

## VoIP Reference Guide Using Voicemail

### Setting Up Your Mailbox:

- ☎ Call the Voicemail system:  
7961—Press VM (envelope) button or dial 7000  
7911—Press Msgs. Soft key or dial 7000
- ☎ Default Password : 113355#
- ☎ Answer the system's questions. You will record your name; record a personal greeting; set your personal password code.

### Transferring Calls to Voicemail:

- ☎ Press transfer, voicemail button, #, extension. Then immediately press #2. At this point hang up.

### Checking Voicemail:

- ☎ The red light on the handset is the voicemail indicator. When this light is on it indicates that you have a voicemail waiting. To check the voicemail, press the envelope button on the station. Enter your password and then hit #.

### Checking Voicemail from Off-Campus:

- ☎ To listen to your personal voicemail when off-campus, dial your office number, and interrupt the voicemail by pressing \*. When asked for your ID number, enter your 4-digit extension. You will then be asked to enter your password.

### Bypass Greeting:

- ☎ If you wish to leave a message, you may bypass the greeting by pressing the # at the beginning of the messages. The system will immediately record your message.

### Logging Off:

- ☎ To exit the voicemail system simply hang up the handset.

**Voicemail is there  
when you can't be.**

