


### How do I set up my new mailbox?

You must initialize your mailbox the first time you access the voice mail system.

#### From your system telephone:

1. Press the  key or dial 1800.
2. Press the soft key that corresponds with 'Voice Mail' or 'Voice Messages'.
3. Enter your temporary password (0000).
5. Record your name & press [#]. Please state your first & last name.
6. Press 0 for more options, then 4 for personal options to change your password and select a standard greeting or personal greeting.
  - (1) Standard Greeting - Plays your name & then plays a default greeting to leave a message.
  - (2) Personal Greeting—Plays a personal greeting recorded by you.

#### Choosing a greeting:

You can record multiple greetings. Greeting one to use for everyday and greeting two for extended absence. Once you record the greetings activate the one you want to use.

You can also record an extended absence greeting.

**If you choose the extended absence greeting, callers will not be able to leave a message.**

You will then hear a tutorial of voicemail reminders. The recording will then tell you how many messages you have and instruct you how to listen to them.

#### Accessing your mailbox:

##### From your system telephone:

1. Press the  key or dial 1800.
2. Enter your password.

##### From another user's system telephone:

1. Dial **1800**.
2. If the telephone has a voice mail box the system will ask for a password. If there is no voice mail box you will hear a general greeting, enter your mailbox number.
3. Enter your password.

##### From outside the system:

1. Dial **the main voicemail number ? OR dial your own DID number and press \*# when it answers.**
2. Enter your Mailbox number
3. Enter your password.

Play-back controls		Options	
1	Start of Message	4	Replay
1	Back 10 Sec.	5	Envelope
2	Pause/Restart	6	Send a copy
3	Forward 10 Sec.	7	Erase
3	End of Message	8	Reply
4	Slower	9	Save
6	Faster		
*	Cancel		
#	Skip		

On phone commands:

## Dickinson College



## Voicemail User Guide

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