VOIP Mailbox Setup

Alexander White - 2018-08-10 - VOIP

1. Log into PPS (PennKey authentication required).
2. Within PPS, click "Features and Voice Mail" in the left column.
3. At the Features and Voice Mail Settings page, verify your phone number is listed at the top of the page.
4. Choose your preferred voice mail delivery option – 1 thru 4.
5. Type a new password in the Enter New Password field which is located at the bottom of the screen.
6. After you have set a voice mail password, you can logout and begin to use your phone.
7. To check your messages, dial 6-8000 from any campus phone and then follow the prompts. If you wish, you can also record a greeting after logging into your voice mail account.