

Cayuga-Onondaga BOCES

Voice Mail Instructions

12/10/08

ACCESS

1. To access the voice mail system you will need to enter 7660. *** If you would like to check your voice mail when not on campus dial 255-7660.
2. The system will ask you for your mail box. Your mail box number is your extension. Enter it followed by the # sign.
3. You will be asked for your password. For first time access to the system the password will be the numbers 1 2 and your extension. Enter it followed by the # sign. You will be asked to change your password. Have a six digit number password ready for the next step. Do not use a sequence of numbers such as 123456. The system knows that this is not a secure password and will ask you to re-enter it.
4. To change your password enter 84. The system will ask you to enter the current password (12XXXX then # sign). It will then ask you to enter your new password twice. Each time followed by the # sign. **** If you forget your password I will not be able to retrieve it. I can only reset it.
5. You are now ready to check your voice mail.

RECORDING A GREETING

1. To record a greeting you will need to login to the system. Follow steps 1 through 3 above.
2. Once you are logged in press 8 *. This will begin the command options on your phone.
3. Press 2 to select the greeting command. Your options will be (1) EXTERNAL and (2) INTERNAL GREETING. For most the selection to choose is (2) INTERNAL GREETING. If you have a digital phone and an external extension programmed on your phone you will need to record a greeting for EXTERNAL as well.
4. The commands for recording a message are:
 - (2) Review your greeting
 - (5) Record a greeting
 - (4) Exit

To record press 5. You will hear a beep. Begin recording. When you are done you can replay your message by pressing 2. If you are satisfied with the message press 4 to exit,

EXAMPLE Message:

Hello. You have reached the phone of Sam Jones. I am not available to take your call at the moment. Please leave a brief message after the tone. I'll return your call as soon as possible. If you would like to speak to someone immediately please press 0 to be directed to a secretary or receptionist. Thank you.

REVIEWING MESSAGES

1. To review your messages you will have the following commands available:
 - (2) Play message
 - (6) Next message
 - (76) Erase message.

******* A red light on your phone is an indication that you have voice mail. *******

If you have any questions please feel free to contact me. Thank you,

Tony