

Ventura College

Call Pilot

Instructions for Initial Voice Mail Set Up

YOU MUST INITIALIZE YOUR VOICE MAILBOX
THE FOLLOWING GUIDELINES WILL ASSIST YOU.

Note: Your mailbox number is the same as your extension number; the default password is 1 and extension number.

LOGIN:

- Press MESSAGE key or dial **6399** _____
- Dial your mailbox number (4-digit ext. number)
- **OR** from your own phone press #
- Enter your password. (Password is 1+4-digit ext. number)
- Press #

CHANGE PASSWORD

- Login to voicemail
- **Dial 84**
- Enter OLD Password (1+4-digit ext. number) press #
- Enter a NEW Password (4 - 10 digits) press #
- Enter NEW Password again and press #

RECORDING YOUR NAME

- Login to voicemail
- **Dial 829**
- Press **5** (record your **first** and **last name** at the tone)
- Press # to stop
- If you need to re-record press **76** to delete then **5** to re-record

RECORD A GREETING

- Login to voicemail
- **Dial 82**
- Press 1 (external)
2 (internal)
3 (temporary)
- Press 5 to record
to stop
2 to listen
76 to delete
5 to re-record

LOG OFF

- **Dial 83** to disconnect

This instruction sheet is for initial set up only. Please refer to Voice Mail Instruction Sheet after your voice mail has been set up.

