

UVSC ALCATEL VOICEMAIL

Press ENVELOPE icon and Listen-OK twice, then enter password. **OR**
Dial *9, press #, enter your 4-digit extension number and then your password.
(First-time user password is your 4-digit extension number)

From off-campus:

Dial 863-5999. When connected, press #, 4-digit extension number, and password.

“MAIN MENU”

1-Review Messages

- 1-New messages
- 2-Saved messages
- 4-Review message
- 6-Send/Fwd a copy
- 7-Erase
- 8-Reply- (Internal Only)
- 9-Save

2-Send Message

4-Personal Options

- 1-Notification light (on/off)
- 2-Administrative Options
 - 1-Password changing
 - 2-Distribution list
 - 1-Create
 - 2-Edit
 - 3-Delete
 - 4-List of Names
 - 3-Prompt Level
 - 1-Standard
 - 2-Extended
 - 3-Rapid
 - 4-Date & Time of messages
- 3-Greetings
 - 1-Personal
 - 1-Standard (computer voice)
 - 2-Personal (you record)
 - 2-Extended Absence
 - 3-Name of box (your name)

<i>WHILE LISTENING TO VOICEMAIL-</i>	
<i>PRESS:</i>	
1-	TO REWIND 10 SECONDS
11-	TO SKIP TO <u>BEGINNING</u> OF MESSAGE
2-	TO PAUSE / RESUME
3-	TO SKIP AHEAD 10 SECONDS
33-	TO SKIP TO <u>END</u> OF MESSAGE
4-	TO PLAY MESSAGE SLOWER
5-	FOR TIME/DATE & NUMBER OF CALLER
6-	TO PLAY MESSAGE FASTER
*	TO CANCEL
#	TO SKIP

* -EXIT

How to Move / Deactivate Phones

DEACTIVATION:

- 1 Press *55
- 2 If it asks for a password, press – 0000
- 3 Unplug

REACTIVATION:

- 1 Plug phone in
- 2 Enter your 4- digit extension
- 3 When asked for password, press – 0000
- 4 Hang up
- 5 The phone should ring, pick it up, then hang up
- 6 You should see information on the display screen
- 7 Within a few seconds, your phone should be ready to go

For problems or questions, call TELEPHONE SERVICES at 8157.

Table of Phone Feature Codes	
Attendant Call	0
Direct Call Pick-up	*72
Display Adjustment	*67
Do Not Disturb	*78
Forward Immediate	*60
Forward on Busy / No Answer	*63
Forward on No Answer	*62
Forward on Busy	*61
Forward Cancel	*64
Group Call Pick-up	*73
Last Caller Call Back	*69
Outside Line	9
Park / Retrieve	*75
Redial	*70
Voicemail Access	*9

For more information on phone usage go to www.uvsc.edu/telephone