VOIP Phone Checklist

Task	Staff Action
1.	Set up your Voicemail; select pin#, record your name and your Greeting (you should create a greeting rather than using the pre-recorded greetings). **Call your own new phone number and press** * to set up your voicemail. You do <u>not</u> need to use the voicemail access number as stated in the "Quick Reference Guide.) The temporary PIN is: **123456** for all phones. Voicemail Quick Reference Guide Please refer to the attached quick guide.
2.	**Update your signature block in Google Mail (go to settings and scroll down to your signature block) or Outlook** with your new phone number.
3.	**Update your NOAA LDAP Email Directory information**. *This will update your Google Mail Contacts for all of NOAA.* *NOTE: This does not change your information in the NOAA Staff Directory* <u>DIRECTIONS</u>: 1. Go to https://ai.nems.noaa.gov 2. Type in your NOAA LDAP User ID: (**email user name**, e.g. Joe.P.Doe) and your NOAA NEMS Password (**email password**). 3. Click the **Login** button. 4. In the left hand corner of the screen, click on your name where it says "you are currently logged in as…" a new window opens. 5. Click on your **name** and click the **Edit Person** button. A new window opens. 6. Click the Edit button beside the field(s) you want to update. 7. Change your **phone and/ or fax numbers ONLY**. When done, Click **OK** link. 8. Click the **Save Changes** button (at the bottom of the page)to confirm your phone and/ or fax number changes. 9. Click the **Close Window** button. 10. Log off by clicking the link that says "**Click here to Log out**".
4.	**Update your NOAA Staff Directory information** NOAA STAFF DIRECTORY INSTRUCT Please refer to the attached document.

OTHER IMPORTANT INFORMATION

AT&T VOICE DNA ACCESS

WEBSITE: https://www.wireless.att.com/business/

Access to the site is important for web/ remote management of your telephone and voicemail system.

For example:
You can use the Web portal to remotely manage your call forwarding.
You can use the Web portal to switch a call from your desk phone to a cell phone.
You can listen to get email notifications of voicemails while away from your desk.

DIALING ON VOIP PHONES

Calling other AT&T VOIP Phones
(Numbers should begin with 301-628-XXXX)
　　　　Use the **last 5 Digits** to dial the staff member you desire to reach (ex: 81234)

Calling NON-AT&T NOAA PHONE NUMBERS or ANY OUTSIDE NUMBERS
　　　　Dial the Full 10 Digit Phone Number
　　　　　　　　*You do **not** need to dial 1 for Long Distance Numbers*
　　　　　　　　*You do **not** need to dial 9 to get an outside line*

Access Your Voicemail Remotely
　　　　Call your own phone number and press * to access your voicemail from any remote location.

HELP/ TELEPHONE SUPPORT

Help is available through the AT&T Business Care portal when you log on. Helpful links are located under the Support heading and Quick Help is available in the upper right corner of each window in the portal.

You can also find additional information at the following CAO Site:
http://www.corporateservices.noaa.gov/voip

For additional support, please contact the National Service Desk (IT Help Desk) to initiate all Telecom Support.
1-855-NSD-DESK1 (1-855-673-3751) or email NSDesk@noaa.gov