

# Instructions Specific to Student Voicemail Service

## STUDENT MAILBOXES IN DOUBLE AND TRIPLE ROOMS

FROM YOUR ROOM:

DIAL THE VOICEMAIL ACCESS NUMBER: **43660**

Each student will have a mailbox number. The mailboxes will be 21xxxxx, 22xxxxx if it is a double room and 23xxxxx if it is a triple room. XXXXX is the phone extension in the room. Example: the room extension is 34567; the student mailbox numbers would be 2134567, 2234567, or 2334567.

When a student calls voicemail from the room phone they will be prompted to press 1 for mailbox 21xxxxx or 2 for mailbox 22xxxxx or 3 for mailbox 23xxxxx. After pressing 1,2 or 3 they will be prompted to enter the passcode. The setup passcode is 37842556. They will go through the tutorial and personalize their mailbox.

After the mailbox is setup when a caller reaches the voice mail for the room they will hear the following:

“To leave a message for Joe Smith press 1  
John Hutchinson press 2  
Alex Brown press 3”

When the caller makes the selection they will hear the student’s personal greeting.

A student may access their mailbox from any phone by calling the voicemail access number entering the 7-digit mailbox number ‘ \* ‘ (the character under the 7 button) and the passcode.

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## ONE TOUCH VOICEMAIL BUTTONS USED TO FORWARD TO VOICEMAIL & CANCEL FORWARDING TO VOICEMAIL

CALL FORWARDING TO VOICEMAIL FOR INTERNAL CALLS:

From your phone

- Wait for dial tone of the extension you wish to forward
- Press the VM-I SET button

CALL FORWARDING TO VOICEMAIL FOR EXTERNAL CALLS:

From your phone

- Wait for dial tone of the extension you wish to forward
- Press the VM-E SET button

CANCEL CALL FORWARDING TO VOICEMAIL FOR INTERNAL CALLS:

From your phone

- Wait for dial tone of the extension you wish to forward
- Press the VM-I SET button

CANCEL CALL FORWARDING TO VOICEMAIL FOR EXTERNAL CALLS:

From your phone

- Wait for dial tone of the extension you wish to forward
- Press the VM-E SET button

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**If you have questions, please call x44357.**

**University Telecommunications**