

HOW TO USE STUDENT VOICE MAIL FROM ANOTHER PHONE

INITIAL VOICE MAIL CONFIGURATION

Setting Up Voice Mail From Another Campus Phone

- Dial 8188
- When the automated receptionist answers, press the '*' key
- When the message center answers, enter your telephone extension
- When prompted, select your mailbox (either 1, 2, 3, or 4)
- When you hear your greeting, press the '*' key
- You will then be prompted for your passcode. Enter 1234
- Follow the instructions. You must complete all steps before any changes are saved

Setting Up Voice Mail From Your Cell Phone (or any Off Campus Phone)

- Dial 740-826-8188
- When the automated receptionist answers, press the '*' key
- When the message center answers, enter your telephone extension
- When prompted, select your mailbox (either 1, 2, 3, or 4)
- When you hear your greeting, press the '*' key
- You will then be prompted for your passcode. Enter 1234
- Follow the instructions. You must complete all steps before any changes are saved

GETTING YOUR MESSAGES

Retrieving Voice Mail From Another Campus Phone

- Dial 8188
- When the automated receptionist answers, press the '*' key
- When the message center answers, enter your telephone extension
- When prompted, select your mailbox (either 1, 2, 3, or 4)
- When you hear your greeting, press the '*' key
- You will then be prompted for your passcode and can retrieve your messages

Retrieving Voice Mail From Your Cell Phone (or any Off Campus Phone)

- Dial 740-826-8188
- When the automated receptionist answers, press the '*' key
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CHANGING YOUR VOICE MAIL SETTINGE

- Access your voice mail as instructed above
- Listen to any new and/or saved messages
- Press the 8 key for User Options
- Follow the instructions to change your greeting (4), your name (6), or your passcode (7)