




MASON VOICE MAIL QUICK REFERENCE

 voicemail.gmu.edu

 703-993-3546

ACCESS YOUR VOICE MAIL

On-campus:

Dial 3-7900, press #

Enter your password, press #

Off-campus:

Dial 703-993-7900, enter your

5-digit mailbox number, press #

Enter your password, press #

1
Skip
Back

2
Play

3
Skip
Forward

4
Previous
Message

5
Record

6
Next
Message

7
Message
Commands

8
Mailbox
Commands

9
Call
Sender

Help

0
Attendant/
Thru-Dial

#
Stop

MESSAGE KEYPAD COMMANDS

[updated 10-2014]

- 7 1** Reply
- 7 2** Play message envelope information
- 7 3** Forward
- 7 4** Reply to all
- 7 5** Compose a new message
- 7 6** Delete / Restore
- 7 9** Send (after Compose, Reply, or Forward)
- 7 0** Message Options:
 - 1-Urgent, 4-Private, 5-Acknowledge, 6-Timed Delivery, 7-Attach

MAILBOX KEYPAD COMMANDS

- 8 1** Log in
- 8 2** Greetings:
 - 1-External, 2-Internal, 3-Temporary, 9-Personal Verification
- 8 3** Disconnect
- 8 4** Password Change
- 8 5** CallPilot Tools: 1-Message Forwarding, 2-Remote Notification, 4-Return to Speech, 5-Distribution Lists
- 8 6** Go to a specific message
- 8 0** Mailbox Options:
 - 1-Custom Operator, 4-Autologin, 7-Block Messages

PLAYBACK CONTROLS

- 2 1** / **2 3** Decrease / Increase Speed
- 2 4** / **2 6** Decrease / Increase Volume

ALWAYS AVAILABLE

- *** Help **#** Cancel / Exit / Stop