

Voice Mail Instructions

To change your recorded name:

1. Dial 1212 to access the voice mail system
2. Enter your phone extension, plus the pound sign (#)
3. Enter your password, plus the pound sign (#)
4. Choose 5 (personal options)
5. Choose 5 (record name)
6. Speak your name, press "1"
7. Press 1 to re-record or Press # to approve
8. Hang up

To change your voice mail message:

1. Dial 1212 to access the voice mail system
2. Enter your phone extension, plus the pound sign (#)
3. Enter your password, plus the pound sign (#)
4. Choose 3 (administer personal greetings)
5. Choose 1 (greeting 1 active)
6. Choose 1 (to create or change a greeting)
7. Enter 1 (greeting 1)
8. Choose 0 (listen to greeting) or choose 1 (change greeting)
 - a. If changing greeting, record your greeting, then press #; then...
 - b. Choose 0 to listen, and # to approve; or choose # to exit
9. Hang up

To change your password:

(If you don't know your old password, contact Debbie, who will get it re-set by the INS dept.)

1. Dial 1212 to access the voicemail system
2. Enter your phone extension, plus the pound sign (#)
3. Enter your old password, plus the pound sign (#)
4. Choose 5 (Personal Options)
5. Choose 4 (Password)
6. Enter old password and pound sign (#)
7. Re-enter old password and pound sign (#)
8. New password is now active

To block your phone so it won't ring during class:

Lift receiver and dial *3. You will hear three confirming tones. Any call to your phone will only ring briefly once, then go to your voicemail.

To cancel the block, and have the ring come through again:

Lift receiver and dial #3. Again, you will hear the confirmation tones.

To access the voicemail system from home (either to get messages or to re-set recorded name and voicemail message):

Dial 222-1212, enter your extension number and pound sign, enter your password and pound sign, and proceed from there.