




Technology Services Quick Notes

How to Log On and Change Voicemail Greetings and Password

LOG ON TO VOICE MAIL

To log on from your extension:

- Press "  " or "Messages" key
- Enter ID, if required (This is your extension number), press "#"
- Enter password

To log on from outside phones:

- Dial Oak Park and press extensions to get to your voicemail.
- Press "*" once you hear your greeting begin
- Enter your extension number, press "#"
- Enter password or PIN

SHORTCUTS

At any time:

- To cancel or reverse, press "*"
- To skip or move ahead, press "#"

LISTENING TO MESSAGES

To listen to new or existing messages:

- Log on to voicemail
- To hear new messages, press "1"
- To review old messages, press "3"

While listening to current message:

- To repeat message, press "1"
- To save message, press "2"
- To delete message, press "3"
- To change volume, press "5"
- To backup in current message, press "7"
- To pause or resume after pause, press "8"
- To fast-forward to end, press "9"

To change Voicemail password:

- Log on to voicemail
- Press 4 for "setup options"
- Press 3 for "preferences"
- Press 1 for "Pin"

Follow prompts to change your password or PIN number

To change Voicemail Greeting:

- Log on to voicemail
- Press 4 for "setup options"
- Press 1 for "Greeting"
- Press 1 to record standard greeting
- Follow the prompts to complete this

To change Your Recorded Name:

Note: This is required, as well as the greeting above! If you do not change this, others may still receive a greeting name of the previous phone user!

- Log on to voicemail as above
- Press 4 for "setup options"
- Press 3 for "preferences"
- Press 2 for "Recorded Name"
- Follow the prompts