

# Printable JSU Voice Mail Feature List

Print this page and place the printed card on or near your phone for easy access



**Reach your mailbox**  
Call system phone number - 7900  
Enter your mailbox number and password

**Review messages** 1  
**Unheard voice messages** 1-1

*Use these keys to control playback*

Rewind	1	Slower	4
Pause/Restart	2	Faster	6
Fast forward	3	Louder	9
Envelope	5	Normal	8

*After each message, use these keys to:*

Replay	4	Envelope	5
Erase	7	Main menu	*
Save	9		

**Send a message** 2  
Record message  
Finish recording #  
Enter recipient's mailbox no. or # and spell name  
Send #

**Locate messages** 3  
Sent 1  
Received 2

**Change your...**  
Password 4 2 1 1  
Personal Greeting 4 3 1 2

## Extra copies for printing

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