

Checking Voicemail through UC Web Client

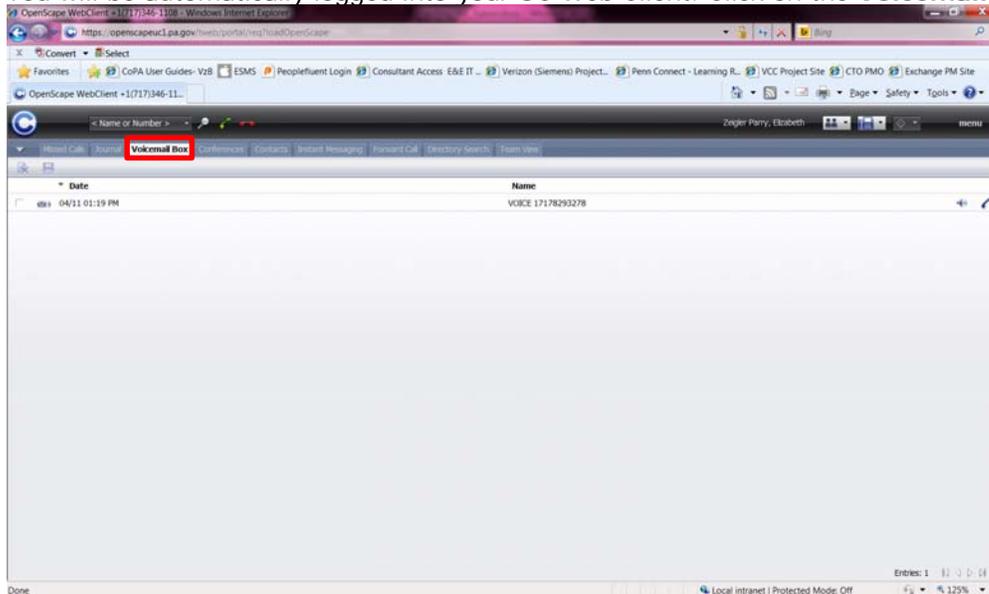
This process will give you step-by-step instructions on how to check your voicemails through the UC Web Client. You will not be required to dial into the voicemail system or need a password, but you will still have the option to listen to your messages through your desk phone or the speakers attached to your computer.

Step 1: 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/>

Step 2: Access Your Voicemail Box

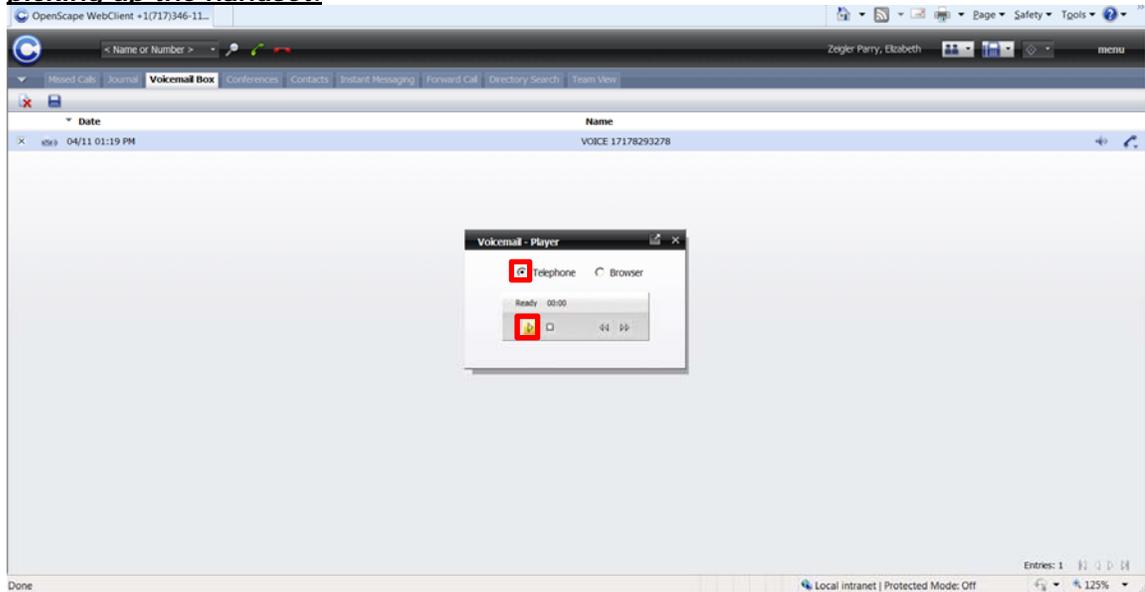
1. You will be automatically logged into your UC Web Client. Click on the **Voicemail Box** tab.



