Brief Instructions for Setting Up Your Shared Office Voice Mailbox

The voice mail structure used for faculty/staff sharing a common telephone consists of a mailbox equal to the office telephone number for employee #1 and a "shared" mailbox for each additional employee in the office. If there are two or more employees in the office, then call 4317 or 4771 for employee mailbox information.

The <u>first</u> time you log into these mailboxes, you will be required to complete a tutorial. The tutorial will guide you through (1) creating a security code for your mailbox, (2) recording a name for your mailbox, and (3) creating a greeting for your callers. (Note: Be sure to complete the tutorial or it will repeat the next time you log into your mailbox.)

Following are the steps required to set up shared office Mailboxes:

1) From your office phone, dial 4030.
2) The tutorial instructions will ask you to enter your mailbox number. As defined above, the first person's mailbox number will be the last four (4) digits of the office telephone number. If there are two or more employees in the office, then call 4317 or 4771 for employee mailbox information. **Enter your number.**
3) You will then be asked to enter your "security code". The default "security code" for <u>all</u> mailboxes assigned to your office is 21532. **Enter 21532.**
4) Next, you will prompted to enter a new security code. This code must be a minimum of 4 digits and a maximum of 15 digits. **Enter your new security code.**
5) You will then be prompted to enter your name. It is suggested that you use your full name. **Enter your name.**
6) Next, you will be prompted to enter your greeting. **Enter your greeting**.
7) Congratulations! You have successfully set up your voice mailbox.

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Brief Instructions for <u>Accessing</u> Your Shared Office Voice Mailbox

To access any messages that have been left for you in your voice mailbox, follow these steps:

8) If your message waiting light is on, then one of the room occupants has a voice mail message.
9) Dial 4030.
10) The voice mail system will tell you which occupant has a message and will instruct you to enter that mailbox number. **Enter the mailbox number.**
11) Next, you will be asked to enter your security code. **Enter your security code.**
12) You will then be given the opportunity to listen to your messages.

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