

# Start Here

# Get/Send Messages

# Greetings and Password

# Other Settings

**1** **Dial Voicemail...**  
 From UO phone: 6-1111  
 Local Eugene: 346-1111  
 Local Portland: 503-412-3801  
 Long Distance: 541-346-1111

**2** Once prompted, **enter your mailbox number.**  
*Do not enter a # sign, just your 5-digit mailbox number.*

**3** Once prompted, **enter your voicemail password** (called a "security code").  
*Again, do not enter a # sign, just your password.*



## The Main Menu

Press **1** to Record/Send Messages

Press **2** to Get Your Messages

Press **5 1 3** set Greetings

Press **5 1 4** change Password

Press **5** to change and manage your voicemail Settings

*Tip: you can also manage some voicemail account settings online (see reverse)*

## Get Your Messages

After pressing **2** you can:



## Record/Send Messages

After dialing **1** the automated voice prompts you to record a message.

Press **#** to **approve** the recorded message, or:

Press **1** to **edit** the recorded message

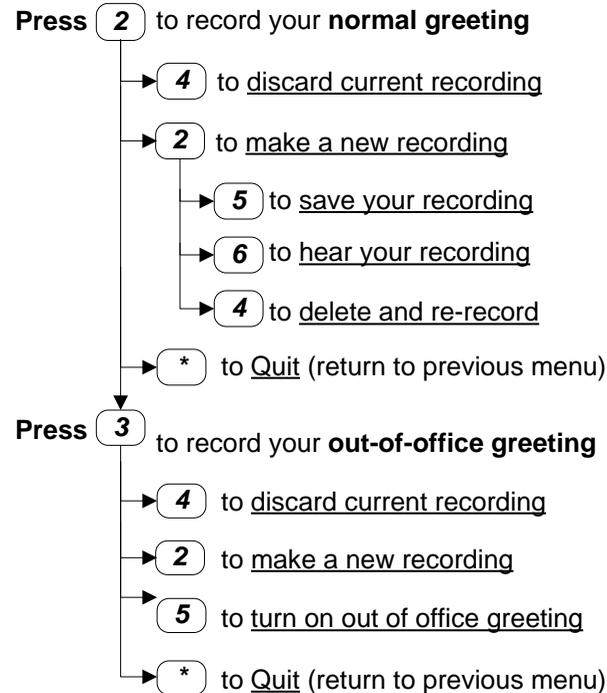
After you approve:

- When prompted, enter each destination extension followed by a # sign. The system informs you of the user's name for each address entered.
- when finished addressing, simply enter #
- when prompted "To send, press the # sign...", press #
- When you hear "Message Sent", you've sent the message.

*Tip: pressing \*4 (or \*H) provides online Help*

## Change Greeting(s)

After pressing **5 1 3** from the main menu, the automated voice will provide you with two options:



## Change Your Password

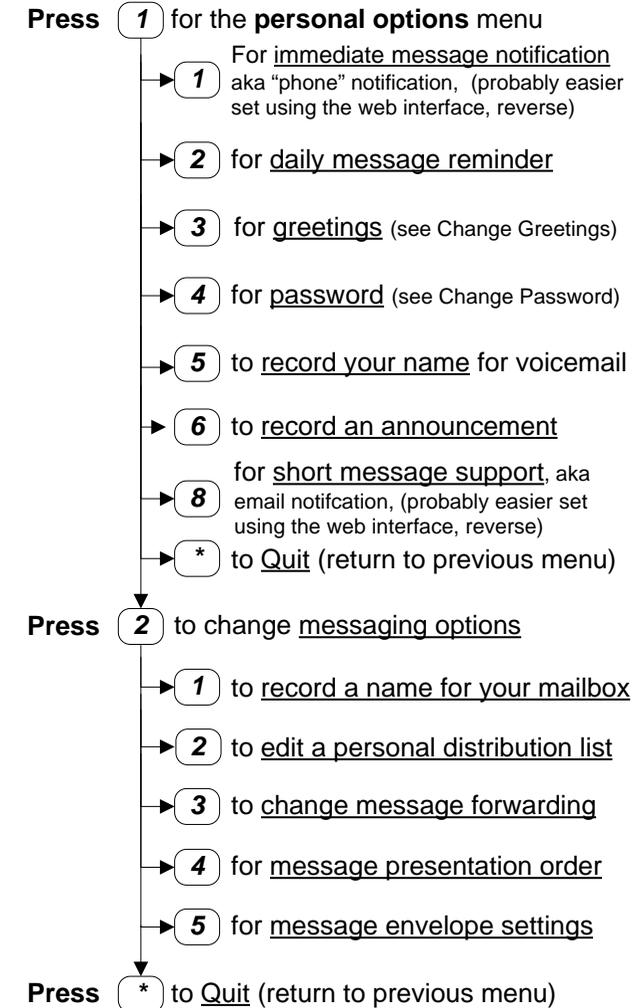
After dialing **5 1 4** you will be asked to enter your new password followed by **#**. After entering your new password, you will be prompted to enter it again followed by **#**.

