

# Phone Mail Instructions

*Before setting your Phone Mail, please read these instructions:*

1. In order to access the Phone Mail system you must dial 3770.
2. Next, you should dial your 4-digit extension and then #.
3. Now dial 123456 as your initial password, then #. Change your password immediately following this step.
  - a. Password must be at least 6 digits long.
4. To record your name, push 8 and then 4.
5. To record your greeting, push 8, then 1.

**Please note:**

The Aquinas College Phone Mail system will provide Phone Mail whether you are using the Aquinas loaner phone or if you are using your own phone. Aquinas Phone Mail will answer your phone if it rings more than 5 times.

If you have any questions about the Phone Mail system please call extension 2937.

**STAFF PhoneMail**

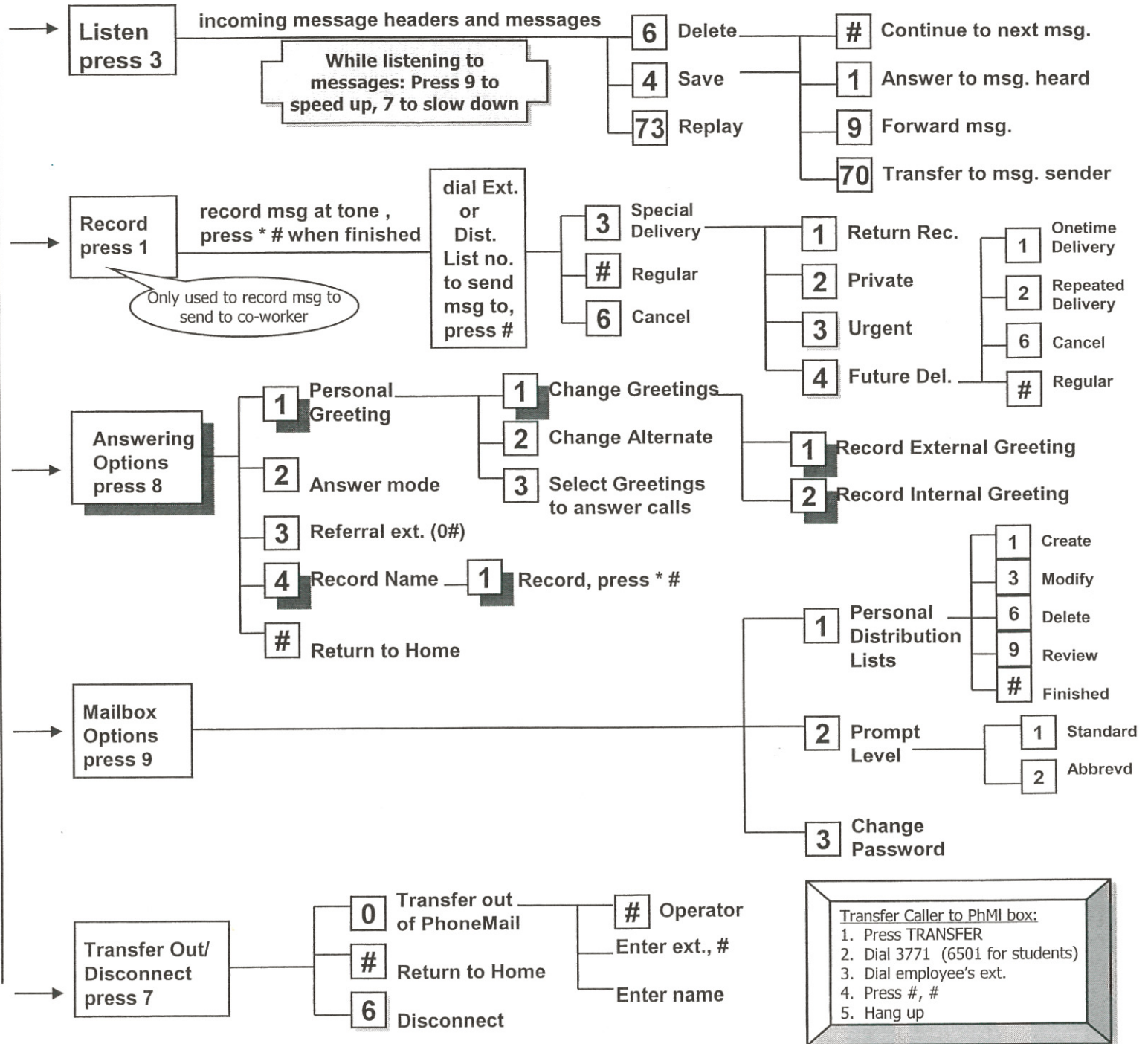
From desk, #  
password, then #



Outside, dial ext.,  
press #, password, #

**OUTSIDE ACCESS:**

Call 616-632-2888  
Key in extension, #  
password, #



Transfer Caller to PhMI box:  
1. Press TRANSFER  
2. Dial 3771 (6501 for students)  
3. Dial employee's ext.  
4. Press #, #  
5. Hang up