

VOICE MAIL SYSTEM

ADAMS STATE COLLEGE

ACCESSING YOUR MAILBOX FOR THE FIRST TIME: Dial 8070 #9 55 XX from your phone.

The first time you access the voice mail system you will be prompted to set up your mailbox. This will include:

- Recording your name
- Spelling your name
- Recording your "Personal Greeting"
- Setting your "Security Code"

This process takes less than 5 minutes to complete. Please note that you must complete the setup before you can retrieve any messages. The system will prompt you through all of the steps. When you hear, "GREAT, your mailbox is now setup..." you will know that you have successfully completed the setup.

BUSY GREETING

Upon completion of setting up your voice mail box please set up and activate your "Busy Greeting" This option allows callers to hear a greeting and leave a message while you are on the phone. Otherwise, they would get a busy signal. Additionally, when calls are forwarded to a busy extension that does not have the "busy greeting" activated, the call returns to the person forwarding the call.

CHECKING MESSAGES FROM YOUR PHONE:

Access your mailbox by dialing your ext. Enter your security code when prompted. Press 4 to access new messages. Press 6 to access old messages. To archive the message, press 37. To delete the message, press 36. To redirect (copy) the message, press 39.

CHECKING MESSAGES FROM OUTSIDE THE OFFICE:

Access your mailbox by dialing 587-8070 #9 your ext. When the system answers, enter your personal ID (9 then your extension number). Enter your security code when prompted. Press 4 to access new messages. Press 6 to access old messages. To archive the message, press 37. To delete the message, press 36. To redirect (copy) the message, press 39 and follow the instructions.

TO REDIRECT (COPY) A MESSAGE TO ANOTHER SUBSCRIBER:

While listening to a message, press 39. Follow the system prompts to enter the name of the subscriber to whom you are redirecting the message. Enter 1 to confirm.

39 1 or 2 ## (vmb greeting) 1 * _____

39= redirect

1= to attach a message (Hey, here is the message from Bob.)

2= no message

##=option to bypass name directory and enter persons extension,

Enter extension number you want to forward msg to.

Vmb greeting= you should hear the persons name

1= to confirm

*=To send

___ other options

TO CHANGE MAILBOX GREETINGS:

Access your mailbox and enter your security code when prompted. To rerecord your:

- Standard greeting, press 7461
- Alternate greeting, press 7471

To switch from the standard greeting to the alternate greeting, press 745.

MESSAGE PLAYBACK OPTIONS:

While listening to a message, you can press 7 to rewind or press 9 to move forward within the message. To repeat the entire message, press 3#. To hear when a message was sent, press 38.

VOICE MAIL

QUICK REFERENCE

To Access your voice mailbox from your desk phone.	Dial 8070
To Access your voice mailbox <u>when out of your office or off campus</u>	<u>On campus</u> dial 8070 #9 and your extension. <u>Off campus</u> dial 719-587-8070. (#9 and your extension) When the system answers enter your personal ID
To Answer System Questions	Press 1 for YES Press 2 for NO
Your Personal ID	Press 9 then your extension number
Your Security Code	A password you set up to protect your mailbox (4 to 10 digits)
To Check New Messages	Press 4
To Review Old Messages	Press 6
To Archive (Save) a Message	Press 37
To Delete a Message	Press 36 <i>Once a message is deleted it <u>CAN NOT</u> be recovered</i>
To Redirect a Message	Press 39
To Repeat a Message	Press 3#
To Change Set-Up Options	Press 7
To Change Standard Greeting	Press 746
To Switch to Alternate Greeting	Press 745
To Stop Recording	Press *
Busy Greeting: Callers can leave messages when you are on the line.	After setting up your voice mail box, from your phone dial 8070. Select 7-4-8. Once you record your busy greeting <u>you must activate it.</u>
FORWARDING CODES: You must select and enter one of these codes or your calls will not forward to the voice mail system.	* <u>257 8070 – NO ANSWER</u> {4 RINGS THEN GOES TO VM) #2 TO CANCEL <hr/> * <u>357 8070- ALL CALLS</u> {GOES IMMIDENTLY TO VM *YOUR PHONE WON'T RING} #3 TO CANCEL <hr/> * <u>457 8070 – NO ANSWER OR BUSY</u> { 4 RINGS THEN GOES TO VM. IF BUSY, IMMIDENTLY GOES TO YOUR BUSY GREETING <u>if set up and activated</u> } #4 TO CANCEL