

VOICEMAIL FOR PART-TIME FACULTY

Dialing Into the Phone Mail System:

There are several options for dialing into phone mail. It really depends on your preference and your area code. The following numbers are for employee use only. See Guest Access for the number to give out to students or guests.

Dial one of these numbers to access the phone mail system:

Employee Access Number 916-660-7788

or

Nevada County Campus 530-274-5300, 1, ext 7788

or

Toll free from N. California 1-800-242-4004, 1, ext 7788

or

From any Avaya phone on campus ext 7788

Setting up Your Voicemail:

The first time you access "Voicemail," you will be prompted to set up your voicemail by entering a new security code and recording your name and your greeting.

1. Dial into the phone mail system (see previous instructions).
2. Enter your 4-digit mailbox extension number.
3. Enter your security code: 1 1 1 1. (this is the default setting. if you have changed your security code, then use that number).
4. Wait for the prompt to record your name.
5. Press 2 to record.
6. Press 2 to stop recording
7. Press 6 to review it.
8. Press 5 to save it.
9. Next you will be prompted to record a greeting.
10. Press 2 to record.
11. Press 2 to stop recording.
12. Press 6 to review it.
13. Press 5 to save it.
14. Done.

To Listen to Your Voicemail:

The maximum length for any voicemail message is 3 minutes.

1. Dial into the phone mail system (see previous instructions).
2. To "Listen" to your messages, press 1.
3. To "Forward" a message, press 2.
4. To "Delete" a message, press 4.
5. To "Save" a message, press 5.
6. To "Review" or "Replay" a message, press 6.
7. To "Skip" a message, press 7.
8. To "Reply" to a message, press 8.

GUEST ACCESS

Students or guests can leave a voicemail message for you by using one of the following options.

1. Students or guests dial one of the following numbers:
916-660-8288 or 530-274-5300, 1, ext 8288
2. Students or guests dial your 4-digit mailbox extension number.
3. Done.