

SRU Voice Mail Setup

Before You Start

To set up your new voice mail you will need the following information.

Voice Mail internal number:

3000

Your mailbox number:

XXXX – this is your 4 digit extension number

Default security code (password) to use when you log on to voice mail for the first time –

0000 – this is your 4 digit temporary password

Gaining Access to Your Mailbox – Individual Users

1. Call the Voice Mail internal number from your phone on campus - 3000
2. Enter the security code (password) – 0000 then hit the # key
3. Follow the prompts to change your security code (password) record your name, and greeting.
 - a. Example name: Sally Smith
 - b. Example Greeting: Hi, you have reached Sally Smith. I am not available right now. Please leave your name and number and I will get back to you as soon as I can. Thank you.

Gaining Access to Your Mailbox – Department Numbers

1. Dial voicemail number from your department phone on campus - 3000
2. hear enter your security code – press 0000 then hit the # key
3. press *, (hear main auto attendant tutorial playing)
4. press #
5. enter the mailbox number of the department number you want to log into
6. enter security code (password) (1st time set up code is 0000 then hit the # key)
7. follow prompts to set up mailbox greeting and security code
 - a. Example department name: Public Relations
 - b. Example Greeting: Hi, you have reached the Public Relations office at Slippery Rock University. We are not available right now. Please leave your name and number and someone will get back to you. Thank you.