

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

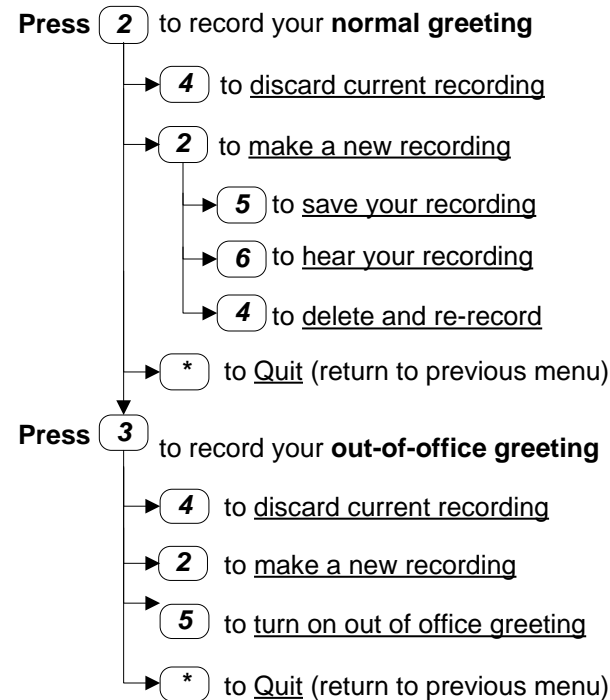
After you approve:

- 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

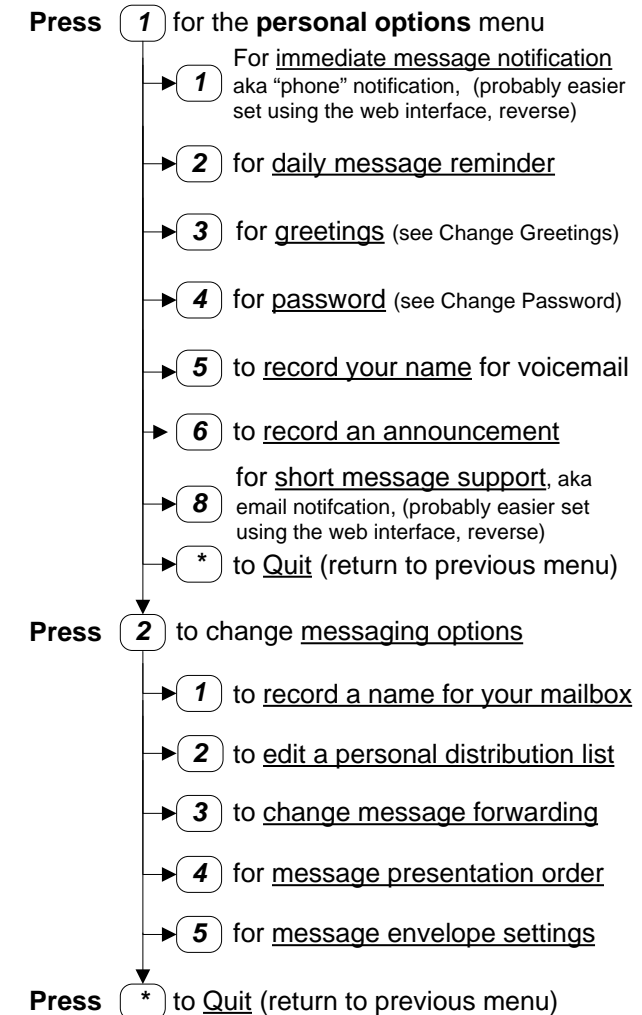
After dialing **5 1 4** you will be asked to enter your new password followed by **#**. After entering your new password, you will be prompted to enter it again followed by **#**.

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