

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 a new password (4 to 16 numbers) and press #.
4. Enter your new password again and press #.
5. Enter your old password and press #. Your password has been changed.

Recording your Personal Verification

1. Follow steps 1-3 above.
2. Press **89** to record your personal verification.
3. Press **5** to record and # to stop. Record your first and last name only.

M
E
R
I
D
I
A
N
M
A
I
L

*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
Seattle, WA 98195

UNIVERSITY OF WASHINGTON
MEDICAL CENTER
UW Medicine

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 #.
Change Password	Access voice mailbox. Press 84 to change password.	Enter new password and press # (Password must be 4-16 digits).	Repeat step 2 and enter old password and press #.
Create and Send a Message	Press 75 . Enter one or more 4-digit mailbox numbers separated by #.	Press # to end the list. Press 5 to record message and # to stop recording.	For timed delivery options, press 70 or press 79 to send.
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 70 . Press 79 to send the comments and message.
Message Options	After creating a message, press 70 for message options.	Press 1 for urgent delivery, 4 for private delivery, 5 for acknowledgment, and/or 6 for time delivery.	Edit the options and/or 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 .
Personal Verification	Access voice mailbox. Press 89 to record personal verification.	Press 5 to begin recording and # to stop. (Record your first and last name only).	
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.	Edit the message and/or press 70 for message options and/or press 79 to send the comments and the message.
Temporary Greeting	Access voice mailbox. Press 82 and then press 3 to record temporary greeting. This command overrides your personal greeting and begins as soon as it is programmed.	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. Press #, #, # for no expiration date. To exit press 4 .