

Residence Hall Voicemail Setup: *Single Person Room*

Part A: Activate the Room Mailbox

In order for callers to leave messages you must activate your mailbox. This must be done **from your own phone line in your room!** Follow the steps below to do this.

1. Pick up the phone in your own residence hall room and dial ***62**.
2. You will hear a tone at which time you will dial **3600**.
3. Hang up the phone; your voicemail is now activated. This allows callers to connect to your voicemail when you are away from the phone or do not answer.

Part B: Setup Your Individual Mailbox

Before you begin: You must setup your mailbox from your own phone line in your room! Please follow the steps below to setup your individual mailbox.

1. Pick up the phone in your own residence hall room and dial **3600**.
2. You will be prompted to enter your 5 digit PIN.
3. You will hear, *hello and thank you for calling, ... at the tone state your first and last name, and state only your name. When you are finished enter star (*)*.
Example: Jason Roeckle.
4. After you press **star (*)**, it will repeat what you recorded in the previous step.
4. It then asks if you would like to change this. Press **1 for YES** and **2 for NO**.
5. It then states, *for someone who does not know your extension number may still reach you or leave you a message just by knowing your last name. For this the system must know how to spell your last name.* For this enter the numbers that correspond with your last name as if you were text messaging. **Ex. For Brian Decky enter the numbers corresponding to DECKY which are 3 3 2 5 9.**
6. It then asks you if you would like to change this. Press **1 for YES** and **2 for NO**.
7. It is then going to ask if you would like to be listed in the directory so outside callers can find you by knowing your residence hall and room number. Press **1 for YES** and **2 for NO**.
8. It then states, *when callers can't reach you directly they will go to your voice mailbox.* At the tone you will record your personal greeting and at the end of your greeting press star (*). **This is the greeting that callers will hear only for your mailbox so record your personal greeting. Example: This is Jeff leave me a message.** After you record your personal greeting press **star (*)**,
9. After you press **star (*)**, it will repeat what you recorded in the previous step.
10. It then asks if you would like to change this. Press **1 for YES** and **2 for NO**.
11. Next it asks you if you would like to set a personal security code to safeguard your mailbox. **Press 1 for YES and 2 for NO.** (NOTE: You should choose YES)
12. After you decide if you want a personal security code, it will ask you to enter a code 3 to 10 digits long and then press **star (*)**. You will need to **re-enter your security code and press star (*) again.**
13. It then states that you have finished setting up your voice mailbox and if you would like to keep the settings **press 1 for YES** and if you would to **RESET** the voice mail back to its original state **press 2**.