**Voicemail Instructions**

**How to Set Up Your New Voicemail Box:**

1. **From your phone:**
	1. Press the “Messages” button on your phone (located on the right side of the phone immediately underneath the screen area).
	2. When prompted to enter a password, enter 258258, then pound (#) key. (This is the default password.)
	3. You will be asked if you would like to change your recorded name. At the tone, say your first and last name, then press pound (#). You will hear your recorded name repeated for you. If you are happy with the recording, press pound (#). If not, you can record again at the tone. When you are satisfied, press pound (#).
	4. You will be asked if you would like to record a standard greeting. If you are happy with the default greeting that you hear, press pound (#). To record a personalized greeting, press 1, then record your greeting. The greeting will be played back for you. If you are happy with the recording, press pound (#). If you would like to try again, press 1 and record your greeting again. When you are satisfied, press pound (#).
	5. You will be asked to change your password. Your new password must have at least 3 digits. Enter your new password and press pound (#). You will then be asked to enter your new password again and press pound (#).
	6. Finally, you will be asked if you would like your name to be listed in the directory. The default option is for your name to be listed. It is recommended that you not change this; it allows people to find you by searching for your name if they do not know your extension. To keep your name listed, press pound (#).
	7. You will hear a message that says you have completed enrollment. *If you do not hear this message, then your changes have not been saved and you will be prompted to go through this process again the next time you log in to the voicemail system.*
2. **From any phone on campus:**
	1. Dial 5558600, then \*
	2. When prompted to enter your ID, dial your 7‐digit extension, then pound (#).
	3. Follow **steps 2 ‐ 7** from **Section A**.
3. **From outside the college:**
	1. Dial your own office phone number (the full 10‐digit number).
	2. When the voicemail message starts to play, hit star (\*).
	3. When prompted to enter your ID, dial your 7‐digit extension, then pound (#).
	4. Follow **steps 2 ‐ 7** from **Section A**.

**Unity Shortcuts**

 

