

# LOS ANGELES HARBOR COLLEGE

## VOICEMAIL BASICS - QUICK REFERENCE GUIDE

<b>To Do This:</b>	<b>You Do This:</b>
<b>Login and Check Voicemail</b>	<p><u>On-Campus</u> - Press <u>Message</u> Key on phone  <u>Off-Campus</u> - Dial (310) 233-4444</p> <p>Then.....</p> <ul style="list-style-type: none"> <li>Dial your mailbox number</li> <li>Press #</li> <li>Enter your password</li> <li>Press #</li> </ul>
<b>Change Password</b>	<p>Dial 84</p> <ul style="list-style-type: none"> <li>Enter Old Password</li> <li>Press #</li> <li>Enter New Password (4 digits)</li> <li>Press #</li> <li>Enter New Password Again</li> <li>Press #</li> </ul>
<b>Personal Verification</b>	<p>Dial 82</p> <p><b><i>Press 9 for Personal Verification</i></b></p> <p>Press 5 and record your first and last name at the tone.  Press # to stop  If you need to re-record press 5 again.</p>
<b>Record a Greeting</b>	<p>Dial 82</p> <ul style="list-style-type: none"> <li>Press 1 for external greeting</li> <li>Press 2 for internal greeting</li> <li>Press 3 for Temporary greeting</li> <li>Press 9 for Personal Verification</li> </ul> <p>Press 5 to record</p> <p>After recording your greeting:</p> <ul style="list-style-type: none"> <li>Press # to stop</li> <li>Press 2 to listen to your greeting.</li> <li>Press 76 to delete</li> <li>Press 5 to re-record your greeting</li> </ul>
<b>Play Messages</b>	<p>*When you logon it will tell you how many messages you have and will begin playing them as they were received.</p> <ul style="list-style-type: none"> <li>Press # to Pause and then 2 to resume.</li> <li>Press 6 to Play the next message.</li> <li>Press 4 to Play the previous message.</li> <li>Press 76 to Delete a message (76 again will restore it).</li> <li>Press 73 to Copy/Forward a message.</li> <li>Press 75 to Record a message.</li> <li>Press 9 to Call the sender if they are located on campus.</li> </ul>

**Express Messaging**

\*This allows you to call someone on campus and leave a message without disturbing their work.

Dial 4698 (on campus) or (310) 233-4698 (off campus)

Enter their Mailbox Number.

Press #

Record your Message.

Hang up.