# LOS ANGELES HARBOR COLLEGE
## VOICEMAIL BASICS - QUICK REFERENCE GUIDE

<table>
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<tr>
<th>To Do This:</th>
<th>You Do This:</th>
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| **Login and Check Voicemail** | **On-Campus** - Press Message Key on phone  
                              **Off-Campus** - Dial (310) 233-4444  
                              Then…..  
                               Dial your mailbox number  
                               Press #  
                               Enter your password  
                               Press # |
| **Change Password**       | **Dial 84**  
                              **Enter Old Password**  
                              **Press #**  
                              **Enter New Password (4 digits)**  
                              **Press #**  
                              **Enter New Password Again**  
                              **Press #** |
| **Personal Verification** | **Dial 82**  
                              **Press 9 for Personal Verification**  
                              **Press 5 and record your first and last name at the tone.**  
                              **Press # to stop**  
                              **If you need to re-record press 5 again.** |
| **Record a Greeting**     | **Dial 82**  
                              **Press 1 for external greeting**  
                              **Press 2 for internal greeting**  
                              **Press 3 for Temporary greeting**  
                              **Press 9 for Personal Verification**  
                              **Press 5 to record**  
                              **After recording your greeting:**  
                              **Press # to stop**  
                              **Press 2 to listen to your greeting.**  
                              **Press 76 to delete**  
                              **Press 5 to re-record your greeting** |
| **Play Messages**         | **When you logon it will tell you how many messages you have and will begin playing them as they were received.**  
                              **Press # to Pause and then 2 to resume.**  
                              **Press 6 to Play the next message.**  
                              **Press 4 to Play the previous message.**  
                              **Press 76 to Delete a message (76 again will restore it).**  
                              **Press 73 to Copy/Forward a message.**  
                              **Press 75 to Record a message.**  
                              **Press 9 to Call the sender if they are located on campus.** |
**Express Messaging**

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<td><strong>This allows you to call someone on campus and leave a message without disturbing their work.</strong>&lt;br&gt;Dial 4698 (on campus) or (310) 233-4698 (off campus)&lt;br&gt;Enter their Mailbox Number.&lt;br&gt;Press #&lt;br&gt;Record your Message.&lt;br&gt;Hang up.</td>
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