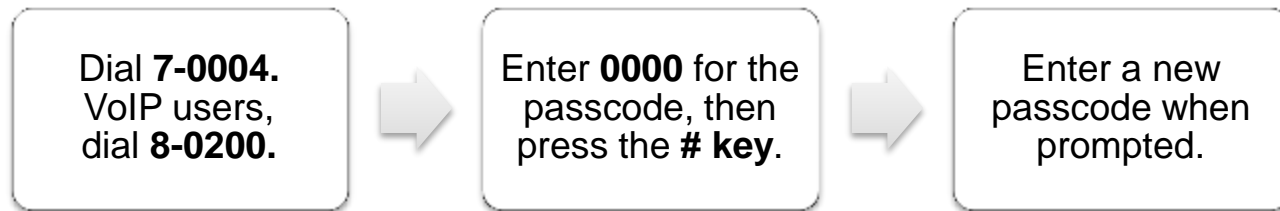


Voice Mail System Guide

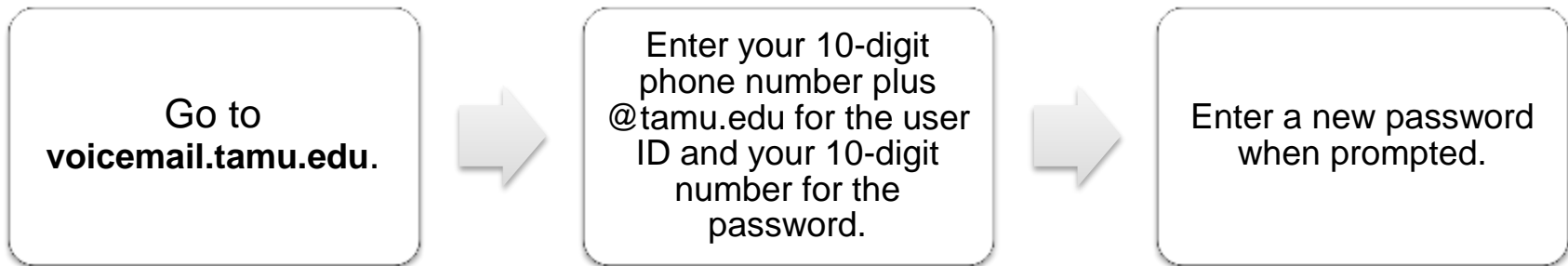
- Initial Setup
- Accessing the Voice Mail System
- Forwarding Calls to Voice Mail
- You've Got Mail
- Auto-Attendant Setup

Initial Setup

- From your on-campus phone



- On the Internet



Voice mail passcodes and passwords expire every 120 days. Follow system prompts to reset.

Accessing the Voice Mail System

- From Your Campus Phone
- From Another On-Campus Phone
- From an Off-Campus Phone

Accessing the Voice Mail System From Your On-Campus Phone

Dial **7-0004**.
VoIP users, dial
8-0200.

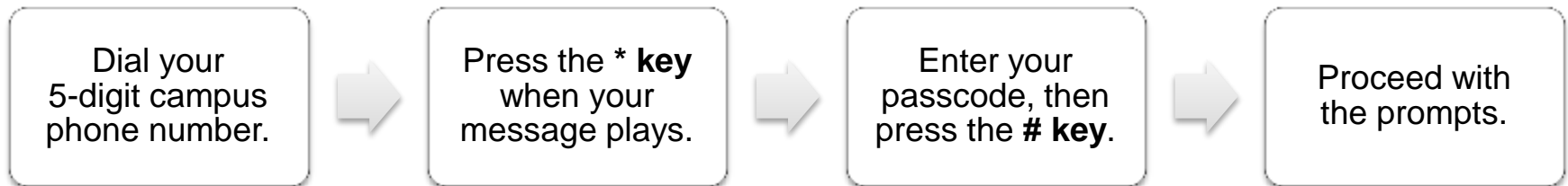


Enter your passcode,
then press the **#** key.



Proceed with
the prompts.

Accessing the Voice Mail System From Another On-Campus Phone



Accessing the Voice Mail System From an Off-Campus Phone

Dial your campus
phone number.

