

Adelphi University Voicemail - Quick Reference Card



Main Menu

Listen to messages **1**

Record and send a message **2**

Locate messages **3**

Restart **5**

To access your mailbox:

From your campus phone:
Dial 3990.

From other campus phones:
Dial 3990. After system
answers enter your extension.

From off campus: Dial
516.877.3990. After system
answers enter your extension.

PhoneManager

Set user options **4**

Message Ordering*

Voice messages **1**
All messages **2**
Quit *****

Listening Options

Back up five seconds **1**
Pause/Continue Advance five seconds **2**
Decrease speed **3**
Message Envelope Info **4**
Increase speed **5**
Return to Beginning **6**
Skip to end **1,1**
Skip to next message **3,3**
Info/group options **9**
Delete **7**
Save **9**
Reply **8**
Help **0**

Pause Options

Continue listening **2**
Change language **3**
Increase speed **4**
Set bookmark **5**
Decrease speed **7**
Resume from bookmark **8**

Reply Options

Record **2**
Transfer to extension **8**

Recording Message

Record your message

Recording Options

Approve for sending **#**
Review message **1**
Stop recording **2**
Continue recording **5**
Cancel message *****

Addressing Message

Enter an address **Mailbox Number**
Directory by name **#**
Cancel Message *****

Locate Messages

Specific mailbox **1**
Outside callers **2**
Quit *****

Personal Options

Change Immediate msg notification **1**
Change daily message reminder **2**
Record personal greeting **3**
Change security code **4**
Record your name **5**
Record an announcement for a mailbox you sponsor **6**

Record Personal Greetings

Standard greeting **2**
Out-of-office greeting **3**

User Options (PhoneManager™)

Personal options **1**
Messaging options **2**
Record your standard greeting **4**
Record your out-of-office greeting **6**

Messaging Options

Record a name for a sponsored mailbox **2**
Change a personal distribution list **3**
Change message forwarding **4**
Change message presentation order **5**
Change message envelope settings **6**