Congratulations you have voice mail! All instructors are issued a voice mail phone number. Please make your phone number available to your students. Student calls received in your school’s office will be transferred to your voice mail. You may choose to direct your callers to an alternate phone number or method of contact in your greeting (see instructions below), but it is your responsibility to check your voice mail regularly for administrative messages from deans, department coordinators and other campus offices.

It is important that you check your voice mail on a regular basis.

## RETRIEVE MESSAGES

### From a Campus Phone
- **Dial:** 6700
- **Dial:** *
- **Enter:** last 4 digits of your VM number + #
  - (e.g., 6762#)
- **Enter** Password # (Your initial password is: 123123): (e.g., 123123#)
- **Press:**
  - 1 Listen to Messages
  - 2 Send a Message
  - 3 Review Old Messages
  - 4 Set Up Options
  - 0 Help
  - * Exit (or hang up)

### From an Off-Campus Phone
- **Dial your voice mail number:** 652-6700
- **Dial:** *
- **Enter:** last 4 digits of your VM number + #
  - (e.g., 6762#)
- **Enter** Password # (Your initial password is: 123123): (e.g., 123123#)
- **Press:**
  - 1 Listen to Messages
  - 2 Send a Message
  - 3 Review Old Messages
  - 4 Set Up Options
  - 0 Help
  - * Exit (or hang up)

## CHANGE YOUR GREETING OR PASSWORD

### From a Campus Phone
- **Dial:** 6700
- **Dial:** *
- **Enter:** last 4 digits of your VM number + #
  - (e.g., 6762#)
- **Enter** Password # (Your initial password is: 123123): (e.g., 123123#)
- **Press:**
  - 1 Listen to Messages
  - 2 Send a Message
  - 3 Review Old Messages
  - 4 Set Up Options
    - 1 Greetings (standard, alternate, other)
    - 2 Message Settings (change notification, menu style, edit private lists)
    - 3 Personal Settings (password, recorded name)
    - 4 Transfer Settings
  - 0 Help
  - * Exit (or hang up)

### From an Off-Campus Phone
- **Dial your voice mail number:** 652-6700
- **Dial:** *
- **Enter:** last 4 digits of your VM number + #
  - (e.g., 6762#)
- **Enter** Password # (Your initial password is: 123123): (e.g., 123123#)
- **Press:**
  - 1 Listen to Messages
  - 2 Send a Message
  - 3 Review Old Messages
  - 4 Set Up Options
    - 1 Greetings (standard, alternate, other)
    - 2 Message Settings (change notification, menu style, edit private lists)
    - 3 Personal Settings (password, recorded name)
    - 4 Transfer Settings
  - 0 Help
  - * Exit (or hang up)

**NOTE:** When calling others **On Campus**, dial the four-digit extension only (i.e., 1234, **NOT** 652-1234); For Express Voice Mail Messaging, dial 6700*, then the person’s four-digit extension + #2.