Voice Messaging Quick Guide

Sending Voice Messages

1. Determine where (i.e., which page or which student's mailbox) to place the voice message and locate the appropriate Page Code or Student ID. (It may be necessary to log in to WebStudy to find student ID numbers.)
2. Dial in to the Messaging Server, 215-351-9602.
3. After the welcome, press 1.
4. Enter your Messaging ID followed by the # (pound) key. Press # twice, if needed.
5. Enter your Messaging PIN followed by the # (pound) key. Press # twice, if needed.
6. Press 1 to create a new message.
7. Enter the destination code (Page Code or Student ID) followed by the # (pound) key.
8. Press 1 to record the message and speak after the tone.
9. Press the # (pound) key when finished. At this point the message can be accepted, reviewed, or rerecorded.
10. Follow prompts to create another message, press 9 to log out, or the * (star) key to return to the Welcome message.
   • Back up to the previous menu by pressing the * (star) key.
   • It will take about 30 seconds for messages to be placed in WebStudy after "sending" the message.

Experienced Users

• Instructors who are confident using the system can use the express option to avoid navigating the menus.
1. Dial into the server as detailed above in Sending Voice Messages above.
2. After the Welcome message, press 3.
3. In succession, enter Messaging ID *(star) Messaging PIN *(star) Destination Code # for example 56555887000734 *(star) 487369 *(star) 0COV000 #
4. Start speaking at the tone. Press the # (pound) key to stop recording, then follow the prompts to save and send or to redo the message.
5. Continue to send messages with this login, press 9 to log out and hang up, or press the *(star) key to return to the initial menu. Note there may be more than one possible choice at each point in the menu prompts.