

Massachusetts College of Liberal Arts

STUDENT

VOICE MAIL INSTRUCTIONS

Programming your voicemail: (Single Room)

1. Dial 5101 from your phone.
2. Press in 9 personal ID# given to you on enclosed sheet.
3. Follow your message center instructions on how to set up security code , greeting, name, etc.

Programming voicemail : (Double Room)

1. Dial 5101
2. Press 9 personal ID# given on the enclosed sheet then
3. Follow message center instructions for setup, Security code, greeting, name, etc.

Accessing Your Mailbox Messages:

From your extension

1. Dial 5101 from on-campus,
2. Enter your 9 personal ID#
3. Enter your security code

From Off-Campus

1. Dial (413) 662-5101
2. Enter your 9 personal ID #
- 3.. Enter your security code

From another On-campus Extension

1. Dial 5101, press # for main menu
2. Enter your 9 personal ID #
3. Enter your security code

TIPS: Press (1) for Yes, Press (2) for No, Press (*) for the main menu, (#) Previous Menu, or (* * *) Exit System

Playing Your Messages:

1. Enter your personal ID# and security code#
2. Press (4) check new messages
3. Press (5) leave messages
4. Press (6) review messages
5. Press (7) to change setup options

While reviewing your messages you can

- a. Press (3) menu options
- b. Press (4) **Slow** down playback
- c. Press (5) adjust **volume**
- d. Press (6) **speed** up playback
- e. Press (7) **rewind**
- f. Press (8) **pause**
- g. Press (9) **repeat**
- h. Press (*) **save** as new message

Set up Options Menu

1. Enter your personal ID#
2. Press (7)for setup options
3. Press (7)for personal options
 - a. Press (4) to change security code
 - b. Press (5) to record name
 - c. Press (6) to change spelled name
 - d. Press (7) directory listing on / off
 - e.

Exiting Your Mailbox

1. Press (* * *) to eXit the system
2. Press (*) to finish a recording
3. Press (3) to hear menu options