San Diego State University
Voicemail Reference Card
Call Voicemail @ 619-594-7444

Playing Messages

Main Menu

Listen	1
Locate	3
Exit	*

Message Access

Unread voice messages	1
All voice messages	2
Saved messages	5

While Listening

Transfer to the operator	00
Back up five seconds	1
Return to start	11
Pause or continue	2
Advance five seconds	3
Advance to end	33
Decrease speed	4
Slowest speed	44
Play message info	5
Increase speed	6
Fastest speed	66
Decrease volume	8
Increase volume	9
Go to saved messages	##
Skip to next	#

After Listening

Review	4
Play message info	5
Forward	6
Delete	7
Send Reply Message	8
Call Sender (on-campus only)	88
Save	9
Skip (mark as read)	#
Go to save messages	##

Sending Messages

Main Menu

Send	2
Exit	*

Record at the tone...

When message is done	#
Stop and replay	1

While Recording

Back up five seconds	1
Return to start	11
Pause	2
Advance five seconds	3
Advance to end	33
Decrease speed	4
Slowest speed	44
Continue recording	5
Increase speed	6
Fastest speed	66
Decrease volume	8
Increase volume	9
Cancel recording	*

Enter a mailbox number #

Delivery Options

Restrict forwarding	1
Set urgent status	2
Request a receipt	3
Specify future delivery	4
Leave a callback number	8
Finish choosing options	#

Send/add another recipient *

Mailbox Options

Main Menu

Options	4
Exit	*

User Options

Personal options	1
Message options	2
Record standard greeting	4
Record out office greeting	6

Messaging Options

Change your distribution list	3
Change message forwarding	4
Change order (LIFO/FIFO)	5
Change envelope settings	6

Personal Options

Record personal greeting	3
Change security code	4
Record your name	5

Standard greeting	2
Out-of-office greeting	3