

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