

**Hunter College**  
Department of Instructional Computing and Information Technology  
ICIT  
Telecommunications

## Instructions

### Identifying your extension

*From you own phone*

- a) Dial 88
- b) Then press # and you should hear the system say your 5-digit extension.

### Dialing

*To Dial Externally*

- a) Dial 9 to break tone.
- b) Dial 1, then number. Ex.: **9 1 212-772-4000**

*To Dial Internally*

- a) **Note: that different campuses begin with different extensions.**
  - i. Main Campus (North, East, West and Thomas Hunter begin with 1 Ex.: **14357**
  - ii. School of Social Work 2 Ex.: **2xxxx**
  - iii. Roosevelt House 3 Ex.: **3xxxx**
  - iv. Campus School 4 Ex.: **4xxxx**
  - v. Hudson Street 6 Ex.: **6xxxx**
  - vi. Brookdale Campus 7 Ex.: **7xxxx**
- b) Dial 1, then number. Ex.: **9 1 212-772-4000**

### Voicemail

#### Accessing your voicemail box

*From you own phone*

- c) Press the voicemail/ phone mail button on your phone
- d) Dial your password and then push # (First time user, your temporary password is 111#. You will be prompted to change your password to a new password.)

*From another phone in the college*

- a) Dial 88
- b) Enter your 5 digit extension (example 14357)
- c) Dial your password and then push #

*From outside the college*

- a) Dial (212) 396- MAIL (6245)
- b) Enter your 5 digit extension (example 14357)
- c) Dial your password and then push #

## **To record a greeting**

Follow the instructions above to access the main menu

**Note: If you have new voicemail messages you can press 3 to listen to them or # to skip.**

- a) Dial 8 to change greetings
- b) Dial 1 to change the “alternate” greeting, if the alternate greeting is off press 3 to activate it.
- c) Dial 1 again to record the greeting
- d) After you have recorded the greeting dial \* then # to confirm and save.

## **To record your name**

After following the instructions above and find yourself in the main menu

**Note: If you have new voicemail messages you can press 3 to listen to them or # to skip.**

- a) Dial 8 to change greetings
- b) Dial 4 to record your name
- c) After you have recorded the greeting dial \* then # to confirm and save.

## **Listening to messages**

After accessing your voicemail box, follow these instructions.

- a) Press 3 to listen to your messages
- b) Press # to skip the next message or \* to fast-forward during the messages.
- c) Press 6 to delete the message
- d) If done hang-up, to continue press #.