

# Suffolk University Voicemail Instructions

## Setting Up Your Voicemail Account

To set up your new Voicemail account, do the following:

From Inside the University Dial: **3000**

From Outside the University Dial: **617-305-3000**

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Enter your mailbox number:  
(Last 4 digits of phone number)

Enter the default **security code 147258** when you log on to Voicemail system for the first time

## Gaining Access to Your Mailbox

Follow these simple steps to start using Suffolk's Voicemail.

1. Call the Voicemail internal or external number.
2. If necessary, press # to enter mailbox if not at your desk or calling from the outside.
3. If prompted, enter your mailbox number.
4. Enter a security code (or the default code of **147258** if this is your first time).

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## Performing Common Tasks

If you're looking for a quick hint on how to perform a specific task, read on.

### Getting Started

<i>If you want to ...</i>	<i>Then enter ...</i>
Listen to new voice messages	1 1
Listen to all voice messages	1 1
Listen to saved voice messages	1 5

### After Listening to a Message

<i>If you want to ...</i>	<i>Then enter ...</i>
Forward the message to another subscriber	6
Delete the message	7
Reply	8
Transfer to a sender's extension	8 8
Transfer to a sender's outside number	8 4
Save the message	9

### Changes to Your Mailbox

<i>If you want to ...</i>	<i>Then enter ...</i>
Change your name recording	4 1 5
Change your out-of-office greeting	4 1 3 3 or 4 6
Change your password	4 1 4
Change your standard greeting	4 1 3 2 or 4 4