



University of San Diego

Telecommunications

To: Residents who have Voice Mail

Your dorm room has been equipped with the Audix Voice Mail System. The Audix system is an easy-to-use voice mail and message service system, comparable to an answering machine. Please share these Voice Mail Instructions with your roommates.

Logging In

To access your mail box

1. Dial 6800, wait for the system to answer
2. You will be instructed to enter your phone extension (last 4 digits of your phone number) and press **#** button on your dial pad. (When dialing from your own phone extension only depressing the # button is necessary).
3. Enter your temporary personal password 873 and press **#** button on your dial pad. Enter a new password of a least four digits or more.

To get your messages

Press **2** and follow voice instructions.

To create your own personal greeting after logging in,

1. press **3** to select Personal Greeting activity.
2. press **1** to create or change greeting.
3. press **1** to select greeting number, record after the tone.
4. press **1** to edit your greeting. (optional)
5. press **#** to approve the recording.
6. press **1** to activate greeting for all calls.

Please Note:

- The Audix System prohibits the following as passwords:
 - ✓ Your phone extension (last 4 digits of your phone number)
 - ✓ Consecutive digits (7890)
- Passwords will expire 60 days from the day of activation. On the day of or after expiration, follow voice instructions by entering a new password.
- The basic system greeting will be used if you do not record your personal greeting.

If you have any questions, please call extension 7500. Thank you!