Press the *** key**
when your
message plays.

Enter your
passcode, then
press the **# key**.

Proceed with
the prompts.

Or

Dial **847.0004** or
979.847.0004.
VoIP users, dial
458.0200 or
979.458.0200.

Enter your 10-
digit campus
phone number,
then press the **#
key**.

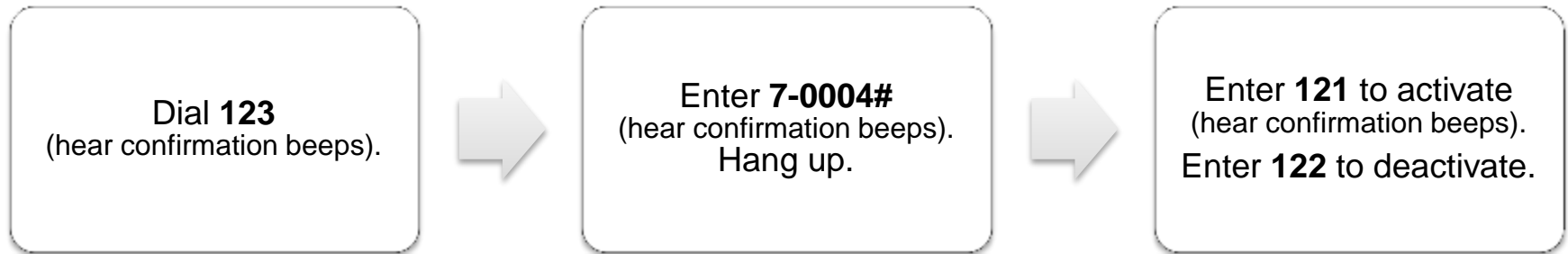
Enter your
passcode, then
press the **# key**.

Proceed with
the prompts.

Forwarding Calls to Voice Mail

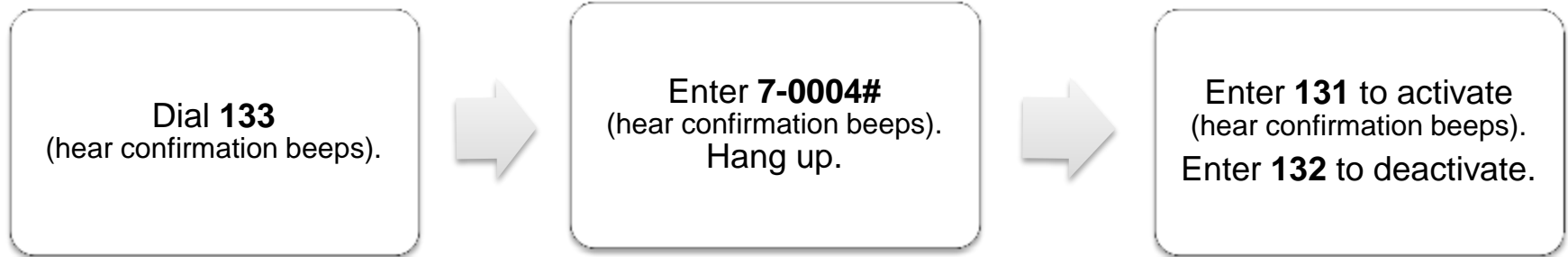
- Forwarding All Calls
- Forwarding When a Line is Busy
- Forwarding at No Answer

