





Log in to Voicemail

From Your Desk Phone	From a Different Desk Phone	From a Cell Phone or other Non-CSCC Number
<p>1. Press the Voicemail Key  /  or call x3100</p> <p>2. Enter your PIN, followed by #</p>	<p>1. Press the Voicemail Key  /  or call x3100</p> <p>2. Press *</p> <p>3. Enter your ID, followed by #</p> <p>4. Enter your PIN, followed by #</p>	<p>1. Call 614-287-3100, press # when prompted</p> <p>2. Enter your ID, followed by #</p> <p>3. Enter your PIN, followed by #</p>
<p>ID = mailbox number (usually your extension) and PIN = security code</p>		

First Time Setup

Use the **default PIN** to log in to the voicemail system the first time

Upon login, voice prompts will walk you through initial voicemail box setup:

1. Record your name
2. Record a personal greeting
3. Set a new PIN
4. Confirm that you want to be listed in the directory

Voicemail Greetings

Toggle Alternate “Out of Office” greeting

To turn the Alternate “out of office” greeting on or off:

1. Log into your voicemail
2. Press 4 – 1 – 2

Change/Record New Greetings

To change or record a new greeting, log into your voicemail, then:

- For **Standard** greeting, press 4 – 1 – 3 – 1
- For **Alternate** (Out of Office) greeting, press 4 – 1 – 3 – 3

Standard – Will play unless you have activated an Alternate greeting.

Alternate – Will play instead of Standard greeting until a date and time that you choose.

Note on Greetings: when you get into the Greetings Menu, you will hear many greeting choices; Columbus State only supports **Standard** and **Alternate** greetings.

