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 Envelope  
- 7. Previous Message  
- # - Next Message

## 4. Forward Message*

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 msg.  
5. Place call to sender  
*These features only work with messages from fellow UTVM subscribers.

## 4. Send Messages

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

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

## 6. Add Recipients

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

## 7. 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.

## 8. 5. Dial-by-Name

Enter letters of last name, or:
* - Review Address Book

## 10. 6. 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.

## 11. 9. User Options

1. Greetings & Name  
- 1. Select Current Greeting  
- 5. Record list prompts  
- 6. Record Greetings  
- 8. Modify Name Recording  

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  

Create new PIN