


### IF YOU HAVEN'T SETUP YOUR NEW VOICE MAIL, PLEASE DO SO NOW...

1. From your new office phone dial 3640
2. Enter your extension and then press #
3. Press # when prompted for password
4. Enter a new password then press #
  - a. Password must be at least 6 digits
  - b. Cannot include your extension
  - c. Cannot be all repeating digits
  - d. Cannot be 6 sequential digits forward or reverse
5. Re-enter new password then press #
6. Record your name by pressing 1
7. Press 3 to record a personal greeting if desired, follow the prompts
8. End the call


### Visual Voice Mail Quick Steps

From your office phone you can use Visual Voice Mail to easily listen to and manage messages.

1. Press the  MESSAGE key
2. Enter your passcode and press DONE
3. Select LISTEN
4. Use the up/down cursor keys to select New, Old or Saved messages
5. Use the up/down cursor keys to highlight the message and press PLAY
6. To **delete** the current message press MORE and then DELETE
7. To **save** the current message press MORE and then SAVE
8. To **forward** the current message press MORE and then COPY
  - a. Press SEND TO, enter the recipient's extension
  - b. Press ADD then SEND
  - c. Press CANCEL to return to the listen page

### Voice Mail to Email (optional)

You have the option to receive voice mail notifications or messages to your Clarion University email. To use this option follow these steps.


1. Press the  MESSAGE key
2. Enter your passcode and press DONE
3. Use the up/down cursor keys to select EMAIL
4. Press CHANGE
  - a. OFF: no voice mail to email integration
  - b. COPY: forward a copy of new voice mail messages to your email leaving the original message in your voice mailbox. Forwarded messages are WAV file attachments.
  - c. FORWARD: forward a copy of new voice mail message to your email and delete the original message from your voice mailbox. Forwarded messages are WAV file attachments.
  - d. ALERT: send an alert email message to your email leaving the original message in your voice mailbox.
5. Press SAVE to save the selected setting

For more advanced options visit [www.clarion.edu/computing/phones](http://www.clarion.edu/computing/phones)

Have a new voice message? Here are the quick steps to listen to it...

*The red beacon at the top right corner of your phone will stay lit when you have a new voice mail message.*

#### USING YOUR OFFICE PHONE

1. Press the  MESSAGE key
2. Enter your passcode, press DONE
3. Press ENTER (circular button at center of cursor keys) 3 times

#### USING YOUR HOME OR CELL PHONE

1. Dial 814-393-3640
2. Enter your extension then #
3. Enter your passcode then #
4. Press 2 then 0

#### Voice Mail Quick Reference Diagram

