INITIAL MAILBOX SET UP*
1. Dial Ext. 2417 (System will announce your name/ext info)
2. Enter default password 3535, followed by the # sign
3. Enter new password (4 or more digits. Can not begin with 0).
4. Enter name (ie “Sarah Jones, Ext 1234”)
5. Enter greeting (ie “You have reached… Please leave a message… “)
6. Enter hold prompt (ie “Please hold for Sarah Jones, Ext 1234”)
*The first time you log into Modular Messaging use the default password 3535#. Once into MM listen to prompts to set up password, name, greeting and hold prompt.

LOG IN FROM YOUR CAMPUS PHONE*
1. Dial Ext. 2417 (After initial set up - your recorded name announced)
2. Enter your password, followed by the # sign.
*You do not need to enter your Ext from your campus phone.

LOG IN FROM ANOTHER CAMPUS PHONE
1. Dial Ext. 2417. When prompted for password press * (star) then #
2. Enter your mailbox (Ext) number.
3. Enter your password.

LOG IN FROM OFF CAMPUS
1. Dial into (509) 313-2417
2. When the voicemail system answers press # sign, enter your Ext
3. Enter your password, followed by # sign
OR
1. Dial your own DID (313-xxxx)
2. When your mailbox answers press * then * again
3. Enter your password

LISTENING TO YOUR MESSAGES
1. Dial Ext. 2417, enter password #
2. Enter 1, listen to message header options
3. Enter 1 and listen to message
4. When finished listening to a message Press 9 to save or Press 7 to delete and # to skip to the next message. Note: Listen to the system recordings for other options within this section

RE-CONFIGURE MAILBOX/RECORD GREETINGS,
CHANGE PASSWORD
1. Press 1,1 to record your Personal Greeting (“You have reached… Please leave a message… “)
2. Press 1, 2 to record your Extended Absence greeting
3. Press 1, 3 to record your Optional Greetings. Rules need to be set for Optional Greetings.
4. Press 1, 5 to record your “Please Hold” prompt (“Please hold for Sarah Jones, Ext 1234”)
5. Press 1, 6 to record Name Prompt (“Sarah Jones, Ext 1234”)
6. Press 9 to change Password
**For System Administrator/assistance call Ext 5656**

RECORDING AND SENDING [2]
Creating a new voice message:
• Press [2] Record message
• When finished [#]
• Enter destination Ext, followed by [#]
• After entering all Exts [#] [#]
• Specify delivery options (see below)
• Send [#]
To cancel recording [*]
To spell name [#]
Delivery options:
• Send immediately [#]
• Mark as priority/not priority [2]
• Mark for future delivery [4]
• Mark as private [5]
GENERAL TIPS:
Pressed the wrong key?
To cancel or back up, press [*]
Go back to Main menu?
Press [*] repeatedly until you hear “Main Menu”
Exiting your mailbox
Return to the Main menu, and press [*] again, or hang up.
Want to hear the menu again?
While listening to a menu, press [0]
SHORTCUTS
Bypass welcome greeting [#]
When reviewing messages, skip:
• From New to Saved to Deleted [#] [#]
• To start of message [1] [1]
• To end of message [3] [3]
• To delete during message [3] [3] [7]
PLAYBACK OPTIONS
[1]            [2]           [3]
Rewind      Pause/Resume    Forward
Slower          Envelope           Faster
[7]            [8]           [9]
Quieter         Reset Vol         Louder
[*]            [0]           [#]
Cancel          Reset Speed      Skip
PERSONALCONFIGURATION [4]
Greetings menu [1]
Special Features menu [2]
Record announcements [5]
Manage personal lists [6]
Change password [9]
MANAGING PERSONAL DISTRIBUTION LISTS [6]
• Create list [1]
• Edit list [2]
• Delete list [3]
• Review active lists [4]