

# 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. ~~NOTE~~ 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. **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#40 (the voicemail button on the phone) to get you more functionality and flexibility.
  2. Voicemail will then ask for your password. Enter your password (followed by #) 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 on the phone that says VM and your extension number. When the red light on the VM button is lit (not the light on the upper right hand corner of the phone) – indicate you have 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 #) 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!