Voicemail

Setting Up Your Voicemail Box For The First Time

1. Press the PHML button or dial 5400 (or, from off-campus dial 518-458-5400)

2. If calling from own extension press pound, otherwise dial your extension number, then a pound sign (#).

3. You have no password yet, default password is 111

4. The system will ask you to enter a password followed by #. It must be at least 3 characters and no longer then 24, and they can't be same number (like 22222) or sequential (like 12345).

5. Finally, you need to record and activate your voice greeting – this will play when someone calls you and you aren't there to answer. Press 8 to administer personal greeting.

6. Press 1 to record a greeting. Enter greeting. Press * # when finished. If you like it hang up you are finished if not follow the prompt to record another.

TO CHECK FOR MESSAGES

1. Press the PHML button or dial 5400 (or, from off-campus dial 518-458-5400)

2. If calling from own extension press pound, otherwise dial your extension number, then a pound sign (#).

3. Enter password then hit pound sign (#).

4. Press 3 to get your messages.

5. Fallow prompt to save delete or forward the message.