Getting Started with Voicemail on http://vm.wichita.edu

Logon

Server Name:	pubmss1.telcom.wichita.edu
Mailbox Number:	3535
Telephone Number: (For audio playback)	3535
Password:	••••••••
	Logon

Modular Messaging (voice mail) on the Web has lots of options to help you manage and use your voicemail over the Internet. This short guide will help get you started with the most frequently used options.

Open a Web browser and logon to ***http://vm.wichita.edu***.

Server name	Automatically entered.
Mailbox number	WSU mailbox /extension (ex: 3535).
Telephone number (audio playback)	WSU extension, cell phone or other number to hear messages or record a greeting on a telephone. Start with a **9** to call an off-campus phone number (ex: **9**8675309).
Password	WSU mailbox/extension password. ***Do not enter a # sign! Your initial password is the number 8***.
Login	Click the **Logon** button.

Inbox	New MM Message	Directory	Options	Help	Logoff

Inbox	View voicemail messages
New MM Message	Create, reply or forward messages
Directory	Look up WSU names and numbers
Options	Set audio options
Help	Modular Messaging on-line help
Logoff	Exit

Set Audio Options

Audio
- Playback: Telephone (If selected, enter a Callback Number), Local Player (Select to hear messages on computer), AVP, AVP w/streaming
- Record: Telephone, AVP, AVP 1-step
- Callback Number: enter mailbox ext (3535) or an off-campus phone (98675309)
- Apply Help

Click Options (located on the top menu)

Click Audio (located on the side menu)

	Playback Settings
Telephone	To hear messages on a touchtone phone, click *Telephone* **and** enter a **Callback Number** (instructions are below).
Local player	To hear messages using a computer, click Local Player. ***Computer requirements to hear messages:*** Soundcard and speakers / headset.
	Record Settings
Telephone	Record messages and greetings using a touchtone telephone.
Callback Number	WSU extension, cell phone or other number to hear messages or record a greeting using a touchtone phone. Start with a **9** to call an off-campus phone number (ex: **9**8675309).
Apply	To save the settings, click the **Apply** button.

Inbox

Your voicemail messages are accessible from the **Inbox**.

Message Folders:
- pubmss1.telcom.wichita.edu (8)
  - New (1)
  - Saved (2)
  - Deleted (5)
  - Admin (0)

Click on one of the **Message Folders** to view *New*, *Saved* or *Deleted* voicemail messages.

◀ Type	From	Received	Subject

Type	The icon indicates the message type. **Click the icon** to hear or view the message. Voice Text Attachment Your telephone message light is on when a voice message is in the *New Message Folder*.
From	Name or phone number of the sender. Click on the sender name to see additional information.
Received	Date received.
Subject	Default message shows the length of the call in minutes. ***Enter custom text in the Subject line and stop writing notes on pieces of paper!*** To edit the subject line, click the text in the **Subject** column. Type a new subject and press enter to save.
Sorting messages	To re-sort a message listing, click a message column header. For example, click *From* to re-sort the list by sender.
Moving messages	**Click on the sender** to select the message. **Click and drag** the message to a different folder.
Delete and other options	Right-click on the message for additional options such as **Delete**.

New MM Message

Text messages can be sent to WSU mailbox/extension. Please use your WSU email account to send/receive email messages.

To: Cc: Bcc:	Enter the WSU mailbox extension *or* follow these steps to use the **Directory**: 1. Select **Directory** from the top menu bar. 2. Enter the individual's last name or WSU mailbox/extension. 3. Click **Search**. 4. Select the name/number from the list. 5. Click **Add Address to Message** on the side bar. The name/number is automatically added to the message.
Subject	Enter the subject of the text message.
Deliver	A message can be scheduled for future delivery.
Attachments	Click the paperclip icon and *Browse* to select the file; click *Attach File to Message*.
Text	Enter the message in plain text.
Send / Cancel	Click the **Send** or **Cancel** button.

Who do I call for Help?
Call Telecommunications at **978-3535** during regular business hours for assistance.

