



## VOICE MAIL GUIDE


Phone Number: (310) 287-####

### TO ACCESS VOICE MAIL

#### To log on from your extension:

- Press  (**Messages**) key
- Enter password, press 123456#

To log on from another extension:

- Press  (**Messages**) key
- Press asterisk key twice
- Enter your extension then press #
- Enter password then press #

#### To log on from any phone on or off campus:

- Dial your direct phone number wait for your greeting
- Press ★
- Enter your extension, press #
- Enter password then press #

### LISTENING TO MESSAGES

To listen to new or existing messages:

- Log on to voicemail
- To hear new messages, press **1**
- To send a message, press **2**
- To review old messages, press **3**
- To setup options, press **4**
- To exit, press \*
- For help, press **0**

While listening to current message:

- To repeat message, press **1**
- To save message, press **2**
- To delete message, press **3**
- To restart or backup, press **7**
- To pause or resume after pause, press **8**
- To fast-forward to end, press **9**

After hearing current message:

- To repeat message, press **1**
- To save message, press **2**
- To delete message, press **3**
  - To reply to message, press **4**
  - To forward message, press **5**
  - To mark it as new message, press **6**
  - To skip back, press **7**
- For message prosperity, press **9**
- To cancel playing message, press \*
- For help, Press **0**

### RECORDING MESSAGES

To record and send a message without ringing another person's telephone:

- Log on to voicemail
- Press **2**
- Press # twice, then enter extension
- Press # after entering each extension
- To add another name or list, press **1**

To record the message:


- To record the message, press #
- To end recording, press #
- For message options, press **1** or
- To send message, press #

### TRANSFER / FORWARD TO VOICEMAIL

To transfer a call directly to a colleague's voicemail box through Call Manager:

- Press \*
- Enter mailbox ID (phone Number)

To forward your calls directly into voicemail:

- At idle phone, press **CFwrdALL** softkey
- Press  (**Messages**) key



# INFO TECH HOW-TO

## PERSONAL SETTINGS

To change password:

- Log on to voicemail
- Press **4 3 1**
- Enter new password, press **#**
- Enter password again to confirm, press **#**

To change greetings:

- Log on to voicemail
- Press **4 1 1** for standard greeting
- Listen to current greeting
- To re-record greeting, press **1**
- To end recording, press **#**

To change recorded name:

- Log on to voicemail
- Press **4 3 2**
- At tone, record name

## SKIP GREETING

To skip someone else's greeting:

- Press **#** and record at the tone

## MAILBOX ENROLLMENT

- Log on to voicemail
- Enter **123456** and press **#**

## RECORD NAME

To record your name:

- At tone, say your name, press **#**
- To accept, press **#**

## EXIT

To leave settings area:

- Press **★**

## DIAL DIRECT to VOICE MAIL

- Inside Campus: Press Message button or Dial xxxx