

Voicemail Reference Card

New System

Options During Message Playback

- Skip Back 1*
- Skip Forward 3*
- Volume Down 4*
- Volume Up 6*
- Delete 7*
- Envelope Information 8*
- Save 9*
- Replay Message 11*
- End of Message 33*
- Skip Message #*
- Pause **

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS Delete	8 TUV	9 WXYZ Save
*	0	#

nsit.uchicago.edu/vmail



Accessing Voicemail

To access voicemail, dial 2-2111 from a campus phone (or 773-702-2111 from off campus), enter Mailbox number, #, voicemail password, #.

Voice Mailbox Main Menu

Review New Messages 1
Record New Messages 2

Review Other Messages 3
(saved, skipped or deleted)

Change Personal Options 4

*To return to previous menu or exit, press **

Review new messages 1

Voice Messages 1
Old Messages 6

Record New Message 2

Pause Recording 1
End Recording #

Review Other Messages 3

Old Messages 1
Deleted Messages 2
Future Messages 3

Change Personal Options 4

Personal Greeting 1
Change Password 2
Manage Distribution List 3
Record Name 4
Other Greetings 6
Manage Notification Options 7
Manage Message Playback 8

Client Services & Support
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