Forwarding All Calls



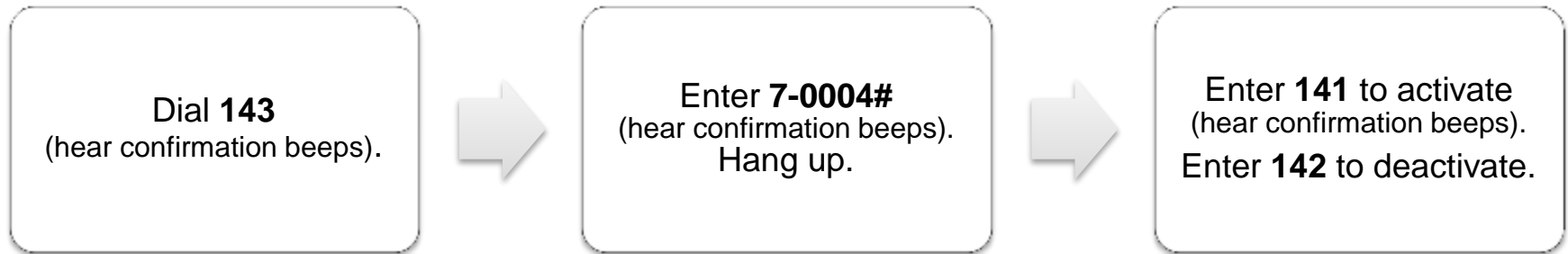
Forwarding is automatic on VoIP phones.

Forwarding When a Line is Busy



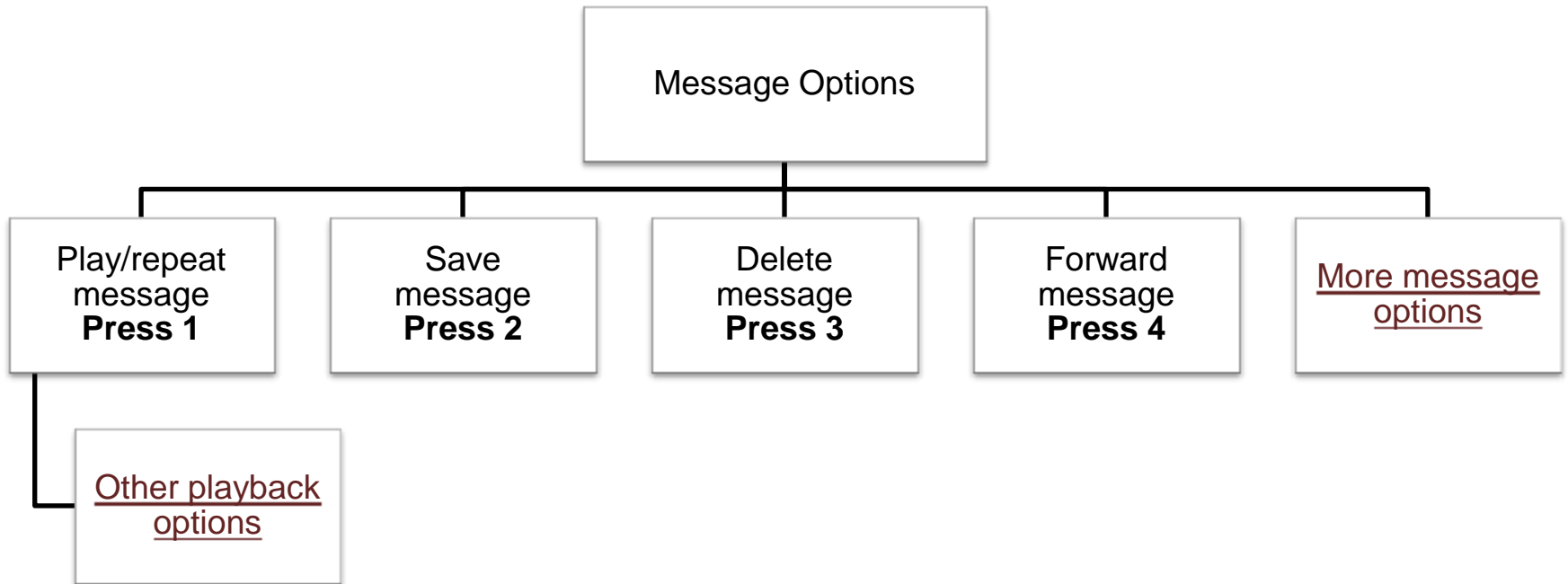
Forwarding is automatic on VoIP phones.

