Telephone User Quick Chart (TUI)

**Main Subscriber Menu**
- Listen to new messages (unread, then read) → 1
- Listen to saved messages → 5
- Record and send a message → 2
- Set user options → 3

**Recording Options**
- Approve for sending → #
- Pause or continue → 2
- Back up five seconds → 3
- Discard and start over → 4
- Review → 6
- Advance five seconds → 9
- Set routing options → 0

**Telephone User Quick Chart (TUI)**

**Message Ordering**
- Voice messages → 1
- Fax messages → 2
- Messages from outside callers → 4
- Messages from a specific mailbox → 5
- All messages → 9

**Listening Options**
- Pause → 1
- Forward → 2
- Back up five seconds → 3
- Delete → 4
- Save → 5
- Review → 6
- Skip to next message → 7
- Reply → 8
- Advance five seconds → 9
- Info / group options → 0

**Personal Options**
- Change message notification → 1
- Change daily message reminder → 2
- Record personal greeting → 3
- Change security code → 4
- Record your name → 5
- Record an announcement for a mailbox you sponsor → 6
- Change SMS notification → 8

**Select mailbox** → 1
- Record → 2
- Transfer to extension → 3
- Transfer to number → 4

**User Options (PhoneManager™)**
- Personal options → 1
- Messaging options → 2
- Automated attendant options → 3
- Record your standard greeting → 4
- Record your busy greeting → 5
- Record your out-of-office greeting → 6

**Automated Attendant Options**
- Change call screening → 1
- Change call blocking → 2
- Change extension-specific processing → 3
- Change diverted call processing → 4

**Enhanced and UM Voicemail users may access and manage Cal Voicemail via a web browser when using Web PhoneManager. Please visit https://calvm-access.berkeley.edu to log on.**