This quick reference guide provides step-by-step instructions on how to perform important tasks when using the Modular Messaging system through the Serenade® telephone user interface (TUI). For additional information, consult the Modular Messaging TUI guide.

### Note:
Depending on the way your system is set up, some features in this guide may not be available.

#### To Transfer caller directly into someone's voicemail box.
Hit Transfer key _dialog 4000_ hit # # # # # enter 4digit ext **XXXX** hang up.

#### To Transfer a campus caller into someone's voicemail box directly.
Hit Transfer key _dialog 4000_ hit # # # # # enter 4digit ext xxxx hang up.

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### Accessing your mailbox

**From your office extension:**

1. Call the system access number: **4000**
2. Enter your password followed by [#].

**From someone else’s office extension or from outside of your office:**

1. Call the system access number.
2. Do one of the following:
   - If you are prompted to enter the password for the extension from which you are calling, press [*] [#].
   - If you are prompted to enter the extension of the person you are calling, press [8].
3. Enter your mailbox number.
4. Enter your password followed by [#].

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### Record/Send Messages

- **Record a Message**
  - From Ready menu, press [6]
  - At tone, record message
  - When finished, press [#]

  **Recording Options**
  - Skip backward [2]
  - Rewind [2]
  - Delete message [3]
  - Skip forward [4]
  - Pause/Resume [*]
  - End recording & approve [#]

- **Message Addressing Options**
  - Enter destination mailbox number or list number, and then press [#]
  - To spell recipient’s name using touchtone keys: Press [0] [0], spell name, and press [#]
  - **Other Options**
    - Delete current addressee [*]
    - Delete entire message [*]

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### Get Messages

- **Get Message Options**
  - New messages [1] [9] [1]
  - Saved messages [1] [9] [2]
  - Deleted messages [1] [9] [4]
  - Next message [5]
  - Print/fax/e-mail [4] [1] [9] [9]
  - Namescan options [1] [9] [5]

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### Greetings

- **Manage Greetings**
  - Personal greeting [4] [1]
  - Extended absence greeting [4] [2]
  - Optional greetings [4] [3]
  - Scan greetings [4] [4]
  - Activate greetings (personal or optional) [4] [5]

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### Personal Options

- **Personal Options**
  - Call Me/Find Me options [4] [1] [6] [1]
  - Change password [1] [6] [2]
  - Caller Application Announcements [1] [6] [3]
  - Personal Operator [1] [6] [5]
  - Record name [1] [6] [8]
  - Setting or changing default timer number [4] [6] [9]

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### Record Name

- **Record name**
  - When finished, press [#]
  - To re-record, press [1]
  - To re-record recording [2]
  - To approve, press [#]

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### Record Greeting Options

- **Play greeting** [1]
- **Record greeting** [2]
- **Delete greeting** [3]
- **Activate greetings** [4]

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### Record/Print Options

- **Send Options**
  - Toggle private/not private [4]
  - Mark for future delivery [5]
  - Toggle urgent/not urgent [6]
  - Send [*]

- **Print Options**
  - To print to the default printer: [*]
  - To print to the fax machine: [#]

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### Caller Application Options

- **Adjusting Playback Options**
  - Slower [*] [3]
  - Softer [*] [4]
  - Faster [*] [5]
  - Louder [*] [9]
  - Pause/Resume [*]