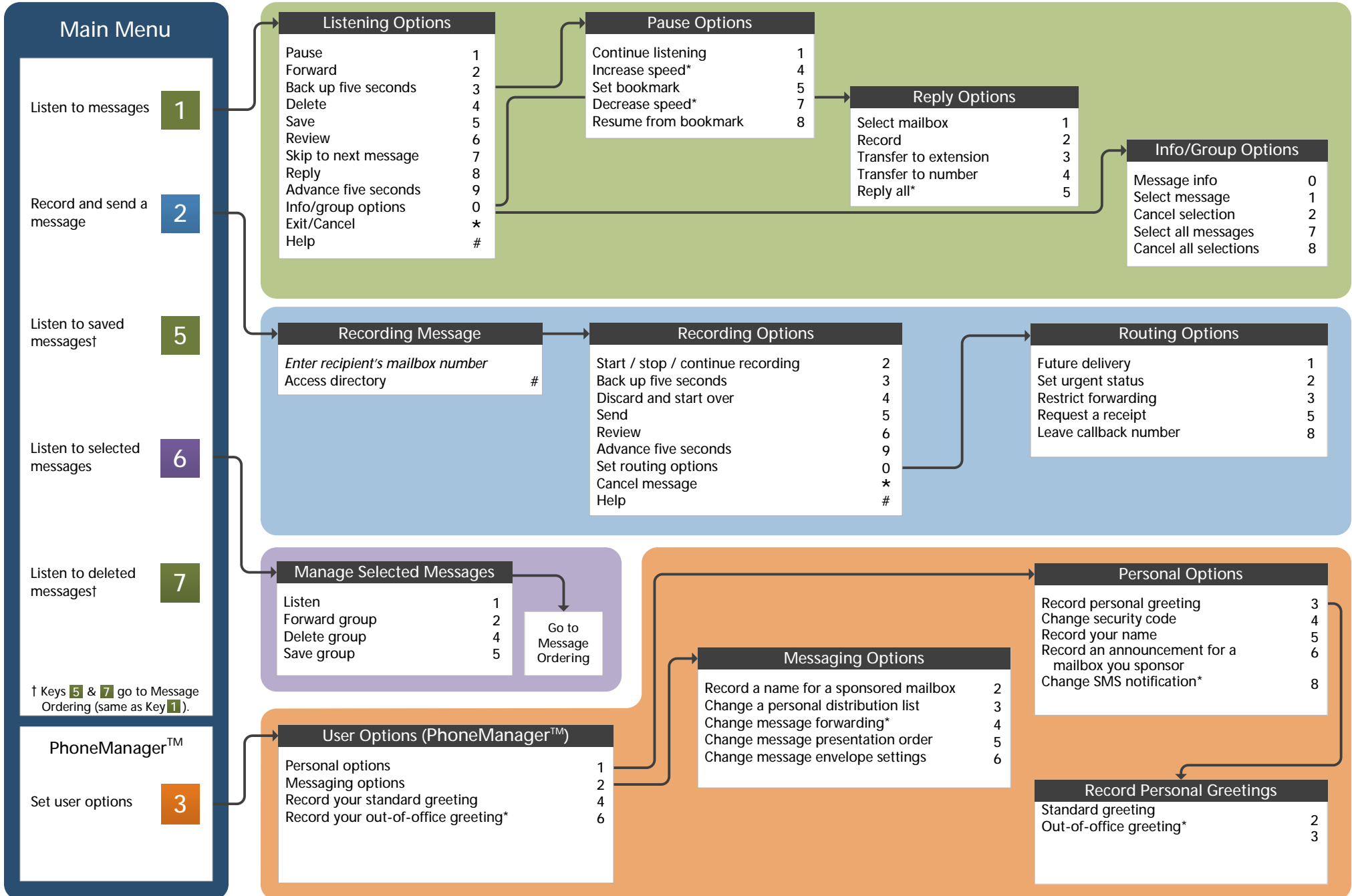# UNH AVST Voicemail *Voice Interface 2-4444*

* Depending on how your account is set up, this command may not be available. Please consult your system administrator for additional information.

