Personal Options You are put in the Touchtone "Personal Options" interface

You can press:

1	Turn On/Off Telephone Out of Office Status
2	Record Greetings
3	Change PIN
4	Use the Touchtone or Voice Interface
5	Set Local Time Zone
6	Use 12 or 24 Hour Time Format
*	Return to Main Menu
0	Repeat This Menu

If you press 2 to **Record Greetings**
You can press:

1	Record Personal Greeting
2	Record Out of Office Greeting
3	Record Your Name (Voice Signature)
*	Cancel
0	Repeat this menu

Important:
Don't write down or share your PIN
It allows access to both voice mail and email.

Bluegrass
Community & Technical College
HIGHER EDUCATION BEGINS HERE

Exchange Unified Messaging

Access your mailbox from your desk phone	Press messages button You will hear your name Enter your PIN and press #
Access your mailbox from the phone of another Exchange Voice Mail subscriber	Press messages button After hearing "if this is not your mailbox," press * (star) Enter your 5-digit extension Enter your PIN and press #
Access your mailbox from a non-Exchange Voice Mail enabled phone	Dial access number 859-246-6479 Enter your 5-digit extension Enter your PIN and press #

Exchange Voice Mail Main Menu

You can say:	You can press:
"Voice Mail"	1 - Voice Mail
"E-Mail"	2 - E-Mail
"Calendar"	3 - Calendar Options
"Personal Contacts"	4 - Find a Contact
"Directory"	5 - Compose a Voice Message
"Personal Options"	6 - Personal Options
"Repeat"	0 - Repeat Menu

Voice Mail Voice messages are played, with "from" and "date" indicated.

E-Mail E-mail messages are read.

Calendar Prompts will guide you through the Calendar options that are available over the phone.

Personal Contacts or **Find a Contact**, you can search your contact list you set up using your computer.

Directory Follow the same procedure used above to search the Directory

While Listening to Voice Mail Message

You can say:	You can Press:
"Rewind" (rewinds a few seconds)	1 - Rewind (rewinds a few seconds)
"Repeat" (goes back to beginning)	11 - Repeat (goes back to beginning)
"Pause" (press any key to continue)	2 - Pause (press any key to continue)
"Fast Forward"	3 - Fast Forward
"End"	33 - Skip to End
"Slow Down"	4 - Slower
"Faster"	6 - Faster

While or **After** Listening to Voice Mail Message

You can say:	You can Press:
"Play"	
"Next"	# - Next Message
"Call the Sender"	
"Delete Message"	7 - Delete
"Restore Message"	*7 - Restore
"Reply"	8 - Reply
	0 - Repeat this menu
"Main Menu"	* (star) - Exit to Main Menu
"More Options"	00 - More Options
"Previous"	
"Play Header"	
"Forward Message"	
"Flag for Follow-Up"	44 - Flag for Follow-up
"Mark as New"	9 - Mark as unread
"Find by Name"	
"Envelope Information"	5 - Envelope Information

After Listening to Voice Mail Message

You can Press:
1 - Replay message
11 - Previous Message
2 - Call this contact
6 - Forward Message

Calendar Options

You can say:	You can press:	Description
"Next"	#	Reads the next calendar appointment
"Next Day"	##	Opens and reads from the calendar appointment for the next day
"More Options"	00	Plays the more calendar options menu
"Repeat"	1	Reads the calendar appointment again
"Previous meeting"	00, then 11	Opens the previous meeting that is scheduled
"Call location"	2	Calls the telephone number that is listed for the meeting location
"Call organizer"	00, then 22	Call the telephone number that is listed for the organizer of the meeting
"I'll be late"	3	Sends and "I'll be late" message to all the meeting attendees
"Accept/tentative accept"	4	Accepts or tentatively accepts the meeting request
"Meeting details"	5	Reads or plays back the details of the meeting that is scheduled
"Attendance details"	00, then 55	Reads or plays attendee information
"Forward"	00, then 6	Forwards a meeting request for the meeting to another user
"Decline" or "Cancel"	7	Declines or cancels the meeting request
"Clear my calendar"	00, then 77	Clears your calendar for a specific time period for the day
"Reply"	00, then 8	Replies to the meeting organizer
"Reply all"	00, 88	Replies to all the meeting attendees
"Repeat menu"	5, then 0	Repeats the menu options that are available
"Rewind"	5, then 1	Rewinds the meeting details
	5, then 11	Returns to the beginning of the meeting details
	5, then 2	Pauses and resumes playback of the meeting details
"Fast forward"	5, then 3	Skips forward with the meeting details
"End"	5, then 33	Skips to the end of the meeting details
	5, then 4	Plays or reads the meeting details slower
	5, then 6	Plays the meeting details faster
"Main menu"	*	Exits to the main menu