

# Voice Mail Instructions for Single Mailbox

If you hear an interrupted dial tone, it means you have a message and you should log into your mailbox and listen to your messages.

## I. Logging into your mailbox

1. Dial 1500.
2. Enter your mailbox number (your 4 digit extension), then press #.
3. Enter your password, then press #.  
Your initial password is the same as your mailbox number.
4. When you are finished, press 83 to log off.

To log in to your mailbox from off campus, dial 403 + your extension #. When your personal greeting starts, enter 81. You will then be prompted to enter your mailbox and password.

## II. Recording your greeting

1. Log into your mailbox (see instructions under #I above).
2. Press 82.
3. Press 1 for your external greeting. You do not need to create a separate internal greeting. The external greeting will be used for both external and internal calls.
4. To begin recording, press 5.
5. To end recording, press #.
6. To listen to the recorded greeting, press 2.
7. To re-record the greeting, press 5. To delete the recorded greeting, press 76.
8. Press 4 to start another activity or 83 to log off.

## III. Changing your password

1. Log into your mailbox (see instructions under #I above).
2. Press 84.
3. Enter your **new** password, then press #. Your new password must be between 4-16 digits long.
4. Enter your **new** password again, then press #.
5. Enter your **old** password, then press #.
6. Press 4 to start another activity or 83 to log off.

## IV. Playing messages

1. Log into your personal mailbox (see instructions under #I above).
2. Press 2 to listen to the message. Press 1 to rewind, 3 to fast forward, or # to pause the message.
3. Press 6 to go to the next message. Press 4 to go to the previous message. Press 76 to delete the message.
4. Press 83 to log off.

## V. Other

- Press \* for help while logged into your mailbox.
- You can press # several times in succession to cancel a command.
- **After 14 days, played messages will automatically be deleted from the system.**
- **After 50 days, unplayed messages will automatically be deleted from the system.**