox from outside the company).
- Enter your passcode.

USER OPTIONS (Press 8)

| | | |
|--------------------|---|------|
| Change Greeting | 4 | CHL |
| Change Name | 6 | MND |
| Change Passcode | 7 | POBS |
| Distribution Lists | 5 | JAL |
| Tutorial | 8 | TUV |
| Exit to Main Menu | 9 | WVZ |

MAIN MENU

| | | |
|-----|---|---|
| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |
| * - | 0 | # |

--- Transfer to Operator

PLAY VOICE MESSAGE (Press 7)

| | | |
|----------------|---|------|
| Play | 7 | POBS |
| Answer (Reply) | 2 | JAL |
| Give (Forward) | 4 | CHL |
| Keep (Save) | 5 | JAL |
| Make | 6 | MND |
| Discard | 3 | DFP |

ANSWER OPTIONS

| | | |
|---|-----|-------------------------------|
| 8 | TUV | *Voice Mail Answer |
| 3 | DFP | *Dial-back and delete message |
| 5 | JAL | *Dial-back and keep message |

* Answer and Dial-back options must be enabled.

MAKE MESSAGE (Press 6)

| | | |
|---|------|----------------------------|
| 7 | POBS | Review |
| 3 | DFP | Discard |
| 2 | JAL | Append |
| 9 | WVZ | Exit to Main Menu |
| 6 | MND | Message Addressing Options |

MESSAGE ADDRESSING OPTIONS (Press 6)

| | | |
|---|------|-----------------|
| 2 | JAL | Confidential |
| 7 | POBS | Receipt request |
| 8 | TUV | Urgent |
| 3 | DFP | Future delivery |
| 9 | WVZ | Exit options |