Setting Up Your Profile and Preferences

Go to opentouch.uvu.edu, use your UVU ID and standard password. Or click on the Configuration link on the left side of the page if you are checking your voicemail.

General tab: allows you to change default language and time zones.

Phone Numbers tab will be used more later with features that will enable integration with cells phones and desktop application (additional cost). These features are being developed and are coming soon.

Voicemail box tab

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OpenTouch [™]	General	Phone	Voice mail box	Passwords	Application	Notification	
Multimedia Services	Creativers	numbera	India Dox				
23	Greetings						
2.0							Activate greeting: Personal
							Internal call greeting
Sava changes	Print to fax						
Save changes							Fax number
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Cancel changes	Other options	5					
About this software 🍘							Answer only mode
							Addressing by name
							Automatic reading
							24 hour mode
							Contrin message suppression
Logout 🕋							

Activate greeting: allows you to toggle between recorded greetings

Internal call greeting: allows you to have different greetings for on campus vs off campus numbers (only available if you are using a personal greeting)

Answer only mode: this will disable the ability to leave messages on your voicemail box

Addressing by name: allows you to find people by name

<u>Automatic reading</u>: jumps straight into new messages instead of playing system options first when checking though the phone option

24 hour mode: switches to military time

**Must confirm changes with save button on the left side of the screen **

Passwords tab the Main password section is not used. The TUI password section allows you to change the voicemail password when used with your phone.

Application tab shows you the applications that you have be granted rights. By clicking on messaging services, you can check your voicemail messages. This is the same webpage linked in email notifications, opentouch.uvu.edu/MyMessaging



If you have rights to record automated attendant prompts, you will have a link in here as well.