IMMEDIATE MESSAGE NOTIFICATION SET-UP

Immediate Message Notification is a feature of the Voicemail system that calls your mobile phone or pager when you get a new voicemail message.

*** OIT programmers must enable the Immediate Message Notification for your mailbox. Simply submit a Service Request Form (SRF). There is no charge for this programming. Once Immediate Message Notification is enabled, you can manage it in the Phone Manager menu, which is option 3 from the main menu.

**To Edit Message Notification via Telephone User Interface:**

Call Voicemail, enter your passcode, then press 3, 1, 1

You will hear: “Message Notification is disabled”. To edit your message notification setup press 3 and follow the voice prompts to go through all of the set-up options:

- To limit message notification to Urgent messages only press 1 otherwise press 9
  - (Options: Urgent messages only (1) or all messages (9))
- To limit message notification from a specific mailbox, press 1 otherwise press 9
  - If 1 selected (Input: 5-digit extension of the specific mailbox)
- To limit message notification to a specific types, press 1 otherwise press 9 (all types are selected)
  - If 1 selected (Selection: Voice, Fax or Email)
- To limit message notification to specific hours of the day, press 1 otherwise press 9 (all hours in the day selected)
  - If 1 selected (input start time and stop time)
- To limit message notification to specific days of the week, press 1 otherwise press 9 (all days in the week selected)
  - If 1 selected (Input one day at the time: 1 for Monday, 2 for Tuesday ... 7 for Sunday). When done press 9. Example: Press 1,2,3,4,5 for weekday notification
- Enter maximum number of times to traverse your personal call list followed by # key (This will be the number of attempts to deliver a message notification)
  - Enter number of times to go through the call list if no answer
- To add an entry press 1
  - Enter phone number (Note: no preceding 9 is needed)
  - Enter the pager type (if no pager press 9)
  - Enter minutes to wait until next entry in the call list is used followed by # key
- Press * when done