



VoIP Voice Mail Key Map

When calling from your VoIP Phone - press the messages button for the line you want to access the voice mail for then enter your password followed by #


When calling from another phone or off campus dial the VoIP voice mail access number (570) 941-2450. Enter your ID followed by # (Last 4 digits of your phone number) then enter your password followed by #

Initial temporary passwords are all 1111.

The red light on your handset will be lit if you have a message and there will be a blinking envelope next to your phone number on your phone.

Before Listening To Messages

 1 New Messages

 2 Send A Message

 3 Review Old Messages

 4 Set Up Options

 0 Help

 # Repeat options

 * Exit

While Listening to Message

 1 Play Message or Replay Message

 2 Save Message

 3 Delete Message

 4 Slow Down Message

 6 Speed Up Message

 7 Rewind 5 seconds

 8 Pause Message/Resume Playing

 9 Fast Forward 5 seconds

 0 Help

 # Repeat options

 * Exit

After Listening To Message

 1 Replay/Repeat Message

 2 Save Message

 3 Delete Message

 5 Forward Message to another VoIP Voice Mailbox

 6 Save Message as New

 7 Rewind 3 Seconds of Last Message

 9 Properties of Message (Time/Date)

 0 Help

 # Repeat options

 * Exit