

## Voicemail Access Numbers

*Please use the following telephone numbers to access your voicemail box remotely or when setting your device to have voicemail answer all of your calls. **Please see last page to determine if you are System A or System B.***

### To access voicemail box remotely System A:

1. Dial 717-612-4799.
2. When prompted enter your **11** digit mailbox number. (Ex: 17175551234)
3. When prompted enter your password.

### To access voicemail box remotely System B:

1. Dial 717-612-4739.
2. When prompted enter your **11** digit mailbox number. (Ex: 17175551234)
3. When prompted enter your password.

### To change your greeting:

1. Dial the access number associated with your system.
2. When prompted enter you **11** digit mailbox number and password.
3. When prompted, press **8** to change your **answering options**.
4. When prompted, press **1** to change your personal greeting.
5. Follow the prompts to select the greeting you would like to change.

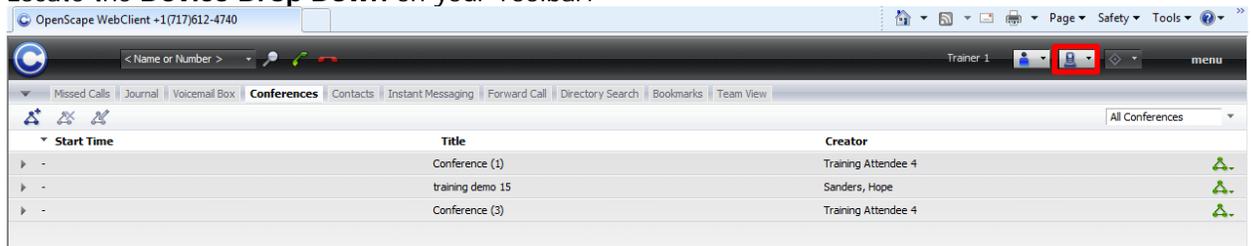
**Note:** If you would like to keep the same greeting every day, please record your **alternate greeting**.

### To Forward All Calls to Voicemail Using Devices

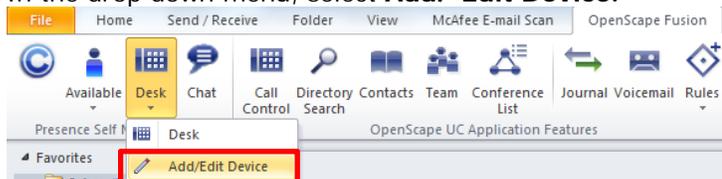
#### Log Into UC Web Client

1. Open one of the following links: *See last page to determine if you are System A or System B*
  - a. System A: <http://openscapeuc1.pa.gov/>
  - b. System B: <http://openscapeuc2.pa.gov/>

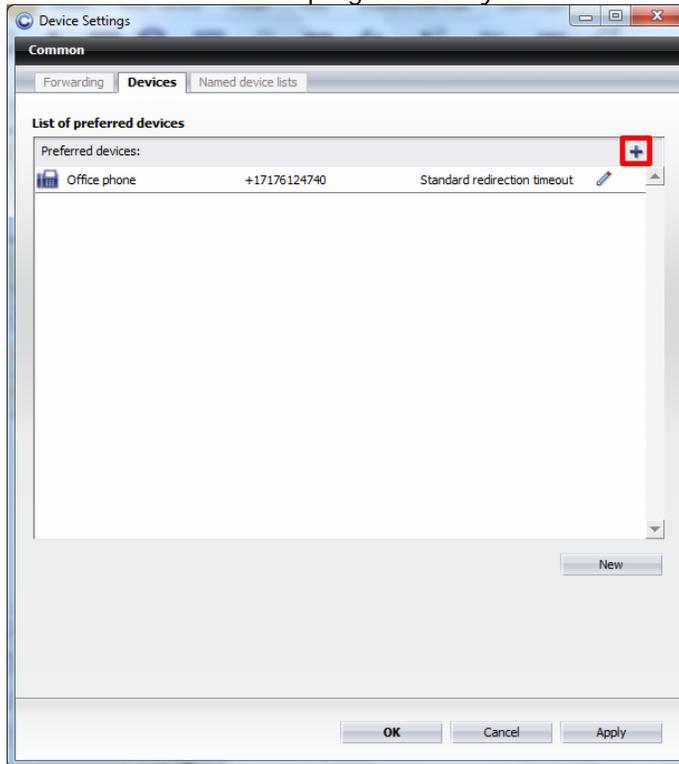
2. Locate the **Device Drop Down** on your Toolbar.



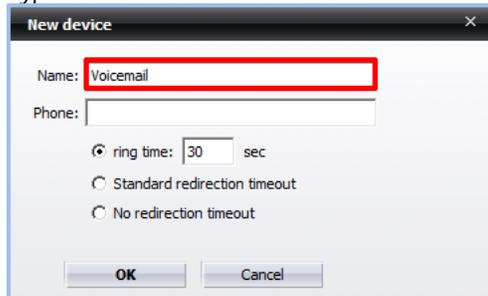
3. In the drop down menu, select **Add/ Edit Device**.



