



Adjunct Faculty Voicemail Access

Alcatel-Lucent 8 Series 4038

To check your messages externally follow the steps below:

1. Dial the main number and listen for the voicemail greeting.
2. Press the star key * and then press the pound key #.
3. You will be prompted to enter your mailbox extension number: "Mailbox number please".
Note: The first time you access your voicemail, you will be prompted to set up your voicemail box. **The default password is your five digit extension number.**
4. Enter your five digit extension number.
5. You will be prompted to enter your password.
6. Enter your password.
7. You will hear: "The following new messages have not been heard." To bypass this voice message when calling into voicemail press #.

You can now listen to your messages.

Reviewing Messages

Function	Press
Replay a Message	4
Erase a Message	7
Save a Message	9
Call the Sender	88
Cancel Message Review	*

If you need further assistance, please contact Support Central at 485-0555 (Option 4). Thank You.

Note: You may not hear a prompt to press for some options, while accessing voice mail externally. However, the menu options above still apply. For example: you may still press 4 from the Main Menu to access the Personal Options Menu.



Main Menu

Function	Press
Review Messages	1
Send Messages	2
Locate Messages	3
Personal Options	4
Restart	5
Applications	6
Exit	*

Note: To create your **Personal Greeting** Press 3 from **Personal Options Menu**

Personal Options

Function	Press
Notification on/off	1
Administrative Options	2
Greetings	3
Notification Schedule	4
Mailbox Forwarding	5
Security	6
Exit	*