UNI Student Telephone and Voice Messaging Guide

Voice Services

VOICE MAIL LOGIN:

1. Dial: **3-7600** on campus or **273-7600** off campus
2. Enter: **5-digit extension**, followed by # **sign**
3. Enter: **password**

The initial password for all voice mail boxes at the university is: **9**
enter this key the first time you are asked for your password.

4. Enter: # **sign**

As you use audix your name will be used in system announcements.

5. Enter: **1** and speak your name
6. Enter: **1** after speaking your name
7. Enter: **1** to re-record
8. Enter: # sign to approve

CHANGING THE INITIAL PASSWORD:

Passwords must be from 6-15 digits (no consecutive or repeating digits
are accepted)

9. Enter: **new password**, followed by **# sign**
10. Enter: **new password,** followed by **# sign** to confirm it

NOTE: Entering the wrong password 3 times will lock your mailbox.
If this happens call 273-7778 (system administrator) to request your reset
back to 9.

CHECKING YOUR MESSAGES:

1. Login (dial **3-7600** enter **5-digit extension**, **# sign**, **password**, **# sign**)
4. Enter: **2** to screen messages
5. Enter: **0** to listen to messages
6. Enter: ***D** (3 key) to delete message
7. Enter: **0** to rewind/replay message

Voice mail messages are automatically deleted from the system after two days.
New/unopened voice mail messages are kept for 15 days before they are deleted.

CREATING YOUR PERSONAL GREETING:

1. Login
2. Enter: **3** to administer personal greeting
3. Enter: **1** to create/change greeting

4. Enter: **1** (greeting number)
5. Record your greeting!
6. Enter: **# sign** to approve your greeting
7. Enter: **23** to rewind and playback your greeting
8. Enter: **1** to edit
9. Enter: **#** sign to approve
10. Enter: **1** to make this greeting active for all your calls

---

Source URL: http://uni.edu/its/support/article/685