Voicemail:

Setting up your voice messaging system (from your own phone)

a. Press the Phonemail button on your phone.
b. Dial password and then press # (First time users, the default password is 111# and you will be prompted to change your password to a new one)

Record a Greeting

a. Press the Phonemail button on your phone.
b. Dial password and then press #
c. Press 8 (once) and 1 (5 times)
d. Record your greeting
e. Press * and then #
f. Hang up

Accessing Voicemail from Outside

a. Dial 1 (212) 396-MAIL (6245)
b. Dial your extension and then press #
c. Dial your password and then press #

• Once you have saved or deleted a message you may:
  • Press # to continue to the next message.
  • Press 1 to replay the message
  • Press 9 to forward the message to another mailbox
  • Press 70 to call the sender.
  This feature can be used for internal or external calls.

• When calling someone within the college and you would like to skip the voicemail greeting
  Press 1 and then record your message.

• To skill voicemail details (time & date of received call) Press 3 and then listen to your messages.