Forwarding at No Answer

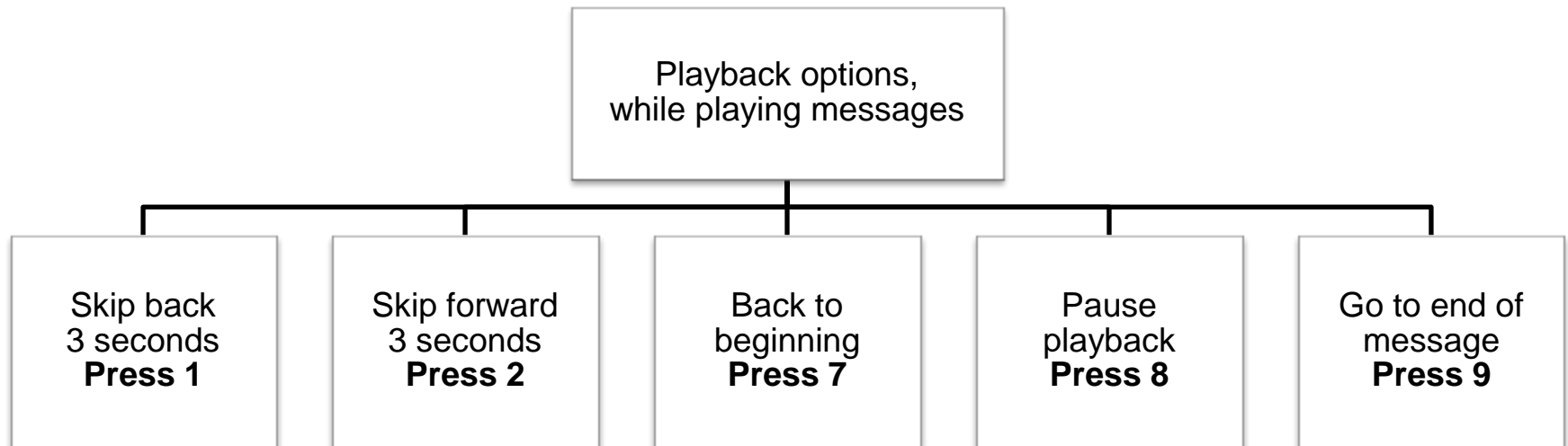


Forwarding is automatic on VoIP phones.

