## WEYBURN VOICEMAIL INSTRUCTIONS

<table>
<thead>
<tr>
<th><strong>Accessing Your VoiceNet Mailbox</strong></th>
<th><strong>Recording Your Name Identification</strong></th>
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</table>
| 1. Dial your residence telephone number (five digits if calling from on campus, or ten digits if calling from off campus)  
2. When VoiceNet answers, press *  
3. Enter your password, then press #; the password identifies your mailbox number | 1. Dial your residence telephone number (five digits if calling from on campus, or ten digits if calling from off campus)  
2. When VoiceNet answers, press *  
3. Enter your password, then press #  
4. If you are not already at the Main Menu, press *  
5. From the Main Menu, press 9 for Mailbox Set-up  
6. Press 3 for name identification  
7. Press 4 to record your name identification  
8. Record your name after the tone, then press # to stop recording  
9. To review the name identification, press 1  
10. To keep the name identification, press 2  
11. To re-record the name identification, press 4  
12. When satisfied with your recording, press * to save your name identification |

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<tr>
<th><strong>Message Commands</strong></th>
<th><strong>Changing Your Password</strong></th>
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| Press 1 to replay message  
Press 2 to keep message  
Press 3 to delete message  
Press 7 to rewind five seconds  
Press 8 to pause or resume play  
Press 9 to fast forward five seconds  
Press 51 to play date and time stamp  
Press 0 for online help  
Press * for the Main Menu, or to start again if you have made an error | The default password for a new or reassigned mailbox is 1+ your 5-digit number + 1. For example, if the mailbox number is 12345, the default password is 1123451.  
1. Dial your residence telephone number (five digits if calling from on campus, or ten digits if calling from off campus)  
2. When VoiceNet answers, press *  
3. Enter your current password, then press #  
4. If you are not already at the Main Menu, press *  
5. From the Main Menu, press 9 for Mailbox Set-up  
6. Press 2 to change your password  
7. Enter your new password, then press #  
8. Re-enter your new password to confirm, then press # |

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<th><strong>Recording an Outgoing Greeting</strong></th>
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| 1. Dial your residence telephone number (five digits if calling from on campus, or ten digits if calling from off campus)  
2. When VoiceNet answers, press *  
3. Enter your password, then press #  
4. If you are not already at the Main Menu, press *  
5. From the Main Menu, press 9 for Mailbox Set-up  
6. Press 1 for greeting  
7. Press 4 to record your greeting  
8. Record your greeting after the tone, then press # to stop recording  
9. To review your greeting, press 1  
10. To keep your greeting, press 2  
11. To delete your greeting, press 3  
12. To re-record your greeting, press 4 |