YOUR FIRST TIME INTO YOUR MAILBOX, PLEASE COMPLETE THE FOLLOWING STEPS FOR SETUP.

1. Lift handset, dial access code 3700, enter your temporary password, press #.
   
   NOTE: Your temporary password is 1 plus your mailbox #.

   Your mailbox # will be the same as your phone extension unless you and your roommate want separate voicemail boxes. If this is the case, then the first student alphabetically will have a mailbox number of 1 + the last 3 digits of the room's phone extension and the second student alphabetically will have a mailbox number of 2 + the last 3 digits of the room's phone extension. If three students share a room, the third student will have a mailbox number starting with 4 + the last 3 digits of the room's phone extension.

2. You must change your temporary password. Enter your (old) temporary password, press #. Enter your new password, press #, enter your new password again, press #. Your password is now changed.

3. Record your name. From the main menu, press 4, 3, 3 for personal verification. Record your name (first & last) at the tone. Press # to stop recording. Listen to the playback of your name, press # to accept, or 1 to re-record.

4. Record your greeting. From the main menu, press 4, 3, 1 for your external greeting. Press 2 to record. At the tone, record your greeting, press # to stop recording, press # to accept the greeting, press * to erase and re-record the greeting.

SAMPLE VOICE MAIL GREETING

Thank you for calling. This is (first and last name). Please leave your name, number and a message and I will return your call as soon possible.

MAILBOX COMMANDS

LOG IN: Lift handset, dial access code 3700, enter your password, press #.

MAIN MENU:

1 - 1 Listen to new messages
1 - 2 Listen to saved messages

Compose: to record a message to send to another mailbox subscriber, press 2. Record your message at the tone, press # to stop recording, enter a list of addresses to send the message to using # to separate the mailboxes, press # when finished.

4 - 2 - 1 Change password: enter old password, press #, enter your new password, press #, enter new password again, press #. Your password is changed.

Re-Record greeting: Press 3 to play the existing recorded greeting. Press 2 to re-record the greeting, press # to stop recording, press # to accept the greeting, press * to erase and re-record the greeting.

4 - 3 - 1 Re-Record name: you will hear your name as recorded, press 1 to change, record name at tone, press # to stop recording, press # to accept.

Numerical Code Shortcuts

# - Skips to next message
1 - skips back to last message (press during message)
2 - pause message (press during message)
3 - skips forward to next message (press during message)
4 - replay the message (press after message)
5 - play message envelope (press after message)
6 - forward a copy of message to another mailbox user (press after message)
7 - delete message
Call Pilot

Student Mailbox Menu

This is the greeting that needs to be recorded for each room in order for callers to make a selection on which student to leave a message for. Only 1 person per room needs to make this recording.

1. Dial 7777
2. When prompted for Application ID, enter your 4-digit extension (the last 4 digits of your Resident Hall phone
3. The password is 7727826 (SPARTAN)
4. Press 5 to begin recording. Currently there is a generic greeting stating that the voice mail box has not yet been initialized. You need to record the greeting and insert the names for each student in a room. (Example: press 1 for Susan, press 2 for Jill, etc.) (Students need to be listed alphabetically by last name, first name.)
5. Press # to end recording. You can then press 2 to listen to the greeting, or hang up.

<table>
<thead>
<tr>
<th>OTHER FEATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPRESS MESSAGING</td>
</tr>
<tr>
<td>ACCESS VM FROM ANOTHER PHONE</td>
</tr>
<tr>
<td>EXTERNAL ACCESS</td>
</tr>
</tbody>
</table>