

# UIC VOICE

Voice Mail Telephone Number: (312) 413-9500

Voice Mailbox Number: (your 5-digit campus telephone extension)

Security Code: (your 7-digit identification code)

## TO SET UP YOUR MAILBOX FOR THE FIRST TIME

1. Lift handset, dial 3-9500 (wait for beginning of the greeting)
  2. Press #
  3. Enter your 5-digit campus telephone extension
  4. Enter 7 zeros (0000000) to clear the system's default security code.
  5. Enter your **new** 7-digit security code (your choice of numbers)
  6. Press #
  7. Re-enter 7-digit security code (from step 5) for system confirmation.
  8. Press #
  9. Press 1 to record your name
  10. Press # when finished recording name
  11. Press # to save, or press 1 to re-record
  12. Press 1 to record your personal greeting (up to two minutes long)
  13. Press # when finished recording personal greeting
  14. Press # to save, or press 1 to re-record
  15. Press 9 twice (9,9) to exit your mailbox.
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## 1. TO ACCESS YOUR MAILBOX:

- a. FROM YOUR CAMPUS TELEPHONE
  1. Lift handset, dial 3-9500 (wait for beginning of the greeting)
  2. Press ##
  3. Enter your 7-digit security code
- b. FROM ANOTHER CAMPUS TELEPHONE
  1. Lift , dial 3-9500 (wait for beginning of the greeting)
  2. Press #
  3. Enter your 5-digit campus telephone extension
  4. Enter your 7-digit security code
- c. FROM AN OFF-CAMPUS TELEPHONE
  1. Dial (312)413-9500 (wait for beginning of greeting)
  2. Follow steps 2-4 above

## 2. TO LISTEN TO MESSAGES

- a. Access your mailbox (use procedure 1a - from your office;  
1b - from another on-campus telephone; or 1c - off-campus)
- b. PRESS 5 to **Listen to messages**
- c. At any time while listening to the message, you may press:
  - 2 to **Back-up** five seconds
  - 3 to **Erase** the message
  - 4 to **Go** ahead five seconds
  - 5 to **Listen** to next message
  - 7 to **Save** the message
  - 8 for the **Time/Date** of message
  - 13 to **Forward** the message to another mailbox
  - 15 to **Listen** to next message
  - 17 to **Reply** to the mailbox where the message originated
  - 18 for **Volume** adjustment
  - 22 to **Back up to the beginning** of the message
  - \* to pause and restart message
  - # to return to "Ready"

## 3. TO MAKE A MESSAGE TO SEND TO CO-WORKERS

- a. Access your mailbox (procedure No. 1)
- b. Press 6 to **Make** a message
- c. (hear beep) Record your message (press 22 to listen)
- d. Press # when finished recording
- e. Enter mailbox number(s) where message is to be sent
- f. Press #, # to send the message

## 4. TO RE-RECORD YOUR PERSONAL GREETING

- a. Access your mailbox (procedure No. 1)
- b. Press 4, 6 (**Greeting, Make**)
- c. (Listen for beep) Record new greeting
- d. Press # when finished
- e. Listen to new greeting by pressing 4, 5 (**Greeting, Listen**)

**5. TO CHANGE YOUR SECURITY CODE**

- a. Access your mailbox (procedure No. 1)
- b. Press 16, 2
- c. Enter your new security code (7 digits)
- d. Press #
- e. Re-enter new security code to confirm
- f. Press #

**6. AUTO-COPIED MESSAGES (Full-featured mailboxes only)  
"TO SET-UP AUTO-COPY ON YOUR MAILBOX"**

- a. Access your mailbox (procedure No. 1)
- b. Press 16, 4
- c. Enter mailbox number where you want all of your new messages to copy

**7. TO CANCEL AUTO-COPY ON YOUR MAILBOX**

- a. Access your mailbox (procedure NO. 1)
- b. Press 16, 4
- c. Press \*