

Setting Up a New Mailbox

Login

From your desk:

1. Press **Message** key.
2. Enter PIN followed by **#**. Default PIN is 246810

From another desk:

1. Press **Message** key.
2. Once answered, press ***** immediately.
3. Enter your directory number followed by **#**.
4. Enter PIN followed by **#**. Default PIN is 246810

From outside system:

1. Dial **(518) 549-4000**.
2. Once answered, press ***** immediately.
3. Enter your directory number followed by **#**.
4. Enter PIN followed by **#**.
5. Default PIN is 246810

Using New Password

1. Press **Message** key.
2. Enter PIN followed by **#**.

Record Name

1. After tone, record first and last names and press **#**.
2. Newly recorded name plays.
3. Press **#** to confirm, or press **1** to re-record.

Personal Greeting

1. To keep system greeting, press **#**.
2. To record personal greeting, press **1**.
3. After tone, record greeting and press **#**.
4. Newly recorded greeting plays.
5. Press **#** to confirm, or press **1** to re-record.

Change PIN

1. Default PIN is 246810.
2. Enter new password, followed by **#**.
 - May be 4 to 13 digits
 - No consecutive digits (1234 or 4321)
 - No single digit repeated (1111)
 - Not your number forward/backward
3. Re-enter password, followed by **#**.

Directory Listing

1. You are listed in the directory by default. To change listing status, press **1**.
2. Press **0** for HELP.

Finish Enrollment

- Once setup's complete, wait for "You have finished enrollment, followed by Main Menu options.
- Otherwise, setup options will play again upon next accessing voicemail.

Main Menu Options

- 1** Listen to new messages
- 2** Send a message
- 3** Review old messages
- 4** Change setup options
- 0** HELP

Playback Controls



Get Messages

1. To play new messages, press **1**.
2. To review old messages, press **3**.

After-message Options

- 1** Repeat
- 2** Save
- 3** Delete
- 4** Reply
- 5** Forward
- 6** Mark as new
- 7** Skip back
- 8** Message properties
- 9** Cancel playback
- 0** HELP

Transfer call to Voice Mail

1. Press **Transfer**.
2. Dial *****.
3. Dial 10-digit number.
4. Press **Transfer**.

Change Personal Greeting

1. Login to voicemail.
2. Press **4** for setup options.
3. Press **1** to change personal greeting.
4. Press **1** to record greeting.
5. Press **#** when finished recording.

Change PIN

1. Login to voicemail.
2. Press **4** for setup options.
3. Press **3** to change preferences.
4. Press **1** to change PIN.
5. Enter new PIN, followed by **#**.

Change Recorded Name

1. Login to voicemail.
2. Press **4** for setup options.
3. Press **3** to change preferences.
4. Press **2** to change recorded name.
5. Record new name after the tone.
6. Press ***** to confirm.