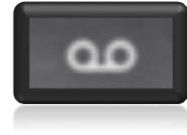


# Hofstra Voicemail



## Setting up Voicemail

- Press the **Voicemail** Button
- Enter your default Pin **12345#**
- Record your **Name**
- Record your **Greeting**
- Change your **Temporary PIN**  
(must be at least 5-digits)
- Confirm **PIN**
- Press # to confirm **Directory Listing**

Note: If you hand up before completing setup, you will need to repeat setup again.

- Press \* + 5-digit extension

## Internal Voicemail Access

*From your Hofstra phone*

- Press **Voicemail** Button
- Enter your **PIN** + #

*From another Hofstra phone*

- Press **Voicemail** Button
- Press \* key
- Enter your 5-digit extension + **PIN** + #

## External Voicemail Access

- Dial your direct Number or Dial (516) 463-8400
- Press \* key
- Enter 5-digit extension + #
- Enter your PIN + #

## Voicemail Main Menu:

- 1 Listen to messages
- 2 Send a message
- 3 Review old messages
- 4 Setup options

## Greetings Options

- 4 – 1 – 1 Re-record Standard greeting
- 4 – 1 – 2 Re-record Alternate greeting
- 4 – 3 – 2 Re-record Name
- 4 – 3 – 1 Change PIN

## Direct to Voicemail

To leave someone a Voicemail Message without having to call them:

Press\* + 5-digit extension

## Check Messages

To check your messages after logging in:

Press 1 to listen to new message

Press 3, then 1 to review saved messages

## While Listening to Messages

- |                 |                     |
|-----------------|---------------------|
| 1 Restart       | 6 Fast Playback     |
| 2 Save          | 7 Rewind            |
| 3 Delete        | 8 Pause or Resume   |
| 4 Slow Playback | 9 Fast Forward-End  |
| 5 Change Volume | # Skip Message      |
|                 | ## Keep Message New |

## After Listening to Messages:

- |           |                          |
|-----------|--------------------------|
| 1 Replay  | 6 Mark as New            |
| 2 Save    | 7 Skip Back              |
| 3 Delete  | 9 Message Properties     |
| 4 Reply   | # Cancel Playing Message |
| 5 Forward | 0 Help                   |