### VOICEMAIL QUICK REFERENCE

#### Access voicemail

- **On-campus:**
  - Press the message button on your phone
  - Dial 6060 from any campus phone

- **Off-campus:**
  - Dial 994-6060

- **Web interface:**
  - www.montana.edu/voicemail

#### Record greetings

- **Personal verification** 8-2-9
  - A recording of just your name (recommended, voicemail system doesn’t pronounce names well)

- **Personal greeting** 8-2-1
  - The standard greeting a caller hears when reaching your voicemail

- **Extended Absence greeting** 8-2-3
  - A temporary out-of-office greeting; expiration time/date must be set in web interface

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#### Frequently used phone commands

- Play first message 2
- Delete message 7-6
- Play envelope 7-2
- Call sender of message 9
- Play previous message 4
- Play next message 6
- Skip forward within message 3
- Skip backward within message 1
- Get help *
- Cancel/Previous menu #

1 Caller name, number, time, and date

#### Features available through web interface

- Personal Attendant (General tab)
- Auto Login (My Phone tab)
- Optional Greetings (Greetings tab)
- Extended Absence Expiry Date (Greetings tab)

#### For more detailed instructions visit:

www.montana.edu/voicemail