

Enabling/Disabling Voice Mail (Auto-Attendant)

Our campus uses an Auto-Attendant that has a voice mail feature. It will automatically answer your call base on the type of forwarding set, and records voice messages. By default, all extensions in the campus are Voice Mail enabled. In case it was mistakenly disabled, “**A**” below guides you on how to enable it. Else, you may also disable it following the steps in “**B**”.

NOTE:

Maximum voice message recording time: **120 seconds per message**.

Maximum storage: **50 messages**.

To enable your Voice Mail through the Auto-Attendant base on:

1. FORWARD – ALL CALLS

(A) Forward all incoming calls to the Auto-Attendant even if your extension is not busy.

1. Lift your handset.
2. Wait for a dial tone.
3. Dial: ***1**
4. Dial the Auto-Attendant’s number, followed by a hash (#): **3888#**
5. Replace your handset.

(B) To cancel this call forwarding:

1. Lift your handset.
2. Wait for dial tone.
3. Dial: ***2**
4. Replace your handset.

2. FORWARD – ON BUSY

(A) Forward all incoming calls to the Auto-Attendant if your extension is busy or in use.

1. Lift your handset.
2. Wait for a dial tone.
3. Dial: ***3**
4. Dial the Auto-Attendant’s number, followed by a hash (#): **3888#**
5. Replace your handset.

(B) To cancel this call forwarding:

1. Lift your handset.
2. Wait for dial tone.
3. Dial: ***4**
4. Replace your handset.

3. FORWARD – ON NO ANSWER

(A) Forward any incoming calls to the Auto-Attendant if the call is not answered within 5 rings.

1. Lift your handset.
2. Wait for dial tone.
3. Dial: ***5**
4. Dial the Auto-Attendant’s number, followed by a hash (#): **3888#**
5. Replace your handset.

(B) To cancel this call forwarding:

1. Lift your handset.
2. Wait for dial tone.
3. Dial: ***6**
4. Replace your handset.