



Calendar Command List

To begin, *select* a day using the Voice User Interface:

- Say **Today's Calendar** to access current day
- Say **Tomorrow's Calendar** to access next day
- Say -----day's **Calendar** (eg. "**Monday's Calendar**") to access a weekday
- Say **Calendar for Month, Day** (eg. "**Calendar for March 15th**") to access a date

To	Say	Press
Next Meeting	"Next Meeting"	#
Next Day	"Next Day"	##
Repeat	"Repeat Menu"	0
More Options	"More Options"	00
Replay	"Replay"	1
Previous Meeting	"Previous Meeting"	11
Call Location	"Call Location"	2
Call Organizer	"Call Organizer"	22
I'll Be Late	"I'll Be Late"	3
Accept Meeting	"Accept"/"Tentative Accept"	4
Meeting Details	"Meeting Details"	5
Attendance Details	"Attendance Details"	55
Forward	"Forward"	6
Decline/Cancel Meeting	"Decline"/"Cancel"	7
Clear Calendar	"Clear My Calendar"	77
Reply	"Reply"	8
Reply All	"Reply All"	88
Main Menu	"Main Menu"	*

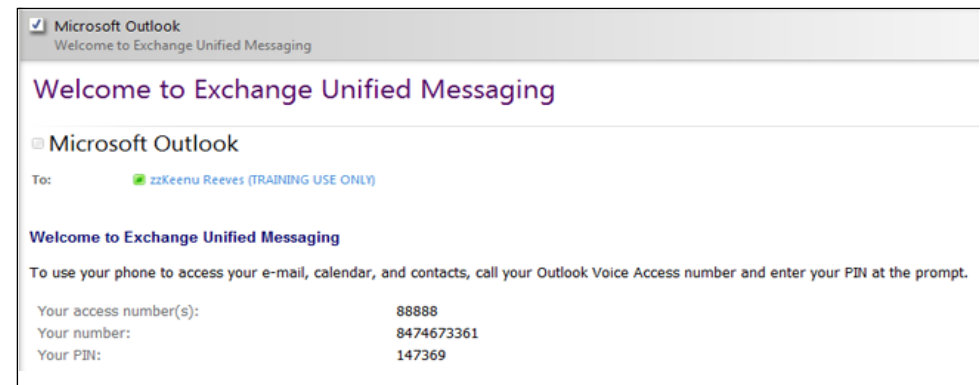
Forward Callers to a Voice Mailbox

- 1 Press transfer option on phone (e.g. **3-way, Conf, Transfer**).
- 2 Dial **8-8888**.
- 3 Press **#** to enter a mailbox extension.
- 4 Enter UM user mailbox number and press **#**.
- 5 Press **Transfer**.

Unified Messaging Quick Reference

Get Started with Unified Messaging

Unified Messaging users can access voice mail via telephone and email. New users will receive a Welcome email with the Outlook Voice Access number and PIN needed to get started.



Create Unified Messaging PIN

- 1 From your campus phone, dial **8-8888**.
- 2 Enter the temporary PIN provided in your Welcome email.
- 3 Create your new, six-digit minimum, PIN.

Record Name and Personal Greeting

- 1 After creating a new PIN, Outlook Voice Access will ask you to record your name. Follow the instructions to record your name, or use the default recording from the directory.
- 2 After recording your name, follow the instructions to record a personal greeting. If you do not record a personal greeting, an automatic one using the recording of your name will be used by your Unified Messaging voice mailbox.

Voice Mail Command List

For	Say	Press
Next Message	"Next Message"	#
All Menu Options/Repeat Menu	"Repeat Menu"	0
Rewind/Replay	"Rewind"	1
Beginning/Previous	"Previous"	11
Pause (During Message)	"Pause"	2
Call (After Message)	"Call"	2
Fast Forward	"Fast Forward"	3
Skip to End	"End"	33
Slower	"Slow Down"	4
Flag for Follow-Up	"Flag for Follow-Up"	44
Envelope Information	"Play Header"	5
Faster (During Message)	"Faster"	6
Forward (After Message)	"Forward"	6
Delete	"Delete"	7
Reply	"Reply"	8
Mark as Unread	---	9
Main Menu	"Main Menu"	*

Record a Greeting

- 1 From the **Personal Options** menu, *press 2*.
 - *Press 1* to record your personal greeting.
 - *Press 2* to record a greeting for when you're away.
 - *Press 3* to record your name.
- 2 After the introduction, *press 1* to record.
- 3 *Press #* when finished recording.
 - *Press 1* to accept recording.
 - *Press 2* to re-record.
 - *Press ** to cancel recording and use the existing greeting.

Email Command List

For	Say	Press
Next Message	"Next Message"	#
Next Unread Message	"Next Unread"	##
All Menu Options/Repeat Menu	"Repeat Menu"	0
Rewind/Replay	"Rewind"	1
Beginning/Previous	"Previous"	11
Pause (During Message)	"Pause"	2
Call (After Message)	"Call"	2
Fast Forward	"Fast Forward"	3
Slower (During Message)	"Slow Down"	4
Accept (After Message)	"Accept"	4
Flag for Follow-Up	"Flag for Follow-Up"	44
Envelope Information	"Read the Header"	5
Faster/Forward	"Faster"	6
Delete	"Delete"	7
Undo Delete	---	*7
Reply	"Reply"	8
Reply All	"Reply All"	88
Mark as Unread	"Mark as Unread"	9
Main Menu	"Main Menu"	*

Personal Options Command List (Touchtone Only)

For	Press
Repeat Menu	0
Turn Out of Office Greeting On/Off	1
Record Greetings	2
Change Your PIN	3
Change to Voice/Touchtone Interface	4
Change Local Time Zone	5
Change to 12- or 24-Hour Time Format	6
Main Menu	*