

## All Siemens OpenStage telephones



### Activating voicemail for your extension

1. Go to <https://maties2.sun.ac.za/rtad4/useradm>
2. Sign on
3. Select 'Voice Mail Setup'
4. Ensure that the correct extension is selected
5. Enter and verify a password (4 digit numerical)
6. Select how you would like to receive the voicemail

A screenshot of a web form for setting up voicemail. The form has a light beige background and a dark border. At the top, it says "Choose your extension" followed by a dropdown menu showing "1608". Below that are two input fields for "Voice Mail Password" and "Voice Mail Password Verify". Underneath is a section titled "Voice Mail Options" with five radio button choices: "No Voice Mail", "Voice Mail on phone only", "Notify via EMail, but leave Voice Mail on phone", "EMail Voice Message to owner and leave a copy on the phone", and "EMail Voice Message to owner and delete it from the system". Three black arrows point from the numbered list above to the extension dropdown, the password fields, and the radio button options.

7. Click Update

### Forward your calls to voicemail

- Do this by dialling
  - \*102555<your extension> e.g. \*1025554086 (This will forward your call directly to voicemail) or,
  - \*112555<your extension> e.g. \*1125554086 (This will forward calls to voicemail after ringing 8 times at your telephone)
- To remove forwarding dial either #10 OR #11 depending on how the forwarding was set.

### Record greetings for voicemail

- Dial 2555
- Enter your 'Voice Mail Password'
- Press '0' for Mailbox options
- Follow the prompts to record your greeting

### For all telephone related problems and enquiries please contact:

- The IT Service Desk at 021 8084367 or email Telecom at [telecom@sun.ac.za](mailto:telecom@sun.ac.za)