Welcome to Messenger+

Messenger+ is an intelligent messaging solution that works with your telephone system. It enables you to:

- listen to your voicemails;
- delete, save, and copy voicemails;
- listen to details of a voicemail;
- configure rules to automatically forward voicemails (using a web interface);
- record a personalised voicemail greeting;
- record a temporary voicemail greeting.

Before you can access voicemail you must log in. Just dial 30748 from your desk phone, or press the Voicemail button on your desk phone, or dial 0113 343 0748 from your mobile.

- When you are asked for your user ID enter this using the buttons on your phone.
- When you are asked for your PIN, enter it using the buttons on your phone.
- Your PIN will initially be set to 0000, the first time you log in you will be required to change it.
- You are then told if you have new messages.

Now you can listen to your voicemails.

Logging into Messenger+

To listen to your new messages you can:
Log into the system as described, the first new message will be read to you automatically. Click on the link in the e-mail you received telling you about the message, and play the message on your PC.

To listen to your old or saved messages:
Log on as described above, then press 3 for saved messages or 4 for old messages.

To record your own voicemail greeting:
1. Log on as described above, then press 5
2. To record a temporary greeting press 1 , or to record a personal greeting 2
3. Begin speaking your greeting when you are prompted to. When you have finished recording your greeting press # to stop the recording.
4. The greeting you have recorded is played to you. To save the greeting press 4

Using a web browser go to
http://voicemail.leeds.ac.uk

Log on using your ID (your extension number) and PIN.

The first time you log in it is important to check the following details:
- Your messaging settings are correct (click on Settings and in the Messaging menu).

Tips...

When listening to a voicemail message you can:

- Rewind 10 seconds by pressing 7, you can also press 9 to go forward 10 seconds.
- Hear message details by pressing 8.
- Pause/Resume the message by pressing 2.

When leaving a voicemail message you:

- Skip the greeting by pressing the # key.
Key
Press the key for the action you want to take.
For example press 1 to hear new messages.

1. Hear new messages
2. Repeat
3. Next
4. Delete
5. Save
6. Copy or reply
7. Rewind
8. Details
9. Fast Forward
* Main Menu
0 Return Call
#

5. Change greeting
1. Temporary greeting
2. Personal greeting

6. Change PIN
1. Review
2. Re-record
3. Delete
4. Save