### 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.

2. Options
   - Access Sub-Mailboxes
   - Main Menu

3. Messages
   - Messages
   - Listen to
   - Send by
   - Exit

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

5. Send Messages
   - Record your message at the beep, then press the # key.
   - 1 – Review
   - 2 – Re-record
   - 3 – Add Recipients

6. Dial-by-Name
   - Enter letters of last name, or:
   - # – Review Address Book
   - 1 – Play List
   - 2 – Previous Match
   - 3 – Next Match
   - # – Match Found

7. Access Sub-Mailboxes
   - Enter sub-mailbox number.

8. User Options
   - 1 – Greetings & Name
   - 2 – Modify PIN
   - 3 – Playback Options
   - 4 – Notification Options
   - 5 – Sub-mailbox Mgmt.
   - 6 – Account Settings

9. Exit
   - * – Return to Main Menu

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

2. Forward Message*
3. Place call to sender
   *These features only work with messages from fellow UTVM subscribers.

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

#### 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.

#### User Options
1. Greetings & Name
2. Modify PIN
3. Playback Options
4. Notification Options
5. Sub-mailbox Mgmt.

**1 – New Messages**
- Review
- Re-record
- Add Recipients

**2 – Saved Messages**
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- Add Recipients

**3 – Scheduled Delivery**
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- Enter sub-mailbox number.

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**9. Exit**
- * – Return to Main Menu

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