Quick guide CMG Voice Uppsala University

UPPSALA UNIVERSITET

Voicemail number Uppsala University:

7273

Internal access:
Dial 7273 and follow the instructions.

External access:
Dial 018-471 7273 and follow the instructions.

Access from other internal extension:
Dial 7273, after answer, press * and follow the instructions.

To go back in the menu:
Press *

The chosen level of information decides how much the system voice speak in the menus.

There is no difference in what keys to use between the different levels of information.

Main menu:

- Listen to new messages (1)
- Old, listened messages (2)
- Saved messages (3)
- Settings (4)
- Activities (5)

New and old, listened messages:

- For information on how to manage your messages (0)

Manage messages:

- Save (4)
- Forward to other extension (5)
- Delete or restore (6)
- Rewind (7)
- Fast forward (9)
- Listen to previous (77)
- Listen to next (99)
- Make a pause or continue playback (8)

Activities:

- Enter activity code, end with # (0-9)
- To hear the next activity code, press # (#)

Settings:

- That apply to you (1)
- That apply to callers (2)
- Change PIN-code (3)

Change of PIN-code:

Enter new PIN-code, end with #

That apply to you:

- Change level of information (1)
- Alter preferred language (2)

Change information level:

- Detailed information (1)
- Standard information (2)
- Minimized information (3)

For system default settings, press any other key.

Chosen language:

- Swedish (1)
- English (2)

For system default settings, press any other key.

That apply to callers:

- Deactivate your voicemail
- Deactivate system voice
- Deactivate automatic name-reciting (4)
- Administer your general greeting (5)

Administer your general greeting:

- Listen to your greeting (1)
- Record, end with # (2)
- Delete (3)

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