

SMMUSD Voice Mail Quick Reference Guide

Retrieving Your Voice Mail Messages

From your desktop phone:

1. Press the messages button on your phone (or 80400 from a phone other than yours)
2. Enter your password when prompted

From outside your site:

1. Dial (310) 255-5300
2. When prompted enter your 5-digit extension then press #
3. When prompted enter your password and press the #

Main Menu Shortcut Keys

Key	Action
1	Listen to new messages
2	Send a message
3	Review old messages
4	Change setup options
0	Help
*	Exit

Message Playback Shortcut Keys

While listening to a message you can perform the following actions:

Key	Action
1	Repeat
2	Save
3	Delete
4	Slow playback
6	Fast playback
7	Rewind
8	Pause/Resume
9	Fast forward
0	Help
*	Cancel

Post – Message Shortcut Keys

After listening to a message you can perform the following functions.

Key	Action
1	Repeat message
2	Save
3	Delete
5	Forward message
6	Mark message new
7	Skip back
9	Play message properties
0	Help
*	Cancel playing messages