

## BEFORE USING YOUR PHONE

- Record your Personal Greeting
- Record your Name
- Change your Pin Number
- Create your Personal Directory
- Create your Presence Key(s)

### Help Desk

Students: 610.330.5506

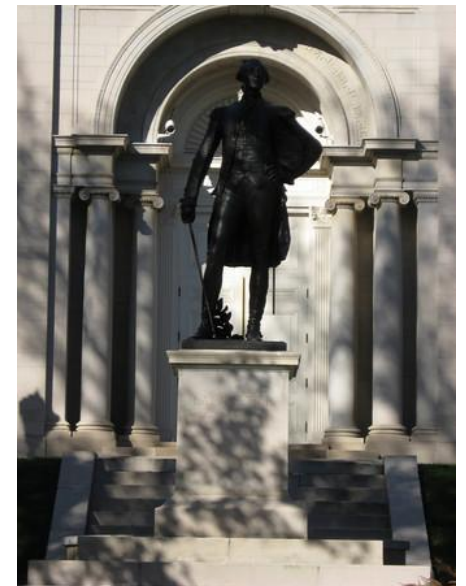
Employees: 610.330.5501

E-mail: [help@lafayette.edu](mailto:help@lafayette.edu)

<http://help.lafayette.edu/uc>



## Voicemail Quick User Guide



# Lafayette College UC

## Voicemail quick reference

### A QUICK REFERENCE TO VOICEMAIL SYSTEM FEATURES

This is a quick reference to the voicemail features available to users of the Lafayette enterprise communications system.

#### CONNECT TO VOICEMAIL

- Log into Voicemail by dialing 4200 or by pressing *Messages* button, then
- Enter Pin number \_\_\_\_\_

#### VOICEMAIL FROM ANOTHER PHONE

- Dial 4200 or by press *Messages* button, then
- Press # at voicemail greeting.
- Enter Pin number \_\_\_\_\_

#### VOICEMAIL FROM OUTSIDE OFFICE

- Dial 610-330-4200
- Press # at # at greeting.
- Enter your mailbox number.
- Enter Pin number \_\_\_\_\_

#### TRANSFER TO VOICEMAIL

- While on Call, press *Tmsfr*
- Press *Blind*
- Dial 8 + Extension number
- Hang Up – Call is transferred immediately

#### DISTRIBUTION LISTS

- Connect to voicemail.
- Press 4 to Send a Message
- Record message and press #
- Press 2 to send message
- Press 8 to use a distribution list number (from 1-9)
- Enter an extension number
- Press 9 for dial by name directory

#### BYPASS A PERSONAL GREETING

- Press #

#### LISTEN / PLAY MESSAGES

- 1- Listen to Inbox messages
- 2- Listen to saved messages
- 3- Listen to deleted messages

Message Options (for all Listen options):

- 1- Play information about this message
- 2- Replay this message
- 3- Save this message
- 4- Delete this message
- 5- Forward this message
- 7 –Rewind this message
- 9 –Fast forward this message
- #- Play next message
- \*- Cancel and return to main menu

#### SEND A MESSAGE

- 4- Send a message

Record your message and then press #

- 1 Play this message press one
  - 2 Send this message
  - 3 Delete and try again
- \* Cancel and return to message menu

#### REPLY TO A MESSAGE

After listening to message press 6 to record reply.

- After the beep record message and press # to complete the message
- Message options are:
  - 1- Play Back Recording
  - 2- Accept Recording
  - 3- Delete & Re-Record\*- Cancel & Return to Msg. Menu
- After Accepting Recording:

Enter EXT to Send to

  - 8- Use User Dist. List
  - 9- Use Dial by Name\*- Cancel & Return Msg. Menu

#### CHANGE PIN / PASSWORD

- Log on
- Press 5 – Voicemail Options
- Press 5 – Change Pin
- Enter your Password, Press #
- Enter new Password, Press #
- Enter new Password, Press #
- Press # to Accept

#### RECORD STANDARD GREETING

- Press 5 – Voicemail Options
- Press 1, Record User Greeting
- Press 1, Record after the beep
- Press # to complete recording

#### RECORD OUT OF OFFICE GREETING

- Press 5– Voicemail Options
- Press 1, Record User Greeting
- Press 2, Record after the beep
- Press # to complete recording

#### RECORD EXTENDED ABSENCE GREETING

- Press 5– Voicemail Options
- Press 1, Record User Greeting
- Press 3, Record after the beep
- Press # to complete recording

#### RECORD PERSONAL NAME

- Press 5 – Voicemail Options
- Press 2 – Record User Name
- Record Name after the Beep
- Press # to Complete Message

#### AFTER RECORDING GREETINGS

- Press:
  - 1- Playback Recording
  - 2- Accept Recording
  - 3- Delete & Re-Record\*- Cancel & Return to MSG

#### SELECT ACTIVE GREETING

- Press 5 – Voicemail Options
- Press 3 – Select Active Greeting
  - 1 – Listen to All Greetings
  - 2 – Select Standard Greeting
  - 3 – Select OOF Greeting
  - 4 – Select Extended Absence Greeting
  - 5 – Select Default Greeting
  - \* - Cancel and Return to Options Menu