

Setting Up Voice Mail

Recording your Personal Greeting

1. Dial **85550** to access the voice mail system.
2. Enter your 5-digit telephone number and press #.
3. Enter your password and press #.
(Default password: **995** + your 5-digit telephone number)
4. Press **82** to change your personal greeting.
5. Press **1** for external greeting.
6. Press **5** to record and # to stop recording.
7. Press **2** to listen to what you've recorded.
8. Press **76** to erase your greeting and try again.
9. Press **5** to re-record and # to stop recording.

Changing your Password

1. Follow steps 1-3 above.
2. Press **84** to change your password.
3. Enter your old password.
4. Enter a new password (4 to 16 numbers) and press #.
5. Enter your new password again and press #.

Recording your Personal Verification

1. Follow steps 1-3 above.
2. Press **829** to record your personal verification.
3. Press **5** to record and # to stop. Record your first and last name only.

Press **★** at any time for help.

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*If you have questions,
please contact the
Teleservices office at:
(206) 598-6367*

*For telephone repair, call:
(206) 598-6970
or email*

teleserv@u.washington.edu

UNIVERSITY OF WASHINGTON
MEDICAL CENTER
UW Medicine

1959 N.E. Pacific Street, NE 165
Seattle, WA 98195-6034

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Voice Mail System

Quick Reference Guide

TELESERVICES

<http://depts.washington.edu/teleserv>

FEATURES	STEP 1	STEP 2	STEP 3
Access Mailbox	Dial 85550 from within the Medical Center or 598-5550 from outside the Medical Center.	Enter your 5-digit mailbox number and press # .	Enter your password and press # .
Blocking Messaging	While logged into your mailbox, press 80 for mailbox options, then 7 for Block Messages.	To turn on, press 1 . To turn off, press 2 . To temporarily block greeting, press 3 .	To allow callers to speak with your custom operator, press 1 . To have callers disconnected after your greeting, press 2 .
Change Password	Access voice mailbox. Press 84 to change password. Enter your old password.	Enter new password and press # (Password must be 4-16 digits).	Enter your new password again and press # .
Create and Send a Message	Press 75 . Enter one or more 5-digit mailbox numbers separated by # .	Press # to end the list. Press 5 to record message and # to stop recording.	For timed delivery options, press 706 or press 79 to send.
Custom Operator	While logged into your mailbox, press 80 for mailbox options.	Press 1 to review the current custom operator number.	Enter a new custom 5-digit phone number and press # .
Delete a Message	Press 76 to delete message.		
Express Messaging	Dial 85533 from within the Medical Center or 598-5533 from outside the Medical Center.	Enter the 5-digit mailbox number and press # .	After the tone, leave your message and hang up or press # for more options.
Forward a Message	After hearing the message, press 73 . Enter a 5-digit mailbox number, press # , and repeat if necessary. Press # to end the list.	Press 79 to send the original message or press 5 to record introductory comments and # to stop recording.	For timed delivery options, press 706 . Press 79 to send the message.
Personal Greeting	Access voice mailbox. Press 82 to record personal greeting.	Press 1 for external greeting or 2 for internal greeting, or 3 for temporary greeting.	Press 5 to begin recording and # to stop recording. To exit press 4 .
Name of Mail Box	Access voice mailbox. Press 829 to record personal verification.	Press 5 to begin recording and # to stop. (Record your first and last name only or department name).	
Play a Message	Access voice mailbox. Press 2 to play the current message.	Press 4 to go to the previous message or 6 to go to the next message.	Repeat step 2 to get to the message you want, then press 2 .
Reply to Message	After hearing the message, press 71 to reply to the sender (internal messages only).	Press 5 to record your message and # to stop recording.	Press 79 to send the message.
Temporary Greeting	Access voice mailbox. Press 82 and then press 3 to record temporary greeting.	Press 5 to begin recording and # to stop recording. To set expiration date press 9 . To delete one of your greetings, press 76 at the greeting.	Enter the month, day and time. Press # after each entry.