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**

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. 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).

Performing Common Tasks

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

Getting Started

If you want to …	Then enter …
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

If you want to …	Then enter …
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

If you want to …	Then enter …
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