



**ICIT** p. 212-772-HELP e. [helpdesk@hunter.cuny.edu](mailto:helpdesk@hunter.cuny.edu)

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## Hunter College Telecomm. FAQs

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### **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.



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## 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