

LIMESTONE UNIVERSITY VOICE-MAIL GUIDE

Welcome to your new Voice-Mail Box!

This quick reference guide will direct you through the simple steps to activate your new voice-mail box and get you up to speed on using voicemail as a convenient tool.

Initial Activation

Limestone University currently is using VOIP phones that connect directly to our network. Orange jacks are for network connections.

2. Allow your phone time to boot up and load the main screen. Ensure you have dial-tone. Our current phones are equipped with message waiting lights that will flash when there are new messages to be heard. If this happens at the initial boot, please notify the Help Desk so any previous user messages can be removed.

or press the softkey labeled as Voicemail to access the Voice-Mail system.

Welcome to your Com-Pilot voice portal. Please enter
your
5 1845

6. You will then be prompted to change your password. This is for security reasons. You may change your password as often as you wish. If you ever forget your password, you need to repeat steps 1 through 4.

Voice-Mail Commands

After logging into voice mail with your password, you may listen to new or old messages in your box. Some Message Commands are:

- Play
- Rewind
- Fast Forward
- Skip to Previous Message
- Skip to Next Message
- Delete Message

Mailbox Greetings

Verification is the name of your extension and voice-mail box which identifies them to callers as yours.

VOICE MESSAGING

1. Access Play Messages menu
2. Access Change Busy Greeting menu
3. Access Change No Answer Greeting menu
4. 02 0612 72 reWhB7F 12 Td02 0612 72 reWhB7F 12 Tl 01 e02 0612 72 r305 Access Change No Answer Greet