

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 ¹	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