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

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
* - 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 – 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.

Send Messages
4

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

Add-By-Name
Enter letters of last name, or:
* – Review Address Book
1 – Play List
2 – Previous Match
3 – Next Match
# – Match Found

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.

Access Sub-mailboxes
6

Enter sub-mailbox number.

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
9

1 – Greetings & Name
2 – Modify PIN
3 – Playback Options
4 – Notification Options
5 – Sub-mailbox Mgmt.
* – Exit

Greet User Options
1 – Select Current Greeting
5 – Record list prompts
6 – Record Greetings
8 – Modify Name Recording

Greet User Options
Enter contact’s last name, press #, record and save greeting.

Modify User Options
1 – Record Name Announcement
2 – Record Extended Absence
3 – Record Busy, not supported
4 – Record No-answer
* – Return to User Options

Sub-mailbox Management
1 – Create sub-mailbox
2 – Delete sub-mailbox

Create new PIN