

UCD Voicemail system Quick reference

Voicemail Web site <https://amccuc01.ucdenver.pvt/ciscopca>

To Access voicemail form outside dial 303-315-6245.

When you hear the greeting start playing, hit the * key. You will be asked to enter your ID and password.

Main Subscriber Menu

- 5 Next New Message
- 191 All New Messages
- 192 Saved Messages

- 6 Record a Message

- 4 Setup Options
- 47 or 462 Change/Enable Out of Office
- 461 Change/Enable Standard greeting
- 4634 Change Busy Greeting
- 432 Change Recorded Name
- 431 Change PIN
- 421 Message Notification

Listening to Messages

- | | |
|------------------------|----------------------------|
| 14 Call Message Sender | 3 Delete Message |
| 13 Forward Message | 4 Forward 5 Seconds |
| 17 Reply to Message | 5 Skip to next Message |
| 2 Backup 5 seconds | 7 Save Message |
| 22 Return to beginning | 8 Hear Message Information |

Recording a Message

- | | |
|--------------------------|------------------------|
| # Send Now | 4 Set Future Delivery |
| 1 Mark Urgent | 5 Review Recording |
| 2 Request Return Receipt | 6 Rerecord |
| 3 Mark Private | 7 Add to the Message |
| 91 Add Name | 93 Mark Message Secure |

