

DRURY PHONE VOICEMAIL CONFIGURATION MENU JULY 29, 2008

FIRST TIME PHONE USERS: YOU WILL NEED TO REQUEST A NEW PASSWORD FROM TECHNOLOGY SERVICES (Call EXT. 7424)

- 1 Dial 7800 TO ACCESS VOICEMAIL →
- 2 ENTER PHONE EXTENSION FOLLOWED BY # AND PASSWORD FOLLOWED

YOU MUST DIAL 7800 AND LOGIN BEFORE YOU CAN ACCESS ANY OF THESE FUNCTIONS BELOW
You can access your Phone Voicemail from the Outside by Dialing 417-873-7800

CHANGING YOUR VOICEMAIL PASSWORD

- 1 PRESS 84 TO ACCESS PASSWORD CHANGE OPTION →
- 2 ENTER OLD PASSWORD TO AUTHORIZED PASSWORD CHANGE
- 3 ENTER NEW PHONE PASSWORD FOLLOWED BY # (You will need to enter new password again to confirm change)

OPTIONS WHEN LISTENING TO MESSAGES

- PRESS (1) TO HEAR MESSAGE OR REWIND MESSAGE
- PRESS (2) TO REWIND BACK TO MESSAGE BEGINNING
- PRESS (6) FOR NEXT MESSAGE OR RETURN TO 1ST MESSAGE WHEN AT END OF MESSAGES
- PRESS (4) FOR PREVIOUS MESSAGE
- PRESS (9) TO CALL EXTENSION
- PRESS (76) TO DELETE MESSAGE

FORWARDING VOICEMAIL MESSAGES

You will need to follow these 4 steps to forward a message (ONLY WORKS FOR DRURY CAMPUS EXTENSIONS)

- 1 PRESS (73)
- 2 ENTER EXTENSION(S) FOLLOWED BY # AND WHEN YOU ARE FINISHED WITH EXTENSION DESTINATIONS PRESS # Twice
- 3 PRESS 5 TO RECORD A MESSAGE AND THEN PRESS # TO END RECORDING
- 4 PRESS 79 TO SEND FORWARDED MESSAGE

VOICEMAIL GREETING CONFIGURATION

