INITIALIZING YOUR VOICE MAIL BOX

STEP 1
Dial the internal voicemail access number 7600, or press the phone mail button (it is represented on the phone, by the PHMAIL tag).

STEP 2
Change your password
When the system answers it will ask you for your temporary password
✓ Enter the temporary password (123456) then press #.
✓ Enter a new password, at least 6 digits, maximum 15 digits, then press #.
   NOTE: Password cannot be a simple number sequence
e.g. 1111 or 12345.
✓ System will then replay the password you enter.

STEP 3
Record Your Name
✓ You will then be prompted to record your name, first, then last then PRESS #.
✓ The system will then replay you recorded name back to you.
   To record your name, PRESS *.
   If you like the way it is, PRESS #.

STEP 4
Record Your Personal Greeting
✓ When you are ready to record your personal greeting PRESS 2.
✓ When finished recording PRESS #.
✓ The system will then replay your name back to you.
   To record your personal greeting, PRESS *.
   If you like it the way it is, PRESS #.

STEP 5
Retrieve Messages From Your Desk Phone
✓ Dial the voicemail access number x7600, or PRESS the phone mail button.
✓ Enter your password.
✓ PRESS #.
STEP 6
Retrieve Messages From Another User's Desk Phone
 ✓ Dial the voicemail access number X7600, or PRESS the voicemail button.
 ✓ PRESS the * key.
 ✓ Enter your mailbox number followed by the # sign.
 ✓ Enter your password followed by the # sign.

STEP 7
Retrieve Messages Off Campus
 ✓ Dial the voicemail access number (302) 857-7600
 ✓ If you are out of the local calling area, dial 1-(302) 857-7600.
 ✓ PRESS the # sign to indicate that you are a subscriber.
 ✓ Enter your mailbox number followed by the # sign.
 ✓ Enter your password followed by the # sign.

STEP 8
A Few Final Reminders
 ✓ The system will then play a few final reminders.
 ✓ You have successfully initialized your voice mail box.

STEP 9
Exit Out Of Your Mailbox
To exit out of your mailbox PRESS *.

VOICE MAIL BASICS

Change Your Personal Greeting/Name
Create Your Extended Absence Greeting
Dial 7600, or press the PHMAIL tab.

Enter password, press #
Enter your password
Press 4 during the main menu.
Press 3 during sub menu.
Press 2 during the main menu.
Follow the prompts to record the kind of greeting you desire.

Change Your Recorded Name
Dial 7600, or press the PHMAIL tab.
Enter your password.
From the main menu, Press the prompts 4-3-3 to change your password.

Accessing your 2nd Voice Mail Box
Follow STEP 1.
message is
Enter *
Enter mailbox number, press #
Enter your password
Retrieve your messages

Replay a Message
Press 4 after the done to repeat message.