

Student Voicemail Instructions

Access number – 8-3300 (on campus) and 348-3300(off-campus)

Mailbox number is your seven digit phone number and #

Password number is 1-2 and your seven digit phone number and #.(temporary)

Accessing your mailbox

1. From your own phone with the temporary password
 - A. Call the system access number – 8-3300
 - B. *You hear the prompt to enter your mailbox number and #*
(enter your 7 digit phone number and #)
 - C. *You hear the prompt to enter your password number and #*
(enter your temporary password 12347xxxx#)

You will be prompted to change your password.

To access password change, press 84.

Listen to system prompts and enter a new password number
(at least 4 digits no more than 16).

If this number is rejected try another.

2. From another phone
 - A. Call the system access number from any phone –8-3300 from on-campus and 348-3300 from off campus. *You hear the prompt asking you to enter mailbox number followed by #.*
 - B. Enter your 7 digit mailbox number and press #. *You hear a prompt Asking you to enter your password followed by #.*
 - C. Enter Your password and press #.

Playing your messages

To play your messages, first access your mailbox. The system will say how many new messages you have. To play your messages press 2

1. After or during each message that plays, you can replay, keep or delete the message.
 - To replay the message, press 2
 - To keep the message, press 6 .
 - To delete the message, press 76.

Recording a greeting

You can record a personal greeting, including information such as your number or name, or you can use the standard greeting supplied with call answering, which does not contain any personal identification.

To record a greeting, first access your mailbox.

1. Press 8* on the main menu to select mailbox prompts.
2. Press 1 to record an external greeting. (This is the only greeting you need.)
3. Press 5 to start recording. *When you hear the tone, you can start to speak.*
4. Press # to end the recording.
 - To play the greeting you recorded, press 2.
 - To rerecord the greeting, press 76 to delete and 5 to record
 - To delete the greeting, press 76 . *If you do not record a new greeting at this time, your callers will hear the standard system greeting.*
5. When you are satisfied with your recording, you may hang up