

Initial Voice Mail Set UP

- The default password for your voicemail is “12345”. You will be asked to change this password during setup. We recommend that you set up voice mail from your campus phone.
- You will be asked to set up your recorded name, personal greeting and to change your password. Remember to think about your personal greeting (greeting callers hear prior to leaving you a voicemail) and write it out if needed.
- Press the Messages button and follow the voice prompts. On the wireless phone, press and hold the 1 key for about two seconds to access voice mail.
- Be sure to follow the prompts completely until the system tells you that your settings have been updated and saved.
- If you forget your password, please contact the help desk at ext. 7700 and ask them to issue a work order to reset your voice mail password.

Checking Voicemail

- The red light on your Handset lights up when you have a voicemail message. On the wireless phone, you will see a small envelope symbol to the right of the phone number.
- Press the Messages button and follow the voice instructions.
- Enter your password when requested.
- Press 1 key to hear your messages and follow prompts.

Checking Voicemail from an Outside Line

- Dial the external voicemail number, either 397-8990. When you hear the male voice, Press the * key.
- At the “Enter Your ID Number” prompt, enter your 4-digit phone number. If you have a classroom extension (31XX thru 34XX), then you will have to enter the three digit location code for your campus and then your four digit extension number.

- After you enter the correct extension information, you will be prompted for your password.

Changing your PW, Greeting or Recorded Name from your office phone

- Access voice mail and input your password when requested
- Press 4 for "Setup Options"
- From the "Setup Options Menu", To change your greeting, Press 1 and follow the prompts. After you finish recording your greeting, you can press * to move back to the Setup Options" menu
- To change your password or recorded name from the "Setup Options" Menu, press 3 for Personal Setting. You will be given two options: Press 1 to change your password and Press 2 to change your recorded name. Follow the prompts.

Phone training website on the intranet:

<http://intranet/InstructionalTech/voip/>