

Phone & Voicemail System



Technology Training

Rosalyn Donaldson, Manager
Mohammad, Jadun, PhD, Accessibility
Sharyn Zembower, Coordinator

Table of Contents

Phone Systems	3
----------------------------	----------

Phone Systems

If it becomes necessary for campus to close and you are working remotely, forward your office phone to your home phone or a cell phone, check your voicemails, and/or set an alternative greeting.

This document will help you to:

- Forward your office phone.
- Set up your voicemail.
- Set up an alternate greeting.
- Check your voicemail from off campus.

Forward Your Office Phone

1. Press *4
2. Press 9 and enter the phone number you want to receive calls. (IE 9-330-555-1234)
 - a. Note: If your phone is a long distance number please dial 9, 1, and your phone number. (IE 9-330-555-1234)

Cancel the Forward

1. Press #4 on your office phone.

Your Voicemail Box will only hold 25 messages. Greeting length is 90 seconds and your message length is limited to 2 minutes.

Check Voicemail

1. Dial 2034.
2. Enter your password.
3. Select 1 to listen to new messages.
4. Select 3 to delete messages.
5. Select 2 to save the message.

Check Voicemail from home.

1. Dial 330-941-xxxx (your campus extension)
2. At the greeting press *
3. Enter ID (your campus extension)
4. Enter Password.
5. Follow prompts.

To Set an Alternate Greeting

1. Dial 2034
2. Enter password.
3. Press 4 for setup Options.
4. Press 1 for greetings

5. Press 1 to play current greeting.
6. Press 2 to set alternate greeting.

To Edit a Greeting

1. Dial 2034.
2. Enter password.
3. Press 4 for Setup Options.
4. Press 1 to change your greeting.
5. Record greeting or press 3 to record a different greeting, choose greeting, re-record it.'
6. Press # to end recording.
7. Press * to exit.

If you need further assistance please contact the Technology Training Team.

Rosalyn Donaldson
rsdonaldson@ysu.edu
330-941-3041

Mohammad Jadun
msjadun@ysu.edu
330-941-2775

Sharyn Zembower
sszembower@ysu.edu
330-941-3184

