

Setting Up Your Voicemail for the First Time

When your voicemail box is created, the system sends an automatic Welcome message which will cause your message light to blink on your phone.

To set up your voicemail and check your messages from your desk phone, **dial 4999** or press the **Voicemail** icon on your phone and choose voicemail. When asked for your password, your initial password is your phone's extension. Afterwards, you'll be asked to create your own personal password, between 4 & 8 digits. The system will then play the automatic "Welcome" message.

Select Option 4 to manage your greetings. There are 5 different types of messages.

- 1: Extended absence greeting - Used when you will be away from your phone for an extended period of time. It gives the caller an option to try someone else or to leave you a message.
- 2: Personal greeting - This is your personal recorded message giving the caller any information you would like. You have the option to record an Internal greeting. If you do then on-campus caller gets the internal greeting and off-campus callers get the personal greeting.
- 3: Alternate 1 greeting - Alternate greeting message that can be selected without changing the personal greeting.
- 4: Alternate 2 greeting - Alternate greeting message that can be selected without changing the personal greeting.
- 5: Standard greeting - Computer generated voice announcing your extension and asking to leave a message.

VERY IMPORTANT Next step - Go back into Option 4, and choose the sub-option to coordinate with the greeting you recorded play that message. So for a Personal Greeting, you recorded it with sub option 2 & now select

sub option 6 to tell it to play. *You can also do this on the webpage, as explained in the Configuration section.*

Last thing to do is select Option 5, then sub option 1, to record your name. ****You need to have this recorded to be able to send messages or received sent messages. ****

This also announces your name when you call someone else, instead of just listing the extension.

Menu of Voicemail

Option 2 Send Messages

Option 4 Greeting Management

1. Extended Absence
2. Personal Greeting
3. Alternative Greeting 1
4. Alternative Greeting 2
5. Standard Greeting
6. Personal Greeting being played
7. Alternative Greeting 1 being played

Option 5 Personal Options

1. Record your name
2. Change your password