

# Skidmore Voicemail System

## Initial Access

If you are the only person using the phone and your extension number is in the upper right hand corner of the phone display

1. Press the # key to access voicemail.
2. The password is 1234.
3. You will be taken through the setup of the voicemail box.
4. There is a red light on the top right of the phone that will blink to indicate that you have voicemail.

If you are **not** the only person using the phone and your extension number is **not** in the upper right hand corner of the phone display

1. To access the voicemail box for your extension, press the # key.
2. Voicemail will ask for your password, but don't put it in! Press the # key again.
3. Voicemail will then ask for your mailbox number. Enter your extension number.
4. Voicemail will then ask for your password. Enter 1234#.
5. You will be taken through the setup of the voicemail box.

## Normal Access

If you are the only person using the phone and your extension number is in the upper right hand corner of the phone display

1. Use the # key to access voicemail not the voicemail button on the phone. This will give you more functionality and flexibility.
2. Voicemail will then ask for your password. Enter your password (followed by the # key) and you will be in!

If you are **not** the only person using the phone and your extension number is **not** in the upper right hand corner of the phone display

There is a button the phone that says VM and your extension number. When the red light next to the VM button is lit (not the light on the upper right hand corner of the phone) – indicating a voicemail for your extension

1. Press the # key not the VM or voicemail button.
2. Voicemail will ask for your password, but don't put it in! Press the # key again.
3. Voicemail will then ask for your mailbox number. Enter your extension number.
4. Voicemail will then ask for your password. Enter your password (followed by the # key) and you will be in!

## **Off Campus Access**

To access your voicemail from off campus, dial (518) 580-7400.

1. Voicemail will ask for your mailbox number. Enter your extension number.
2. Voicemail will then ask for your password. Enter your password (followed by the # key) and you will be in!