



INDIANA UNIVERSITY KOKOMO

DEPARTMENT OF INFORMATION TECHNOLOGY

Centigram Voice Memo II User Interface

Dial 599 then enter pass code
Main Menu

P – Play	M- Make	U – User Options	E - Exit
K – Keep	R – Review	G – Greeting	E - Exit
D – Discard	D – Discard and Rerecord	N – Name	
A – Answer	A – Append	P – Pass code	
G – Give	M – Message Addressing Options	L – Distribution Lists	
X – Exit (will then automatically send)	C – Confidential	T – Tutorial	
	R – Return Receipt	X - Exit	
	U – Urgent		
	F – Future Delivery		
	X – Exit Message Addressing Options		
	X – Exit to Main Menu		

Hidden Features: * - Rewind (5 seconds), # - Forward (5 seconds), 1 – Pause, 2 – Bypass Grtg
 To forward – press #1 dial ext. ### then hang up. To remove forward press #1
 To check voicemail from off-campus - Dial your direct number, press * when voice comes on and put in your pass code.

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