

## EMPLOYEE VOICEMAIL

### ON CAMPUS FEATURES

DIAL:	ACTION:
55	1) Dial * , enter 4-digit extension, dial # 2) Wait for response, enter password
6789	1) Dial * , enter 4-digit extension, dial # 2) Wait for response, enter password
messages button & *	1) Enter your ID (4-digit extension), dial # 2) Wait for response, enter password
messages button (from own phone only)	1) Enter password, dial #
RECORDING MESSAGES DIRECTLY INTO VOICEMAIL ON CAMPUS:	
* & 4-digit extension	1) Record message

### OFF CAMPUS FEATURES

DIAL:	ACTION:
795-6789	1) Wait for response 2) Dial * , enter 4-digit extension, dial # 3) Enter password, follow prompts
757-2121 (or 888-201-8480 outside 760 area code)	1) During greeting dial # 2) During response, dial * , enter 4-digit ext., dial # 3) Enter password, follow prompts
RECORDING MESSAGES DIRECTLY INTO VOICEMAIL OFF CAMPUS:	
795-6789 or 757-2121	1) Wait for response 2) Dial 6100, wait for response 3) Dial # , enter 4-digit extension of recipient, dial #, dial 2 4) Wait for recipient greeting to finish or dial 1 to bypass 5) Record message

### UNIVERSAL FEATURES

FEATURES:	During Message Playback	Play New Messages	Send a Message	Review Old Messages
NOTE: When voicemail is deleted via computer, it may be retrieved from the Deleted Items folder. When voicemail is deleted via phoneset, it cannot be restored.				
Dial...		1	2	3
<b>ACTIONS:</b>				
1 – repeat message	✓	✓		✓
2 – save message	✓	✓		✓
3 – delete message	✓	✓		✓
3 – message options			✓	
4 – decrease playback speed	✓			
4 – reply to message		✓		✓
5 – change volume	✓			
5 – forward message		✓		✓
6 – increase playback speed	✓			
6 – mark message new		✓		✓
7 – skip back in message	✓			✓
8 – pause message	✓			
9 – forward message	✓			
9 – message properties		✓		✓
# - add a name			✓	
# - skip to end of message	✓			
# - skip to next message		✓		
0 – help	✓	✓		✓
* - exit/cancel feature	✓	✓	✓	✓

DIAL:	ACTION:
4	TO ACCESS SET-UP OPTIONS, then select: 1 - greetings 1 - re-record greeting 2 - turn on alternate greeting 3 - edit other greetings 4 - play all greetings 2 - message settings 1 - change message notification 2 - change menu style 3 - edit private lists 3 - personal settings 1 - change password 2 - change recorded name 3 - change directory listing 4 - transfer settings 1 - transfer callers directly to voicemail 2 - change number callers are transferred to 0 - help * - exit

### ASSOCIATE FACULTY VOICEMAIL FEATURES

ACCESSING VOICEMAIL ON CAMPUS:	
DIAL:	ACTION:
2121	1) Wait for response 2) Dial * , 4-digit voicemail number, dial # 3) Wait for response 4) Enter password, follow prompts
ACCESSING VOICEMAIL OFF CAMPUS:	
795-6789 or 757-2121 (or 888-201-8480 outside 760 area code)	1) Wait for response 2) Dial * , 4-digit voicemail number, dial # 3) Wait for response 4) Enter password, follow prompts