

Aura Messaging – Quick Voice Mailbox Setup: *by Phone*

| IMPORTANT NUMBERS | |
|----------------------------|------------------------|
| Initial temporary password | 0211 |
| Voicemail number | 6060 (994-6060) |

IMPORTANT:

Password rules: You will be prompted to change your password after logging in with the temporary password (0211). Please be aware of the following new password rules. They are stricter than those on the old system.

The examples provided below use 5096 as the extension/mailbox number.

- Length: 4 – 15 digits
- Cannot be the same as your extension/ mailbox number either forward or backward: (5096 or 6905)
- Cannot contain your extension/mailbox number in it: (92350967 or 50960245)
- Cannot be a string of identical or consecutive digits: (111111 or 3456789)

Log in and set password:

1. Dial **6060** (or 994-6060 if off-campus).
2. Press **0211 #** when prompted for password. This is just an initial temporary password.
3. Enter **new password** followed by # when prompted to change password.

Record greetings:

See [greeting definitions](#) on next page.

To record **Personal** greeting (after logging into mailbox):

1. Press **8 2 1**
2. Press **5** to record.
3. Press **#** when finished or to stop recording.
4. Follow prompts to review, re-record or delete.

To record **Extended Absence** greeting:

1. Press **8 2 3**
2. Press **5** to record.
3. Press **#** when finished or to stop recording.
4. Follow prompts to review, re-record or delete

PLEASE NOTE: An expiration date can only be set on an Extended Absence greeting through the Aura Messaging online interface. Instructions can be found in the [Voice Mailbox Setup Instructions for Computer](#) on page 5.

To record **Personal Verification**:

1. Press **8 2 9**
2. Press **5** to record.
3. Press **#** when finished or to stop recording.
4. Follow prompts to review, re-record or delete.

Greetings definitions:

Personal – is the recording callers hear when your phone is busy or not answered.

Extended Absence – is a temporary out-of-office recording that can be set to expire on a specific date. The expiration date/time can only be set by logging into your mailbox through the web interface.

Personal Verification – is a recording of your name that is used by the system to identify you to other users on the system. It is used when system users leave you a message and inserted into system generated messages. For example: *Message 1, new from 5096, <Ellen Hall>...*

NOTE: Recording a personal verification (your name) **is strongly recommended**. If you do not make a personal verification recording the system will attempt to say it for you. The automated voice has been likened to a drunken robot, not to mention one not too familiar with phonics.