BEFORE USING YOUR PHONE

- Record your Personal Greeting
- Record your Name
- Change your Pin Number
- Create your Personal Directory
- Create your Presence Key(s)

Help Desk

Students: 610.330.5506
Employees: 610.330.5501
E-mail: help@lafayette.edu
http://help.lafayette.edu/uc
This is a quick reference to the voicemail features available to users of the Lafayette enterprise communications system.

CONNECT TO VOICEMAIL
- Log into Voicemail by dialing 4200 or by pressing Messages button, then
- Enter Pin number

VOICEMAIL FROM ANOTHER PHONE
- Dial 4200 or by pressing Messages button, then
- Press # at voicemail greeting.
- Enter Pin number

VOICEMAIL FROM OUTSIDE OFFICE
- Dial 610-330-4200
- Press at # at greeting.
- Enter your mailbox number.
- Enter Pin number

TRANSFER TO VOICEMAIL
- While on Call, press Tmsfr
- Press Blind
- Dial 8 + Extension number
- Hang Up – Call is transferred immediately

DISTRIBUTION LISTS
- Connect to voicemail.
- Press 4 to Send a Message
- Record message and press #
- Press 2 to send message
- Press 8 to use a distribution list number (from 1-9)
- Enter an extension number
- Enter Pin number

BYPASS A PERSONAL GREETING
- Press #

LISTEN / PLAY MESSAGES
1- Listen to Inbox messages
2- Listen to saved messages
3- Listen to deleted messages
Message Options (for all Listen options):
- 1- Play information about this message
- 2- Replay this message
- 3- Save this message
- 4- Delete this message
- 5- Forward this message
- 7- Rewind this message
- 9- Fast forward this message
- #- Play next message
- *- Cancel and return to main menu

SEND A MESSAGE
4- Send a message
Record your message and then press #
1- Play this message press one
2- Send this message
3- Delete and try again
* Cancel and return to message menu

REPLY TO A MESSAGE
After listening to message press 6 to record reply.
- After the beep record message and press # to complete the message
- Message options are:
  1- Play Back Recording
  2- Accept Recording
  3- Delete & Re-Record
  *- Cancel & Return to Msg. Menu
- After Accepting Recording:
  Enter EXT to Send to
  8- Use User Dist. List
  9- Use Dial by Name
  *- Cancel & Return Msg. Menu

CHANGE PIN / PASSWORD
- Log on
- Press 5 – Voicemail Options
- Press 5 – Change Pin
- Enter your Password, Press #
- Enter new Password, Press #
- Press # to Accept

RECORD STANDARD GREETING
- Press 5 – Voicemail Options
- Press 1, Record User Greeting
- Press 1, Record after the beep
- Press # to complete recording

RECORD OUT OF OFFICE GREETING
- Press 5– Voicemail Options
- Press 1, Record User Greeting
- Press 2, Record after the beep
- Press # to complete recording

RECORD EXTENDED ABSENCE GREETING
- Press 5– Voicemail Options
- Press 1, Record User Greeting
- Press 3, 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

AFTER RECORDING GREETINGS
- Press:
  1- Playback Recording
  2- Accept Recording
  3- Delete & Re-Record
  *- Cancel & Return to MSG

SELECT ACTIVE GREETING
- Press 5 – Voicemail Options
- Press 3 – Select Active Greeting
  1 – Listen to All Greetings
  2 – Select Standard Greeting
  3 – Select OOF Greeting
  4 – Select Extended Absence Greeting
  5 – Select Default Greeting
  *- Cancel and Return to Options Menu