

ADAMS STATE COLLEGE VOICE MAIL GUIDE

VM ACCESS: dial ext. 8070

or 719-587-8070 (off campus*)

*Off-campus Personal ID: 9 & ext. no.

Security code: 4-10 digits

(required for checking VM off campus)

Answer system ?'s: 1=yes, 2=no

Change set-up options: 7

Change standard greeting: 746

Switch to alternate greeting: 745

Stop recording: *

LISTENING TO MESSAGES:

Check new: 4

Review old: 6

Advance: 9

Rewind: 7

Save: 37

Delete: 36

Redirect: 39

Timestamp: 38

Repeat: 3#

To ACTIVATE voicemail:**To CANCEL voicemail:****Fwd calls to VM after 4 rings:**

◆ dial *2578070 then hang up

◆ dial #2 then hang up

Fwd all calls to VM immediately:

◆ dial *3578070 then hang up

◆ dial #3 then hang up

Fwd to VM when busy (immediate forward)/not answered after 4 rings:

◆ dial *4578070 then hang up

◆ dial #4 then hang up

TO FORWARD TO ANOTHER EXTENSION:**TO CANCEL CALL FORWARDING:****Fwd calls to another extension after 4 rings:**

◆ dial *257, ext. no.

◆ dial #2 then hang up

Fwd all calls to another extension immediately:

◆ dial *357, ext. no.

◆ dial #3 then hang up

Fwd to another extension when busy (immediate forward) or not answered after 4 rings:

◆ dial *457, ext. no.

◆ dial #4 then hang up

Transfer incoming call to voicemail:

◆ press transfer (or flash), 8070, ext. no., 2, hang up

◆ **Reminder: CHECK FOR MESSAGES REGULARLY.** ◆