


# Voicemail User's Guide

Please call 4600 for assistance if you do not know your PIN.

*Note: The system will require you change the default PIN the first time you access your voicemail. The PIN must be a minimum of four (4) digits. You should select a PIN that you can remember but cannot be easily guessed.*











## Voicemail Access – Campus Phone

1. Press the **messages** button  or dial 7000.
2. Press the \* key.
3. Enter your voicemail extension at the “Enter your ID” prompt. Press the # key.
4. Enter your PIN at the “Enter your PIN” prompt. Press the # key.

## Voicemail Access – Non-Campus Phone

1. Dial 949-582-4900.
2. Press the \* key.
3. Enter your voicemail extension at the “Enter your ID” prompt. Press the # key.
4. Enter your PIN at the “Enter your PIN” prompt. Press the # key.

### Message Playback Options

-  Restart Message
-  Save Message
-  Delete Message
-  Slow Playback Rate
-  Change Volume
-  Fast Playback Rate
-  Rewind Message
-  Pause/Resume Playback
-  Fast Forward
-  Skip to End

### After Message Menu

-  Replay Message
-  Save Message
-  Delete Message
-  Reply to Message
-  Reply to All
-  Forward Message
-  Mark as New
-  Rewind Message
-  Play Message Properties

Help Desk 949-582-4600

<http://www.saddleback.edu/ts/cisco>