

Calling Voice Mail

From your desk:

1. Dial 8555.
2. When prompted for password, enter your password. (no #)
3. Press 1 for new messages.
 - a. Press 5 to repeat message from beginning.
 - b. Press 6 to skip message.
 - c. Press 7 to delete the message.
Press 7 twice to delete while listening.
 - d. Press 8 to forward the message to another number.
 - e. Press 9 to save the message
 - f. Press # to fast forward 3 seconds.
 - g. Press * to rewind 3 seconds.
4. When done, hang up.

Away from SCOE

1. Dial 524-2605.
2. When asked for mailbox, enter your 4 digit extension. (no #)
3. When asked for password, enter your 4 digit password. (no #)
4. It announces how many messages you have.
5. Same options as above (a-g).
6. To record a temporary greeting:
 - a. Press 0 for Mailbox options.
 - b. Press 4 for temporary greeting.
 - c. Record at beep. Press # when done.
 - d. Press 2 to listen to message.
 - e. Press 1 to accept it or 3 to cancel and re-record.
7. To remove temporary greeting:
 - a. Call Voicemail and log in. It may not tell you that temporary greeting is still on.
 - b. Press 0 for Mailbox options.
 - c. Press 4 for temporary greeting.
 - d. Press 2 to remove temporary greeting.

Calling Voice Mail

Collect messages for a different line, from your desk:

1. Dial 8500.
2. When asked for mailbox, enter the 4 digit phone number. (no #)
3. When asked for password, enter your password. (no #)
4. Press 1 for new messages.
 - a. Press 5 to repeat message from beginning.
 - b. Press 6 to skip message.
 - c. Press 7 to delete the message.
Press 7 twice to delete while listening.
 - d. Press 8 to forward the message to another number.
 - e. Press 9 to save the message
 - f. Press # to fast forward 3 seconds.
 - g. Press * to rewind 3 seconds.
5. When done, hang up.

Calling Old AT&T Voice Mail

If you would like to check any old messages from before the conversion to VoIP.

1. Dial 524-2416.
2. When asked, enter password for old voice mail, then #.
3. When asked, enter 10 digit phone number, then #.
4. It will tell you if you have messages, and tell you the buttons to play, erase, etc.