

Quick Reference

Changing your mailbox password (Quick : 3-1-4)

note: default security code for new mailboxes is "0000"

- press the Voice Mail key or dial x1699
 - enter your security code when prompted
 - press "3"
 - press "1" for personal options
 - press "4" to enter a new security code
 - enter your new security code followed by "#"
 - the voice mail system will confirm the code entered
 - press "1" to confirm the new security code
 - press "*" to backup to the last menu and to exit
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Recording a new name greeting (Quick : 3-1-5)

- press the Voice Mail key or dial x1699
 - enter your security code when prompted
 - press "3"
 - press "1" for personal options
 - press "5" to record *your name only*
 - follow the system prompts
 - press "*" to backup to the last menu and to exit
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Recording a new personal greeting (Quick : 3-1-3)

- press the Voice Mail key or dial x1699
 - enter your security code when prompted
 - press "3"
 - press "1" for personal options
 - press "3" to change the personal greeting
 - follow the system prompts
 - press "*" to backup to the last menu and to exit
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Quick Reference

Leaving a message in someone else's mailbox from your own extension:

- press the Voice Mail key or dial x1699
 - enter your security code when prompted
 - press "2" and enter the mailbox in which you wish to leave the message
 - the system will confirm the intended recipient by announcing his/her/its name
 - if the name is correct, press "2" to leave your message after the tone, otherwise press "*" to cancel and start again
 - when you have completed your message, press "2" again
 - press "5" to send the message
 - press "*" to backup to the last menu and to exit
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Entering a callback number when leaving a message from outside The Graduate Center

- when finished recording a message, press "2"
 - press "88"
 - you will be prompted for the callback number
(remember to include the area code)
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If You Need Help...

If you have any voice mail-related questions not addressed in this document, please contact the Help Desk:

Hours of Operation*

Monday–Friday : 9am - 9pm
Saturday : 10am - 6pm
Sunday : Closed

location : Concourse Level of The Mina Rees Library

phone : 212.817.7300

e-mail : helpdesk@gc.cuny.edu

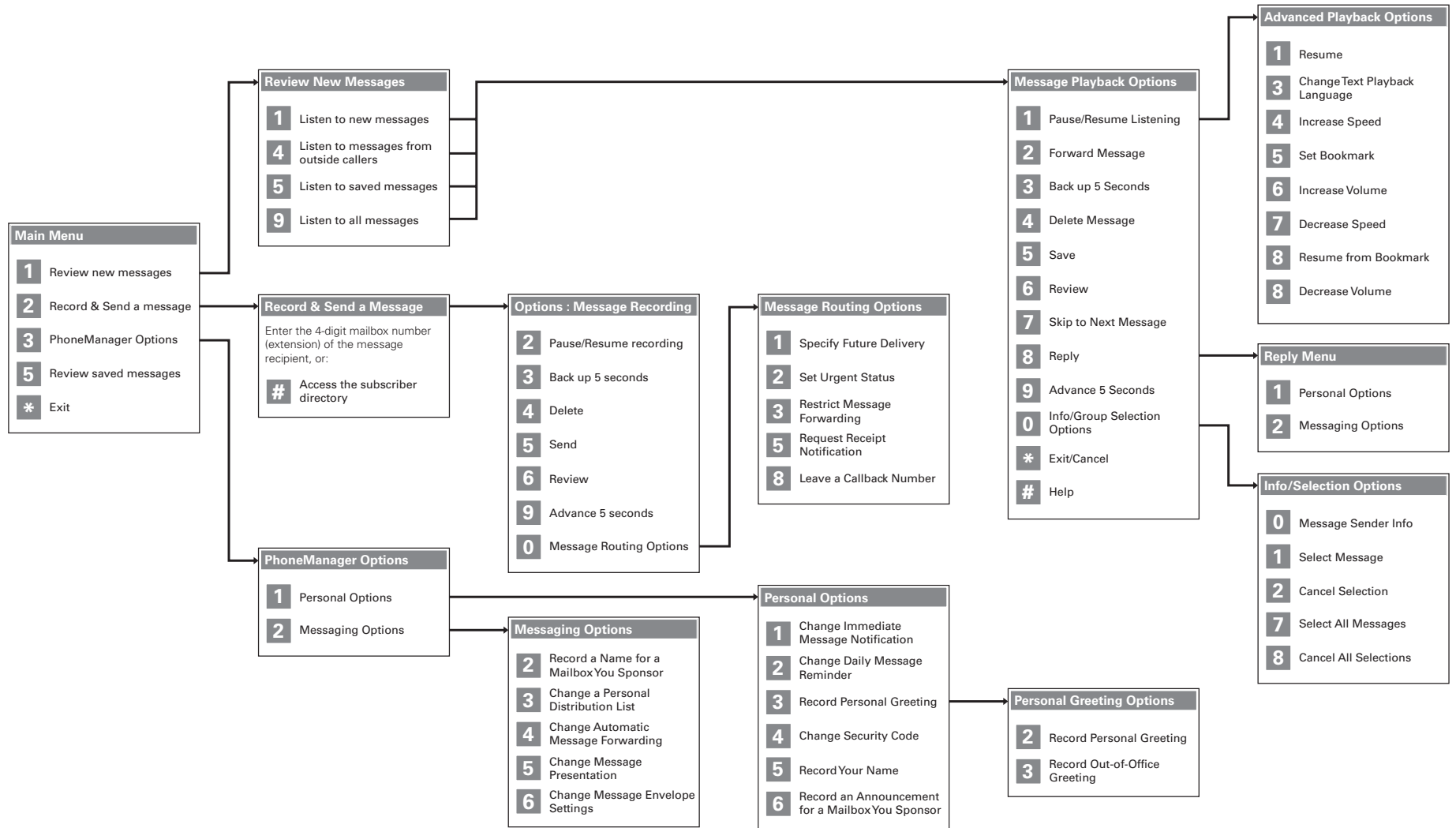
* Closed on GC holidays. Hours are subject to change.

voice mail
at The Graduate Center



Client Services ■ Information Resources
The Graduate Center, CUNY

Voicemail Menu Map ■ THE GRADUATE CENTER, CUNY



Accessing Your Mailbox

Inside – from your extension
 - dial x1699
 - enter your security code

Inside – from another ext.
 - dial x1699
 - press * followed by #
 - enter your mailbox number (extension)
 - enter your security code

Outside
 - dial 212.817.1699
 - press #
 - enter your mailbox number
 - enter your security code