

# CAPNET VOICE MAIL

## QUICK REFERENCE GUIDE

### FOR EXISTING USERS

#### TO LOG IN:

Dial **3-2999** or **473-2999**

Enter “#” if you are at your desk or

Enter your **5 digit** extension number  
if away from your desk.

Enter your **password** and “#”.

#### TO GET MESSAGES

Log into your mailbox

Press **2**

Listen to header

Press **0** to Listen to message

#### END OF MESSAGE OPTIONS

Press **\*D** to delete or Press **#** to skip the message

OR

To Forward or Respond to a Voice Message

User must press **1** and

- 0** To Call Sender
- 2** To Forward with Comment
- 4** New Message
- 7** Reply by Voice Mail/Without Copy
- 1-9** Reply by Voice Mail/With Copy
- #** Return to Previous Menu

#### PLAY BACK CONTROLS:

	<b>Rewind</b>	<b>Play/Pause</b>
	<b>2</b>	<b>3</b>
<b>Louder</b>	<b>Back Up</b>	<b>Advance</b>
<b>4</b>	<b>5</b>	<b>6</b>
<b>Softer</b>	<b>Slower</b>	<b>Faster</b>
<b>7</b>	<b>8</b>	<b>9</b>
	<b>Listen/Replay</b>	<b>Skip</b>
	<b>0</b>	<b>#</b>

#### TO CHANGE THE RECORDED NAME:

Enter your Mailbox

Press **5** at Main Menu

Press **5**

#### TO CHANGE THE PASSWORD:

Enter your Mailbox

Press **5** at Main Menu

Press **4**

#### CREATING PERSONAL GREETING

Enter your mailbox

Press **3 - 1 - 1**

Record at the tone

To play back Press **2 - 3**

Press **#** to approve

Press **1** to use as greeting For All Calls

OR

Press **\*D** to Delete

To Re-record after Deleting

Press **1** to record your greeting

Press **1** after recording

Press **2 - 3** to play back

Press **#** to approve

Press **1** to use as greeting For All Calls

(Not necessary to press **1** if you are recording over previous greeting.)

#### RECORD AND SEND A MESSAGE

Log into your mailbox

Press **1** and speak message at tone

Press **#** to Approve or **1** to Edit

Enter **Extension Number** and **#**

Press **#** when finished

Press **#** to Send OR Press **0** for List of Options;

Make Private – Press **1**

Schedule Delivery – Press **3**

File Copy – Press **4**

#### ADDITIONAL MISC. INFORMATION

Sending all calls to Voice Mail (If coverage path exists)

Dial **\*03**

Cancel **\*86**

To bypass another CAPNET users Personal greeting  
Press **1** and you can promptly leave a message

To bypass old messages and get to new messages  
Press **2** to get messages and then Press **\*** and **#**

To recover a message you just deleted **\*\*U**

#### QUESTIONS?

Please call Education and Training for more information at extension **6-1445**.

OR

OFT Telecommunications Help Desk at **486-4000**