



## FAQ – VOICEMAIL INFORMATION AND SHORTCUTS

### Purpose

- This guide provides information about accessing your on campus extension's voicemail

### Process

1. To access your voicemail:
  - a. **Voicemail from your desk phone:**  
Press Voicemail or Message Button on your phone
  - b. **Voicemail from any phone on campus:**  
Dial extension 4448
  - c. **Voicemail from off campus:**  
Dial 570-408-4448
2. When prompted for your user ID, enter your extension and press the # key
3. When prompted, enter your password/PIN and press the # key



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### Main Menu and Shortcuts

Key	Task
1	Hear new message
2	Send a message
3	Review old messages
4	Change Setup options
41	Change greeting
412	Turn on/off alternate greeting
421	Change message notification
423	Choose full or brief menus
431	Change phone password/PIN
432	Change recorded name