

Express Messaging

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The Express Messaging Access Number at Furman University is 3233.

Express messaging	
<p>Express messaging is a fast method of leaving a message in another Voice Messaging mailbox without logging in to your own mailbox to compose and send the message.</p>	
To send an express message	
<ol style="list-style-type: none">1. Dial the express messaging access number.	<i>"Express messaging. To mailbox?"</i>
<ol style="list-style-type: none">2. Enter the mailbox number of the person for whom you are leaving the message, then press #. <p>To use a name instead of a mailbox number, see "Name addressing" on this page.</p>	<i>"(Name or mailbox number.) Please leave a message after the tone."</i>
<ol style="list-style-type: none">3. Wait for the tone, then record. <p>To edit or tag your message, see "Checking and editing your messages" on page 18, and "Tagging messages" on page 20.</p>	
<ol style="list-style-type: none">4. Hang up.	

Name addressing

You can use name addressing for addressing a message, for creating a distribution list, or for express messaging, by spelling the name on your telephone keypad.

To address by name

1. When Voice Messaging prompts you for a mailbox number, enter the name addressing prefix. (If you don't know the prefix, press .)
2. Spell the last name, then the first. For Q, press 7; for Z, press 9. For example, to reach Bob Quinn, dial 78466262. You can stop spelling as soon as the system announces a match.

If you don't know the complete name, enter the first few letters, then press .

"Name found: (name)."

If you entered a partial name, the system lets you select from a list of possible matches for the name.