

Telecommunications

Staff and 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. When prompted to dial

The default password that would be the " #" (number or pound sign) which is the button to the right of the "0" button on your telephone. If you are having a problem with the password please call the IT help desk at 2036 (on campus) or 978-542-2036 (off campus).

Following the prompts you will be able to set up your recorded name and your greeting and you will also be prompted to add your own personal password that should contain six digits, (not consecutive or sequential). What seems to work well for most people is to use your birth date, for example, January 8,1965 (would be 010865) as a password. You will be less likely to forget it.

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.

Note: if you are having a problem with your voicemail system or if you have forgotten your password call the IT help desk at 2036(on campus) or 978-542-2036 (off campus). You can visit www.salemstate.edu/telecommunications for further instructions.

If you have forgotten your password, contact the Help Desk at x2036 to have it reset.

Sending A message Through the Voicemail System

Dial 7900 (on campus) or 978-542-7900 (off campus) listen and respond to the prompts to send a message to some on campus, if you know their four-digit extension number. This will let you leave a message if your time doesn't allow for a conversation.