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.

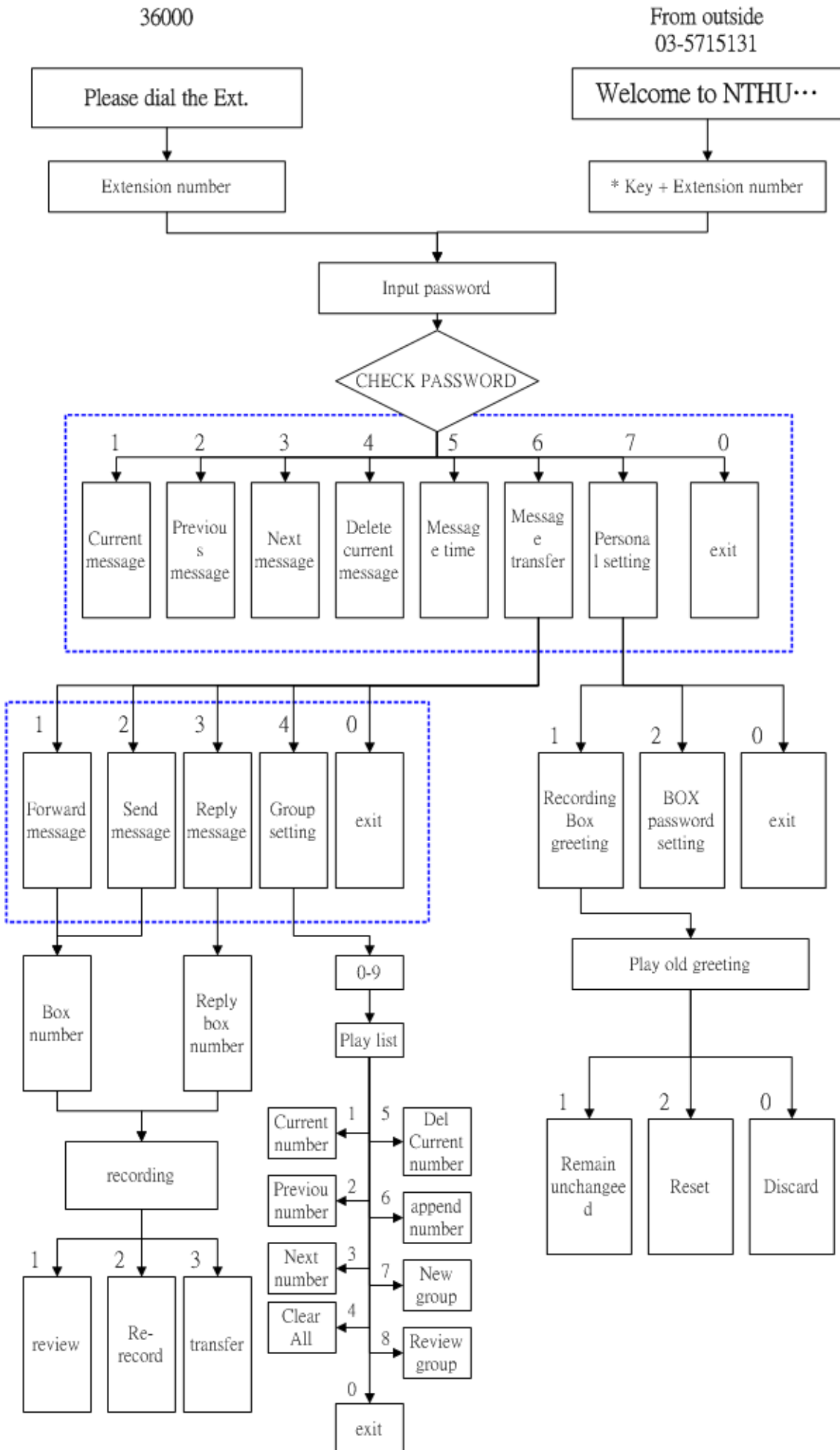### 3. Setting : function setting will depend on needs

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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