



USER QUICKSTART GUIDE



Google Voice

01/2012

⊖ How Does It Work?

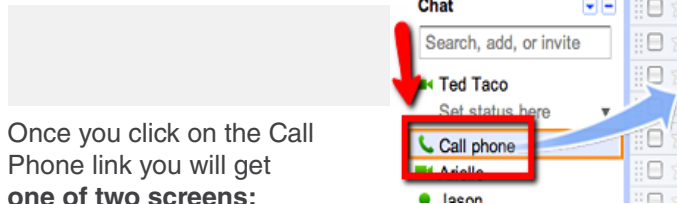
Place calls to landline and mobile phones within your Gmail account. Just dial any phone number you'll be connected. The phone number is tied to your Google ID, not to a device or a location. Google Voice works with mobile phones, desk phones, work phones, and VOIP lines.

Note: You must follow all directions to have a successful install.

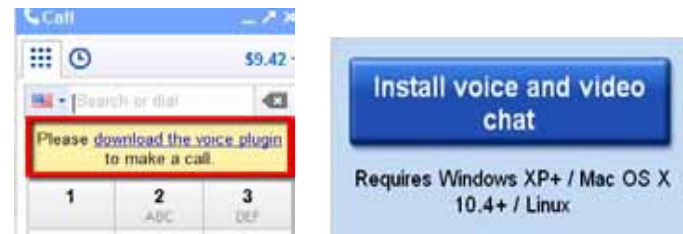
⊖ Setup your account

Log into UA Gmail at <http://webmail.alaska.edu>. Use your UA username and password. If you have trouble logging in, contact the UAF Helpdesk at helpdesk@alaska.edu.

Once logged in, Look for the Chat Area, on the left hand side. Click on the link Call Phone.



Once you click on the Call Phone link you will get one of two screens:



Download the voice plug in, click on the link
Click on Install voice and video chat

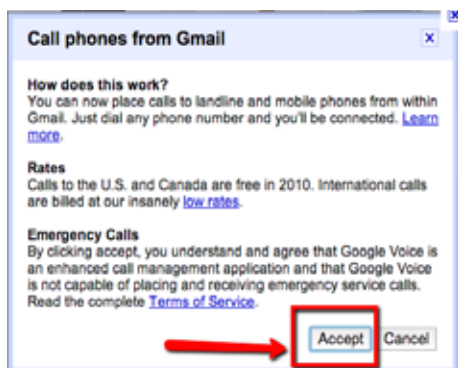
(If the screen returns to Please download the voice plug-in you will need to install the missing file below.)

Window users if you get Error 1603 go to and install the missing file.

<http://cid-73c82b3219805538.skydrive.live.com/self.aspx/Public/googletalkplugin.msi>

Then re-install Voice plugin

When the Accept screen appears, please read the text and click Accept button if you agree.



⊖ Get a Voice Number

Click on Get a Voice Number link. There are no numbers for many area code available. Choose a different area code.

After click on "Get a Number" you will have

Two Options:

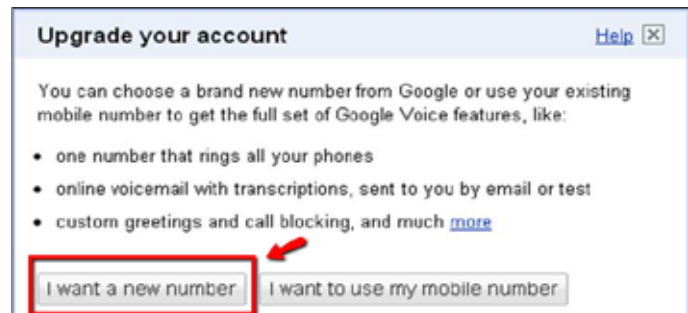
- Option 1: Google Voice Number
- Option 2: Google Voice Lite



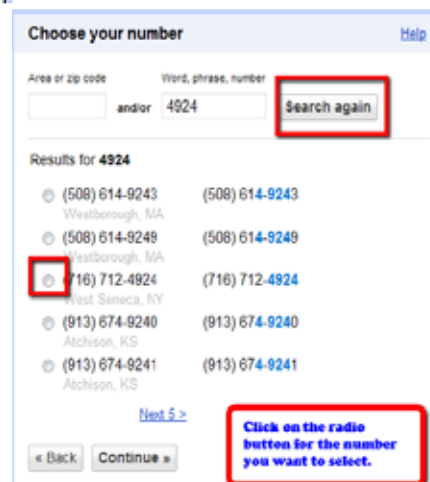
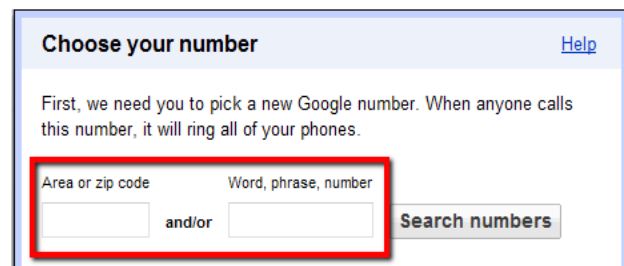
⊖ Option 1: Google Voice Number

Google Voice Number:

With this option, you get a brand new custom Google number that can receive calls from all of your phones.



If you select New Number - you can create a new number. Enter the number of phase you would like to have. If a number appears that you would like click on the radio button and click **Continue**.



⊖ Option 2: Google Voice Lite

Google Voice Lite (Voicemail Only):

With Google voice Lite, you get to have the same voicemail for all your mobile phones. Just add your existing numbers to Google Voice and then make your own rules.

If you select **I would like to use my mobile number:**

If you try to use your cell number and you get this message, your cell phone is not portable. Most of Alaska's cell numbers are not portable. It is best to get a new number than try to use your cell number.

⊖ Required: Set Pin Number

Once you select your number click Continue and create your Pin Number. The Pin Number allows you to check your voicemail by phone. Check the Accept Google Voice Terms and Click Continue.

⊖ Required: Forwarding Phone Number

Add a forwarding number that will ring when the Google Voice number is called.

⊖ Required: Verification

You will need to Verify your phone. When the phone rings enter the Code that is shown on your screen and click Call Me Now.

⊖ Congratulations!

Google Voice is now installed and ready to use.

⊖ Resources

<http://www.google.com/googlevoice/about.html#>

<http://support.google.com/voice/?hl=en>