

myVM Reference Card

Welcome to myVM Voicemail!

You can now receive and listen to voicemail messages in the following ways:



NEW-VOICEMAIL TO EMAIL STORAGE

Advanced features require University of Chicago managed and supported email (e.g., xMail).



SPEECH TO TEXT

Translates voicemail to text, delivered to email.



ON THE WEB

myphone.uchicago.edu

- Manage greetings
- Set greeting schedules
- Change your PIN
- Update notification devices

Voicemail storage (at additional cost)

ACCESSING YOUR VOICEMAIL - First time users must set up your mailbox recording and reset the PIN.

Location(s)	Action	*Initial PIN is 2MYVM (26986)
From your desk phone	<ul style="list-style-type: none"> ■ Press the "Message/Envelope" ■ Enter PIN (first time user PIN is 26986), press # 	
Off Campus	<ul style="list-style-type: none"> ■ Dial your 10-digit phone number ■ When you hear your voicemail greeting press * ■ Enter your ID (your 5-digit extension) press # ■ Enter your PIN, press # 	
Another phone within your organization	<ul style="list-style-type: none"> ■ Press the "Messages/Envelope" ■ Press * when the Voicemail system answers ■ Enter your ID (your 5-digit extension) press # ■ Enter your PIN, press # 	
On the University network	Visit myphone.uchicago.edu . Enter your CNET ID, followed by your CNET password.	

Questions? Problems? Feedback?

Contact itservices@uchicago.edu or call 2-5800.

MAIN MENU AND SHORTCUTS

Action	Key(s)
Play new messages	1
Send a message	2
Review old messages	3
Change setup options	4
Change greetings	41
Turn on/off alternate greeting	412
Change message notification	421
Choose full or brief menus	423
Change transfer settings	44
Find messages	5
Find messages from a user	51
Find messages from all outside callers	52
Find messages from a specific outside caller	53

VOICE PROMPTS

While listening to the main menu, say:

- Play <greeting name> greeting
- Record <greeting name> greeting
- Turn on <greeting name> greeting (to enable the greeting indefinitely)
- Turn on <greeting name> greeting until <date>
- Turn off <greeting name> greeting
- Change my PIN
- List my number in the directory
- Do not list my number in the directory
- Play my recorded name
- Change my recorded name
- Empty Deleted Items folder
- Touchtone conversation (switches to phone keypad input for remainder of call)
- Setup options (switches to phone keypad input; to switch back, keep pressing * until you hear Voice command conversation)
- Tutorial (to access a set of tutorials on working with voice commands)



Visit answers.uchicago.edu for more shortcuts and additional menu options.

SEND MESSAGE MENU

(After addressing and recording message)

	Key(s)
Mark urgent	1
Request return receipt	2
Mark private	3
Request future delivery	4
Review recording	5
Rerecord	6
Add to recording	7
Add a recipient	91
Play all recipients (and delete recipients)	92
Cancel message	*
Send message	#
Help/Operator Assistance	0
Copy Yourself	95