Quick Guide

SETTING UP YOUR VOICEMAIL

STEP ONE
Dial 6-4477

STEP TWO
Enter your temporary PIN: 123456#

STEP THREE
Follow the prompts to finish set up of your voicemail box

HELPFUL INFORMATION

• Ten days after the upgrade, your legacy voicemail (2-8000) will no longer be available. Please be sure to listen to any old messages and note important details, as needed.

• If your phone has been forwarded to another number, you may need to set up forwarding again.
  o Cortelco phone ➔ Press **72
  o Cisco phone ➔ Press “Forward all” button and follow prompts

• There are new names for familiar concepts:

  PASSCODE is now called PIN
  MAILBOX is now called MAILBOX ID NUMBER

NEED HELP?

ITS Help Desk
203-432-9000
helpdesk@yale.edu

Yale Information Technology Services