2. Click on the speaker icon to the right of the message you would like to play.



- After the **Voicemail- Player** box appears, select the **Telephone** radial button. When you are ready to listen to the message, press the play button. **Wait for your phone to ring before picking up the handset.**

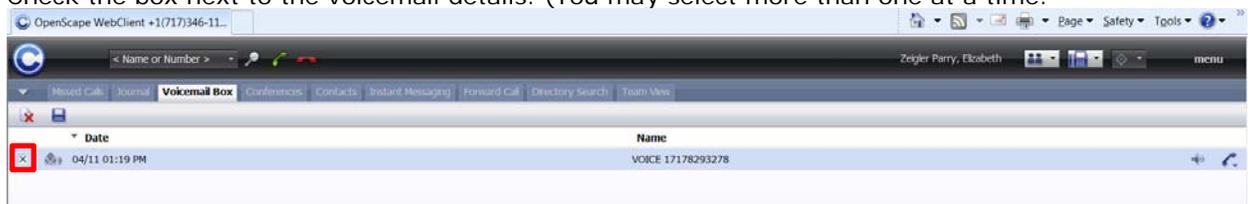


- Once you listen to your message, simply hang up. The system will take you back to the list of your voicemails. The icon to the left of the voicemail details will indicate you have listened to your message.



Step 3: Delete the Message

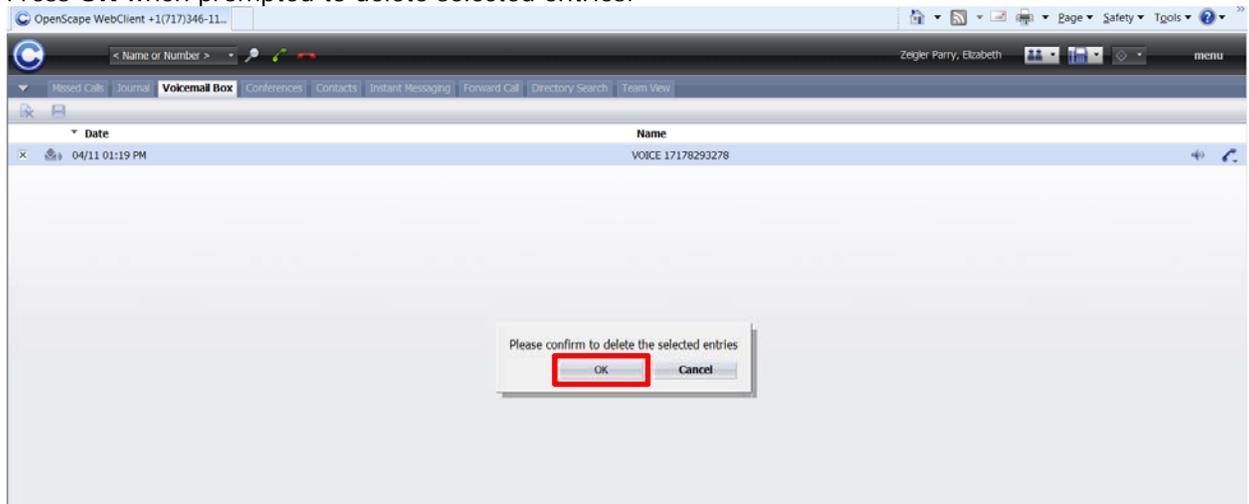
- Check the box next to the voicemail details. (You may select more than one at a time.)



- Press the **Delete** icon.



3. Press **OK** when prompted to delete selected entries.



Helpful Hint: Once you delete the voicemail message(s) from the voicemail tool in Fusion, the .wav file copy of the voicemail that is in your inbox will also be deleted. In addition, the voicemail indicators on your desk phone will also clear.

System by Agency

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

System A

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

System 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