

UNIVERSITY OF TENNESSEE AT MARTIN FAC/STAFF VOICE MAIL REFERENCE SHEET

*YOUR SUBSCRIBER MAILBOX NUMBER IS 1 + YOUR
4-DIGIT CAMPUS PHONE NUMBER.*

FIRST TIME SET-UP INSTRUCTIONS: Dial 7590. You will be asked to enter a security code. Press 0000.

A tutorial will guide you in setting up your mailbox. You will be asked to change your security code. No one else will have access to this security code and it must be entered each time you check messages, so make sure it is one you'll remember. Follow the instructions and enter your new security code followed by pressing the # key.

Next you will be asked to record your name. Your name is used in a directory that people can access to forward messages to you and other tasks. Record only your name, your greeting will be recorded later. You will start by pressing 2 and stop by pressing 2. You will be able to review what you recorded by pressing 6, and when you're satisfied with the recording, press 5 to save.

Now you will be asked to record the greeting people will hear when they are transferred to your voice mail. Again, you will start by pressing 2 and stop by pressing 2. You will be able to review what you recorded by pressing 6, and when you're satisfied with the recording, press 5 to save.

When you hear that you have successfully completed the set up, press the * key until you hear "Thank you for calling" and then hang up.

Now you will need to set the "forwards" that send callers to your voicemail. Pick the phone back up and dial #6. You will hear 4 tones. Now dial 7590 and you will hear the same tones again. Your phone has now been forwarded to voicemail after 4 or 5 rings. Hang up.

If you would like to have your phone callers sent to voicemail rather than get a busy signal when you are on the phone, Pick the phone back up and dial #3. You will hear 4 tones. Now dial 7590 and you will hear the same tones again. Your phone has now been forwarded to voicemail when busy. Hang up.

These forwards can be removed by picking up the phone and dialing the *6 and *3 commands to cancel the respective forwards. When you hear the 4 tones, you can then hang up. Remember, if you cancel these forwards, voicemail will no longer answer under the conditions they controlled!

IF YOU EVER NEED TO CHANGE ANY OF YOUR SET- UP OPTIONS (GREETING, SECURITY CODE, NAME):

Dial 7590 and enter your security code. Then press 3 to access phone manager, and press 1 to access your personal options. From there, listen to the list and choose what you need to change.

TO ACCESS VOICE MAIL FROM YOUR PHONE ON CAMPUS:

Dial 7590. You will be prompted to enter your security code.

TO ACCESS VOICE MAIL FROM OFF CAMPUS:

Dial the external number 881-7590. When you hear "Thank you for calling the University of Tennessee at Martin", press the # key. You will be prompted to enter your mailbox number as well as security code. Remember, your mailbox number is 1 plus your 4 digit campus number.

Please call 7835 if you have any problems.