

To access voicemail the first time, use the default PIN of "1111". You will then be prompted through a one time only tutorial during which you will change your PIN (at least 4 digits), record a name and personal greeting for your mailbox.

LOGGING ONTO THE SYSTEM

From your on campus phone:

- Dial the internal system number, 83000 or press **MESSAGES** key
- Enter your PIN followed by #

From another on-campus phone:

- Dial your personal telephone number
- When your personal greeting starts to play, press *
- Enter your ID(5 digit mailbox number) followed by #
- Enter your PIN followed by #

From off campus phone:

- Dial 519 661-3000
- Press * to indicate that you have a mailbox on the system
- Enter your ID(5 digit mailbox number) followed by #
- Enter your PIN followed by #

SETUP OPTIONS

RECORDING PERSONAL GREETINGS

From the main menu: Record a greeting

- Press 4 to select Setup Options
- Press 1 to select Greetings
- Press 1 to record Standard Greeting
- Record the greeting
- Press # when finished recording

From the main menu: Edit other greetings

- Press 4 to select Setup Options
- Press 1 to select Greetings
- Press 3 to edit Other Greetings
- Alternate Greeting
- Busy - informs callers that you are on the phone
- Record the greeting
- Press # when finished recording
- Press 2 to turn on/off Alternate Greeting
- when Alternate Greeting is enabled, messages cannot be left
- when Alternate Greeting is disabled, callers will hear your standard greeting

CHANGING YOUR VOICE MAILBOX PIN

From the main menu:

- Press 4 to select Setup Options
- Press 3 to select Preferences
- Press 1 to select Change PIN
- Enter a PIN containing minimum of 4 digits
- Press # when finished entering your PIN

LISTENING TO YOUR MESSAGES

From the main menu:

- Press 1 to listen to New messages
- Press 31 to listen to Saved messages
- Press 7 to Delete message
- Press 9 to Save message
- Press # to skip to the next message

HELPFUL KEYS

Use these Keys anytime:

- Press 0 for voicemail HELP
- Press * to Cancel or Back Up or Exit



Voicemail Quick Reference Brochure



ITS Support Centre
Support Services Building
E-mail: helpdesk@uwo.ca
Ask ITS: <http://askits.uwo.ca>
Phone: 519 661-3800 or x83800

1. From your on-campus phone
 - Dial 83000 or press *Messages* key
 - Enter your PIN followed by #

2. From another on-campus phone
 - Dial 83000
 - Enter * to indicate you have a mailbox
 - Enter your ID followed by #
 - Enter your PIN followed by #

3. From off-campus/remote
 - Dial 519 661-3000
 - Enter * to indicate you have a mailbox
 - Enter your ID followed by #
 - Enter your PIN followed by #

Retrieve Messages

New

Saved

End of Message Options

- Skip back
- Repeat
- Properties
- Forward
- Delete
- Reply
- To Reply
- Call the Sender
- Save
- Next Message
- Mark New

Send Messages

Send a Message

Address and Record Message:

- Send
- Urgent
- Return Receipt
- Mark Private
- Future Delivery
- Review Recording
- Re-record
- Add to recording
- Add name
- Hear all names (or delete names)

Setup Options

Setup Options

- Greetings
- Message Settings
- Preferences

- Record Standard Greeting
- For Alternate
When enabled, messages cannot be left
- Edit Other Greetings
- Play all 4
Busy, Internal, Alternate and Closed

- Change Message Notification
- Menu Style
- Private Lists

- Pager
- Home Phone
- Work Phone
- Mobile Phone

- Select Full or Brief

- Hear Lists
- Change Names on List

- Change your PIN
- Change Recorded Name
- Directory Listing

Find Messages

Find Messages

- Another voicemail user
- All outside callers
- A specific outside caller

PIN = password
ID = 5 digit mailbox number
To EXIT press *
For voicemail HELP press 0