To Call Voicemail

**From your phone:**
- Dial 6-4477
- Enter your PIN followed by #

**From another campus phone:**
- Dial 6-4477
- Press *
- Enter your Mailbox ID number, followed by #
- Enter your PIN followed by #

**From an outside line:**
- Dial (203) 436-4477
- Press *
- Enter your Mailbox ID number, followed by #
- Enter your PIN followed by #

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**Main Menu**

1: **Hear New Messages**
- Slow (4)
- Properties (5)
- Fast (6)
- Volume - (7)
- Volume + (8)
- Cancel
- Help
- Skip

2: **Send a Message**
- Record your message
- Enter the recipient’s extension number or spell the name of the recipient or enter the distribution list number, followed by #
- Press # to confirm
- Press 9 1 to add a name
- Press # to send or chose a message option

3: **Review Saved Messages**
- Press 1 – Greetings:
  - Press 1 – Edit the standard greeting
  - Press 2 – Turn alternate greeting on/off
  - Press 3 – Edit other greetings
  - Press 4 – Play all greetings

- Press 2 – Message Settings:
  - Press 1 – Change message notification
  - Press 3 – Select full or brief menus
  - Press 4 – Create private lists

- Press 3 – Preferences:
  - Press 1 – Change PIN
  - Press 2 – Change recorded name
  - Press 3 – Change directory listing

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**During Message Review**

**After Message Review**

**Message Options:**
- Press 1 – Mark message urgent
- Press 2 – Request return receipt
- Press 3 – Mark message private
- Press 4 – Set future delivery
- Press 5 – Review recording
- Press 6 – Re-record message
- Press 7 – Add to the message
- Press # – Send message

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**Unified Messaging:**
Single inbox for all voicemail messages that may be accessed through your phone interface or through your email inbox.

**Tips:**
- * Exit or back up
- 0 Help
- ## Extension number and name entry toggle