

# VOICEMAIL

## QUICK REFERENCE CARD

### Access Numbers

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#### Campus

- On campus: **222**
- Off campus: 310-825-**2222** or 800-223-**5322**

#### Access Mailbox

- Dial Voicemail Access Number
- Enter mailbox number, then press **#**
- Enter Security Code, then press **#**

### Set Up Mailbox

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Record your Personal Greeting, Name, and change your Security Code.  
(Default Security Code is UCLA, or 8252)

### Customize

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#### Personal Greeting

- Access mailbox, then press **80**
- Press **4** for Personal Greeting
- Listen for record tone, then speak
- Press any key to stop recording
- Press **5** to save

#### Name

- Access mailbox, then press **80**
- Press **1** for Personal Options
- Press **5** to record Name
- Press **2** to record; speak
- Press **2** to stop recording
- Press **5** to save

#### Change Security Code

- Access mailbox, then press **80**
- Press **1** for Personal Options
- Press **4** to change Security Code
- Enter new code, then press **#**
- Re-enter new code, then press **#**

#### Out-of-Office Greeting

- Access mailbox, then press **80**
- Press **6** for Out-of-Office Greeting
- Listen for record tone, then speak
- Press any key to stop recording
- Press **5** to save

## Messages

### Navigation

- **#** to pause message playback
- **1** to go back 5 seconds within a message
- **2** to play or resume message playback
- **3** to advance 5 seconds within a message
- **4** to go back to previous message
- **6** to advance to next message
- **86** + message number + **#** to go to that specific message

### Delete Message

- Press **76** to delete

### Restore Message

- Press **4** or **6** to go to deleted message
- Press **76** to restore message

## Respond to a Message

### Call Sender

- Press **9** during message playback

### Forward Message

- Press **73** during message playback to forward
- Enter mailbox number, then press **#**
- Press **#** to end list
- Press **5** to record introduction
- Press **#** to stop recording
- Press **79** to send

### Reply to Sender

- Press **71** during message playback to reply
- Press **5** to record
- Press **#** to stop recording
- Press **79** to send

## Send a Message

### Compose and Send Message

- Access mailbox, then press **75** to compose
- Enter mailbox number, then press **#**
- Press **#** to end address list
- Press **5** to record
- Press **#** to stop recording
- Press **79** to send

### Access Express Messaging

- On campus: **4-6666**
- Off campus: **310-794-6666**

### Send Express Message

- Dial Express Messaging access number
- Enter mailbox number, then press **#**
- Listen for tone; speak; hang up to send