GASTON COLLEGE VOICE MAILBOX MENU OPTIONS

SETTING UP INITIAL VOICE MAIL

…from your extension

1) Dial 6600
2) Enter your PIN number (default is 2222)
3) Listen carefully, and follow the prompts.

You will be required to setup the following:
- PIN Number
- Profile Greeting (Your Name)
- In Office Message (Your regular greeting)

Other options are available, however, the above are required.

ACCESSING VOICEMAIL

…from your extension

1) Dial your extension
2) Enter your PIN number

…from another extension

1) Dial 6600
2) Press #
3) Dial your extension (mailbox number)
4) Enter your PIN number

…from an outside line

1) Dial 704-922-6200
2) Press 9
3) Press 9
4) Dial your extension (mailbox number)
5) Enter your PIN number

MAIN MENU OPTIONS

1 Check New Message(s)
2 Listen to Saved Messages
   1 Listen / Listen to Next
   2 Save New / Retain Saved
   3 Delete
   4 Reply to Message
   5 Date & Time Message Left
   6 Forward Message
   7 Skip Backward
   8 Pause
   9 Skip Forward
   # Dial Caller

3 Change Greetings and Profile(s)
   1 Record Current Greeting
   2 Toggle Schedule On/Off
   3 Busy Greeting
   4 Select / Change Profile
   5 Record Pre-record Prompt
   6 Current Profile Maintenance Options

4 Send a Message
   1 Select by Mailbox
   2 Select by Name
   3 Select by Personal Distribution List
   4 Select by Global Distribution List

5 Mailbox Options and Maintenance
   1 Record / Change Mailbox Name
   2 Change PIN Number
   3 Play Deleted Messages
   4 Personal Distribution Lists

HINTS AND TIPS
- Press * to return to previous menu level
- Press # from the main menu to exit the Greeting