



## Voice Mail

International +61 7

# 3864 4353

1. Dial the voice mail system (International +61 7) 3864 4353
2. Select campus by pressing **1** GP/MS/Printery, **2** KG, **3** CA
3. Press **\***
4. Enter mailbox number
5. Enter password

[www.its.qut.edu.au/telephones](http://www.its.qut.edu.au/telephones)

Contact the Staff IT Helpdesk on 3864 4000 if you have any enquiries

**Using voice mail, press:**

- 0** to hear online help for mailbox
- \*** to cancel/go back one menu
- #** to bypass greeting/interrupt prompt

**Sending a message:**

1. Press **2** from the main menu
2. Record message and press **#**
3. Optional:
  - Press **\*** to erase and re-record
  - Press **1** to hear your message
4. Enter the destination extension
5. Press **#** to send the message

Information Technology Services

**Listening to messages**

• **During a message, press:**

- 3 3** to skip to end of message
- 3 7** to erase message without listening to all of the message

• **At the end of a message, press:**

- #** to skip to next message
- 7** to erase message
- 9** to save message
- 8** to reply to message
- 4** to replay message
- 6** to forward message

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