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.

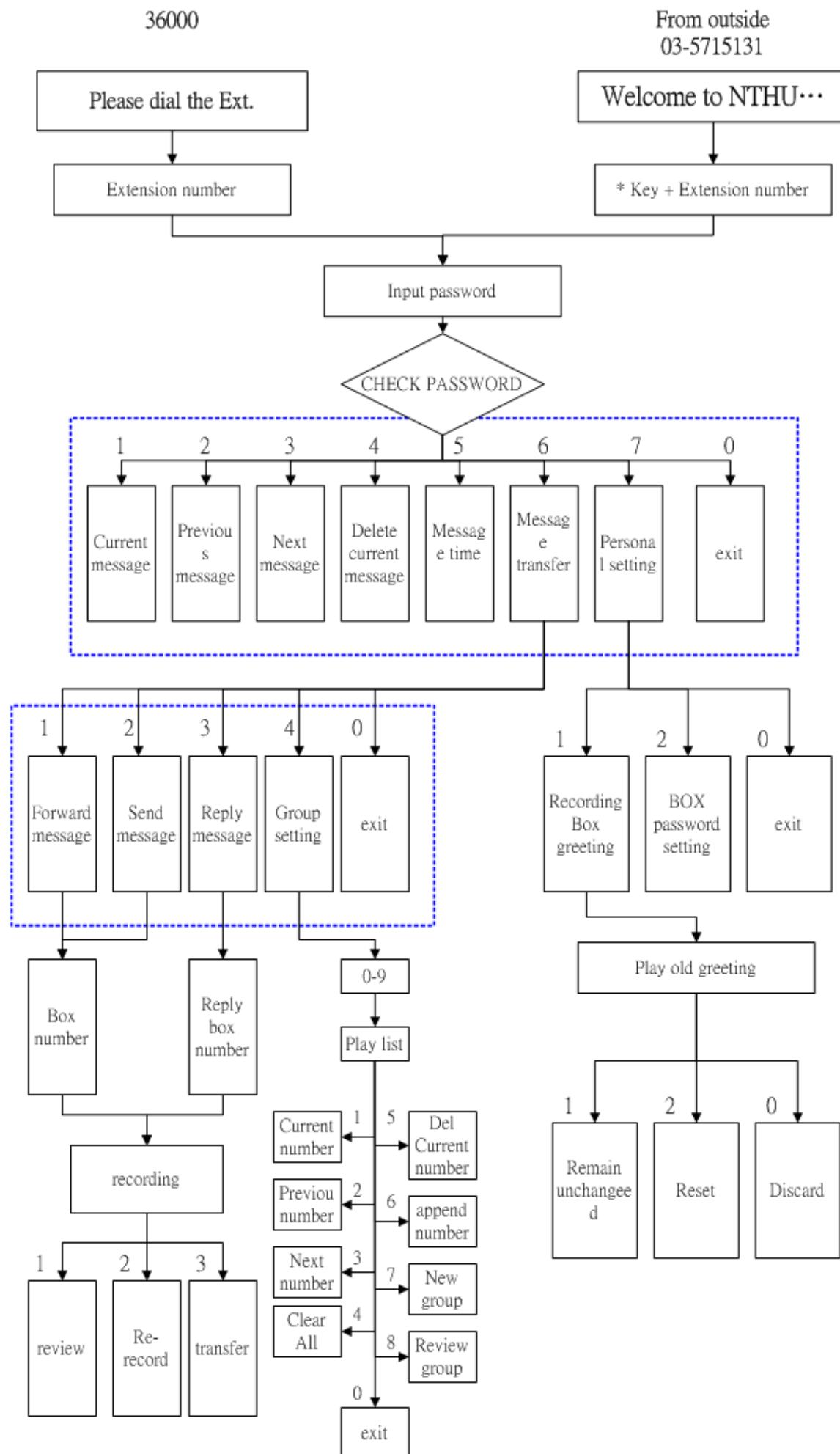### 3. Setting : function setting will depend on needs

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:

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36000

Please dial the Ext.

Extension number

From outside
03-5715131

Welcome to NTHU…

* Key + Extension number

Input password

CHECK PASSWORD

1	2	3	4	5	6	7	0
Current message	Previous message	Next message	Delete current message	Message time	Message transfer	Personal setting	exit

1	2	3	4	0
Forward message	Send message	Reply message	Group setting	exit

1	2	0
Recording Box greeting	BOX password setting	exit

Box number

Reply box number

0-9

Play list

Play old greeting

recording

1	2	3
review	Re-record	transfer

Current number	1	5	Del Current number
Previou number	2	6	append number
Next number	3	7	New group
Clear All	4	8	Review group

0

exit

1	2	0
Remain unchangeed	Reset	Discard

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