

# Voicemail Quick Reference Guide

Logging in to voicemail:

1. Dial 5-2700
2. If you are prompted to enter the extension of the person you are calling, press #, then:
  - a. Enter your mailbox number
  - b. Enter your password, followed by #. Note that if this is your first time accessing the system, your password should be 1.

Retrieving and managing voice mail messages:

1. After logging in, press 2, 0
2. To repeat a message, press 0
3. To delete a message, press \*, 3
4. To forward a message, press 1
  - a. Press 2 to forward with a comment or
  - b. Press 4 to record a message

Recording your greeting:

1. After logging in, press 3, 1
2. When ready to record, press 1 for your personal greeting or 2 for an extended absence greeting.
  - a. If you need to re-record, press 1
  - b. When complete, press #

For more detailed voicemail information, please review the Voicemail Reference Guide at [http://www.plymouth.edu/office/information-technology/files/2011/02/voicemail\\_flowchart.pdf](http://www.plymouth.edu/office/information-technology/files/2011/02/voicemail_flowchart.pdf).

For questions or to request assistance, please contact the help desk at 5-2929.