



## New Telephone System

### Setup (Initialize) Your Voice Mail

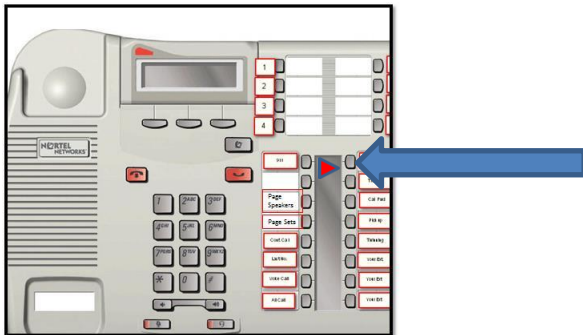
- Feature button, then enter 981.
- Follow the prompts. (This is where you say your name only.)
- Password cannot be your extension, or consecutive numbers, cannot start with a zero (0) **or be 4 of the same digit.**
- *(When you initialize your voicemail and record your name, the message that people will hear when they call to leave a message for you says “Your phone is being answered by Avia IP Office,” and will play the recording of your name. If you have not set it up, it will just say your extension.)*

### Record Your Personal Greeting

- This is a personal greeting that will play when someone calls to leave you a message instead of the “your phone is being answered by Avia IP Office.” **(We have been asked to record a greeting so people do not hear the Avia IP Office message.)**
- Feature 981.
- Press 3.
- Press 1.
- Enter the number of the greeting—1.
- Start speaking to record your greeting. Press 1 when you are finished.
- Press 23 to hear it.
- Follow the prompts to make this the default message for all calls.
- *(If you want, you can do this again at any time to set up different messages for different types of calls.)*

### Check and Delete Voice Mail

- PRESS Feature Button and enter 981
- To Hear messages: Press 2 **and then 0** to hear messages
- To Delete messages: Press \*3 or \*D (delete)
- *(Some phones have a triangle indicator light that pops up on the display when you have a voicemail next to what should be your voicemail button. Not all phones have this. You may not be getting an indicator that you have voicemail, but you need to check your voicemail anyway. If you are not getting the triangle, please let your coordinator know!)*



### Check Messages Remotely After Hours (away from campus)

- Call the main school telephone number, when it starts the message simply type in your extension number (just the extension) when you hear your voice mail greeting – press \*7.