

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 22000 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

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#