

Voice Mail Instructions

1. Accessing your voice mail

- a. From off campus: dial 336-224-4600
 - When prompted for your user id, enter your extension number followed by the # key (then you will be prompted for your password)
- b. From on campus: press the “messages” button on your phone
- c. Enter your password. The default is “12345” unless you have changed it

2. Voice Mail Menus

a. To change your password

- Press 4 for “setup options” then
- Press 3 for “personal settings” then
- Press 1 to “change password”
- Enter your new password when prompted followed by the # key
- Enter your new password again for confirmation followed by the # key

b. To change your recorded name

- Press 4 for “setup options” then
- Press 3 for “personal settings” then
- Press 2 for “change recorded name”
- Follow prompt to record your name and press the # key when finished
- Press the * key to accept or rerecord your name when prompted

c. To change your greeting

- Press 4 for “setup options” then
- Press 1 for “greetings” then
- Press 1 to change your greeting then
- When prompted press 1 to record the greeting and press the # key when finished
- Press 1 to rerecord the greeting or press the * key when finished

d. While reviewing a Message

- Press 1 to repeat
- Press 2 to save
- Press 3 to delete
- Press 4 to reply
- Press 5 to forward
- Press 6 to mark a message as new
- Press 7 to move backward in a message
- Press 9 to hear message summary
- Press # to skip message
- Press 0 for help