

# Initial Telephone Procedures

UC reference guides can be found here: [https://help.lafayette.edu/uc/quick\\_reference](https://help.lafayette.edu/uc/quick_reference) .

The first thing you should do is setup your voicemail. Here are the steps to follow to do this (NOTE: these steps are found in the UC Web Interface and/or Voicemail quick reference guides):

## CHANGE YOUR PIN (Personal Identification Number)

- Dial voice mail at extension 4200 from your telephone
- Enter your temporary Pin which is 12345678 then press #
- Press 5 for Voice Mail Options
- Press 5 to change Personal Identification Number (PIN)
- Enter current PIN then press #
- Enter new Personal Identification Number (PIN) then press #
- Enter new Personal Identification Number again (PIN) then press #
- Hang up telephone

## RECORD YOUR VOICEMAIL GREETING and PERSONAL NAME

- You must call the Voicemail system at extension 4200 to record greetings

### RECORD STANDARD GREETING

- Press 5 – Voicemail Options
- Press 1, Record User Greeting
- Press 1, 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

Temporary Voice mail pin: 12345678

**Voice Mail is now extension 4200**

**If you need any assistance please contact the help desk at 610-330-5501**