

To Get in to Your Voicemail

On Campus		Off Campus
Your Phone	Another Phone	
Hit the Message Button	Dial 6899 Enter your extension Press #	Dial 413-236-3030 Enter your extension Press #
Enter your PIN		
Press #		

To Change Your Greeting

Be in Your Voicemail
Press 4 (Setup Options)
Press 1 (Messages)
Press 1 – To record a new Greeting
Press # when done

To Create an Alternative Greeting

Be in Your Voicemail
Press 4 (Setup Options)
Press 1 (Messages)
Press 3 (Edit Other Greetings)
Press 3 (Alternative Greeting)
Press 1 - To record a new Alternative Greeting
Press # when done

To Switch Between Your Regular and Alternative Greetings

Be in Your Voicemail
Press 4 (Setup Options)
Press 1 (Messages)
Press 2 - to switch messages
Press # - to keep using this message until you tell it to switch