

Voicemail Access Numbers

From within the College
 From own extension: 6200
 From any other extension: 3151

From an external telephone
 020 7631 6200

When listening to a message

Press 1 for volume down
 Press 3 for volume up
 Press 4 to slow down
 Press 6 to speed up
 Press 7 to rewind
 Press 8 to pause/ to resume
 Press 9 to fast forward
 Press * to go to end of the message

Message Review Menu

To hear the next message	0
To repeat the current message	1
To hear the previous message	2
To delete the current message	3
To return to your first message	4
To play time/day/date of current message	5
To go to the most recent message	6
To copy the message to another mailbox	7
To reply to the current message	8
To return to the <i>personal options</i> menu	*

Personal Options Menu

To leave a message for another mailbox	2
To hear your new messages	3
To hear your stored messages	4
To change your personal greetings or user name	6
To change your password	8
For further options	9
To return to company greeting	*

Message Recording Menu

- Dial mailbox number
 - Record message
 Terminate recording ----- *

To review your message	1
To mark as private	2
To mark as urgent	3
To request a confirmation	4
To request a reply	5
To copy message to another mailbox	6
To send the message and return to personal options menu	*

Change Personal Greetings

To record your personal greeting	1
To review your personal greeting	2
To record your user name	3
To review your user name	4
Alternative personal greeting	5
To return to <i>personal options</i> menu	*

