

# Voicemail Usage

## The voicemail application instructions

### 1. Application

1. Please go to the download page to download the Application form → [The Application form for Extension Service](#)
2. After completing the form, please have the form signed by your department/division head and stamped with the department/division stamp, then sent it to the 2nd floor in the Computer and Communications Center (Abbrev. CCC).

### 2. Description: When CCC released the voicemail function, leaving a message steps as below

1. Call 03 - 5715131 and dial Ext. No. :  
When the line is busy or no answer, please leave a messages after hearing “Beep” tone.
2. Campus extension-to-extension calls or direct dialing to 5731XXX, 5742XXX and 516XXXX from an outside-line:  
If no answer, after hearing “Beep” tone , please dial “□ and last 5 number of the Tel No.”, and then leave a message. If the line is busy, it is not allowed to leave a message.

### 3. Setting : function setting will depend on needs

1. Calling 03- 5715131 and then dialing an extension No. can leave a message on the extension without any setting.
2. For campus extension-to-extension calls or direct dialing to 5731XXX, 5742XXX and 516XXXX from an outside-line, the setting of voicemail functions is as follows:
  1. Set: pick up the phone and dial □6 36168.
  2. Cancel: pick up the phone and dial □6.
3. Notice :
  1. Telephone function □6 and □3 cannot be set simultaneously.
  2. function □6 has two functions : □□6 36168□If no answer, after 6 ring tones , the call will be transferred to the voicemail automatically and (□ 6 and the designated Ext.) after 6 ring tones, the call will be transferred to the designated extension.
  3. function □3 : can answer your phone call automatically
  4. Should the switch system be shut down due to maintenance or power outage, the functions □6 and □3 will become ineffective, Please set them again.

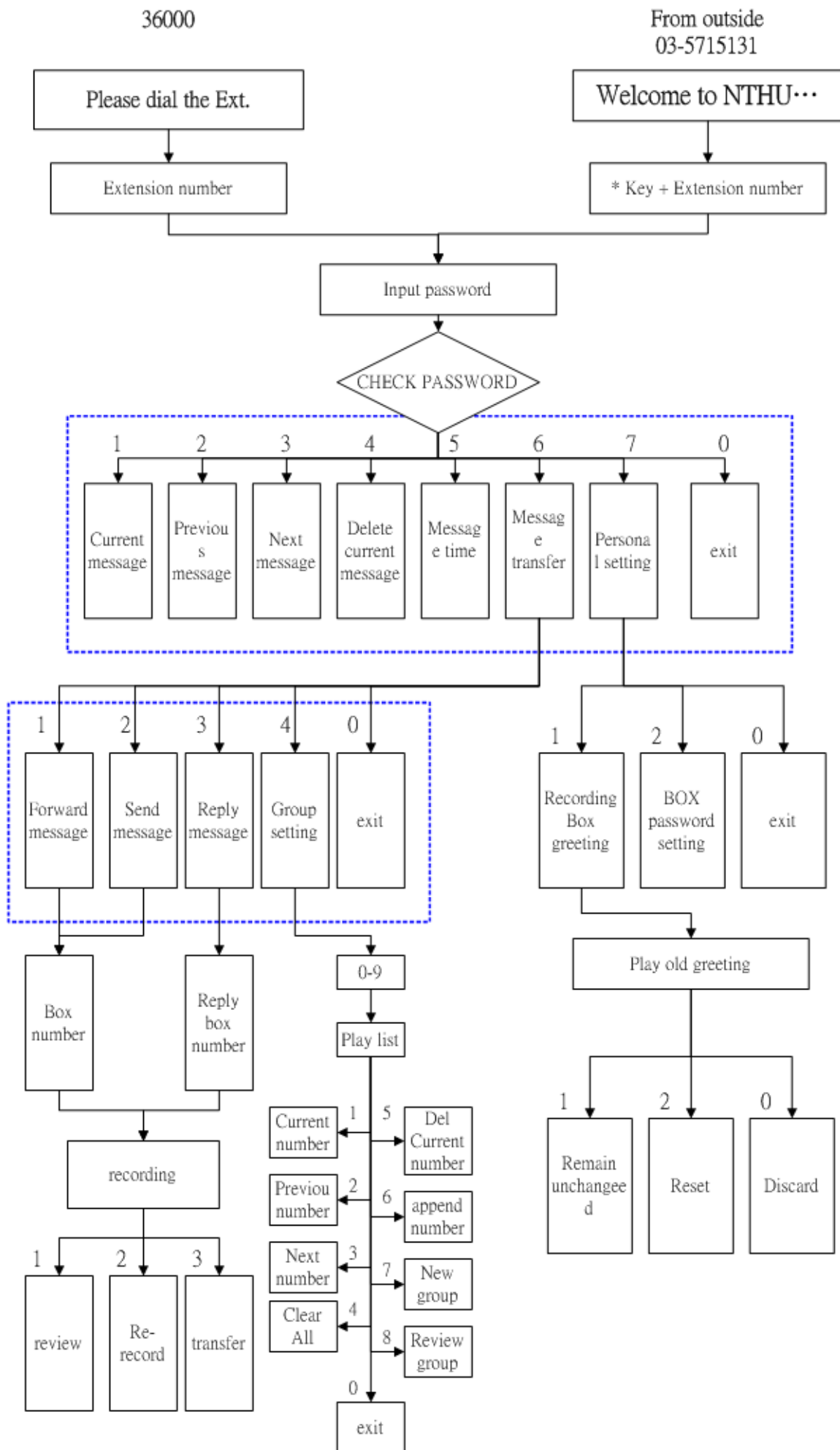
### 4. How to get a voicemail message?

1. From a phone set outside campus to get voicemail messages:  
Call NTHU Tel. No. 03- 5715131 → dial □ and extension → dial password ( the original password is □ ).
2. From a campus extension to get voicemail messages:

Dial Ext. 36000 → Dial your Ext. → dial password ( the original password is □ )

**5. The flowchart of retrieving voicemail messages is as follows:**





From:

<http://net.nthu.edu.tw/netsys/> - 網路系統組

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