

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.**