

# 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