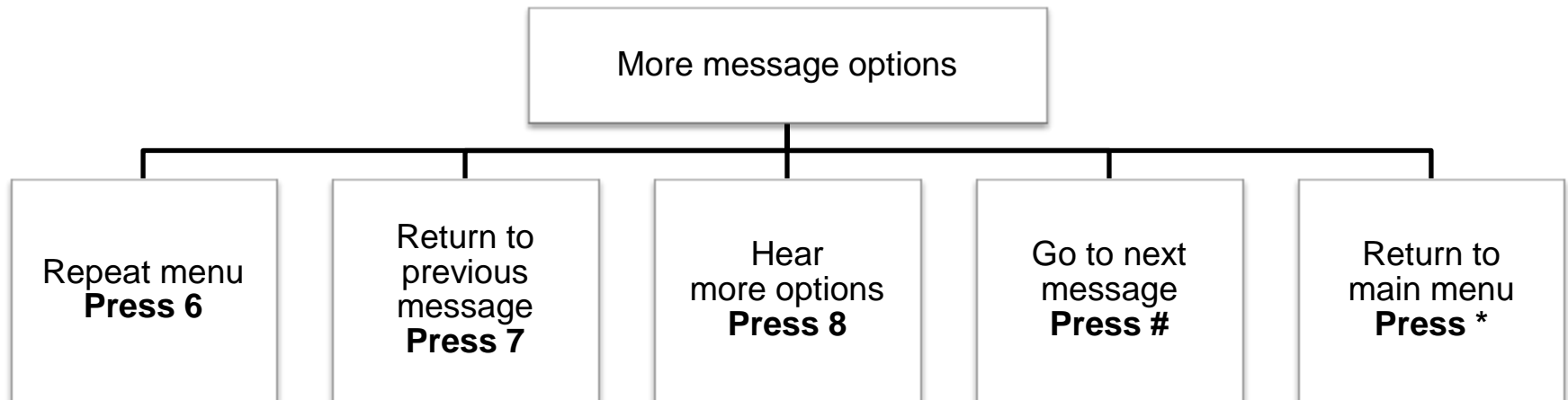
You've Got Mail



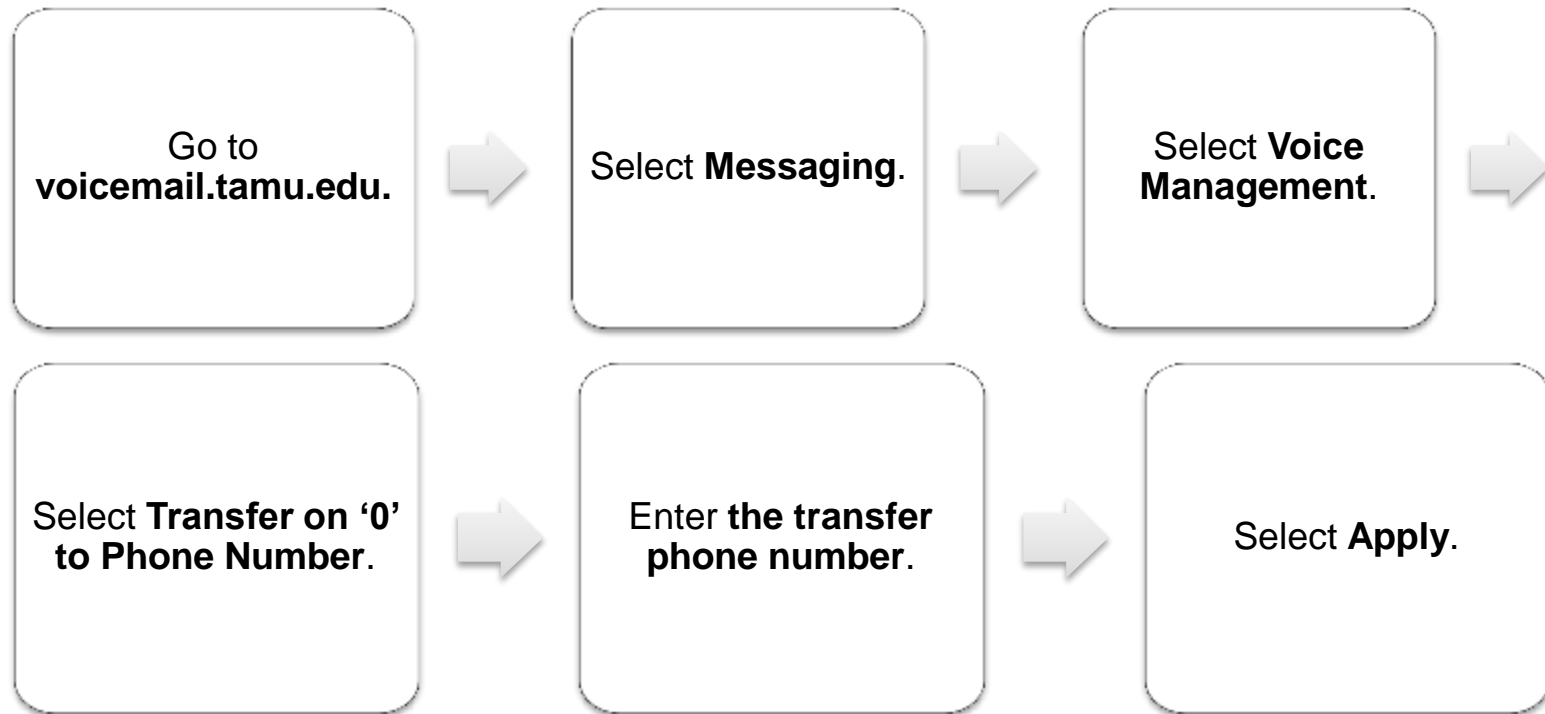
You've Got Mail - Playback Options



You've Got Mail - More Options



Auto-Attendant Setup



**On campus, enter the 5-digit number.
Off campus, enter 9 + the 7-digit number.**