Cal Voicemail Quick Keys

When accessing Cal Voicemail by telephone, refer to this quick reference of keys to use. A more complete guide, along with other useful information, is available under the Online User Guides link at the Cal Voicemail home page.

Calling the voicemail system
● dial **510-643-5530**
● enter your **7-digit** campus number and password when prompted

User Tips
● cancel or return to previous menu **＊**
● bypass greeting **#**

Listening to Messages
● play new messages **1**
● go to saved messages **5**

Change your…
● Personal Greeting **3 4**
● Out-of-Office Greeting **3 6**

Options During Message Playback
● delete message **4**
● save message **5**
● review message **6**
● rewind five seconds **3**
● skip to next message **7**
● fast forward five seconds **9**
● hear envelope **0 0**
● reply **8**
● forward **2**
● call sender **8 3** (when sender is a Campus line)
● call sender **8 4** (when sender is a *non-Campus* line)
● pause **1**

Create and Send Messages
● to begin press **2**
● start recording at tone
● to stop recording press **2**
● review your recording **6**
● discard and re-record **4**
● cancel message **＊**
● sending options **0**
● approve for sending **#**
● enter recipient mailbox number
● enter additional addresses
● send message **#**

For more information, please visit the Cal Voicemail home page or call IST Telecom at 510-642-8500 and press 1, 3 to reach us immediately.