

Voicemail Instructions

Note: Voicemail Messages are only Stored for 10 Days and then automatically erased.

To Initiate Voicemail

Dial 26800 Enter Security Code 0000

Change the Security Code Record Name & Extension Number Only

Record a New Greeting

(Be sure to include name in greeting also)

Once this has been completed phone The Telephone Help Desk on extension 25000 and request they program a Diversion to Voicemail.

To Retrieve Messages

Dial 26800

Enter Security Code

You will hear...*"You have XX new Messages, to listen to new messages press 1."*

Press 1 to listen to your new Messages

Press 4 to delete message after you have listened to it or

Press 5 to save Message and listen to at a later date

To Check Messages – Externally

Dial (08) 8302 6800

Welcome to The University of South Australia

Press #

Please Enter Mailbox Number (EXTENSION NUMBER)

Please Enter Security Code XXXX

To Check Messages – Internally from a phone that does not have Voicemail:

Dial 26800

This is not a Valid Mailbox

Press #

Please Enter Mailbox Number (EXTENSION NUMBER)

Please Enter Security Code

To Check Messages – Internally from a phone that has Voicemail attached:

Dial 26800

Please Enter Security Code

Press *#

Please Enter Mailbox Number (EXTENSION NUMBER)

Please Enter Security Code

Voicemail Instructions (cont.)

To Change Your Message

Dial 26800
Enter Security Code
Press 3 for Phone Manager
Press 1 for Personal Options
Press 3 for Record a Personal Greeting
Press 4 to Delete Current Message
Press 2 to Start Recording New Message
Press 2 to end Recording New message
Press 5 to save New Message.

To Change Name Recording

Dial 26800
Enter Security Code
Press 3 for Phone Options
Press 1 for Personal Options
Press 5 and Follow the Prompts.

To Change Security Code

Dial 26800
Enter Security Code
Press 3 for Phone Options
Press 1 for Personal Options
Press 4 and Follow the Prompts.

Diversion to Voicemail

To Program an Immediate Diversion to Voicemail: (Follow-Me Diversion)
Lift Handset Dial
*21*26800#
To Cancel Diversion
Dial #21#