Welcome!

The telephone user interface (TUI) allows you to manage your Bates College voicemail messages through a telephone keypad.

Before You Start

On-campus access number	**6789**
Off-campus access number	**(207) 777-6789**
Your voicemail box number (extension)	**Last 4-digits of your telephone #**
Default Security Code: **22837** (BATES)	

Gaining Access to Your Voicemail

1. Call the internal or external number for **Bates VoiceMail** (listed above).
2. If necessary, press # to logon to your mailbox.
3. If prompted, enter your voicemail box number.
4. Enter your security code.

Getting Started

If you want to …	Enter
Listen to new messages	**5**
Record a message for another subscriber	**6**
Set User Options	**1 6**
Listen to saved messages	**1 9 2**
Listen to and recover messages marked for deletion (current session only)	**5**

Listening to new messages

If you want to …	Enter
Listen to messages	**5**
Delete/Erase current message	**3**
Save current message	**7**
Skip to next message	**5**

While Listening to a Message

If you want to …	Enter
Pause or resume message	*****
Backup five seconds	**2**
Backup to the beginning of message	**2 2**
Skip ahead five seconds	**4**
Skip to the next message	**5**
Delete message	**3**
Save message	**7**
Forward message	**1 3**
Reply to message	**1 7**
Listen to message envelope information	**8**

While Recording a Message

If you want to …	Enter
Stop recording	**#**
Backup five seconds	**2**
Return to the beginning of message	**2 2**
Discard and start over	**3**

After Recording a Message

If you want to …	Enter
Send the message	**#**
Continue recording	*****
Discard and start over	*** ***
Request future delivery	**# 5**
Mark the message urgent	**# 6**

Setting Up Your Mailbox

If you want to …	Enter
Change immediate message notification	**1 6 1 1**
Change daily reminder	**1 6 1 2**
Record greetings	**--**
Record your normal greeting	**1 6 1 3 2**
Record your out-of-office greeting	**1 6 1 3 3**
Change your security code	**1 6 1 4**
Record name	**1 6 1 5**
Change SMS notification	**1 6 1 8**
Set automatic message forwarding	**1 6 2 4**
Set message presentation ordering	**1 6 2 5**
Change message envelope settings	**1 6 2 6**

NEC

For more information visit the Information and Library Services website:

http://www.bates.edu/ils/ category/how-do-i/telephones

Help Desk Services
The George and Helen Ladd Library
(207) 786-8222
helpdesk@bates.edu

Bates
VoiceMail

pocket guide

On-Campus: **6789**

Off-Campus: **(207) 777-6789**

This pocket guide provides instructions for use with a *telephone keypad*.

You may also manage your voicemail messages from:

http://voicemail.bates.edu