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.
**AQINAS COLLEGE**

**STAFF PhoneMail**

Press PhoneMail button call x3770

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

**OUTSIDE ACCESS:**
Call 616-632-2888
Key in extension, # password, #

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**Listen press 3**
incoming message headers and messages

While listening to messages: Press 9 to speed up, 7 to slow down

6 Delete
4 Save
9 Forward msg.
73 Replay
70 Transfer to msg. sender

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Record press 1
record msg at tone, press * # when finished

Only used to record msg to send to co-worker

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Mailbox Options press 9

Transfer Out/ Disconnect press 7

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Record Ext. or Dist. List no. to send msg to, press 

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Listen press 3
incoming message headers and messages

While listening to messages: Press 9 to speed up, 7 to slow down

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Record press 1
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Press PhoneMail button call x3770

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

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**HOMESTATE**

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**Answering Options press 8**

1 Personal Greeting
2 Change Greetings
3 Change Alternate
4 Select Greetings to answer calls
5 Record Name
6# Return to Home

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