


Using Voicemail:

👉 Accessing Voicemail and setting up your voicemail password:

There are two ways to access Voicemail:

1. Press the **Message** softkey and follow the voice instructions OR
2. Press the Menu button  and select **1 Messages**

You will then be asked to enter your password. The first **time you access voicemail** you must reset your voicemail password. The default password is: **12345**, please enter this default password and then you will hear the following message: *Your password has expired, you must reset your password, enter your new password then press pound.* Enter the password you want to use for voicemail followed by the pound key (#), you will then be asked to enter it again to confirm it. No number sequences are allowed.

If you have a new voice message the red light on your handset will be on. To listen to your voice messages or access the voice messages menu, press the Message softkey and follow the voice instructions.

👉 Changing your voicemail greeting:

1. Press the **Message** softkey
2. Enter your password
3. Press **4** for set of options
4. Press **1** for greetings and follow voice instructions

👉 Changing your recorded name:

1. Press the **Message** softkey
2. Enter your password
3. Press **4** for set of options
4. Press **3** for personal settings
5. Press **2** for recorded name and follow voice instructions

👉 Listening to your voicemail:

1. Press the **Message** softkey
2. Enter your password
3. Press **1** to hear new messages

👉 Forwarding your calls to voicemail:

1. Press the **CFwdAll** softkey
2. Enter: 7000 (for forwarding all calls to voicemail)
3. Press the **CFwdAll** softkey again to cancel forwarding

👉 Listening to your voicemail from off campus:

1. Call **2755-5588**
2. Press * immediately
3. Enter your extension number for the userid
4. Enter your voicemail password when prompted