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Phone tree via NMSU voice mail system

Here are some quick notes on setting up a **Personal Distribution list** from your voice mail box for your building/department/college. This can be used as part of phone tree distribution to send an emergency message to the voice mail boxes for all offices phone in your building/department/college. Limitations are that it will not ring phone and only works on phones with voice mail.

MANAGING (The distribution list should be set up in advance)

1. Enter the voice mail messaging system - Dial 6-7777 - Enter your security code -- Listen for the prompts
2. Dial 1 6 to customize mailbox - listen for the prompts
3. Dial 6 for personal distribution - listen for the prompts to set up a two digit list #
(you can set up to nine lists)
example: Dial 01 to indicate the 1st list - Dial 02 to indicate the 2nd list etc...
Once you indicate the two digit list press #
4. Enter new address # (this refers to the five digit extension #'s) - Enter as many extension numbers that you will need send a voice mail message to - Listen to the prompts after each number - Then hit #
5. Return to ready by pressing #

MESSAGING (The message would be provided at time of emergency)

1. Dial 6 to record the message - When prompted for address, enter the two digit distribution list #
2. Record your message - press # to end recording
3. Press 5 to future deliver the message - Listen for the prompts
4. Press # to send

Phone voice mail use instruction are accessible on the NMSU website at the following

1. General - <http://www.nmsu.edu/~telecom/reference.html> (see advanced instruction on page for messaging)
2. Advanced - http://www.nmsu.edu/~telecom/telecomm_copy.pdf (also see attached VM guide)

Thanks and credit are given to Michelle Guerra, ICT, for the prompt information on the phone system.

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NMSU Aggie Voice Mail Quick Reference Guide

VOICE BASICS

VOLUME CONTROL

1 8 Adjust volume

EXIT MAILBOX

9 Initiate exit

9 End session

0 Exit mailbox and make another call

Continue using mailbox

LISTENING

LISTEN TO A MESSAGE

5 Listen

1 5 Listen to last

1 9 2 Listen to saved

2 Back up

1 3 Forward

2 2 Back up to beginning

1 4 Immediately call

3 Erase

1 5 Listen to previous

4 Go forward

1 7 Reply

5 Listen to next

1 8 Volume

7 Save

***** Pause/Resume

8 Time/Date

MESSAGING

RECORD/ADDRESS MESSAGE

6 Record Message

2 Back up

2 2 Back up to beginning

3 Erase Message

***** Pause/Resume

End Recording

*** *** Erase Message

Addressing Options

4 Private

5 Future Delivery

*** *** Erase Message

Send

MANAGING

CHECK MESSAGE SENT

1 2 Check Messages Sent

RECORD OR CHANGE GREETING

4 Access Greeting

CUSTOMIZE MAILBOX

1 6 Set Option

Enter recipient's Mailbox

1 Turn On

2 Turn Off

5 Listen

Leave unchanged

6 Record new greeting

2 Back up

2 2 Back up to beginning

3 Erase message

***** Pause/ Resume

End recording

2 Security Code

4 Auto copy/delete

6 Personal distribution

7 Listen to future delivery

8 Record name