

REMINDER MESSAGES

01	Meeting
02	Staff Meeting
03	Cancel Meeting
04	Appointment
05	Leave Campus
06	Place Call
07	Call Client
08	Call Member
09	Call Home
10	Call Finance Off
11	Finance-PR Info
12	Wedding
13	Memorial Service
14	Cancel DND
15	Cancel Call Fwd
16	Take Medication
17	Make Reservation
18	Review Schedule
19	Lunch
20	Reminder

To set a Reminder Message - -
Dial 305
Input the 2-digit reminder message
Press the # key
Input the 4-digit time (12-hour clock)
(0351 = 3:51)
Press 1 for AM or 2 for PM

To cancel ALL Reminder Messages - -
Dial 306

To clear a received reminder message:
Press *

To access Voice Mail

From any telephone call 619-260-3033
OR
from any telephone at FUMC, press the Voice Mail button

As soon as the message beings, press *

"Please enter your mailbox number"
(enter your 3-digit extension)

"Enter your password. Then press pound"
(Enter your password. Press the # key.)

To listen to new messages, press 1

To record a message, press 2

To listen to saved messages, press 3

For personal options, press 4

To change your personal greeting, press 1

To change your name in the directory, press 2

To change your password, press 3

To change your message envelope, press 4

For more options, press 9

to change the FAX destination number, press 1

to change your message search order, press 2

to sawp your key settings for save and delete, press 3

For message options, press 5

to cancel unheard sent voice mail messages, press 1

to recover deleted messages, press 2

Voice Mail Choices (while listening to messages)

1	to replay the message
2	to reply to this message
3	to forward a copy of this message to another destination
4	to replay the previous message
5	to replay the message envelope
6	to listen to your next message
7	to save this message (this is swap-able with "9")
9	to delete this message (this is swap-able with "7")

NOTE: While listening to your voice mail messages, if you are listening to a recording, or listening to the recorded attendant message, you can press # to skip listening and go to the end of the message.