



UC Hastings Voice Mail Setup

Your voice mailbox number = same as your extension number.

Telephone Voicemail Access [Inside the office] = **ENVELOPE BUTTON**

Telephone Voicemail Access [Outside the office] = **1.415.565.4880**

Initial Set Up:

1. From your office telephone, press the messages button.
2. The system will prompt you for the password, enter the default password:
3. Follow the prompts to change your password.
4. Follow the prompts to record your name.
5. Record a personal greeting.
6. Your mailbox is initialized!

User Preferences

Managing administrative options

- ▶ To change your password, press **4 - 2 - 1**
- ▶ To turn the Date and time playback on/off, press **4 - 2 - 4**

Managing greetings

- ▶ To manage a Personal greeting, press **4 - 3 - 1**
- ▶ To manage an Extended absence greeting, press **4 - 3 - 2**
- ▶ To manage a Name, press **4 - 3 - 3**

Managing personal greetings

- ▶ To manage a Standard system greeting, press **4 - 3 - 1 - 1**
- ▶ To manage an Away from phone Personal greeting, press **4 - 3 - 1 - 2 - 1**
- ▶ To manage a Busy greeting, press **4 - 3 - 1 - 2 - 2**

Voice Messaging with Outlook



To play back a message on your PC without opening a media player, click **Play on PC**. You can use the pause, stop, skip back, and skip forward buttons when the message is played.



To play back a message on your desk phone or any other phone, click **Play on Phone**.



To reply to a voice message with a voice recording using any phone, click **Voice Reply**.



To forward a voice message to someone, with a newly recorded introduction, using any phone, click **Voice Forward**.



To call the sender of the voice message from any phone, click **Call Sender**. When you pick up the phone, the sender's caller ID (shown in the subject line) is dialed automatically.

