

Chabot College Voicemail Information Sheet

Accessing Voicemail

<u>Action</u>	<u>Own Phone</u>	<u>On Site</u>	<u>Off Site</u>
1. Access Number	7000	7000	510-723-7000
2. Extension or Voicemail Number	N/A	9 + Extension	9 + Extension
3. Temporary Security Code	0000	0000	0000

Getting Started

Change Your Security Code:

- From mailbox Press 3 + 1 + 4
- Enter your new security code (4 – 10 digit number)

Record Your Name:

- From mailbox press 5 + 2
- Record name
- Press 2 to stop recording
- Press 6 to review or 4 to discard
- Press 5 to save it

Record Personal Greeting:

- From mailbox press 3 + 1 + 3
- Greeting 2 for all other conditions
- Press 2 to begin recording
- Record greeting
- Press 2 to stop recording
- Press 6 to review or 4 to discard it
- Press 5 to save it

Note: messages are only stored for 14 days

Quick Tips

* key = Cancels current feature
Plays previous options
Moves quickly from one function to another

key = Replays all options available

*** = Exits system

Transfer into Voicemail

With caller on the line:

Press Transfer/Flash

Dial 7000

Dial 9 + Extension (where you want to send the caller), then Hang Up

You can access the Voicemail system 24 hours a day from any touch-tone telephone to review messages, record messages, change your personal greeting and all other personal options.