

Phone & Voice Mailbox Quick Reference

Set Up Your Voice Mailbox

If this is your first time accessing your voice mailbox and you do not have a Password (PIN), you must contact the ACS Helpdesk at extension 7538.

You are prompted to set up a recorded name and personal greeting and change your password. To exit , press * .

To create a recorded name that identifies you to callers:

- 1. The system states you have no recorded name. To record a name, press 1.
- 2. At the tone, say your first and last name. When done, press #.
- **3.** Your newly recorded name plays. Press # to keep it, or **1** to rerecord.

To record a personal greeting:

- 1. The standard greeting plays. To keep this greeting, press #.
- **2.** To record a new standard greeting, press **1**. Speak your greeting. When done, press **#**.
- **3.** Your newly recorded greeting plays. To accept this greeting and continue, press **#**. To rerecord, press **1**.

To change your password (PIN):

- 1. Enter your new password, which must be at least 4 digits. Press when # done.
- **2.** Re-enter your new password, then press #.

To change to another available language:

1. Choose 4 Setup Options, then 4 Language Options.

Access Your Voice Mailbox

To access the voicemail system, press oo

Or press * followed by the extension and pressing * again.

If calling from off-campus, dial 918-343-7875.

- If asked for a PIN, enter it and press #. **Note**: If you are calling from someone else's phone, you must press * to enter your own ID (extension) and press #. Then enter your PIN and press # again.
- If you are asked for your ID (extension), enter it and press #. Then enter your PIN and press # again.

Listen to Messages

Perform steps in "Access Your Voice Mailbox" to reach the main voice-mail menu.

- Press 1 to listen to new messages.
- Press 3 to listen to old messages, then:
 - Press 1 to listen to saved messages.
 - Press 2 to listen to deleted messages.

During message summary or playback, you can press the following numbers:

- 1 Restart message summary or playback
- 2 Save message
- **3** Delete message
- 4 Reply to message
- **44** Initiate a Live Reply call to message sender
- **5** Forward message
- 6 Save message as new
- **7** Go back 3 seconds or, if paused, go back 3 seconds and continue playback
- 8 Pause message or, if paused, continue playback
- 9 Go forward 3 seconds or, if paused, go forward 3 seconds and continue playback
- # Skip summary or message

Anytime

Press * to cancel, exit, or back up.

Press # to skip or move ahead, complete or confirm addressing, accept changes, and start and stop recording.

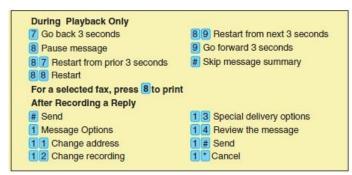
Side 1 Last updated: 12/18/2018

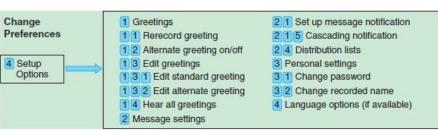
How To Transfer A Caller

- 1. Press
- 2. Enter the phone number or extension to transfer to.
- 3. Press

Voice Mailbox Shortcuts







How To Make Conference Calls

- 1. Press
- 2. Enter the phone number or extension.
- 3. Press
- 4. Repeat 1 through 3 until all parties have joined.



Your Phone

Cisco IP Phone 7841 shown.

- 1 Incoming call or voicemail indicator
- 2 Line and feature buttons
- 3 Softkeys
- 4 Navigation
- 5 Hold, Transfer, and Conference
- 6 Speakerphone, Headset, and Mute
- Voicemail, Applications, and Directory
- ® Volume

Line and Feature Buttons

Use line and feature buttons to view calls on a line, or access features such as Speed Dial.

Buttons illuminate to indicate status:

- Green, steady: Line is idle
- Red, steady: Line in use
- · Red, flashing: Incoming or held call
- Amber, steady: Line is unregistered