Main Menu

Listen to messages **1**

Record and send a message **2**

Listen to saved messages† **5**

Listen to selected messages **6**

Listen to deleted messages† **7**

† Keys **5** & **7** go to Message Ordering (same as Key **1**).

PhoneManager™

Set user options **3**

Listening Options

Pause	1
Forward	2
Back up five seconds	3
Delete	4
Save	5
Review	6
Skip to next message	7
Reply	8
Advance five seconds	9
Info/group options	0
Exit/Cancel	*
Help	#

Pause Options

Continue listening	1
Increase speed*	4
Set bookmark	5
Decrease speed*	7
Resume from bookmark	8

Reply Options

Select mailbox	1
Record	2
Transfer to extension	3
Transfer to number	4
Reply all*	5

Info/Group Options

Message info	0
Select message	1
Cancel selection	2
Select all messages	7
Cancel all selections	8

Recording Message

Enter recipient's mailbox number	
Access directory	#

Recording Options

Start / stop / continue recording	2
Back up five seconds	3
Discard and start over	4
Send	5
Review	6
Advance five seconds	9
Set routing options	0
Cancel message	*
Help	#

Routing Options

Future delivery	1
Set urgent status	2
Restrict forwarding	3
Request a receipt	5
Leave callback number	8

Manage Selected Messages

Listen	1
Forward group	2
Delete group	4
Save group	5

Go to Message Ordering

Personal Options

Record personal greeting	3
Change security code	4
Record your name	5
Record an announcement for a mailbox you sponsor	6
Change SMS notification*	8

Messaging Options

Record a name for a sponsored mailbox	2
Change a personal distribution list	3
Change message forwarding*	4
Change message presentation order	5
Change message envelope settings	6

User Options (PhoneManager™)

Personal options	1
Messaging options	2
Record your standard greeting	4
Record your out-of-office greeting*	6

Record Personal Greetings

Standard greeting	2
Out-of-office greeting*	3

Welcome!

The University of New Hampshire's new AVST voicemail system.

Before You Start

To set up your CX mailbox, your system administrator will give you the following information.

CX internal number: 24444

CX external number: (603) 862-4444

Your subscriber mailbox number:

Your system administrator may also give you a default security code to use when you log on to CX for the first time.

Gaining Access to Your Mailbox

Follow these simple steps to start using CX.

1. Call the CX internal or external number.
2. If necessary, press the key for triggering a subscriber log on (default = #).
3. If prompted, enter your subscriber mailbox number.
4. Enter your security code (or the default code, if your administrator has given you one).

Performing Common Tasks

If you are looking for a quick hint on how to perform a specific task, here is the list of the shortcut commands.

*Depending on how your CX system is set up, this command may not be available. Please consult your system administrator for additional information.

Getting Started

If you want to...	Then enter...
Listen to new messages	1
Record and send a message	2
Listen to saved messages	5
Review, forward, delete, or save messages you have selected	6
Listen to and recover messages you have marked for deletion (in this session only)	7

Changing Your Mailbox Options

If you want to...	Then enter...
Change name	3 1 5
Change password	3 1 4
Change standard greeting	3 4 or 3 1 3 2
Change out-of-office greeting*	3 6 or 3 1 3 3
Set message presentation ordering	3 2 5

While Listening to Message

If you want to...	Then enter...
Increase playback speed	1 4
Decrease playback speed	1 7
Skip back five seconds	3
Delete a message	4
Save a message	5
Increase volume	1 6
Decrease volume	1 9
Skip to next message	7
Reply to a message	8
Skip ahead five seconds	9

After Recording Message

If you want to...	Then enter...
Request future delivery	0 1
Mark the message urgent	0 2
Restrict forwarding of the message	0 3
Request a return receipt	0 5
Leave a callback number	0 8