Telecommunication Services

Using your Voice Mail

WELCOME TO MODULAR MESSAGING! THE FIRST TIME YOU USE MODULAR MESSAGING YOU MUST RECORD YOUR NAME AND CREATE A PASSWORD!!!!!!

To Log In:

1. **On** campus – dial 5323
   - **Off** campus – dial 973-655-5323
2. If you are calling from your phone at your desk, you only have to enter the password.
3. If you are calling from any other phone on campus, you must **Press *** followed by **Press #**. The system will then ask you for your extension.
4. If you are calling from off-campus, **Press #** then enter your extension.
5. Enter **FIRST** time Password 1, then press #.

Record Name:

As you use Modular Messaging, your name will be heard by you and the other system users.

- **At the tone record your name**
- **Press 1** To Approve
- **Press 2** To Re-record

Create Password:

You will be required to enter a new password with a minimum of 4 digits followed by the # sign. The maximum length of a password is 15 digits. You **CANNOT** use a consecutive number of the **SAME** number 4 times.

You must reenter your password for confirmation followed by the # sign.

To Create A Personal Greeting:

This is what callers will hear when they reach your mailbox.

- **Press 3** Anytime you wish to do anything concerning your greeting
- **Press 1** To create your greeting
- **Press 1** To indicate the greeting number you are going to record, then speak your greeting
- **Press #** To approve
- **Press 0** To listen to your greeting

Voice Mail Message Storage:

The voice message mailbox will hold a total of 35 minutes of messages.

Retention time for new, unopened or old messages is 30 days. After 30 days, messages are automatically deleted. There is **NO** warning.
Modular Messaging System Quick Reference Guide

RECORDING AND SENDING MESSAGES

Sending voice or voice-fax messages
1. From the activity menu [1]
2. Record voice message
3. When finished [#]
4. Specify delivery address (see below)
5. When finished [#]
6. Specify delivery options (see below)
7. Send message [#]

Sending fax-only messages from fax machine
1. From the activity menu [1]
2. Bypass voice recording [#]
3. Specify delivery address (see below)
4. When finished [#]
5. Specify delivery options (see below)
6. Load document into fax machine
7. Send message [#]
8. Press Start key on fax machine

Sending voice-fax messages by forwarding a fax
To send a fax to your own mailbox:
1. Log in to your mailbox
2. From the activity menu [2]
3. Forward fax with optional voice message [1][2]
4. Record voice message
5. When finished [#]
6. Specify delivery address (see below)
7. When finished [#]
8. Specify delivery options (see below)
9. Send message [#]

Specifying delivery address
• For voice user:
  Enter user’s mailbox number, and press [#]
• For voice user name addressing:
  Press [**][2], spell user’s name or name of personal list, and press [#]
• For personal list, press [*][5] and then list number
• For fax user:
  Press [*][**][5], enter outside line number (if needed) and telephone number, and then press [#]
• To cancel address: press [*][3]
• To cancel another address: press [*][1][*][3]
• To list all recipients: press [*][1]

Specifying delivery options
• Make private/not private (toggle) [1]
• Make priority/not priority (toggle) [2]
• Schedule for future delivery [3]
• Attach a fax [5]

GETTING MESSAGES YOU RECEIVED

Listening to voice/e-mail messages
1. From activity menu [2]
2. Listen to voice or e-mail message [0]
3. When finished [#]

Responding to messages (optional)
After listening to your message, press [1] to respond to or forward the message. Then select one of the following:
• Call sender (exit mailbox) [0]
• Reply to sender by voice mail [1]
• Forward with comment at beginning [2]
• Record and address a new message [4]
• Reply to all recipients [5]

If you select any key from the above except [0]:
1. Record and address your message
2. When finished [#] & specify delivery options
3. Send message [#]

Printing fax/e-mail messages
1. From activity menu [2]
2. Listen to message header
3. Print fax or e-mail portions [*][1]
4. Print to default machine [#]

OR
• To print to the fax machine from which you are calling [*][6]

OR
• To print to other fax machine you specify:
  - Press [*][**][5]
  - Enter outside line number (if needed) and telephone number
  - Press [#]

GENERAL TIPS

Not sure which key to press?
• Listen to Help at any time [*][4]
• Go back to activity menu [*][7]

Want to save time?
• Bypass greeting when recording [1]
• Bypass header when listening [0]

Want to adjust the way your messages are played?
• Faster [9]
• Slower [8]
• Louder [4]
• Softer [7]
• Skip forward [6]
• Skip backward [5]

Want to configure Personal Operator?
• To set up or change Personal Operator [5][6]

Other options
• Transfer to covering extension [*][0]
• Transfer to another mailbox [*][8]
• Make system wait [*][9]
• Access names or numbers directory [*][*][6]
• Disconnect [*][*][9]

CREATING MULTIPLE PERSONAL GREETINGS

Creating, changing, deleting greetings
1. From the activity menu [3]
2. Do one of the following:
   - Listen to a greeting [0]
   - Record or re-record a greeting [1]
   - Delete a greeting [3]
3. Enter a greeting number [1-3]
4. For optional greetings only, enter the optional greeting number [1-9]
5. If Multilingual Call Answer is enabled, select a language [1-3]
6. When finished [#]

Scanning greetings
1. From the activity menu [3]
2. Scan greetings [2]

Activating greetings
1. From the activity menu [3]
3. Enter greeting number [1-3]
4. For personal greeting only, you may need to confirm your choice [1]
5. For optional greetings only, enter the optional greeting number [1-9]

Setting up rules for optional greetings
• Activate for all calls [0]
• Activate for internal calls, external calls, all calls (rotate) [1]
• Activate business hours, any time (rotate) [2]
• Activate for busy, no answer, busy, or no answer (rotate) [3]
• Deactivate for all calls [9]

Reviewing optional greeting rules
1. From activity menu [3]
2. Review optional greeting rules (in the order they will be evaluated) [6]

Setting up Call Me/Find Me/Notify Me options
1. From the activity menu [6]
2. Select one of the following:
   - Call Me [1]
   - Find Me [2]
   - Notify Me [3]
3. Select one of the following:
   - Enable Call Me/Find Me [9]
   - Disable Call Me/Find Me [6]