How Do I Change Voice Mail for Unified Messaging

Introduction

This procedure outlines the steps necessary to change current voice mail, 3100, for call forward busy and call forward no answering to Unified Messaging voice mail, 3602. Additional information on Unified Messaging is available at: http://um.losrios.edu/

Canceling Busy Forwarding.

1. Pick up receiver and get dial tone
2. Press #55 (cancels busy forwarding)
3. Hang up

Canceling No Answer Forwarding.

1. Pick up receiver and get dial tone
2. Press #66 (cancels no answer forwarding)
3. Hang up

Set Busy Forwarding.

1. Pick up receiver and get dial tone
2. Press *55 (sets busy forwarding)
3. You will hear a fast busy signal
4. Enter 3602
5. The fast busy signal will change to a confirmation tone
6. Hang up.

Set No Answer Forwarding.

1. Pick up receiver and get dial tone
2. Press *66 (sets no answer forwarding)
3. You will hear a fast busy signal
4. Enter 3602
5. The fast busy signal will change to a confirmation tone
6. Hang up.

Help Desk form: http://www.crc.losrios.edu/helpdesk