Dial **\*** to Quit (return to previous menu)

*Tip: Password minimum length is 6 digits.*

## Other Settings

After pressing **5** from the main menu, the automated voice will give you a list of options to change your voicemail:



*Tips, hints, and help docs are available at: <http://telecom.uoregon.edu/voicemail>*

# Voicemail Online Quick Reference

The University of Oregon voicemail system allows you to access and manage settings and preferences for your voicemail account online.

*The web pages shown here are only accessible from UO IP addresses (campus networks)*

## Log In to Your Account

1 To access your online voicemail, go to the UO voicemail homepage at:

<https://voiceweb.uoregon.edu>

2 Enter your mailbox number (your 5 digit UO phone extension) and voicemail password (labeled "security code").

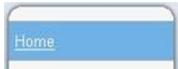
3 Then click on the "Login" button

### Important:

When you are done, **remember to "logout"** -

click **Home**

(top left corner)



- then **Logout**

(upper right corner):



*We don't recommend having your browser remember your login info, enter it every time instead.*

## Change Your Password

To change your voicemail password, **click the "Personal Settings" option** on the left-hand side menu of your screen. Next, **click on the "Security Code" tab** in the upper right-hand corner of your screen.

You will next see a menu titled, "Change Security Code" (below). Enter your current and new voicemail passwords as indicated. Note passwords must be no shorter than 6 numeric characters and not be simple (like 111111 or based on your extension number):

Finally, **click the "OK" button to finish** changing your password (Figure 4). *Note that this changes your voicemail password when accessing voicemail from your phone set as well.*



## Email & Phone Notification

The voicemail system can notify by email and/or by telephone when new voicemail comes in. Login to voiceweb and click on "Notification Settings":

To learn more about any of these features visit: <http://telecom.uoregon.edu/voicemail>

### Notification (cont.)

To be notified by email you have a new voicemail message, click the **Email** tab at the top:

- check **Enable Email notification**
  - set Email server to **UO SMTP**
  - set Notify Status to **All**
  - check **Include Voice Msgs**
  - set Hours & Days to your prefs
  - *put your email addr. in the box!!!*
  - *click OK to save your changes!!!*
- Here's an example:

To be notified with a phone call that you have a new voicemail message, click the **Phone** tab at the top:

- check **Enable Phone notification**
  - set Notify Status to **All**
  - check **Include Voice Msgs**
  - set Hours & Days to your preferences. In the example below, we'll get a call M-F only between 8AM and 5PM
  - *In the Call List, put the number(s) where you want to be reached, in that order. Leave Type = Normal. You can specify how long to wait before trying the next number you list.*
  - *click OK to save your changes!!!*
- Here's an example:

Telephone Number	Type	PIN Number	Wait (min)
66966	Normal		5
1234567	Normal		5
	Normal		15

# University of Oregon Voicemail Quick Reference

For additional help,  
contact **Telecom Services:**  
(541) 346-3198  
<http://telecom.uoregon.edu>  
[telecom@ithelp.uoregon.edu](mailto:telecom@ithelp.uoregon.edu)