

HOW TO CHECK YOUR VOICE MAIL & CHANGE AVAILABILITY STATE FROM OFF-CAMPUS

TO CHECK VOICEMAIL MESSAGES

- DIAL 562-860-2451
- 1. ENTER 7000
- 2. ENTER YOUR EXTENSION NUMBER (XXXX)
- 3. ENTER PASSWORD # (XXXX# - YOUR PASSWORD FOLLOWED BY #)
- 4. FOLLOW THE PROMPTS TO LISTEN TO YOUR MESSAGES

TO CHANGE VOICEMAIL GREETING

- FOLLOW STEPS 1 - 3 FROM ABOVE
- 1. PRESS 7
- 2. PRESS 1
- 3. FOLLOW PROMPTS TO RECORD NAME AND/OR GREETING

TO CHANGE AVAILABILITY STATE

- FOLLOW STEPS 1 - 3 FROM ABOVE
- 1. PRESS 7
- 2. PRESS 2
- 3. FOLLOW THE PROMPTS TO CHANGE TO: OUT OF OFFICE/HOLIDAY/CUSTOM/IN A MTG/ETC