Montgomery Campus Voicemail Instructions

To set up your voicemail box from your telephone:
- Dial 9790 to access the voicemail system
- Enter your password (all new passwords are 1234)
- Follow the audible instructions

To change your voicemail box greeting from your telephone:
- Dial 9790 to access the voicemail system
- Enter your password
- Press 8 for user options
- Press 1 to change your mailbox setup
- Press 1 to change your greeting.

To check your voicemail from your telephone on campus:
- If you have an "Ericsson" digital telephone press the voicemail button when lit (an analog or house-phone will have a stuttered dial tone)
- Dial 9790 to access the voicemail system
- Enter your password
- Follow the audible instructions

To check your voicemail from on campus other than your telephone:
- Dial 9790 to access the voicemail system
- When the system answers press #
- Dial your 4-digit extension number
- Enter your password
- Follow the audible instructions
- When finished with all voicemail functions dial 9 to end and then hang up

To check your voicemail from your home or anywhere off campus:
- Dial 334–241–9790
- When the system answers press #
- Dial your 4-digit extension number
- Enter your password
- Follow the audible instructions
- When finished with all voicemail functions dial 9 to end and then hang up

To transfer a call straight to a voicemail box:
- Press the Inquiry Key (or flash the line on an analog phone)
- Dial 1400
- When the voicemail system answers dial 999
- When the system answers again dial the desired 4-digit extension number
- Press the transfer button if using a digital phone (or hang up if using an analog phone)

To transfer all calls to voicemail: If you use this function your phone will not ring at your desk!
- To transfer dial ∗ 2 ∗ 9790 #
- To cancel dial # 2 #

To temporarily turn voicemail off (and back on):
- Listen for a dial tone
- Dial # 21 # (∗ 21 #)
- Listen for dial tone again
- Dial # 22 # (∗ 22 #)