<table>
<thead>
<tr>
<th>Description:</th>
<th>Action:</th>
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<tbody>
<tr>
<td><strong>Calling Voicemail:</strong></td>
<td>✗ Dialing into Voicemail.</td>
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</table>
| 1. From your desk, **Dial *17**.  
2. From outside of the office call **607-758-4140**. |
| **Log In:** | ✗ Logging into Voicemail.  
✗ You will need to put in your extension number followed by the # sign.  
✗ You will be asked to put in your password as well, followed by the # sign. |
| 1. Dial your extension, followed by the # sign.  
2. Dial # when prompted for your password. |
| **Password:** | ✗ To ensure the security of your messages and the system, do not use a password that uses:  
o Ascending or descending digits.  
o The same digit.  
o Your extension number. |
| 1. When prompted, dial your new password, followed by the # sign.  
2. When prompted, reenter your new password, followed by the # sign. |
| **Record Name:** | ✗ Other subscribers who address mail to you either by extension or name will hear your name as confirmation that they have addressed their mail correctly. |
| 1. Press 1.  
2. Press 1 when finished.  
3. You will hear your recording.  
4. Press 1 to rerecord.  
5. Press # to approve. |
| **Record Greeting:** | ✗ The system sends a call to your mailbox if you are unable to answer it.  
✗ The caller will hear your greeting. |
| 1. Press 3 to administer greeting.  
2. Press 1 to record a greeting.  
3. Press 1 to indicate greeting 1.  
4. Speak your greeting at the tone.  
5. Press 1 to stop recording.  
6. To review Press 23.  
7. To delete Press *D.  
8. Press # to approve.  
9. Press 1 to activate the greeting for all calls. |