

3 Easy Steps To Setting Up Your Voice Mailbox

Step 1: Mailbox Log In and Password Setup

- 1) Lift handset, dial extension 3000.
- 2) Enter your mailbox number plus #. Your mail box number is the last 4 digits of your phone number.
- 3) When asked to enter your initial password, press 598 plus your 4 digit mailbox number. (598 + mailbox number), plus #.
- 4) Press 84, enter your current password (598 + mailbox number), plus #.
- 5) Enter in your new password, plus #. (Choose a password 4 digit password. It may not be an easy sequence i.e. 1111, 1234, etc.)
- 6) Enter in your new password again, plus #.
- 7) Your password has been changed. You will be returned to the main menu. (Share this password with your roommate as not to lock each other out of your mail box. After three invalid log in attempts, your voice mail box will automatically be locked and you will need to dial 0 to have it set back to default).
- 8) To hang up from voice mail, enter 83.

Log in to my own mailbox after the first time setup

- 1) Lift handset, dial extension 3000.
- 2) Enter your mailbox number _____, then #.
- 3) Enter password _____, then #.
- 4) You are now logged into your mailbox.

Step 2: Record Your First and Last Name (Personal Verification)

If you are not logged into your voice mailbox you will need to log in...start with number 1 below, otherwise you may skip to number 5.

- 1) Lift handset, dial extension 3000.
- 2) Enter your mailbox number _____, then #.
- 3) Enter password _____, then #.
- 4) You are now logged into your mailbox.
- 5) Enter 829 to change your recorded name.
- 6) Press 5 to record, wait for the tone; then speak your first and last name followed by #. (If you have a roommate, it would be courteous to include both names).
- 7) Your personal verification will automatically be played.
- 8) To delete your name recording, press 76 and re-record. [Always delete (76) the current name before re-recording.]
- 9) To return to the start of your mailbox, press 4.
- 10) To hang up, enter 83

Step 3: Record or Change the Greeting Callers Hear

If you are not logged into your voice mailbox, start with number 1 below, otherwise you may skip to number 5.

- 1) Lift handset, dial extension 3000.
- 2) Enter your mailbox number _____, then # (pound).
- 3) Enter password _____, then # (pound).
- 4) You are now logged into your mailbox.
- 5) Enter 82 to record your greeting.
 - a. To record you external greeting, press 1.
 - b. To record your internal greeting, press 2.
 - c. To record your temporary greeting, press 3.

Note: Internal = On Campus (optional)
External = Off Campus (required)
- 6) Press 5 to record, wait for the tone, record your greeting, enter # to stop recording.
- 7) To verify greeting, press 2; to delete your greeting, press 76.
- 8) To return to the start of your mailbox, press 4
- 9) To hang up, enter 83.

Hints:

- To listen to your first new message, press 2.
- To go to the next message, press 6.
- To go to the previous message, press 4.
- To go to a specific message, press 86+ message number + #.
- Press 76 to Delete a message; either during play back or immediately following message playback.
- To play time and date stamp, press 72 while listening to a message. (Includes a list of all recipients)



For Operator assistance

Dial 0.