

Using the SU Voicemail System

This guide covers using the voicemail system at the Salisbury University.

Information Technology has implemented a feature to have your voicemail messages automatically sent to your email address.

The message light on your phone will not activate when you receive a new message.

Voicemail messages will be automatically forwarded to your email from "SU_Voicemail@salisbury.edu" and deleted from the phone system in 24 hours.

Using the VoiceMail System

To access your voicemail account from your phone:

- Lift handset.
- Dial x89133 or press the VOICEMAIL button.
- Enter your password.

To access your voicemail account from another on-campus phone:

- Lift handset.
- Dial x89133.
- Press the * key twice.
- Enter your ID number (5-digit on-campus extension or 5 digit mailbox number).
- Enter your password.

To access your voicemail account from off-campus:

- Dial the voicemail pilot number (410-548-9133).
- Press the * key.
- Enter your ID number (5-digit on-campus extension or 5 digit mailbox number).
- Enter your password.

To access your voicemail from your email:

You will now receive a copy of your voicemail electronically through email. You can select and listen to the voicemail from within the email. Voicemails will be automatically deleted from the voicemail system in 24 hours.

Voicemail Options

When you first access voicemail, the system will announce how many new and old messages are in the system, and you will get the following options:

- To hear new messages, 1. – will only be heard if you have new messages.
- Record and send a message, 2
- To review Old messages, 3 – will only be heard if you have saved messages.
- For Phone Manager (Setup) options, 4
- To Restart, 5
- For Help, 0
- To Exit, *

Playback controls

When listening to a message, you have some control over the playback.

- To rewind playback a few seconds, press 1.
- To pause playback, press 2.
- To fast forward a few seconds, press 3.
- To review, press 4.
- For envelope information, press 5.
- To forward, press 6.
- To delete, press 7.
- To reply, press 8.
- To transfer to sender, press 88.
- To save, press 9.
- To skip, press #.
- To quit, press *.

Recording your greeting

- Press 4 to access Phone manager (setup) options.
- To record your standard greeting, press 4. To record your busy greeting, press 5. To record an out of office greeting, press 6.

- Note, you can also get to these options through Personal Options by pressing 1 and then pressing 3 for personal greetings.
- To record:
 - Start recording at the tone. Press any key to stop.
 - To save it, press #.
 - To exit/cancel, press *, and then press * again to exit Phone Manager.

Recording your name

- Press 4 to access setup options.
- Press 1 for Personal Options
- Press 5 to record your name.
- To record:
 - To start recording, press 2. Pressing 2 again will pause/start recording again.
 - To review your recording, press 6.
 - To save it, press 5.
 - To discard and start over, press 4.
 - For help, press #
 - To exit/cancel, press *, and then press * again to exit Phone Manager.

Voicemail quick reference guide



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