UT Voice Mail Telephone Menu

Main Menu

1
Listen to Messages

1 – New Messages*
2 – Saved Messages
3 – Scheduled Delivery
*New messages are played by default.

Use these keys anytime:
# – Complete / Skip
* – Cancel / Exit

During-Message Options
0 – Help
1 – Replay Message
2 – Save Message
3 – Delete Message
4 – Forward Message
5 – Reply to Message
6 – Advance 5 Seconds
7 – Rewind 5 Seconds
8 – Increase Volume
9 – Decrease Volume
# – Pause / Resume
* – Return to Main Menu

After-Message Options
1 – Replay Message
2 – Save Message
3 – Delete Message
4 – Forward Message
5 – Reply to Message
6 – Play Message Envelope
7 – Previous Message
# – Next Message

Forward Message*
Record your introduction at the beep, then press the # key.
*Not available if message is marked private.

Reply to Message*
1 – Reply directly to msg.
5 – Place call to sender
*These features only work with messages from fellow UTVM subscribers.

4
Send Messages

(continued)

Record your message at the beep, then press the # key.

1 – Review
4 – Re-record
6 – Add Recipients

Add Recipients
Enter a mailbox number and press the # key, or:
* – Review Address Book

1 – Review
2 – Send
3 – Schedule Delivery
4 – Re-record
5 – Review Recipient List
6 – Add Recipients
7 – Mark Urgent
8 – Mark Private
**Dial-by-Name Caveat:**
Dial-by-Name will only access your Address Book and those fellow UTVM subscribers who have entered their names in their account settings via the Web Portal.

**Sub-Mailboxes:**
“Access Sub-mailboxes” is only an option for subscribers who have added one or more sub-mailboxes under User Options (see below) or in their account settings via the Web Portal.

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**5 Dial-by-Name**
- Enter letters of last name, or:
  - * - Review Address Book

**6 Access Sub-mailboxes**
- Enter sub-mailbox number.

**9 User Options**

- **1 – Greetings & Name**
  - Enter contact’s last name, press #, record and save prompt.

- **2 – Modify PIN**
  - Enter new PIN and press #.

- **3 – Playback Options**
  - 1 – Newest/oldest
  - 2 – Turn envelope on/off

- **4 – Notification Options**
  - 1 – Resume/pause notification.

- **5 – Sub-mailbox Mgmt.**
  - 1 – Create sub-mailbox
  - 2 – Delete sub-mailbox

  1 – Record name announcement
  2 – Use default announcement

* – Return to User Options

1 – Record name announcement
2 – Use default announcement

Create new PIN