



# Using the Voice Mail System

**Please consider the environment before printing this document**

# First time enrollment from your work Phone

- Press the Messages button (looks like an envelope followed by a couple parentheses)
- Enter your default pin and then the # button
- Follow the prompts, you will:
  - Record your name
  - Record a personal greeting
  - Change your PIN (at least 4 numbers – no trivial passwords)

Keep following prompts until prompted that all changes are complete

# First time enrollment from off Campus

- Dial 269.927.8100
- Press \* when you hear the recording
- Enter your extension, then the # button
- Enter your PIN, then the # button
- Follow the prompts, you will:
  - Record your name
  - Record a personal greeting
  - Change your PIN (at least 4 numbers – no trivial passwords)

Keep following prompts until prompted that all changes are complete

# Check messages from your phone

- Press the Messages button (looks like an envelope followed by a couple parentheses)
  - Enter your PIN, then the # button
    - To repeat the message, press 1
    - To save the message, press 2
    - To delete the message, press 3
    - To reply to the message, press 4
    - To forward the message, press 5
- When finished, just hang up.

# Check messages from someone else's Cisco phone

- Press the Messages button (looks like an envelope followed by a couple parentheses)
  - Press \* when you hear the recording
  - Enter your extension, then the # button
  - Enter your PIN, then the # button
    - To repeat the message, press 1
    - To save the message, press 2
    - To delete the message, press 3
    - To reply to the message, press 4
    - To forward the message, press 5
- When finished, just hang up.

# Check messages from off Campus

- Dial 269.927.8100
  - Press \* when you hear the recording
  - Enter your extension, then the # button
  - Enter your PIN, then the # button
    - To repeat the message, press 1
    - To save the message, press 2
    - To delete the message, press 3
    - To reply to the message, press 4
    - To forward the message, press 5
- When finished, just hang up.

# Check messages through your email

- A voice recording will show up as an audio file attachment in your email box.
- You are able to listen, delete or forward your voice mails through the email system. If you delete a “voice mail” through the e-mail system, it will be deleted in your voicemail box and vice versa.
- If you mark a voicemail as read in the email system, it will turn off the message waiting indicator on your phone.