

To Get in to Your Voicemail

On Campus		Off Campus
Your Phone	Another Phone	
Message Button	6899 your extension #	413-236-3030 your extension #
PIN		
#		

To Change Your Greeting

Be in Your Voicemail	
	4
	1
1	
	#

To Create an Alternative Greeting

Be in Your Voicemail	
	4
	1
	3
	3
1	
	#

To Switch Between Your Regular and Alternative Greetings

Be in Your Voicemail	
	4
	1
	2
#	