4. Click the + icon at the top right to add your new device.

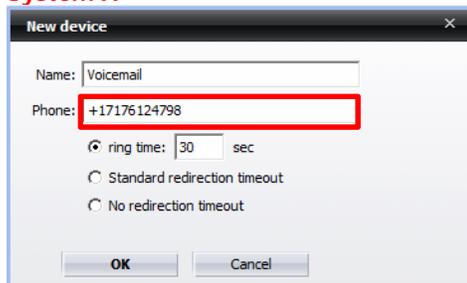


5. Type Voicemail in the **Name** box.

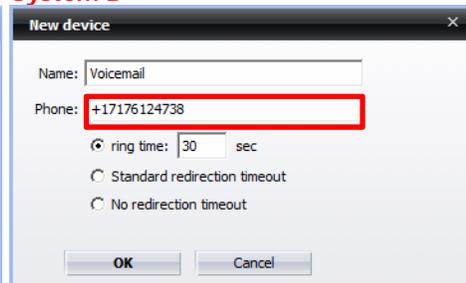


6. Type the Voicemail Access Number for your system. *Please note: you must enter a +1 in front of the 10 digit number. Please see last page to determine if you are System A or System B.*
- a. System A = +17176124798
  - b. System B = +17176124738

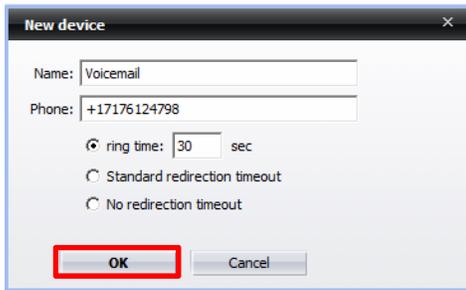
**System A**



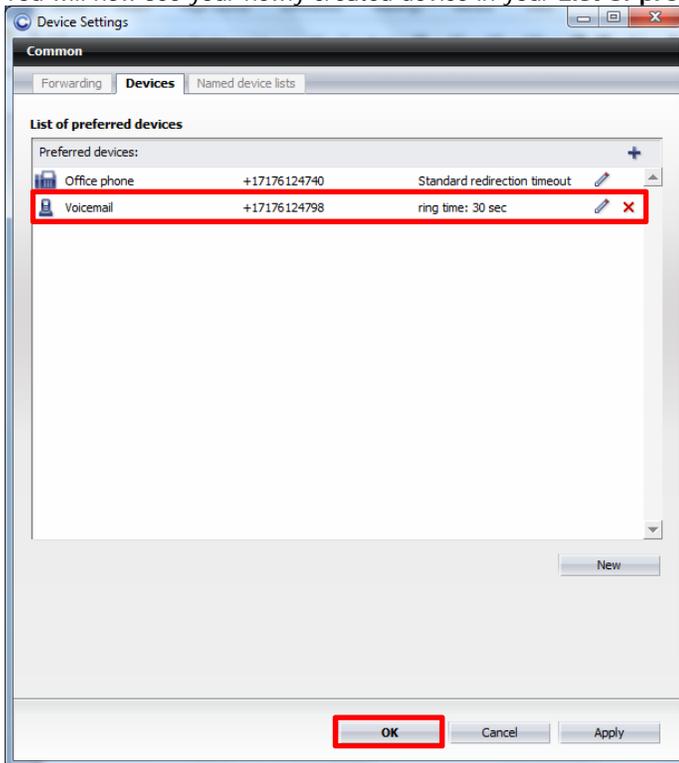
**System B**



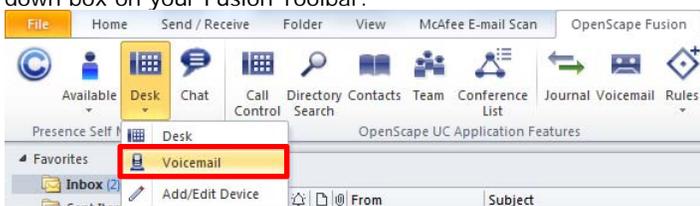
7. Click **OK**.



8. You will now see your newly created device in your **List of preferred devices**. Click **OK**.



9. If you would like to send all of your calls to voicemail, simply select your Voicemail device from the drop down box on your Fusion Toolbar.



10. Your toolbar will indicate that all calls are now going to voicemail.





**System by Agency**

Use the following tables to determine if you are on System A or System B from Step 1.

<b>System A</b>	
10	Aging
15	General Services
19	State
21	Public Welfare
31	PEMA
32	Civil Service Commission
33	PennVest
35	Environmental Protection
36	State Tax Equalization Board
37	Environmental Hearing Board
38	Conservation & Natural Resources
40	State Ethics Commission
65	Gaming Control Board
67	Health
72	Public School Employees Retirement System
79	Insurance
81	Office of the Inspector General
81	OA Executive Offices
83	Patient Safety Authority
92	Auditor General

<b>System B</b>	
12	Labor & Industry
16	Education
17	Public Utility Commission
18	Revenue
20	State Police
22	Fish and Boat Commission
24	DCED
25	Probation & Parole
26	Liquor Control Board
27	Milk Marketing Board
28	Lt Governor's Office
30	Historical & Museum Commission
63	Independent Regulatory Review Commission
66	Securities Commission
68	Agriculture
71	Municipal Retirement System
75	Banking
78	PennDOT
99	Governor's Office