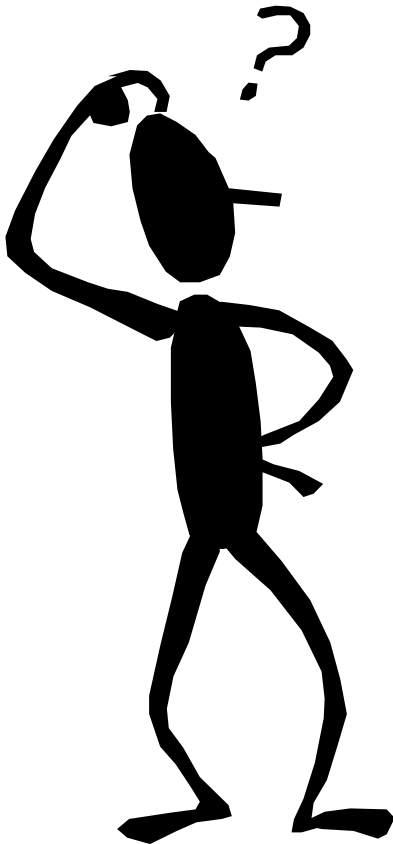


Setting up your Audix Voicemail Box the first time:

1. **Dial 5100** (or, from off-campus dial 815-836-5100).
2. Dial your **extension number**, then a pound sign (#).
3. Press # (you have no password yet).
4. The system will ask you to **record your name** – this should be just the name(s) of the people at this extension, not the greeting that will play when someone calls.
5. The system will ask you to **enter a password** followed by #. It must be at least 5 characters, and they can't all be the same number (like 22222) or sequential numbers (like 12345). It will ask you to **enter it a second time** to make sure you didn't make a mistake. You should keep this password confidential, unless you share the phone with someone.
6. Finally, you need to record and activate your voice greeting – this will play when someone calls you and you aren't there to answer. **Press 3** to administer personal greeting.
7. **Press 1** to record a greeting. Enter greeting **1**. **Record** it. If you like it press #, if you don't, press *3 to delete it and re-record it. When you're happy, **press # to approve**, then press **1** to activate it for your calls.



To check for messages:

1. Dial **5100** (or, from off-campus dial 815-836-5100).
2. Dial your **extension number**, then #.
3. Dial your **password**, then #.
4. Press **2** to get your messages. If you want to skip the "header" information, press **0** to hear the message. Then press # to save (will only keep it for 7 days) or *3 (*D – delete) to remove the message.

Questions? Call the Help Desk at Ext. 5950!