

# VOICEMAIL

Your direct number is (323) 241-**50XX**, (323) 241-**52XX**, (323) 241-**53XX**, (323) 241-**54XX**, (323) 242-**55XX** (bold print numbers = your extension)

To access your Voicemail dial **5400** then follow voice instructions to set up your voice mail. Below is a guide you may follow

## HOW TO RETRIEVE VOICE MAIL (On Campus from your phone)

1. Dial the voice mail system 5400 or you can use a pre-programmed voicemail button on your phone if it has one
2. Enter your pass code (If you have one setup, if not you can setup one using “change mail options” below).
3. You will be directed to the voice mail system to retrieve your messages.

## HOW TO RETRIEVE VOICE MAIL (Off Campus or from another phone)

1. Dial the voice mail system 323- 241-5400 (If from another phone dial 9+241-5400).
2. Enter your personal ID (**9+ extensions** = “**95XXX**”).
3. Enter your security code when prompted. (If you have setup one)
4. You will be directed to the voice mail system to retrieve your messages.

## VOICE MAIL PLAYBACK KEYS

KEY TO PRESS	FUNCTION
4	To slow down
5	To change volume
6	To speed up
7	To back up message 3 seconds
8	To pause, 8 to cancel pause
9	To fast-forward 3 seconds

## INSTRUCTIONS TO CHANGE VOICE MAIL OPTIONS

1. Dial the voice mail main number at **5400**
2. You will be instructed to enter you personal security code if you have set one up
3. At the voice prompt, press “**7**” for “set-up options.”
4. Press “**4**” for the “greetings” menu.
5. You will have the opportunity to listen to your current greeting and to make changes to your current greeting. You will find other options in the “set-up” menu as well. Feel free to experiment with the other options such as setting up an alternate greeting, creating voice mail distribution groups, and other options.