

**To Initialize Your Voice Mailbox**

From your extension telephone or any other Nipissing phone, press the voicemail key or dial 7401

A tutorial will welcome you to your voice message centre and assist you with programming a private passcode, recording a greeting and your name.

Please complete all steps of the tutorial to ensure voicemail functionality. If you do not complete the tutorial and press '9' to exit, the tutorial will replay the next time you access your mailbox.

Note: When recording your greeting and your name, press # to end the recording

**To Access Your Voicemail Mailbox from This Telephone**

- Press the voicemail key or dial 7401
- Enter your passcode
- Follow prompts to listen to messages

**To Access Your Voicemail Messages from Any Other Nipissing Phone**

- Press the voicemail key or dial 7401
- Press \*
- Enter your mailbox number (extension) immediately followed by \*
- Enter your passcode
- Follow prompts to listen to messages

**To Access Your Voicemail from Home or an Outside Line**

- Dial 705-474-3450 (Nipissing University telephone number)
- Press 8 to interrupt the greeting when you hear "Welcome to Nipissing University's automated telephone system..."
- Enter your mailbox number when you hear, "Welcome to the Message Centre"
- Press \* when you hear your voicemail greeting
- Enter your passcode
- Follow prompts to listen to messages
- At any time during message playback you can press:
  - 1 – To pause for 30 seconds
  - \* – To move back 5 seconds
  - # – To move forward 5 seconds

## To Modify Your Voice Mailbox after Tutorial is Complete

### Change Greeting:

- Log into your mailbox
- Press 8 for the letter “U” – User Options
- Press 4 for the letter “G” – Change Greeting

### Change Name:

- Log into your mailbox
- Press 8 for the letter “U” – User Options
- Press 6 for the letter “N” – Change Name

### Change Passcode:

- Log into your mailbox
- Press 8 for the letter “U” – User Options
- Press 7 for the letter “P” – Change Passcode

## To Forward a Message to Another Voice Mailbox

- Press “4” for the letter “G” GIVE to forward a message to another voice mailbox (after you have listened to the message)
- Dial the recipient’s voice mailbox number
- Once the owner of that mailbox has been confirmed, you may add the number of other voice mailboxes
- Press # once the list of recipients is completed
- Record your message after the tone
- Press “9” to Exit when you are done recording in order to send your message and exit this option

## Message Retention Parameters

- Played (saved) message retention – 28 days