



Telephone

Be sure to re-set your password to something all roommates can remember. To do this, pick-up the phone in your room, dial #1234#, press 7, press 4, and enter the password of your choice. Also, record your names, and record a greeting.

**Option 1 Voice Mail
Messages**

From your own room phone, pick-up and dial # password #, then press 1 to listen

From another phone on campus, pick-up and dial ##, enter your extension, and your password followed by #, then press 1 to listen

From your off-campus phone, dial 678-915-6445, and follow the prompts to enter your extension and password, then press 1 to listen

Follow prompts to send, forward, listen to saved messages

Option 7

Main Menu *

- 1 Record Greeting**
- 2 Set Call Handling Mode**
- 3 Re-assign Extension** - like Call Forwarding
- * 4 Set Password**
- 5 Envelope information** (date and time of call)
- * 6 Record Name***
- 7 Listen to Deleted Messages**
- 8 Remove Deleted Messages**
- 9 Additional Items** (configure to work w/ Outlook)