



VOICEMAIL REQUEST

To request voicemail service, please complete this form. You may email it as a scanned PDF document to telecom@hartford.edu, FAX it to x4907, or send it to Telecom, CC 125. When your voice mailbox is ready, you will receive written instructions from Telecom. **Please do not attempt to use your voice mailbox before you receive the instructions.**

I request a voice mailbox on the University of Hartford Voicemail System. I agree to abide by the following conditions.

1. I will check for new messages regularly. If this is not possible, I will update my personal greeting to inform callers any time I will be unable to check messages regularly and respond to them promptly.
2. I will respond to all messages requiring a response. I will attempt to make these responses promptly.
3. I will provide a referral extension for callers who do not wish to leave a message on the system. This referral extension must be staffed during working hours and may not be answered by voicemail during those hours.
4. My personal greeting will instruct callers how to reach my referral extension.
5. I will read instructional materials and/or attend training so that I may use the voicemail system in an effective and responsive manner.
6. I will direct all questions about the voice mail system to my sponsoring voicemail coordinator.

Signed _____ Date: _____

Print name _____

Email address _____ @hartford.edu

Extension # _____

Department _____

Org.(& account) _____

Building _____ Room # _____

Voicemail coordinator _____

(signature required)