

(All ACCD locations except Houston Street)

RECORDING YOUR GREETING

- STEP 1: Dial your voice mail number (ext. number)
- STEP 2: Interrupt your greeting by pressing the # button.
- STEP 3: When asked, enter your password (4 digit number).
- STEP 4: Press the 4 and listen to the instructions

RETRIEVING MESSAGES

- STEP 1: Dial your voice mail number (ext. number)
- STEP 2: Interrupt your greeting by pressing the # button.
- STEP 3: When asked, enter your password (4 digit number).
- STEP 4: Press 1 to listen to your current messages.
- STEP 5: Listen to message, then press 3 twice to remove.
- STEP 6: Repeat STEP 4 for remaining messages

TO PLAY SAVED MESSAGES

- STEP 1: Dial your voice mail number (ext. number)
- STEP 2: Interrupt your greeting by pressing the # button.
- STEP 3: When asked, enter your password (4 digit number).
- STEP 4: Press * to return to main menu.
- STEP 5: Press 2 to play saved messages

TO CHANGE THE PASSWORD

- STEP 1: Dial your voice mail number (ext. number)
- STEP 2: Interrupt your greeting by pressing the # button.
- STEP 3: When asked, enter your password (4 digit number).
- STEP 4: Press 4 to change the password.
- STEP 5: Enter the new 4 digit password.

Note: Please remember your password, as it is not displayed.
For security purposes, do not use your extension number as your password.



For assistance with voice mail, please call Support Central Hours

Monday-Friday 8:00am-12:00Midnight Saturday-Sunday 12:00Noon-5:00pm
Phone: (210) 220-1616 Email: helpdesk@accd.edu

