

# Main Menu

**1** Receive Messages

**2** Send Messages

**3** Greeting Options

**4** Personal Options

**5** Call Handling

**7** To Exit

**9** To Work with Deleted Messages

**\*** Control Menu

# Boston College Voice Mail System Menu Overview

- 1** Receive Messages (during listen)
- 1** Start Again
  - 2** Saves Message
  - 3** Delete the message
  - 8** Pause
  - 9** Fast-forward

- 2** Sending Messages
- Dial extension followed by #
  - #** Dial by Name

- 3** Greeting Options
- 1** Listen to Greeting Header
  - 3** Delete Greeting Header
  - 4** Record Greeting Header
  - 5** Select Greeting
  - 6** Work with Greeting
  - 7** Return
  - 9** Listen to Header and Selected Greeting

- 4** Personal Options
- 1** Distribution List Options
  - 3** Change Password
  - 5** Noticeboard Options
  - 7** Return
  - 9** More Options

- 5** Call Handling
- 1** Set ReachMe Number (3)
  - 2** Set Assistant Number (5)
  - 3** Transfer Call
  - 4** Work with Outgoing Mail
  - 5** Set Call Forwarding Numbers
  - 6** BC Class Distribution Lists
  - 7** Return
  - 9** Set Operator Number (0)

- 9** Work with Deleted Messages
- 1** Listen to the Message
  - 4** Undelete the Message
  - 8** Hear When the Message Was Sent
  - 0** Help Menu
  - #** Move to the Next Message

- 1** Receive Messages (after listen)
- 1** Start Again
  - 2** Saves message
  - 3** Delete the message
  - 4** Reply by sending a message
  - 5** Forward the message
  - 6** Reply by calling the sender
  - 8** Hear when the message was sent
  - #** Skips to Next Message

- 2** Sending Messages (after record)
- 1** Listen to your message
  - 2** Save and send message
  - 3** Not to send the message
  - 4** Re-record the message
  - 5** Re-enter recipient's extension #
  - 6** Add more to a message
  - 7** Cancel and Return
  - 8** Message Attributes

- 6** Work with Greeting
- 1 2 3 4 5** Work with Personal Greetings
  - 6** Announcement Only Greeting
  - 7** Return
  - 8** Work with Busy Greeting
  - 9** Listen to Currently Active Greeting

- 9** More Personal Options
- 1** Select Message Preferences
  - 2** Record Audio Name
  - 4** Select Prompt Level
  - 7** Return

For full Voice Mail Instructions  
See the online voice mail guide  
available on the web at:  
<http://www.bc.edu/voicemail>