

STUDENT PHONEMAIL INSTRUCTIONS – DEDICATED TELEPHONE LINE

Welcome to UWF. 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 forwarding to your phonemail. When there are new messages in your mailbox, you should hear a staggered dial tone.

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

You are now ready to set up your mailbox. Phonemail will prompt you through each step after dialing 7171.

- Dial 7171.
- 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 and 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. 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 four digit mailbox number then #.
- 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.