Login Instructions:
Dial 8-9222 from your phone to immediately access your mailbox. To access a mailbox associated with a different extension than the phone you're calling from, dial 8-9333.

Contact us to disable the default home station immediate access feature.

Logging in for first time?
You will be prompted to enter a six digit or longer password and speak the name of your mailbox. Your spoken name will identify your voice mailbox to callers if you do not also record a personal greeting.

Recording Greetings:
To record a personal greeting, log in to your voice mailbox and select 0 for mailbox options.
Press 1 to record your personal greeting.
Press 4 to record a temporary greeting. Use the temporary greeting when you'll be unable to answer phone calls for a specific reason or time and you don't want to overwrite your personal greeting. Return to this menu to erase your temporary greeting.

Transferring to Voicemail:
To transfer a caller directly to a WOU voice mailbox, press transfer on your phone, then dial 8-9444, enter the five digit extension of the destination mailbox, press #, then press transfer or complete.

Listening to messages:
After logging in to your mailbox, press 1 to listen to your messages.
Press 2 to repeat the message.
Press 7 to delete the message. The next message will automatically play.
Press 8 to forward the message to another mailbox. enter five digits for destination mailbox

Playback control:
#: Skip Forward
*: Skip Backward
0: Pause / Unpause
4: Previous Message
6: Next Message
Messages are stored as voicemail for 31 days.

Call Coverage:
Press *8 to direct incoming calls to your voicemail without ringing your extension
Press #88 to disable immediate call coverage.

Email Forwarding:
Voicemail messages can be forwarded as email attachments to any requested WOU address(es). Mailboxes can also be configured to only forward messages as email and bypass storage in the external voicemail system.

Questions?
Call UCS Telecommunications at 8-8010 or telecom@wou.edu