

## Facilities and Janitor Voice Mail Box Instructions

### To Leave a message for 1XXX mailbox:

#### External call 724-738-3000:

1. At the main greeting press 9
2. Enter the mailbox number you are calling & press #
3. Leave your message.
4. Hang up.

#### Internal call the extension number directly: i.e. 1xxxx

### To Retrieve your messages:

To access your voice mail messages from a **campus phone not assigned to you that does not have a mailbox** (For example a lobby phone or a phone without a mailbox):

1. Dial 3000 (Note: 3000)
2. Press [#]
3. Enter your four-digit mailbox number
4. Enter your security code
5. The system will announce the number of messages you have received and allow you to hear/respond to them in order (follow the prompts).

To access your voice mail messages from a **campus coworkers phone not assigned to you that does have a mailbox** (For example a coworkers phone):

1. Dial 3000 (Note: 3000) You will immediately hear enter your password DO NOT ENTER PASSWORD
2. Press [\* #]
3. Enter your four-digit mailbox number
4. Enter your security code
5. The system will announce the number of messages you have received and allow you to hear/respond to them in order (follow the prompts).

To access your voice mail messages, from an **off-campus** phone:

1. Dial 724.738.4000 or 724-738-3000
2. Press [#]
3. Enter your four-digit mailbox number
4. Enter your security code
5. The system will announce the number of messages you have received and allow you to hear/respond to them in order (follow the prompts).