

Accessing Voice Mail Account Remotely

Dial **(845)758-7600**

Upon hearing the main Bard college greeting, **press 9 and your 4-digit extension**

Enter pass code when prompted

Change/Setup Alternate Greeting

From the main menu, **press 7** for 'Setup Options'

Press 4 for 'Greetings'

Press 7 for 'Edit Alternate Greeting'

The system will play the current alternate greeting, then ask you if you would like to change it. **Press 1 for yes, press 2 for no.**

Record your new greeting, **press *** when finished recording.

The system will play your newly recorded greeting back and ask if you would like to change it. **Press 1 to re-record the greeting, press 2 to keep the current recording.**

The system will ask if you want to make this greeting active, **press 1 for yes, press 2 for no (if this message is to become active at a later date).**

Toggle Between Standard and Alternate Greetings

From the main menu, **press 7** for 'Setup Options'

Press 4 for 'Greetings'

Press 5 to 'Switch Greetings'

The system will alert you that it is switching to your other greeting, then play the greeting it is making active. The system will ask if you would like to change it, **press 1 to re-record, press 2 to keep greeting as is.**