

Welcome to Drexel University Voicemail

Phone numbers used to access your mailbox

Voicemail internal number	4900
Voicemail external number	215-895-4900
Subscriber mailbox number	Typically your 10 digit phone number beginning with area code.

Gaining Access to Your Mailbox

Call the internal or external number.

TIP: If you are calling from a campus phone that is not your own, if necessary, press * to be prompted for your mailbox number.

Visit www.drexel.edu/irt/phones if you need assistance or call 215-895-6666.

Getting Started

If you want to ...	Enter
Listen to new messages	1
Record message for another subscriber	2
To delete a message	4
To save a message or listen to saved messages	5
Review, forward, delete, save messages	6
Listen to and recover messages marked for deletion (in this session only)	7
To exit the system	* * * *

After Recording a Message

Mark the message urgent	0 2
Request a return receipt	0 5
Restrict forwarding of the message	0 3

While Listening to a Message

If you want to ...	Enter
Increase playback speed	1 4
Decrease playback speed	1 7
Increase playback volume	1 6
Decrease playback volume	1 9
Skip ahead five seconds	9
Skip back five seconds	3
Skip to the next message	7

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Setting Up Your Mailbox

If you want to ...	Enter
Change your name recording	3 1 5
Change your out-of-office greeting	3 1 3 3
Change your password	3 1 4
Change your standard greeting	3 1 3 2
Set Immediate Message Notification†	3 1 1
Set message presentation ordering	3 2 5



How to Print the Drexel University Voicemail Pocket Guide

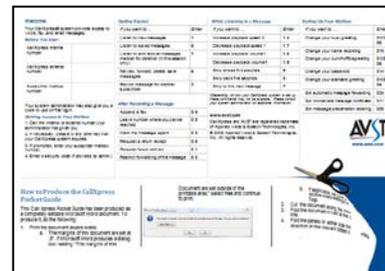
This Pocket Guide has been produced as a completely editable Microsoft Word document. To produce it, do the following:

1. Print the document double-sided.
 - a. The margins of this document are set at .5". If Microsoft Word produces a dialog

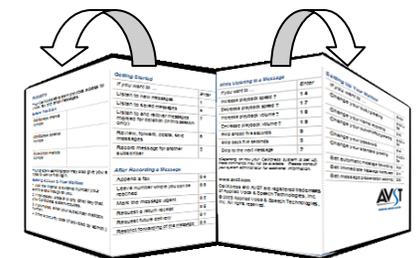
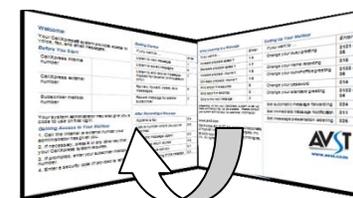
box reading "The margins of this Document are set outside of the printable area," select **Yes** and continue to print.



2. Cut the document along the lower dotted line.



3. Fold the document in half at the center dotted line.
4. Fold the panels on either side back the opposite direction on the relevant dotted lines.



Listening - Main Menu			
New messages 1 Saved 5 Deleted 7			
Selected messages	6, then 1 to <i>listen</i> 2 to <i>forward</i> 4 to <i>delete</i> 5 to <i>save</i>		
Message Ordering: 1. Voice, 4 Outside callers, 5 Specific sender, 9 All			
Listening Options			
Pause	1, then 1 to <i>resume</i>		
Forward	2	+ or – 5 sec.	3 or 9
Delete	4	Save	5
Review	6	Skip to Next	7
Reply	8, then 1 to <i>select mailbox</i> 2 to <i>record</i> 3 to <i>transfer to an extension</i> 4 to <i>transfer to number</i>		
Info	0, then 0 for <i>message info</i> 1 to <i>select message</i> 2 to <i>cancel</i> 7 to <i>select all</i> 8 to <i>cancel all</i>		

Recording – Main Menu	
Record and Send	2
Stop Recording	2
Recording Options	
Approve to Send	#, then Mailbox number, then # to send
Pause or Continue	2
+ or – 5 seconds	3 or 9
Start over	4
Review	6
Set Routing Options	0, then 1 for <i>future delivery</i> 2 to <i>set URGENT status</i> 3 to <i>restrict forwarding</i>
Use * to remove last number entered or return to previous menu, ** to cancel message	
† These commands may not be available. Please consult your system administrator.	

User Options – Main Menu	
Personal Options	1, then 1 to <i>change message</i> 2 to <i>change daily reminder</i> 3 to <i>record greeting</i> (then 2 or 3 for <i>standard</i> or <i>out-of-office</i>) 4 to <i>change security code</i> 5 to <i>record name</i> 7 to <i>change language</i>
Messaging Options	2, then 2 to <i>record name</i> 3 to <i>change distribution list</i> 4 to <i>change message forwarding</i> 5 to <i>change presentation order</i> 6 to <i>change envelope settings</i>
Record Greeting	4 for <i>standard greeting</i> 6 for <i>out-of-office greeting</i>

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