

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 **00**

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.

How To Transfer A Caller

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

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.

Voice Mailbox Shortcuts

Retrieve Messages	During or After Playback
<ul style="list-style-type: none"> 1 New 3 1 Saved 3 2 Deleted 	<ul style="list-style-type: none"> 1 Restart 2 Save 3 Delete 4 Reply (and begin recording) 4 1 Stop recording/ listen 4 3 Delete recording/restart 4 # Stop recording 4 # 1 2 Mark as urgent 4 # 1 3 Mark as private 4 # 1 9 3 Mark as secure 4 # # Send (see "After Recording a Reply") 4 4 Live reply 5 Forward with optional recording 5 1 Stop optional recording/listen 5 3 Delete optional recording 5 # Stop optional recording 5 # 1 1 Mark as private 5 # 1 2 Mark as urgent 5 # 1 9 3 Mark as secure 5 # # Send optional recording 6 Save as new 9 Message Properties

During Playback Only
<ul style="list-style-type: none"> 7 Go back 3 seconds 8 Pause message 8 7 Restart from prior 3 seconds 8 8 Restart 8 9 Restart from next 3 seconds 9 Go forward 3 seconds # Skip message summary <p>For a selected fax, press 8 to print</p>
After Recording a Reply
<ul style="list-style-type: none"> # Send 1 Message Options 1 1 Change address 1 2 Change recording 1 3 Special delivery options 1 4 Review the message 1 # Send 1 * Cancel

Change Preferences	
<ul style="list-style-type: none"> 4 Setup Options 	<ul style="list-style-type: none"> 1 Greetings 1 1 Rerecord greeting 1 2 Alternate greeting on/off 1 3 Edit greetings 1 3 1 Edit standard greeting 1 3 2 Edit alternate greeting 1 4 Hear all greetings 2 Message settings 2 1 Set up message notification 2 1 5 Cascading notification 2 4 Distribution lists 3 Personal settings 3 1 Change password 3 2 Change recorded name 4 Language options (if available)



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
- ⑦ Voicemail, Applications, and Directory
- ⑧ 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