



Audix Voicemail Setup

FHSU RESIDENCE HALLS & APARTMENTS

VOICEMAIL SET-UP

- 1** Pick up phone and dial #2 then hang phone up.
 - 2** Pick up phone and dial 5500.
 - 3** You'll now hear "Welcome to Audix, [...] please enter your extension and pound sign (#)"
- Enter the last four digits of your telephone number followed by #.
 - 4** You'll now hear "Enter your password and pound sign (#)"
- Since this is the first time to access your voicemail, just press #.
 - 5** The voice prompts will guide you through the process of recording your name, setting up a password and creating and setting an active greeting.
 - 6** When finished setting up your Audix account you exit the system by dialing **X.
 - 7** To activate Audix, pick up the phone and press *2 when you hear the dial tone. You will then hear another dial tone, at which time you should dial 5500. Audix is now activated.
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NOTES:

- * The system does not work with answering machines -- you do not need one.
 - * Voicemail will answer after approximately 5 rings by default settings.
 - * Message indicator lights are available at the Residential Life office - Agnew Hall 114.
 - * You may access your voicemail from any phone on campus by dialing 5500 or Off-campus by dialing (785)628-5500.
 - * If you have a roommate and each of you would like your own voicemail box, please be aware that this can be done, but is very complicated to set up. The first step will be to go to the Residential Life Office (Agnew Hall 114) and do a "Telephone Service Request."
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USEFUL CODES

- * Check messages: 5500
- * Deactivate voicemail: #2 at dial tone
- * Reactivate voicemail: *2 at dial tone, 5500 at second dial tone

QUESTIONS/PROBLEMS?

- * CONTACT: **TOM WEBB - 4488**
(leave a message)