

Technical Support

For Hamilton College Voicemail support, contact Telephone Services at 315-859-4160 or telephone@hamilton.edu



Hamilton College Voicemail Phone Menus and Shortcuts

This card lists the most frequently used Hamilton College Voicemail menus and shortcut keys for managing messages and user settings by phone.

Accessing Voicemail

To access your Hamilton College Voicemail

From your desk phone:

- Press the Messages button on your phone. Please enter your PIN.

Or

- Dial 4808. Please enter your PIN.

From any other phone:

- Dial 4809 (on-campus)
- Dial 315-859-4809 (off-campus)

1. Press * when Hamilton College Voicemail answers.
2. When prompted, enter your desk phone extension and press #.
3. Enter your PIN, and press #.

Main Menu and Shortcuts

Key(s) Action

0	Help
1	Play new messages
2	Send a message
3	Review old messages
4	Change setup options
43	Change greetings
432	Turn on/off alternate greeting
44	Change transfer settings
461	Change message notification
463	Choose full or brief menus
*	Cancel or back up

Fold along grey markers

During Message Menu

While listening to a message, press:

Key(s) Action

1	Rewind
11	Repeat message
14	Go to previous message
16	Go to next message
2	Pause/Resume
3	Fast-forward
33	Skip to after message menu
4	Slow playback
5	Play message properties
6	Fast playback
7	Quieter playback
8	Reset volume to default
9	Louder playback
#	Skip message, save as is
*	Cancel or back up

After Message Menu

After listening to a message, press:

Key(s) Action

1	Rewind
14	Go to previous message
16	Go to next message
2	Send to fax machine for printing
4	Repeat message
5	Play message properties
6	Forward message
7	Delete
8	Reply
82	Reply to all
88	Call the sender
9	Save
#	Save as is
##	Save as new
*	Cancel or back up

Send Message Menu

After addressing and recording, press:

Key(s) Action

1	Mark urgent
2	Request return receipt
3	Mark private
4	Request future delivery
5	Review recording
6	Rerecord
7	Add to recording
91	Add a recipient
92	Play all recipients (and delete recipients)
*	Cancel message
#	Send message

Entering Recipients

To change entry mode, press:

Key(s) Action

##	Switch between addressing a message by name and addressing by extension
----	---

Selecting Recipients

To select recipients from a list, press:

Key(s) Action

0	Help
1	Repeat name
7	Previous name
77	First name in list
9	Next name
99	Last name in list
#	Select name
*	Exit list

Cut below this line