Voicemail:

Setting up your Voice Mail Messaging System (from own phone):
  a. Press the Voice mail button on your phone
  b. Dial your password and then push # (First time users, password is 111# and you will be prompted to change your password to a new one)

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

Record your Name:
  a. Press the Voice mail button on your phone
  b. Dial your password and then push #
  c. Press 8 (once) 4 (once) and then 1 (once)
  d. Record your name
  e. Press * and then #.
  f. Hang up.

Accessing voice mail from outside:
  a. Dial (212) 396- MAIL (6245)
  b. Dial your extension and then push #
  c. Dial your password and then push #

To Skip another callers voicemail greeting Press 1 and then record a message. (When calling someone else in the college)

To skip the voice mail call details (time & date of received call) press 3 and then listen to your message.
Forwarding:

Forward to Voice Mail or another number (standard):
   a. Press #91
   b. Dial the voicemail box number or destination number
   c. Press the check button (display) or # (non-display)
   d. Done

To deactivate forwarding press ##91 and hang up.

Volume:

Increase/ Decrease Volume (entry):
   a. You must be on an actual call to perform this.
   b. During call press the + or – to increase/ decrease volume.
   c. When desired volume has been met, press both + and – at the same time to set in place desired volume.
   d. Done

Increase/ Decrease Volume (display):
   a. You must be on an actual call to perform this.
   b. During call press the + or – to increase/ decrease volume.
   c. When desired volume has been met, press the check button to confirm.
   d. Done