

SUNY Potsdam

Voice Messaging Information

Your Voice Mailbox Number = Same as your Extension Number

Voice Mail Access Number ~ On Campus: Dial 4000

Voice Mail Access Number ~ Off Campus: (315) 267-4000

Initial Mailbox Setup:

- | | |
|------------------------|---|
| Login | 1) From your office telephone, dial the voice mail access phone number {4000}. |
| Password | 2) The system will begin to play the new user tutorial (“Hello, this voice message system can...”) when prompted, enter your temporary password with is 123456.

3) When prompted, enter a mailbox password of your choice, followed by the {#} key (between 6&15 digits in length). |
| Record Name | 4) When prompted, record your first & last name followed by the {#} key

5) Name will be replayed—press {#} to continue, or {*} to re-record. |
| Record Greeting | 6) When prompted, press {2} to record your personal greeting, record greeting followed by the {#} key.

7) Greeting will be replayed—press {#} to save, or {*} to record again. |
| Exit | 8) Upon completion of initial set-up, you will be at the Main Menu of your mailbox. Press {*} to exit mailbox. |