Telephone Menu Diagram

NOTE:
This diagram refers to the audible menu when logged into UTVM via the Telephone User Interface (TUI). It is not related to the Menu button found on most VoIP telephones.

Downloads:
- 8.5x11 TUI Diagram (2 pp.)
- 11x17 TUI Diagram
- 11x17 TUI Diagram (b & w)
UT Voice Mail Telephone 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
   * - Return to Main Menu

2. 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

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

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

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

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

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

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

8. Dial-by-Name Caveat:
   Dial-by-Name will only access your Address Book and those of fellow UTVM subscribers who have entered their names in their account settings via the Web Portal.

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

10. User Options
   - 1 - Greetings & Name
   - 5 - Record list prompts
   - 6 - Record Greetings
   - 8 - Modify Name Recording

   Enter contact's last name, press #, record and save announcement.

   - 1 - Turn Extended Absence greeting on/off.
   - 1 - Record Generic Greeting
   - 2 - Record Extended Absence
   - 3 - Record Busy, not supported
   - 4 - Record No-answer

   * - Return to User Options

11. Modify PIN
    - Enter new PIN and press #.

12. Playback Options
    - 1 - Newest/oldest
    - 2 - Turn envelope on/off

13. Notification Options
    - 1 - Resume/pause notification.

14. Sub-mailbox Mgmt.
    - 1 - Create sub-mailbox
    - 2 - Delete sub-mailbox

    1 - Record name announcement
    2 - Use default announcement

    Create new PIN