

# Part Time Faculty Voice Mail Box Instructions

## CISCO VoIP Telephone System

### Instructions Part Time Faculty

1. Obtain an extension voice mail box number from your Division Administrative Assistant
2. The first time you enter your voice mailbox you will be asked to set your **PIN**, which is the password. You will also be asked to record your greeting.
3. To access your CISCO VoIP telephone system voice mailbox, dial **650-949-7899**.
4. When the system asks you to enter your ID followed by pound, **INSTEAD** enter your voice mailbox **extension number then the # key**.
5. When asked for your **PIN followed by pound**, for **the first time accessing** your voice mailbox, the **default PIN is 3432**, which spells **fhda**. **Enter 3432 then the # key**. The system will step you through **setting your own personal PIN number** for subsequent uses of your voice mailbox.

### Instructions for Students and Others Leaving Voice Messages

1. Call **650-949-7899**
2. Press the pound key twice **##**.
3. Enter the (4) four-digit **extension number**.
4. Follow the prompts to leave a voice message.