

# Telecommunications

## Part Time Faculty Voicemail Instructions

### Setting Up Your Voicemail

1. Step 1-dial the voicemail access number 6955 (on campus) or 978-542-6955 (off campus).
2. Step 2-listen to the prompts and enter the appropriate information when requested. You will receive a password from your department secretary or you may call the IT help desk at 2036 for it.

**Note:** when prompted to dial your four digit extension, please enter the number that begins with the "1" for example, extension "1195". That would be your extension or mailbox number. If someone wants to leave you a voicemail message, first they would dial 2424 (on campus) or 978-542-2424 (off campus).

When prompted they would dial your four digit extension, listen to your greeting, than at the tone a message can be left for you.

### Retrieving Your Messages

1. Step 1-dial the voicemail access number 6955 (on campus) or 978-542-6955 (off campus)
2. Step 2-listen to the prompts and enter the appropriate responses

**Remember:** if you are having a problem with your password please call the IT help desk at 2036 (on campus) or 978-542-2036 (off campus)

**Special note:** When giving your voicemail extension number to anyone, remind them to dial 2424 (on campus) or 978-542-2424 (off campus), first, and then listen for the prompts (entering your four digit extension when prompted)