

Quick Guide to Voice Mail

INITIAL SETUP

- 1 Log in at voicemail.ncsu.edu
- 2 Create a **PIN**; you'll need it for Step 6
- 3 Call the campus voice mail system:
 - On campus: **2•6245**
 - Off campus: **919•512•6245**
- 4 Press *****
- 5 Enter your **ID** (last 5 digits of your campus phone or mailbox number)
- 6 Enter your **PIN**
- 7 Follow prompts to:
 - Record your name
 - Record a greeting
- 8 **NOTE: Be sure to listen for your setup confirmation.** If you don't get a confirmation, start again at Step 3.

ACCESS

* Your "ID" is the last 5 digits of your campus phone or mailbox number.

FROM YOUR OWN CAMPUS PHONE:

- 1 Dial **2•6245 [2-MAIL]** or press **MESSAGES** key if applicable
- 2 Enter your **PIN** and press **#**

FROM ANOTHER CAMPUS PHONE:

- 1 Dial **2•6245 [2-MAIL]**
- 2 When the system answers, press *****
- 3 Enter your **ID***
- 4 Press **#**, enter your **PIN**, and press **#** again

FROM OFF-CAMPUS:

- 1 Dial **919 • 512 • 6245 [919 • 512 • MAIL]**
- 2 When the system answers, press *****
- 3 Enter your **ID***
- 4 Press **#**, enter your **PIN**, and press **#** again

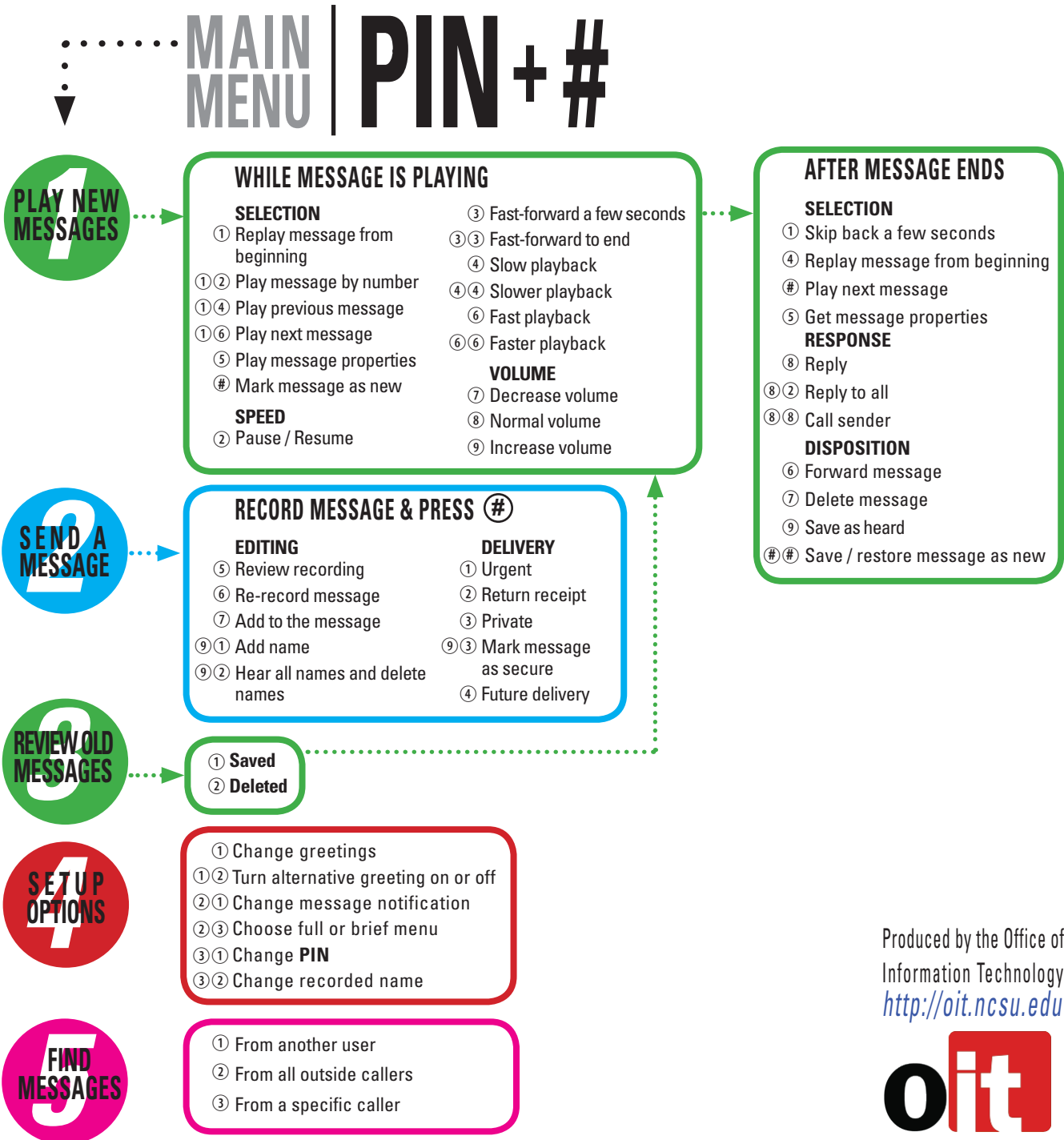
SHORTCUTS

In any menu, use these three keys as needed:

- 0 Help
- * Cancel or skip back to the beginning of that menu
- ** Exit system

ADDITIONAL HELP

Report problems to: voicemail@ncsu.edu
Detailed instructions at oit.ncsu.edu/telephony/voicemail



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