# Lingnan University

## IP Phone Voicemail System Quick Reference Guide

### Voicemail Access Number

| | | |
|---|---|---|
| Internal | : | 7220 |
| External | : | 2616 7220 |
| Mailbox Number | : | Own Extn. No. |
| Default Password | : | 1234 |

** For security reason, please change your password at once.

**Access Mailbox**

**Internal (Own Ext.)**

Dial 7220
Enter Password + #

**Internal (Other Ext.)**

Dial 7220
Press *
Enter Extn. No. + #
Enter Password + #

**From External**

Dial 26167220
Enter Ext. No. + #
Enter Password + #

**1** Review New Messages

**2** Review Old Messages
- **1** Saved — Listen Message
- **2** Deleted
  - **1** Review — Listen Message
  - **2** Restore & Save
  - **3** Erase
  - **4** Forward

Listen Message:
- **1** Repeat
- **2** Save
- **3** Delete
- **4** Forward

**3** Setup Option
- **1** Change Greetings
  - **1** Re-record Greetings (Standard / Alternate) → Record Greeting / Name + # to stop (Press # after a beep to delete recording)
  - **2** Turn On / Off Alternate Greeting
  - **3** Edit Other Greetings
  - **4** Hear All Greetings
  - **0** Help
  - **\*** Exit

**4** Change PIN — Enter New PIN — **#** — Enter New PIN Again — **#**