

STUDENT PHONEMAIL INSTRUCTIONS - SHARED TELEPHONE LINE

Welcome to UWF. While you and your roommate will be sharing an extension, you will each have your own personal mailbox. Below are instructions for setting up and using your phonemail.

It is not advisable to distribute your password, as whoever has your password can access your messages and make changes to your phonemail. If you forget or lose your password, you must visit the Housing Office with valid photo ID and proof of residency. They will submit a request to have the password reset.

Your telephone will ring four 4 times before going to a menu greeting giving the caller the option for either you or your roommate's mailbox. There is no obvious notification on your telephone when you have messages, so you will need to periodically access your mailbox and check.

IMPORTANT: *Your mailbox has a maximum capacity of 10 messages. Please delete messages after listening to them so your mailbox will not become full. Callers will not be able to leave a message when your mailbox is full, and there will be no indication of a missed call.*

SETTING UP YOUR PHONEMAIL

Note: It is imperative these instructions be followed exactly in sequence. You and your roommate must record a menu greeting to provide callers a choice for whom to leave a message. Following are instructions for recording this greeting:

- If you reside in PACE HALL or MARTIN HALL, dial 7271.
- If you reside in ARGO HALL or one of the SOUTHSIDE DORMS, dial 7371.
- Enter the last four digits of your telephone number followed by #.
- When prompted for your password, enter 111 followed by #.
- As prompted, enter a new password which must be at least four digits.
- Press 1 to record the menu greeting. Example: "Press 1 to leave a message for (your name) or press 2 for (your roommate's name." This will be the greeting callers receive if your phone is not answered after 4 rings. They will receive the option to leave a message in either your or your roommate's personal mailbox.
- When recording of menu greeting is complete, press * and then #.

You and your roommate are now ready to set up your individual mailboxes. Phonemail will prompt you through each step after dialing 7171, NOT 7271 or 7371.

- Dial 7171. Phonemail will state "If you are calling from your own extension, push enter or pound". DO NOT DO THIS. You will always enter your five digit mailbox number followed by #. Your mailbox number will be either 1 or 2 followed by the last four digits of your extension number based on your menu greeting.
- The first time you access your mailbox, you will enter the default password 111 followed by #. Phonemail will then request you enter a new password of at least four digits.
- RECORD YOUR NAME – Press 8, 4, 1 – Record just your name then press * #.
- RECORD YOUR GREETING – Press 8, 1, 1 – Record your personal greeting and press * #.
- Dialing 7171 is how you will access your mailbox to check messages or to make changes to your mailbox. Remember, you will never respond as dialing from your own extension, always enter your five digit mailbox number followed by #. Your mailbox may be accessed from any telephone on campus by dialing 7171 and following the above instructions. To access your mailbox from off-campus, dial 473-7171, or 1-850-473-7171 from anywhere in the United States. For international students who may be out of the United States, you must first enter the appropriate international codes. After gaining access, it will be just as if you were on campus.

Your phonemail is now set up and ready for use. Here are some basic instructions for utilizing your phonemail:

- Access your phonemail from your room or anywhere on campus by dialing 7171.
- Enter your five digit mailbox number.
- You will be asked for your password and press #.
- Phonemail will tell you if you have any messages. If you do,
- Press 3 to listen to a message.
- Press 6 to delete a message. Phonemail will give you this option after each message.
- Press 4 to save a message.
- Press 2 to skip over a message.
- Press 7 then 3 to replay a message from the beginning.
- Press 9 to increase the speed of your message.
- Press 7 to decrease the speed of your message.
- Press 9, then 3 to change your password.

GENERAL CALLING INFORMATION

All extensions on campus may be reached by dialing the last four digits of the phone number. For off-campus calls, dial "9" then the seven digit number. There is no long distance service available for student housing; however, long distance calls can be made using the toll-free number provided on a calling card which may be purchased at the UWF Follett Bookstore.