

HOMWOOD LOCATIONS - VOICE MAIL REFERENCE GUIDE

INITIAL VOICE MAIL SET-UP	
FROM THE OFFICE	FROM HOME
<p>1. Dial Access #: 68580 or use voice mail button on telephone if available.</p> <p>(If dialing from a different desk than your own, press * (star twice) to get to the main menu, then enter your 5 digit extension #.)</p> <p>2. You will hear: "Please enter your Security Code". Enter the Default Security Code which is: 12345.</p> <p>3. You will hear the startup tutorial: "As a new user, you must first setup your mailbox... etc"</p> <p>4: You will be prompted to enter a new Security Code. It can be any combination of numbers from 5-15 digits long. You must enter the new code followed by the pound (#) key. You will be asked to repeat this to confirm.</p> <p>5: You will be prompted to record your name. Press 2 to begin recording and 2 to stop recording. Press 5 to save the name.</p> <p>6: You will be prompted to record your greeting. Press 2 to begin recording and 2 to stop recording. Press 5 to save the greeting.</p> <p>7: You will hear: "Congratulations, you have successfully completed the setup..." etc.</p>	<p>1. Dial Access #: 410-516-8580</p> <p>2. You will hear: "You have reached the Johns Hopkins University voice mail..." etc. Press * (star) to get to the main menu.</p> <p>3. You will hear: "Please enter your 5 digit extension #..." Enter your 5 digit extension # (leading with either a 6 or a 7).</p> <p>4. Follow STEPS 2-7 to the left to complete setup.</p>

HOMWOOD LOCATIONS - VOICE MAIL REFERENCE GUIDE**ACCESS MESSAGES****FROM THE OFFICE**

1. Dial Access #: 68580 or use voice mail button on telephone if available.

(If dialing from a different desk than your own, press ** [star twice] to get to the main menu, then enter your 5 digit extension #)

2. You will hear: "Please enter your Security Code". Enter the Security Code that you have established for your mailbox.

3. You will hear: "You have ____ new messages... "etc. and then you will be in your voice mail main menu

FROM HOME

1. Dial Access #: 410-516-8580, You will hear: "You have reached the Johns Hopkins University voice mail..."etc. Press * (star) to get to the main menu.

2. You will hear: "Please enter your 5 digit extension #..." Enter your 5 digit extension # (leading with either a 6 or a 7).

2. You will hear: "Please enter your Security Code". Enter the Security Code that you have established for your mailbox.

4. You will hear: "You have ____ new messages... "etc. and then you will be in your voice mail main menu.

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CHANGE GREETING

1. Access mailbox main menu by dialing access #: 68580 & entering the security code that you have established.
2. Press 4 for Phone Manager.
3. Press 1 for Personal Options.
4. Press 3 for Personal Greeting.
5. Follow the prompts to record your greeting.



PERSONAL OPTIONS & SETTINGS

TO CHANGE SECURITY CODE

1. Access mailbox main menu by dialing access #: 57350 & entering the security code that you have established.
2. Press 4 for Phone Manager.
3. Press 1 for Personal Options.
4. Press 4 to change Security Code.
5. Follow the prompts to change your code.

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FORWARD A MESSAGE TO ANOTHER MAILBOX

1. Access mailbox main menu by dialing access #: 68580 & entering the security code that you have established.
2. After listening to the message that you want to forward, press 6.
3. Record a message. This will introduce the message you are forwarding when the recipient receives it.
4. Enter the destination mailbox number or press # to send the message using the Dial-By-Name Directory.

YOU MUST ENTER THE MAIL BOX # AS A TEN DIGIT TELEPHONE NUMBER. Example: 410-516-5555.

5. After entering the Ten Digit Mailbox #, You will hear confirmation of the recipient.
6. Follow the prompts to add more recipients and to send your message.

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SHORTCUTS & QUICK TIPS

DID YOU KNOW???

- To hear the date, time and sender of a message, you can press 5 at anytime during message playback.
- When you call someone and get their voicemail greeting, you can avoid listening to the entire greeting by pressing any numerical key (Keys 1-9 not including *, #, or Zero) and you will be taken to the prompt to record a message.
- If you want to leave someone a message without ringing their phone you can pick up your phone and dial the VM access # 68580 then press * (star) then dial their 5 digit extension.
- To transfer a call from your line to another voice mail extension, press the Transfer button on your phone, then press the voice mail button (or dial 68580) then press * (star) button, next enter the extension # of the person to whom you want to transfer the call then, press the Transfer button again to finalize the transfer.
- We can set up Distribution Lists for your department so you can save time by sending group messages. Call or e-mail us for more information!