

LOS ANGELES HARBOR COLLEGE

VOICEMAIL BASICS - QUICK REFERENCE GUIDE

To Do This:	You Do This:
Login and Check Voicemail	<p><u>On-Campus</u> - Press <u>Message</u> Key on phone <u>Off-Campus</u> - Dial (310) 233-4444 Then..... Dial your mailbox number Press # Enter your password Press #</p>
Change Password	<p>Dial 84 Enter Old Password Press # Enter New Password (4 digits) Press # Enter New Password Again Press #</p>
Personal Verification	<p>Dial 89 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>
Record a Greeting	<p>Dial 82 Press 1 for external greeting Press 2 for internal greeting Press 5 to record After recording your greeting: Press # to stop Press 2 to listen to your greeting. Press 76 to delete Press 5 to re-record your greeting</p>
Play Messages	<p>*When you logon it will tell you how many messages you have and will begin playing them as they were received. Press # to Pause and then 2 to resume. Press 6 to Play the next message. Press 4 to Play the previous message. Press 76 to Delete a message (76 again will restore it). Press 73 to Copy/Forward a message. Press 75 to Record a message. Press 9 to Call the sender if they are located on campus.</p>
Express Messaging	<p>*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.</p>