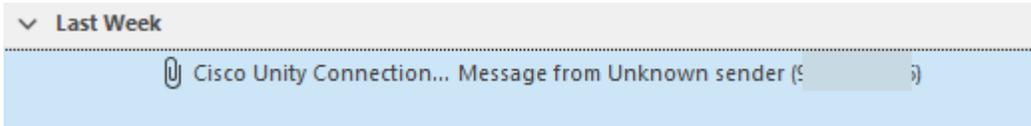


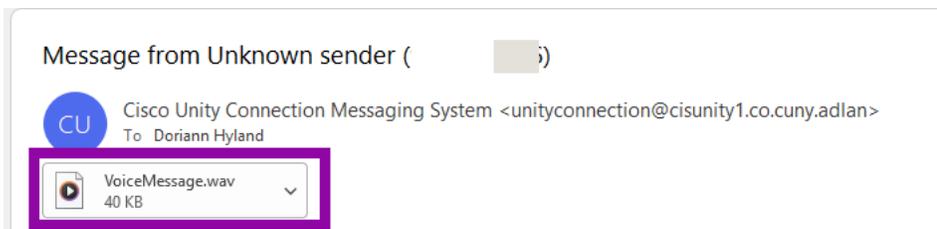
Using Voicemail in the new Phone System (effective 2026 – 2027)

Voicemail

Voicemail recordings are delivered to your email as “WAV” files from the sender “**Cisco Unity Connection Messaging System**”.



Voice-to-text transcription is not available on the Cisco system. To access voicemail, double-click on the attached WAV file. The recording will open in Media Player. If needed, click the play button to hear the recording.



Voicemail setup

Log in from your phone by pressing the Favorites button, dialing 2600, or by calling 1.718.982.2600.

1. Record your Name.
2. Record your Greeting.
3. Set your 6-digit PIN.
4. Confirm your Directory Listing.

You must complete all the first-time steps to save the settings.

Accessing your Voicemail from your desk phone

- Press Favorites “★” and select Voicemail or call 2600.

Accessing your Voicemail from off campus or outside your office

- Dial your 10-digit phone number or call 718-982-2600.
 1. When voicemail answers, press “*”.
 2. Enter your 4-digit extension and “#”.
 3. Enter your 6-digit PIN and “#”.

To make changes within the Voicemail system

- To rerecord your name, select options 4 > 3 > 2.
- To rerecord your greeting, select options 4 > 1 > 1.
- To change your 6-digit PIN, select options 4 > 3 > 1.