(316) 978-3535

Access Web Subscriber Options

From **on campus** you can use your computer to use these additional options. It's easy to set up greetings and personal distribution lists.

Logon on http://vm.wichita.edu
Click Options (located on the top menu)
Click Web Subscriber Options (located on the side menu) **This option is not available from off-campus.**

Greetings

Greetings are easily managed using a computer and touchtone phone. There are multiple types of greetings available for you to record (and re-record). It is recommended that you record your *Spoken Name* and *Personal Greeting*.

The *Personal Greeting* is played when your extension is busy or unanswered. *Spoken Name* is used at various times by the voicemail system.

Prior to recording your greetings, verify that your *Callback Number* is correct. See Set Audio Options on Page 1.

Click Caller Experience on Web Subscriber Options
Click Greetings

Click the radio button to the left of the greeting to select it.

Greeting Type
Standard Greetings
○ Spoken Name
○ Personal Greeting
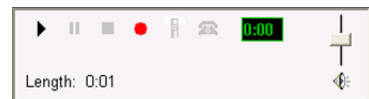
Using a computer and touchtone phone make recording a breeze.

Length: 0:01

1. Click the red circle to start recording.
2. Speak into the phone to record your greeting.
3. Click the square to stop when finished.
4. Click the triangle to play your recording.
5. If you don't like the greeting, follow steps 1-4 again.
6. When finished, click the **Apply** button.

Play	▶	Play the recording.
Pause	❚❚	Pause the recording or playback processes.
Stop	■	Stop the recording or playback processes.
Record	●	Start the recording process.
Erase	🗛	Delete the recording.
Hang Up	☎	Disconnect the telephone call.

Sample Scripts

This is *(your name)* at Wichita State University and it is (*day, date*). I am in the office today but unable to take your call. Please leave your name, number and a brief message, I'll return your call as soon as possible. Thank you.

This is *(your name)* at Wichita State University. I am currently out of the office and will return on (*day, date).* Please leave your name, number and a brief message, I'll return your call as soon as possible. Thank you.

You have reached *(your name)* at Wichita State University. Please leave your name, number and a brief message, I'll return your call as soon as possible. Thank you.

Creating Personal Distribution Lists

Personal distribution lists are used to send a message to multiple recipients. Unfortunately, they cannot be shared at this time.

Click My Experience on Web Subscriber Options
Click Personal List

Create and name your Personal Distribution List

	Name	Number	Identifier	Recorded (✓)
⦿	list (1)	1	list1	

Name	To enter a new list **Name**, delete the defaulted name and enter a new one. The **Name** must be less than 255 characters and should contain at least one non-numeric character.
Number	Leave the defaulted value **or** enter a new unique identifying list number.
Identifier	Leave the defaulted value.

Save or **Delete** your settings.

Add and remove members

Click the radio button to the left of the list to select it.

Click **Add Member** (you may have to scroll down).

In *Global Contacts*, enter the individual's last name or the WSU mailbox/extenstion. Click **OK**. Repeat to add members.

Email addresses are not accepted; please use your WSU email account to send/receive email messages.

Click **Delete** to remove a member from the list.

Password

Click Password on Web Subscriber Options

To change your voicemail password, enter your old, new and confirming passwords. Click the **Apply** button to save.

Old Password:
New Password:
Re-Enter New Password:

Password rules
- At least 5 long; maximum length is 15
- Contain numbers only (0-9)
- Must be different from your WSU mailbox/extension
- Do not contain special characters such as   *   #

Passwords lock after four (4) unsuccessful logon attempts! To unlock a password during regular business hours, call Telecommunications at 978-3535.

Help is just a click away!
Logon to ***http://mywsu.wichita.edu*** and click the *myHelp* cube. *Or* go to ***http://wichita.edu/ucats*** and select *Telecomm, WSU Voicemail* in the left navigation bar.
Modular Messaging contains robust online help. Logon to ***http://vm.wichita.edu*** and click **Help**. At this time, not all Modular Messaging options are available.