

# Yale Voicemail

## To Call Voicemail

### From your phone:

- Dial **6-4477**
- Enter your **PIN** followed by #

### From another campus phone:

- Dial **6-4477**
- Press \*
- Enter your **Mailbox ID** number, followed by #
- Enter your **PIN** followed by #

### From an outside line:

- Dial **(203) 436-4477**
- Press \*
- Enter your **Mailbox ID** number, followed by #
- Enter your **PIN** followed by #

**Mailbox ID number:**  
5-digit extension number  
**Starter PIN:** 1 2 3 4 5 6

## Main Menu

### 1: Hear New Messages

### 3: Review Saved Messages

### 2: Send a Message

### 4: Change Setup Options

#### During Message Review

Restart <b>1</b>	Save <b>2</b>	Delete <b>3</b>
Reply <b>4</b>	Forward <b>5</b>	Playback <b>6</b>
Rewind <b>7</b>	Pause <b>8</b>	Fast Fwd <b>9</b>
Cancel <b>*</b>	Help <b>0</b>	Skip <b>#</b>

#### After Message Review

Replay <b>1</b>	Save <b>2</b>	Delete <b>3</b>
Reply <b>4</b>	Forward <b>5</b>	Save/Restore <b>6</b>
Rewind <b>7</b>	<b>8</b>	<b>9</b>
Cancel <b>*</b>	Help <b>0</b>	Save as is <b>#</b>

- Record your message
- Enter the recipient's extension number *or* spell the name of the recipient *or* enter the distribution list number, followed by #
- Press # to confirm
- Press **9 1** to add a name
- Press # to send *or* chose a message option

#### Message Options:

- Press **1** – Mark message urgent
- Press **2** – Request return receipt
- Press **3** – Mark message private
- Press **4** – Set future delivery
- Press **5** – Review recording
- Press **6** – Re-record message
- Press **7** – Add to the message
- Press # – Send message

#### Press 1 – Greetings:

- Press **1** – Edit the standard greeting
- Press **2** – Turn alternate greeting on/off
- Press **3** – Edit other greetings
- Press **4** – Play all greetings

#### Press 2 –Message Settings:

- Press **1** – Change message notification
- Press **3** – Select full or brief menus
- Press **4** – Create private lists

#### Press 3 – Preferences:

- Press **1** – Change PIN
- Press **2** – Change recorded name
- Press **3** – Change directory listing

#### Tips:

- Press \* Exit *or* back up
- Press **0** Help
- ## Extension number and name entry toggle